



# ADMINISTRATIVE REGULATION

## City of Huntington Beach

<b>Number</b>	<b>AR 705</b>
<b>Sections</b>	<b>1 - 8</b>
<b>Responsible Dept.</b>	<b>City Manager's Office</b>
<b>Review Date</b>	<b>October 20, 2024</b>
<b>Effective Date</b>	<b>October 20, 2022</b>

<b>SUBJECT: Citywide Flag Policy</b>
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1. **Purpose:** Flags play an important role in communicating the City's official sentiments on prominent matters in Huntington Beach. As such, this AR establishes guidelines to fly the City's Standard and Commemorative flags at City-owned facilities.
2. **Authority:** Huntington Beach City Charter, Section 401
3. **Definitions:**
  - 3.1 **Standard Flags:** Flags flown year-round at City-owned facilities. At this time, the City's Standard flags include the United States, State of California, City of Huntington Beach, and Prisoners of War/Missing in Action (POW/MIA) flags.
  - 3.2 **Commemorative Flags:** Flags that are an expression of the City's official stance on select, prominent matters in Huntington Beach. Commemorative flags may only be flown, as authorized by the City Council.
  - 3.3 **City-Owned Flagpoles:** Includes City-owned flagpoles, flagstuffs, and other sites where a stationary flag is flown. City-owned flagpoles include: Civic Center, Pier Plaza, Central Library and branch libraries, Fire and Police stations, Senior Center, and other community facilities.
4. **Standard Flags:** The following flags represent the Standard flags of the City of Huntington Beach:
  - 4.1 Government Flags
    - 4.1.1 The following Government flags must be flown outdoors at designated City-owned flagpoles in the following order of priority: first, the United States flag; second, the POW/MIA if it is flown per Section 4.2; third, the California State flag; and fourth, the Huntington Beach City flag.
    - 4.1.2 The U.S. flag must be flown on all City-owned flagpoles and must be equal to or larger than any other Standard or Commemorative flags that may be flown on the same or adjacent flagpole. The U.S. flag must always fly in the highest position.
    - 4.1.3 If there are not sufficient flagpoles to fly the City or State flags on separate poles, they may be flown on the same pole with, and underneath the U.S. flag,



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whenever the pole is of sufficient height. They must be flown in order of priority per Section 4.1.1.

- 4.1.4 If the flagpole is not of sufficient height to fly every Standard flag in accordance with this AR, the U.S. flag may fly alone.
- 4.1.5 Government flags must also be flown in the City Council Chambers.
- 4.1.6 On recognized Federal and/or State holidays and on other occasions as listed below, all Government flags should be flown from City-owned flagpoles.

<b>Date</b>	<b>Holiday</b>	<b>Type of Holiday</b>
January 1	New Year's Day	Federal/State
January (3 <sup>rd</sup> Monday)	Martin Luther King, Jr.'s Birthday	Federal/State
February (3 <sup>rd</sup> Monday)	President's Day	State
March 31	Cesar Chavez Day	State
May (last Monday)	Memorial Day (half-staff) <i>See Sections 6.5 and 6.6 on half-staff protocols</i>	Federal/State
June 19	Juneteenth	Federal
July 4	Independence Day	Federal/State
September (1 <sup>st</sup> Monday)	Labor Day	Federal/State
September 11	Patriot Day (half-staff) <i>See Sections 6.5 and 6.6 on half-staff protocols</i>	Federal joint resolution (Public Law 111-13)
October (2 <sup>nd</sup> Monday)	Columbus Day	Federal
November 11	Veteran's Day	Federal/State
November (4 <sup>th</sup> Thursday)	Thanksgiving Day	Federal/State
December 25	Christmas Day	Federal/State

### 4.2 Prisoners of War/Missing in Action (POW/MIA) Flag

- 4.2.1 The POW/MIA Flag is a nationally recognized flag created in 1971 and recognized by an act of Congress through the adoption of U.S. Public Law 101-355 to represent concern of individuals who are identified as prisoners of war or missing in action. The POW-MIA flag has become a symbol of commitment to achieving the fullest possible accounting for those who may become prisoners of war, missing in action, or otherwise unaccounted for as a result of hostile action.



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4.2.2 In accordance with the City's longstanding tradition, the POW/MIA Flag must be flown at the Veteran's Memorial Monument at Huntington Beach Civic Center and at Pier Plaza. The POW/MIA flag must be flown directly below the U.S. Flag or adjacent to the U.S. Flag as second in order of precedence.

4.2.3 The POW/MIA Flag must be equal to or smaller in size than the U.S. Flag.

#### 5. Commemorative Flags

5.1 City-owned flagpoles are not intended to serve as a forum for free expression by the public, but rather as a place of expression of the City's official stance on select, prominent matters in Huntington Beach.

5.2 The City will neither fly a Commemorative flag based on a request solely from a third party nor use its City-owned flagpoles to sponsor the expression of a third party.

5.3 The City may fly Commemorative flags on City-owned flagpoles only if authorized by the City Council as an expression of the City's official stance on an issue of importance to the Huntington Beach community. Any such authorization must be provided by City Council to the City Manager at a duly noticed meeting of the City Council.

5.4 The Public Works Department must maintain an ongoing record of all approved commemorative flags and display dates approved by the City Council.

5.5 Additional guidelines regarding the display of Commemorative flags as an expression of the City's official sentiments are listed below:

5.5.1 The flags of official Sister Cities of Huntington Beach are considered Commemorative flags and may be flown in conjunction with an event involving the Sister City.

5.5.2 Commemorative flags must be flown for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than forty-five (45) continuous days per year.

5.5.3 Commemorative flags must be flown at the Civic Center and/or according to City Council resolution. They must be positioned subordinate to all Standard flags currently flown.

#### 6. General Flag Guidelines

6.1 The City must follow Federal and State protocols for all other flag etiquette, when they are determined to be feasible by the City Manager.

6.2 Flags shall be flown on a 24-hour basis if the City flagpole is illuminated and flag is made of all-weather materials. Otherwise Standard and Commemorative flags should not be



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flown in inclement weather. The Public Works Department must work with applicable department heads to ensure that any frayed or damaged flags on their respective flagpoles are replaced immediately.

- 6.3 New City facilities must be constructed with a sufficient number of flagpoles to allow all flags to be flown in accordance with this AR.
- 6.4 Flags must be flown as follows: the U.S. Flag must be flown in the first position of honor. The POW/MIA Flag, if flown per Section 4.2, must be flown in the second position of honor. The California State Flag must then be flown in the third position of honor. The City of Huntington Beach Flag must be flown in the fourth position of honor. Commemorative flags must be flown in the fifth position of honor. The U.S. flag may fly alone. If all the flags are flown on one flagpole of sufficient height, the order from top to bottom must be: the U.S. Flag, the POW/MIA Flag, California State Flag, the City of Huntington Beach Flag, and then Commemorative flags.
- 6.5 Flags, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- 6.6 When the U.S. Flag is flown at half-staff, other flags currently on the same or adjacent poles should also be flown at half-staff.

### **7. Exceptions**

- 7.1 Operational, department flags such as those flown by Marine Safety announcing weather conditions and ocean event conditions may be flown for the duration of the event.
- 7.2 Emergency notification flags utilized by City employees to provide safety warnings to the public may be flown at the direction of the City Manager, without prior authorization from the City Council. Emergency notification flags should be lowered immediately after the emergency has ended.
- 7.3 The City Manager may order flags to be lowered to half-staff in honor of the death of a City employee killed in the line of duty. They may also be lowered to half-staff in honor of dignitaries of local, national or international significance as determined by the City Manager. Flags should remain at half-staff for ten calendar days.

### **8. Responsible Department**

- 8.1 The Director of Public Works is responsible for coordinating with the appropriate departments heads to ensure the proper execution of this AR at their respective facilities, in its entirety.



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- 8.2 The Director of Public Works must also ensure that a sufficient inventory of duplicate flags is available to implement this AR without interruption and ensure proper flag etiquette is up to date.
- 8.3 The City Manager is authorized to make administrative adjustments to this AR, whenever practicable.

Distribution:

All employees may access the Administrative Regulations via the Intranet at:  
[www.huntingtonbeachca.gov/AR](http://www.huntingtonbeachca.gov/AR)

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Department Director  
Initiating Department

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Approved as to Form

\_\_\_\_\_  
Al Zelinka  
City Manager

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE