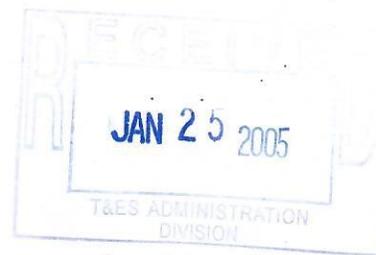


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City of Alexandria, Virginia

MEMORANDUM



DATE: DECEMBER 30, 2004
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: PHILIP SUNDERLAND, CITY MANAGER
SUBJECT: CITY POLICY ON THE HANGING OF FLAGS ON CITY STRUCTURES ALONG KING STREET FOR VARIOUS CELEBRATIONS

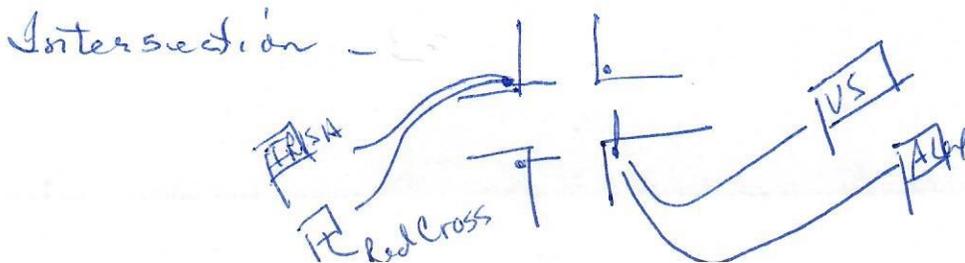
During the preparations for last year's St. Patrick's Day Parade a question arose about the hanging of the Irish flags along King Street in March. The request of the parade sponsors was to fly the Irish flag the whole month of March.

The existing written City policy as it relates to the hanging of certain flags for special events provides that the Irish flag is to be flown only during the week of the St. Patrick's Day parade. Under this policy, the Red Cross flag is flown from the time the Irish flag is removed until the end of March.

In 1991, the City agreed to respond to a resolution passed by the 101st Congress to recognize March as Irish-American Heritage Month, by hanging the Irish flag along King Street for the entire month of March. In 1992, the City began to allow the Irish flag to be flown from the beginning of March through St. Patrick's Day, March 17. Since that year, the Irish flags have been flown beginning on March 1 and removed on March 18, or the first regular workday after March 17, whichever is earlier. The written flag policy was never formally changed to reflect this practice.

The sponsors of the St. Patrick's Day parade have for years requested that the Irish flags be flown along King Street for the entire month of March. The Red Cross has made a similar request relating to its flag.

Subject to your review, I have revised the City flag policy to provide for both the Irish and Red Cross flags to be flown during the entire month of March. They will be placed at each intersection along King Street, from Fairfax to Commonwealth on 56 poles; the other two intersection poles will contain the United States and City flags. If any of you desire to have this change to the flag policy docketed for a legislative or public hearing meeting, please let the Mayor know and he will discuss the docketing with Michele.



To Jimi K...
pls call me -
see pub note
above -
R.

ATTACHMENT: City policy relating to the hanging of flags.

STAFF:

Richard J. Baier, P.E., Director, T&ES

Janet Barnett, Deputy Director, Recreation, Parks and Cultural Activities

Thomas H. Culpepper, P.D., Deputy Director, T&ES

Robert Garbacz, Division Chief, Transportation, T&ES

Jim Neurohr, Superintendent, Transportation, T&ES

CITY OF ALEXANDRIA
FLYING OF FLAGS IN THE CITY

Updated as of

DECEMBER 30, 2004

The U.S. Flag represents our country and our way of life. It is important for Americans to afford it the respect and dignity it deserves as the official symbol of the United States of America. The following policies establish procedures for ensuring that the etiquette associated with the U.S. Flag is maintained by the City of Alexandria.

The following rules are based on the "Etiquette of the Stars and Stripes" (Attachment 1) published by the Veterans of Foreign Wars of the United States. Additional interpretation of these rules has been provided by Master Sergeant Gardner of the Military District of Washington's Protocol office.

GENERAL:

* **FLAG RULES** - The following rules are for the proper display and use of the United States Flag, as published in the attached "Etiquette of the Stars and Stripes."

1. It is the universal custom to display the Flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, the Flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.
2. The Flag should be hoisted briskly and lowered ceremoniously.
3. The Flag should not be displayed in stormy weather.
4. The Flag should be displayed on all special days, weather permitting.
5. The Flag should be displayed daily, weather permitting, on or near the main administration building of every public institution.
6. The Flag should be displayed during school days on, in, or near every schoolhouse.
7. When the Flag is displayed from a staff projecting from a window sill, balcony or building front, the union (upper inner corner that is the blue field with stars) of the Flag should always be at the peak of the staff unless the Flag is at half-staff. When suspended over a sidewalk from a rope between a building and a pole at the edge of the sidewalk, the Flag should be hoisted out from the building, union first.

8. When displayed over the middle of a street, the Flag of the United States should be suspended vertically with the union to the north in an east and west street, or to the east in a north and south street.
9. When carried in a parade front with other flags, the U.S. Flag should always be to the marching right of the other flags, or to the front and center of the flagline.
10. When displayed on a float in a parade, the U.S. Flag should be mounted on a staff or, if displayed flat, it should be suspended so that its folds fall free, as though the Flag were staffed.
11. Do not drape the Flag over the hood, top, sides or back of any vehicle. When the Flag is displayed on a motor car, the staffed Flag should be attached firmly to the chassis or radiator.
12. The Flag should never be carried flat or horizontally, but always aloft and free.
13. When the flags of two or more nations are displayed, they should be flown from separate staffs of the same height and the flags should be of approximately equal size.
14. When flags or pennants of states, cities or societies are flown on the same halyard with the Flag of the United States, the latter should always be at the peak (top). When flown from adjacent staffs, the U.S. Flag should be hoisted first and lowered last.
15. No other flag or pennant should be placed above or, if on the same level, to the right of the U.S. Flag, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the Flag during church services for navy personnel.
16. When a number of flags of states or cities, or pennants of societies are grouped and displayed from staffs with the U.S. Flag, the latter should be at the center and highest point of the group.
17. When displayed with another flag, the U.S. Flag should be to its own right, or the observer's left, with its staff over that of the other flag.
18. Do not let the Flag of the United States touch anything beneath it, such as the ground, floor, water or merchandise.
19. The U.S. Flag should be a distinctive feature of a ceremony for unveiling of a statue or monument, but the Flag should never be used as the cover for the statue or monument.

20. On Memorial Day, the U.S. Flag should be displayed at half-staff from sunrise until noon, and then flown at full-staff from noon until sunset. Memorial Day is the only day of the year that the U.S. Flag may be flown half-staff without a Presidential proclamation. The U.S. Flag, a national emblem, belongs to all the people. It should be half-staffed only upon Presidential proclamation or to honor deceased persons for whom the entire nation mourns, as on Memorial Day. City, state, club, and other emblems may be lowered to half-staff, but the U.S. Flag should remain at full staff. (The Governor proclaims when the State flag is to be lowered to half-staff. The Mayor proclaims when the City flag is to be lowered to half-staff). Crepe streamers may be affixed to spearheads or flagstaffs in a parade only by order of the President of the United States.
21. When displayed otherwise than being flown from a staff, the U.S. Flag should be suspended so that its folds fall free.
22. Whether hung horizontally or vertically, the stars, or union, should always be in the Flag's own upper right corner, or to the observer's left.

**PROCEDURES FOR CITY OF ALEXANDRIA
FLAG DISPLAY AT STREET INTERSECTIONS**

- * **MANNER TO BE DISPLAYED** - In the City of Alexandria, when flags are displayed on a single pole in a group of three, the U.S. Flag is to be mounted in the center of the display with the next flag in priority to the left and the third to the right, as viewed, from the center of the intersection (Attachment 2).

- * **INSTALLATION AND REMOVAL** - In the City of Alexandria, flags will be put up during the last regular work day prior to the holiday or period for the flags to be flown, and removed on the regular work day nearest to the end of the period for which the flags are scheduled to be flown, except as designated below.

- * **FLAG FLYING SCHEDULE:**

JANUARY:

ROBERT E. LEE'S BIRTHDAY - (Please see Attachment 3, which covers City policy on this issue) The Confederate Flag is flown at the intersection of S. Washington Street and Prince Street on January 19, Lee's birthday. The flag will be put up around sunset the afternoon before the holiday and will be removed early the morning after this date. For example, if Robert E. Lee's birthday occurs on a Saturday, the flags will be put up late Friday afternoon and removed Sunday morning. In years when Lee's birthday (January 19) coincides with the national holiday for the observance of Martin Luther King's birthday, the Confederate Flags will be flown the day before (on January 18) and removed by the evening of January 18. Under no circumstances shall the Confederate Flags be flown on the Martin Luther King national holiday. In addition, no African American City employee shall be required to install or remove any posted Confederate Flags.

PRESIDENTIAL INAUGURATION DAY - The U.S. Flag is flown by itself on the Presidential Inauguration Day every four years. The Flag is flown at intersections on King Street from Fairfax Street to Commonwealth Avenue.

FEBRUARY:

GEORGE WASHINGTON'S BIRTHDAY - The U.S., State, and City Flags are flown at intersections on King Street from Fairfax Street to Commonwealth Avenue during the week that includes the day of the Alexandria George Washington's Birthday Parade (the Monday holiday) and the actual birthday (February 22). The flags are always posted by February 21 and are normally flown the Friday before the observed Monday holiday and removed the first working day after February 22. The time period for the flags to be flown could be as short as a Friday to a Tuesday, if February 22 was on the Saturday or Sunday and the parade was on Monday. The flying of the flags on February 22 was authorized by City Council on July 14, 1970 (Attachment 4).

MARCH:

IRISH-AMERICAN HERITAGE MONTH/ST. PATRICK'S DAY - The U.S., City, and Irish Flags are flown at intersections on King Street from Fairfax Street to Commonwealth Avenue during the entire month of March. Congress passed a joint resolution (Attachment 5) declaring March, 1991 as Irish-American Heritage Month and called upon the people of the United States to observe the month with appropriate ceremonies and activities. As of 2005, the Irish flag will be flown the entire month of March, as will the Red Cross flag (see below).

RED CROSS MONTH - The U.S., City and Red Cross Flags are flown on King Street at the intersections from Fairfax Street to Commonwealth Avenue during the entire month of March. The prior agreement with the Red Cross allowed their flag to be flown from the Monday after the St. Patrick's Day Parade until the last regular work day of the month (Attachment 6). The flying of the Red Cross Flag has been customary since before 1968 (Attachment 7 dates back to 1968). The Red Cross provides the flags to be displayed. As of 2005, the Red Cross flag will be flown the entire month of March, as will the Irish flag (see above).

MARCH JOINT FLAG DISPLAY - Both the Irish and Red Cross flags will be placed on two poles at each intersection along King Street, from Fairfax to Commonwealth on 56 poles. The other two intersection poles will contain the City and United States flags.

APRIL:

There are no flags flown during this month.

MAY:

CONFEDERATE MEMORIAL DAY - The Confederate Flag will be flown at the intersection of S. Washington Street and Prince Street on May 24 (Attachment 3). The flags are to be provided by the Daughters of the Confederacy.

MEMORIAL DAY - The U.S. Flag is flown at intersections on King Street from Fairfax Street to Commonwealth Avenue on Memorial Day, which is the last Monday in May (Attachment 3).

JUNE:

FLAG DAY - The U.S. Flag is flown along King Street from Fairfax Street to Commonwealth Avenue on June 14 to commemorate Flag Day (Attachment 3).

THE ANNUAL RED CROSS WATERFRONT FESTIVAL - The Red Cross Flag is flown at intersections on King Street from Washington Street to the Strand, on Union Street from King Street to Pendleton Street, and also on street light poles inside Oronoco Bay Park. The request for approval to fly the Red Cross Flag for this event is included in the docket item submitted to Council by the Recreation Department each year. The Red Cross provides the flags to be flown and reimburses the City for all costs associated with flying the flags.

JULY:

FOURTH OF JULY - The U.S. Flag is flown at intersections on King Street from Fairfax Street to Commonwealth Avenue on the 4th of July.

AUGUST, SEPTEMBER, AND OCTOBER:

There are no flags flown during these months.

NOVEMBER:

VETERANS DAY - The U.S., State, and City Flags are flown at intersections on King Street from Fairfax Street to Commonwealth Avenue on the federal holiday that honors Veterans Day.

DECEMBER:

There are no flags flown during this month.

PROCEDURES FOR FLYING FLAGS AT CITY HALL MARKET SQUARE

* **MANNER TO BE DISPLAYED:** The U.S. Flag will be flown on the flag pole to the right of the entrance to City Hall (the Royal Street side), the State Flag will be flown on the center pole, and the City Flag will be flown on the left pole (the Fairfax Street side). The All American City Flag is flown below the City Flag on the same pole.

* **INSTALLATION AND REMOVAL:** The flags are flown between the hours of sunrise and sunset. The exact times for raising and lowering the flags is determined administratively, taking into consideration the work schedules of the available manpower. The flags are flown on all work days and Saturday. The flag is also flown on non-work days for special events with the approval of the City Manager.

The flag is not flown during inclement weather, such as high winds, severe storms, or icy conditions. In such situations, the flag is not raised or is removed in advance of stormy conditions if this is possible. If the advance removal is not possible, the flags will be lowered during the inclement weather unless doing so could be hazardous to the employee.

* **PROTOCOL FOR LOWERING THE FLAGS TO HALF-STAFF:** Any communications to be sent throughout the State in regard to flying the State Flag at half-staff will be handled by the Virginia Telecommunications Council (VTE). The VTE staff notifies the Virginia State Police, who notify the Alexandria City Police Department Communications Division. The Alexandria City Police Department staff will notify the City Manager of this request and then the General Services Department will be notified. Whenever the State Flag is lowered to half-staff, the City and the All-American City Flags are also lowered to half-staff.

PROCEDURES FOR FLYING FLAGS AT CITY HALL
MARKET SQUARE

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* INSTALLATION AND REMOVAL: The flags are flown between the hours of sunrise and sunset. The exact times for raising and lowering the flags is determined administratively, taking into consideration the work schedules of the available manpower. The flags are flown on all work days and Saturday. The flag is also flown on non-work days for special events with the approval of the City Manager.

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Attachments can be provided upon request.