

# Memorandum

## *City of Salinas*

City Manager – Steven S. Carrigan  
Assistant City Manager – Jim Pia  
Estefania Vargas  
Public Works – David Jacobs  
Crissy English-White  
Hang Pham  
Brett Godown  
Community Development – Megan Hunter  
Denise Ledezma  
Maira Flores-Nunez  
Library and Community Services – Kristan Lundquist  
Trisha Meraz  
Fire – Chief Michele Vaughn  
Human Resources – Marina Horta-Gallegos  
Finance – Mark Roberts  
City Clerk – Patricia Barajas  
Elizabeth Soto  
City Attorney's Office – Christopher A. Callihan  
Krystal Lazcano  
Police – Chief Adele Fresé  
Assistant Chief Roberto Filice  
Martha Guizar

Date: August 11, 2021

To: Department Directors

From: Steven S. Carrigan 

**SUBJECT: ADMINISTRATIVE MEMORANDUM 70-05**

### **DISPLAY OF FEDERAL, STATE, CITY AND CEREMONIAL FLAGS AT CITY BUILDINGS**

Please find the attached Administrative Memorandum, which is now in force and is to be included in your department Administrative Memo Manual.

If you have any questions regarding this policy, contact the Administration Department.

cc: Airport  
Administration  
City Clerk  
Community Development  
Finance  
Fire  
Human Resources  
City Attorney  
Library and Community Services  
Police  
Public Works

## ADMINISTRATIVE MEMORANDUM

70-05  
(Updated 08/19/83)  
(Updated 09/29/04)  
(Updated 08/11/2021)

EFFECTIVE DATE: April 15, 1970

SUBJECT: DISPLAY OF FEDERAL, STATE, CITY AND CEREMONIAL  
FLAGS AT CITY BUILDINGS  
(Responsible Department – Administration)

### PURPOSE:

The purpose of this memorandum is to establish official City policy for display of the Federal, State, City, and ceremonial or commemorative flags at various City buildings and to provide guidance for display of flags.

### POLICY:

It is mandatory upon all agencies and departments of the City of Salinas to pay proper respect to the United States colors and to render it the courtesies to which it is entitled.

The City's flagpoles are not intended to be a forum for free expression by the public. The City will not display a commemorative flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

### PROCEDURE:

Flags shall be displayed in conformance with Federal and State statutes, including Title 4 Chapter 1 of the United States Code and Sections 430 through 439 of California Government Code.

The Administration Department will notify staff responsible for the lowering or raising of flags by email when a proclamation or order is issued, or the flag is to be raised or lowered for a designated period. City Departments are responsible for the display of flags at their respective buildings and facilities.

The flag will be flown at City Hall, City buildings and specified City parks every day from 8:00 a.m. to 5:00 p.m. except during inclement weather. Illuminated flags may be displayed 24 hours a day.

#### A. POW/MIA Flags

1. The Prisoner of War or Missing in Action (POW/MIA) flag, a nationally recognized flag by an act of Congress through the adoption of U.S. Public Law 101-355 to represent the "Nation's concern and commitment to resolving as fully as possible the fates of Americans still prisoner, missing and unaccounted for in Southeast Asia."

2. The POW/MIA flag shall be displayed annually at City Hall on the following days:

Armed Forces Day – 3<sup>rd</sup> Saturday in May

Memorial Day – Last Monday in May

Flag Day – June 14

Independence Day – July 4

National POW/MIA Recognition Day – 3<sup>rd</sup> Friday in September

Veterans Day – November 11

#### B. City Flag

1. The City flag may be displayed or flown at a commercial or retail establishment within the city and is deemed permissible by the Salinas Municipal Code.
2. The City Manager and City Clerk may jointly authorize other uses upon finding of public purpose directly connected with official business of the city.
3. The City flag shall not be used for any political campaign or political activity.

#### C. Ceremonial/Commemorative Flags

1. Ceremonial or commemorative flags may be displayed as an expression of the City's official sentiments, consistent with the City's value.
2. Any such authorization shall be given at a duly noticed meeting at the request of a member of the Council and by approval of a resolution of the City Council.
3. Shall only be displayed on the flagpole located at City Hall for period that is reasonable or customary for the subject that is to be commemorated, but no longer than one month.

#### D. Display at Half-Staff

1. The United States flag shall be flown at half-staff on the following designated days in accordance with Federal law:
  - i. Peace Officer Memorial Day – May 15
  - ii. Memorial Day – Last Monday in May
  - iii. Patriot Day – September 11
  - iv. National Firefighters Memorial Day – Designated day in October
  - v. Pearl Harbor Remembrance Day – December 7

2. The flags shall be flown at half-staff by order of the President of the United States or by the Governor of the State of California. On occasion, the City Manager of the City of Salinas, may direct the flag to be flown at half-staff.
3. The City of Salinas will lower the United States flag to half-staff in observance of the following occasions:
  - i. Upon the death of an active member of a Police Department or Fire Department who was killed in the line of duty, from the time of death until interment.
  - ii. Upon the death of an active City employee killed in the line of duty, from the time of death until interment.
  - iii. Upon the death of any present City of Salinas elected official, from the time of death until interment.

#### E. Respect for Flag

1. When the national, State or POW/MIA flags are in such condition (faded, torn, soiled, or frayed) that it is no longer a fitting emblem for display, it should be replaced with a new flag.
2. Unserviceable United States flags shall be retired and destroyed in a dignified way, preferably by burning and in accordance with the U.S. Flag Code.
3. Requisition of new flags shall be the responsibility of each department.