

CITY OF APPLETON POLICY	TITLE: FLAG LOWERING POLICY		
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POLICY SOURCE: Mayor's Office Police Department Support Services Unit	Audience: All Departments	TOTAL PAGES: 2 + Attachments 6 7	
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I. PURPOSE

The purpose of this policy is to ensure that all United States flags maintained by the City of Appleton are lowered to half-staff when appropriate and that proper flag etiquette is observed at all times as outlined in Attachment II.

II. POLICY

According to Federal, State and City policies, all United States flags maintained by the City of Appleton shall be lowered to half-staff during specific instances.

III. DISCUSSION

The policy defines how the City of Appleton will follow the Federal, State and City policies relating to flag lowering.

IV. DEFINITIONS

- A. Flag of the United States: Any 3'x 5' (or larger) United States flag flown outside any City of Appleton building and/or on City of Appleton property.
- B. Sunrise: As designated by the National Weather Service.
- C. Sunset: As designated by the National Weather Service.
- D. Noon: 12:00 p.m.
- E. Half-staff: One-half the distance between the top and bottom of the staff.

V. PROCEDURES

The flag of the United States shall be flown at half-staff during the following specific instances:

From sunrise to sunset during the following:

- Peace Officers Memorial Day – May 15;
- Patriot Day – September 11
- ~~Veterans Armistice Day – July 27;~~
- Sunday, usually of week in which October 9th falls – Fire Prevention Week
- National Pearl Harbor Remembrance Day – December 7;
- When designated by the President of the United States for days of national mourning;
- When designated by the Governor of Wisconsin as outlined in 4, U.S.C., 7 (see Attachment I);
- ~~When designated by the Mayor;~~
- When a police officer or fire fighter in the State of Wisconsin loses his/her life in the line of duty (shall be designated by the Governor of Wisconsin).
- Upon reliable information that the current or former President, current Vice-President, current or former Chief Justice, or current Speaker of the House has died.

From sunrise to noon during the following:

- Memorial Day (last Monday in May)

If raising the flag at sunset requires personnel overtime, the flag may be raised at the close of business. Any lowering and raising of the flag on weekend days (Saturday or Sunday) or holidays requiring personnel overtime will not be done.

~~Recommendations from the Governor's Office are communicated via Teletype to the Appleton Police Department. These recommendations shall be immediately directed to the Mayor's Office. The Mayor will then relay the order (via email) to lower the flag of the United States to half staff to all City of Appleton departments that maintain flagpoles (see Attachment II).~~ Flag lowering orders from the Governor's Office and the Wisconsin Department of Military Affairs are directly communicated via email and/or teletype to the Appleton Police Department's Front Desk. Immediately upon receipt, the APD Front Desk will forward the order to lower the United States flag to half-staff, via an email group message directed to all City of Appleton departments that maintain flagpoles. See Attachment II.

Directors will be responsible for keeping the Flag Lowering Group current. See Attachment III. The APD Front Desk will send out reminders to Directors to keep the list current on a biannual basis. Directors will also be responsible for making sure that those chosen to be on the Flag Lowering Group are familiar with US Flag etiquette. See Attachment II.

~~Recommendations from any City department to lower their department facility flag for the period of one day for mourning the passing of a current/retired City employee shall be directed to the Mayor's Office for the Mayor's approval.~~

All departments that maintain flagpoles shall designate a staff member(s) to be responsible for the lowering and raising of the flag of the United States, including maintenance of the flag. **In the event that a flag needs to be replaced, the old flag should be dropped off at any Appleton Fire Department or MSB, they will dispose of the flag in the proper manner. Each individual Department is responsible for flag maintenance and replacement.**

On occasions that the ~~Mayor~~ **President or Governor** orders the flags to be lowered to half-staff, ~~the Mayor's Office shall also notify the media entities~~ **the APD Front Desk will then forward the order to lower the United States flag to half-staff, via an email group message directed to all City of Appleton departments that maintain flagpoles. See Attachment II and III.**

In the event the Mayor would like to lower the flag to honor a fallen prominent community member, a call shall be placed to the Legal Department of the Governor's office (608-266-1212) to request a permissive order to approve the lowering of the flag.

~~The Mayor's Office shall also contact Information Services to~~ **The APD Front Desk shall include such notification on the City of Appleton web site.**

*For questions regarding this policy, please contact ~~the Mayor's Office~~ **Police Support Services Unit.***

ATTACHMENT I

UNITED STATES CODE TITLE 4 - FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES CHAPTER 1 - THE FLAG

Sec. 7. - Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a)

The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b)

The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c)

No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d)

The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e)

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f)

When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g)

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h)

When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i)

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j)

When the flag is displayed over the middle of the street, it 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.

(k)

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l)

The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m)

The flag, 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. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1)

the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2)

the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3)

the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n)

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o)

When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east

ATTACHMENT II

City of Appleton Flags of the United States

The following is a list of all City of Appleton flags of the United States, including the number of flags at each location and flag lowering instructions:

Department	Location	Number	Lowering Instructions
City Hall	100 N. Appleton Street	1	Lowered manually by Central Building Maintenance or City Center maintenance staff building management, Pfefferle
Public Works	Municipal Service Building 2625 N. Glendale Avenue	1	Lowered manually by Public Works staff (key required for crank)
Fire	All Fire Stations	6	Lowered manually by Fire Department staff
Library	225 N. Oneida Street	1	Lowered manually by Library staff (rope locked inside pole)
Parks and Recreation	South Memorial Drive (south of the Memorial Drive Bridge)	1	Lowered by Fire Department staff from Station #3 located at 801 W. Grove Street
Parks and Recreation	Reid Golf Course 1100 E. Fremont Street	1	Lowered manually by Parks & Recreation staff staff from the golf course
Police	222 S. Walnut Street	1	Lowered manually by Police Department staff
Valley Transit	Transit Center 100 E. Washington Street	1	Lowered manually by Valley Transit staff
Valley Transit	Operations Building 801 S. Whitman Avenue	1	Lowered manually by Valley Transit staff
Utilities	Water Treatment Plant 2281 Manitowoc Road	1	Lowered manually by Water staff
Utilities	Wastewater Treatment Plant 2006 E. Newberry Street	1	Lowered manually by Central Building Maintenance Utilities staff
	College Ave/Memorial Dr	1	Lowered by Fire Department staff from Station #3
	Veteran's Park	1	Lowered by Fire Department staff from Station #3

ATTACHMENT III

Flag Lowering Group

APD Front Desk
Bill Lecker
Bruce Brazee
Dana Schmidt
Darrel Baker
Deborah Wetter
Ethan Kroll
Gene Reece
Jeff A Plasschaert
Leanne Wilson
Maureen Hanley
Nancy Kohlman
Neal Rabas
David Lund
Paula Vandehey
Ron Hockett
Salvatore LaPuma
Shannon Young
Sharon Brochtrup
Tim McGuire
Ryan Lee
Chris Shaw