

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 500.05
SUBJECT: USE OF CITY FACILITIES	INITIAL EFFECTIVE DATE: 02/01/94
TITLE: DISPLAY OF FLAGS AT HALF-MAST	LAST REVISION DATE:

The purpose of this administrative directive is to establish guidelines for the display of the United States flag and the Texas flag at City facilities in the city of Denton. If inconsistencies occur, the guidelines established by the United States Code Service shall prevail. Included are the following sections:

- I. Flag Flying Times
- II. Inclement Weather
- III. Hoisting
- IV. Position
- V. Half-Mast
- VI. Destruction
- VII. Maintenance

I. FLAG FLYING TIMES

When displayed outdoors, the United States and Texas flags should be displayed only sunrise to sunset. However, the flags may be displayed twenty-four hours a day if properly illuminated at night.

II. INCLEMENT WEATHER

The flags should not be displayed on days when the weather is inclement unless a weather-proofed flag is displayed.

III. HOISTING

The flag should be hoisted briskly and lowered slowly and should be gathered and folded before it touches the ground. When displayed with other flags from separate masts, the United States flag should be raised first and lowered last.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: DISPLAY OF FLAGS AT HALF-MAST	REFERENCE NUMBER: 500.05
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IV. POSITION

The United States flag should be at the center and at the highest point when a number of flags of states or localities or pennants of societies are grouped and displayed. When the flags are flown from adjacent staffs, no flag or pennant may be placed above the United States flag or to the flag's right.

V. HALF-MAST

The flag is flown at half-mast by first raising it briskly to the top of the flag pole and then slowly lowering it to a position one-half the distance down the flag pole. In taking the flag down, it should first be raised to the top of the flag pole and then slowly lowered and should be gathered and folded before it touches the ground.

A. The United States Flag

The United States flag should fly at half-mast until noon on Memorial Day and other times as ordered by the President of the United States. The length of time, in many cases, is specified in the United States Code Service Title 36 Section 175 (m).

The United States flag should also be flown at half-mast upon the request of the Governor of the State of Texas.

Should the death of a law enforcement officer, fire fighter, or other city employee of the City of Denton occur in the line of duty, the City shall fly the United States flag at half-mast from the day of the death until after the memorial service.

Also, the United States flag should fly at half-mast when a current local elected official of the City of Denton passes away. The flag should be flown at half-mast from the day of the death until after the memorial service.

B. The Texas Flag

The flag of the State of Texas should be flown at half-mast anytime the United States flag is at half-mast.

In addition, the state flag should be flown at half-mast upon the death of a state official or as requested by the Governor of the State of Texas. For the death of a state official, the state flag is to fly at half-mast from the day of death until after the memorial service.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: DISPLAY OF FLAGS AT HALF-MAST	REFERENCE NUMBER: 500.05
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The state flag should also fly at half-mast upon the death of a City employee. The state flag should fly at half-mast from the day of death until after the memorial service.

Additionally, the flag should fly at half-mast when the City Manager's Office is notified of the death of a former elected official or retiree of the City of Denton. The flag should fly at half-mast on the day of the death until after the service.

C. Final Decision

The final decision to fly flags at half-mast shall be made by the City Manager. The City Manager's staff will be responsible for notifying City facilities.

D. City Facilities Displaying Flags

The following list represents the City facilities displaying flags.

- City Hall
- Service Center
- Police Station
- Library
- Senior Center
- Martin Luther King Jr. Recreation Center
- Electric Production
- Fire Stations
 - Station 1
 - Station 2
 - Station 3
 - Station 4
 - Station 5
 - Station 6
- Denton Municipal Complex

E. Contact Person

The Fire Chief shall be the contact person for the fire stations.

The Director of Parks and Recreation shall be the contact person for all other facilities flying flags.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: DISPLAY OF FLAGS AT HALF-MAST	REFERENCE NUMBER: 500.05
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VI. DESTRUCTION

When the flag is no longer a fitting emblem for display, the manager of the facility shall be responsible for having the flag totally destroyed in a dignified way, preferably by burning, and that privately.

VII. MAINTENANCE

The United States flag and the Texas flag flying at City facilities should at all times remain in good repair. The manager of the facility should replace the flags every four (4) to six (6) months unless they become torn, faded, or otherwise in disrepair. In such case, the manager of the facility should have the flags properly destroyed.