

	ADMINISTRATIVE ORDER	Approved By:	No. 12
		City Manager	Effective Date: 03/01/15
Subject: FLAG DISPLAY POLICY			

PURPOSE:

This policy identifies the City of Highland Park’s protocol concerning the display of national, state and municipal flags on flagpoles owned and/or maintained by the City of Highland Park.

POLICY:

- A. The City of Highland Park will display the United States Flag at the peak of each City owned flagpole. No other flag shall be displayed in a position above the United States Flag.
- B. Display of the United States Flag shall be conducted in accordance with the provisions and regulations defined in Title 36, Chapter 10 of the United States Code, which details proper etiquette concerning the display of the United States Flag.
- C. The City may display the State of Illinois Flag on the same flagpole as the United States Flag provided that the State of Illinois Flag is displayed in a position below, and secondary to the United States Flag.
- D. The City may display the State of Illinois Flag on a secondary flagpole provided that the State of Illinois Flag is displayed on a flagpole located to the right of the United States Flag, (the viewers right when facing the building the flag(s) are displayed in front of) and in a position below, and secondary to the United States Flag.
- E. The City of Highland Park Municipal Flag may be displayed on the same flagpole as the United States and State of Illinois Flag provided it is in a position below the United States Flag and the State of Illinois Flag.
- F. The City may display the City of Highland Park Municipal Flag on a separate flagpole than that of the United States and State of Illinois Flag, provided it is displayed on a flagpole located to the right of the United States Flag and the State of Illinois Flag, (the viewers right when facing the building the flag(s) are displayed in front of), and at a position below the United States Flag and equal to the State of Illinois Flag.
- G. No flag other than those outlined in this policy shall be displayed on any flagpole owned and maintained by the City of Highland Park.

- H. The United States Flag, the State of Illinois Flag and the Highland Park Municipal Flag will be flown at half-staff under the following conditions:
1. During Memorial Day the United States Flag, the State of Illinois Flag and the Highland Park Municipal Flag will be displayed at half-staff until noon, with the United States Flag in a position higher than the State of Illinois Flag and the Highland Park Municipal. At 12:00 p.m. the flag(s) should be raised to the top of the flagpole.
 2. During Patriot Day, September 11, the United States Flag, the State of Illinois Flag and the Highland Park Municipal Flag will be displayed at half-staff from sunrise to sunset, with the United States Flag in a position higher than the State of Illinois Flag and the Highland Park Municipal Flag.
 3. The United States Flag, the State of Illinois Flag and the Highland Park Municipal Flag may be flown at half-staff after the issuance of a special proclamation by the Office of the President of the United States or the Office of the Governor of the State of Illinois or the Mayor's Office of the City of Highland Park. Consideration will be granted in honor of individuals and events that impact the Highland Park area.
 4. The City Manager or his or her designee will ensure that the proclamation is in keeping with City policy prior to ordering the flags be flown at half-staff.

PROCESS:

- A. All flags will be lowered to half-staff as defined in Section H.
- B. In the event of the issuance of a special presidential or gubernatorial proclamation requesting that flags be lowered to half-staff, the Chief of Police and/or Chief of Fire will forward the proclamation(s) to the City Manager for review. The City Manager or his or her designee will review the proclamation(s) to ensure compliance with this policy. Flags on City owned and maintained flagpoles are not to be lowered to half-staff until the City Manager's Office has reviewed the special proclamation(s).
- C. If the City Manager's Office finds the special proclamation to be consistent with the guidelines defined in this policy, the City Manager or his or her designee will notify Director of Public Works of the conditions and duration that the flags on City owned and maintained flagpoles will be displayed at half-staff.

INTERPRETATION:

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the office of the City Manager. The City Manager's office will provide a written interpretation to all departments, which will serve as a supplement to the policy