



ADMINISTRATIVE CODE

CMD NUMBER 77

CITY MANAGER'S DIRECTIVE-PROCEDURE

DATE: August 7, 2006

CANCELS: November 19, 1990

SUBJECT : HALF-STAFFING THE FLAGS (MOURNING COLORS)

POLICY : The National Flag, California State Flag and City of Santa Clara Flag are displayed in a state of mourning as a mark of respect upon the death of major officials and former officials of the United States Government and State of California Government, present and past officials of the City of Santa Clara, City employees; and at any time so designated by the President of the United States, the Governor, or the City Manager.

The guidelines for the duration of mourning colors are as follows:

1. Thirty days from the day of death of a President or former President of the United States.
2. Ten days from the day of death of a Vice-President of the United States, Chief Justice or retired Chief Justice of the United States, Speaker of the United States House of Representatives, or a member of the Santa Clara City Council.
3. Seven days from the day of death of an Associate Justice of the United States Supreme Court, a member of the President's Cabinet, a former Vice-President of the United States, Secretaries of the Army, Navy or Air Force, or a former member of the Santa Clara City Council.
4. Three days from the day of death of our United States Senator or Representative, the Governor of the State of California, or any City of Santa Clara employee killed in the line of duty.
5. One day, on the day of interment, for City employees when death did not occur in the line of duty. Flag will be flown half-staff at employee's department/building/workplace.

RESPONSIBILITY : ACTION

Human Resources Department

1. Forward information regarding deaths of City employees to the City Manager's Office.

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City Manager

2. When information is received from Human Resources, as above, or information on deaths of officials is received from other sources, direct the half-staffing of flags by all departments as appropriate.

Department Heads

3. Ensure that flags are displayed in a state of mourning for the appropriate duration as specified in the guidelines above. The proper display is as follows:
 - When the flags are flown from a flagstaff, they should be raised to the peak, then lowered to half-staff. Upon retiring half-staffed flags, they should first be raised again to the peak, then lowered ceremoniously. None of these flags should be half staffed separately from the others when flown from the same staff. When flown from separate staffs, the National Flag should always be raised first and lowered last. The California State Flag is next in precedence, then the City of Santa Clara Flag.
 - Contact the City Manager's Office for copies of information on the National, State and City flags and flag protocol if additional information is desired.