



ADMINISTRATIVE REGULATION

City of Huntington Beach

Number	AR 705
Responsible Dept.	City Manager's Office
Established Date	October 20, 2022
Revised Date	April 18, 2023
Next Review Date	April 18, 2025

SUBJECT: Citywide Flag Policy

1. **Purpose:** Flags play an important role in communicating the City's official sentiments on prominent matters in Huntington Beach. As such, this AR establishes guidelines to fly the City's Standard and As Needed flags at/on City properties.
2. **Authority:** Huntington Beach City Charter, Section 401
3. **Definitions:**
 - 3.1 **Standard Flags:** Flags flown year-round at/on City properties, per Section 4.
 - 3.2 **As Needed Flags:** Flags that may be flown at/on City properties on an as-needed basis, per Section 5.
 - 3.3 **City-Owned Flagpoles:** Includes City-owned flagpoles, flagstaffs, and designated walls where flags may be flown. Only Standard and As Needed flags may be flown on City-owned flagpoles, which are located in the Council Chambers, Civic Center, Pier Plaza, Central Library and branch libraries, Fire and Police stations, Senior Center, and other community facilities.
4. **Standard Flags:** The following flags are flown year round at all City-owned flagpoles in the City of Huntington Beach, per Ordinance No. 4283:
 - 4.1 Government Flags
 - 4.1.1 The following Government flags must be flown year-round at City-owned flagpoles in the following order of priority: first, the United States flag; second, the POW/MIA if it is flown per Section 4.2; third, the California State flag; and fourth, the Huntington Beach City flag.
 - 4.2 Prisoners of War/Missing in Action (POW/MIA) Flag
 - 4.2.1 The POW/MIA Flag is a nationally recognized flag created in 1971 and recognized by an act of Congress through the adoption of U.S. Public Law 101-355 to represent concern of individuals who are identified as prisoners of war or missing in action. The POW-MIA flag has become a symbol of commitment to achieving the fullest possible accounting for those who may become prisoners of war, missing in action, or otherwise unaccounted for, because of hostile action.



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4.2.2 In accordance with the City's longstanding tradition, the POW/MIA Flag must be flown year-round at the Veteran's Memorial Monument at Huntington Beach Civic Center and at Pier Plaza. The POW/MIA flag must be flown directly below the U.S. Flag or adjacent to the U.S. Flag as second in order of precedence.

4.2.3 The POW/MIA Flag must be equal to or smaller in size than the U.S. Flag.

5. As-Needed Flags

5.1 Per Ordinance No. 4283, AAs-Needed flags include the County of Orange and the six branches of the military flags. Some or all may be flown on City-owned Flagpoles as needed. That determination will be made by the City Manager.

6. General Flag Guidelines

6.1 The City must follow Federal and State protocols for all flag etiquette, when they are determined to be feasible by the City Manager.

6.2 Flags shall be flown on a 24-hour basis if the City flagpole is illuminated and if the flag is made of all-weather materials. Otherwise, Standard and As Needed flags should not be flown in inclement weather. The Public Works Department must work with applicable department heads to ensure that any frayed or damaged flags on their respective flagpoles are replaced immediately.

7. Exceptions

7.1 The City Manager may order flags to be lowered to half-staff in honor of the death of a City employee killed in the line of duty. They may also be lowered to half-staff in honor of dignitaries of local, national or international significance as determined by the City Manager. Flags should remain at half-staff for ten calendar days.

8. Responsible Department

8.1 The Director of Public Works is responsible for coordinating with the appropriate departments heads to ensure the proper execution of this AR at their respective facilities, in its entirety.

8.2 The City Manager is authorized to make administrative adjustments to this AR, whenever practicable.

Distribution:

All employees may access the Administrative Regulations via the Intranet at:

www.huntingtonbeachca.gov/AR



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City of Huntington Beach

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Department Director
Initiating Department

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Approved as to Form

A large, stylized handwritten signature in black ink, written over a horizontal line.

Al Zelinka
City Manager

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE
April 18, 2023	JAH	