



TITLE: Use and Display of U.S. Flag, State Flag, and Other Flags		POLICY: EXE-006-2025
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MAYOR:  DocuSigned by: <i>Christine Frizzell</i> 77ADF363AF504F4... <b>Christine Frizzell</b>	ASSISTANT CITY ADMINISTRATOR:  Signed by: <i>Julie Moore</i> 3A8E7D4874234A4... <b>Julie Moore</b>	CITY CLERK:  DocuSigned by: <i>Luke Lonie</i> 9859FC9ACFCA4CF... <b>Luke Lonie</b>

**APPLICABLE TO:** All City Departments, Offices and Employees, including city contractors and volunteers.

**POLICY STATEMENT:** The City of Lynnwood places the highest value on being a safe and welcoming community for all city employees, elected officials, volunteers, and members of the public.

**CITY VISION ALIGNMENT:** The City of Lynnwood is committed to being a welcoming city and a cohesive community that respects all City personnel, elected officials, volunteers, and members of the public.

**PURPOSE:** To establish guidelines in order to ensure that the flags and flagpoles are only used for government speech and that they reflect the views, values, and goals of the City of Lynnwood. The City’s flagpoles are not intended to serve as a forum for free expression by the public. The City will not display a ceremonial flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

Flags shall be displayed in conformance with Federal and State laws and policies, as stated in the Federal “The Flag” publication of the Congress, Title 4, Chapter 1 of the United States Code, and the State of Washington Revised Code of Washington 35A.21.180 and RCW 1.20.017.

**DEFINITIONS:**

**Banner:** A display similar in shape and size of a flag representative of an entity or organization other than a governmental jurisdiction.

**Commemorative Flag:** A flag that identifies with a specific event, cause, theme, nation, or group of people that the City of Lynnwood chooses to honor, recognize, or commemorate consistent with the City's official policies, priorities and sentiments.

**Flag:** The U.S. Flag, the Washington State flag, the POW/MIA flag, the City of Lynnwood flag, and the official flag of other governmental jurisdictions such as city, state or national flags.

**Half-Staff:** The position of the flag when it is one-half the distance between the top and bottom of the staff.

**Mayoral Proclamation:** A formal written declaration issued by the Mayor to recognize the importance of a community event, a significant achievement of a community member or to signal the city's role in a significant event.

**RESPONSIBILITIES:** The City of Lynnwood personnel will abide by all safety rules, regulations, policies, and procedures set forth by the City of Lynnwood and by State/Federal/Regulatory agencies.

**POLICY:**

1. It is the policy of the City of Lynnwood to correctly honor the flags of the United States, the State of Washington, the POW/MIA recognition, the City of Lynnwood and flags of other governmental entities and ensure a standard for flag display on city property.
2. The City of Lynnwood shall comply with national and state protocols for flag display and etiquette.
3. The City of Lynnwood follows the Washington State provisions governing the display of flags, including the United States flag, the Washington State flag, and the POW/MIA flag, which shall be displayed at the entrance of City Hall and other facilities as listed in this policy.
4. In addition to the above referenced flags, other flags or banners may be displayed on a permanent or temporary basis outside or inside City Hall. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or a mayoral proclamation. Examples include Sister City flags, Heritage Month flags (e.g., African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards (e.g., Tree City flag), flags received from visiting groups, or flags designating an event or an accomplishment. All flags and banners will be displayed with authorization by the Mayor as prescribed by the applicable proclamation or resolution.

**PROCEDURES:**

1. Display of the United States Flag:
  - a. The City of Lynnwood shall display the U.S. flag 365 days per year.
  - b. U.S. Flags are located on the following property of the City of Lynnwood:
    - i. City Hall – 19100 44<sup>th</sup> Avenue West
    - ii. Community Justice Center – 19321 44<sup>th</sup> Avenue West
    - iii. Lynnwood Operations and Maintenance Center – 20525 60<sup>th</sup> Avenue West
    - iv. Parks and Recreation Facilities
      1. Heritage Park – 19921 Poplar Way
      2. Veterans Park – 44<sup>th</sup> Avenue West and 194<sup>th</sup> Street Southwest
      3. Wilcox Park – 5215 196<sup>th</sup> Street Southwest
      4. Lynndale Park – 18927 72<sup>nd</sup> Avenue West
2. Time and Occasions for Display; Hoisting and Lowering
  - a. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
  - b. The flag should be hoisted briskly and lowered ceremoniously.
  - c. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
  - d. The flag should be displayed on all days.
3. Respect For Flag
  - a. No disrespect should be shown to the flag of the United States of America.
  - b. When displayed with other flags on the same staff, the U.S. Flag should be at the peak, above all other flags. When displayed in a group of flags from adjacent staffs, the U.S. flag should be placed at the center and highest point of the group.
  - c. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

- d. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- e. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

#### 4. Half-Staff

- a. Flags shall be flown at half-staff when prescribed by the President of the United States for days of national mourning, by the Governor of the State of Washington, or when prescribed by the Mayor of the City of Lynnwood.
- b. The Mayor or Director of Parks, Recreation, and Cultural Arts, or their designee, shall instruct staff to lower the flag to half-staff and the duration period for flying the lowered flag.
- c. 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.
- d. No other authority to raise or lower flags to half-staff is granted.
- e. On Memorial Day, the flags are flown at half-staff until 12:00 noon, and raised to the peak for the remainder of the day.
- f. On Peace Officers Day, May 15<sup>th</sup>, flags are flown at half-staff until sunset.
- g. On Patriots' Day, September 11<sup>th</sup>, flags are flown at half-staff until sunset.
- h. On Pearl Harbor Remembrance Day, December 7<sup>th</sup>, flags are flown at half-staff until sunset.

#### 5. Display of Washington State Flag:

- a. The City of Lynnwood shall display the Washington State flag 365 days per year.
- b. The Washington State flags may be located on the following property of the City of Lynnwood:
  - i. City Hall – 19100 44<sup>th</sup> Avenue West
  - ii. Community Justice Center – 19321 44<sup>th</sup> Avenue West
  - iii. Heritage Park – 19921 Poplar Way
  - iv. Veterans Park – 44<sup>th</sup> Avenue West and 194<sup>th</sup> Street Southwest
  - v. Wilcox Park – 5215 196<sup>th</sup> Street Southwest

- vi. Lynndale Park – 18927 72<sup>nd</sup> Avenue West
6. Display of National League of Families' POW/MIA Flag (RCW 1.20.017)
- a. The City of Lynnwood shall display the POW/MIA flag on the following days:
    - i. Former Prisoners of War Recognition Day on April 9
    - ii. Welcome Home Vietnam Veterans Day on March 30
    - iii. Armed Forces Day on the third Saturday in May
    - iv. Memorial Day on the last Monday in May
    - v. Flag Day on June 14
    - vi. Independence Day on July 4
    - vii. National Korean War Veterans Armistice Day on July 27
    - viii. National POW/MIA Recognition Day on the third Friday in September
    - ix. Veterans Day on November 11
    - x. Pearl Harbor Remembrance Day on December 7
  - b. The POW/MIA flags may be located on the following property of the City of Lynnwood:
    - i. City Hall – 19100 44<sup>th</sup> Avenue West
    - ii. Community Justice Center – 19321 44<sup>th</sup> Avenue West
    - iii. Lynnwood Operations and Maintenance Center – 20525 60<sup>th</sup> Avenue West
    - iv. Heritage Park – 19921 Poplar Way
    - v. Veterans Park – 44<sup>th</sup> Avenue West and 194<sup>th</sup> Street Southwest
    - vi. Wilcox Park – 5215 196<sup>th</sup> Street Southwest
    - vii. Lynndale Park – 18927 72<sup>nd</sup> Avenue West
7. Display of Armed Forces flags:
- a. The City of Lynnwood, in partnership with the Veterans of Foreign War Post 1040, shall display the following flags at Veterans Park, located at 44<sup>th</sup> Avenue West and 194<sup>th</sup> Street Southwest:
    - i. U.S. Army
    - ii. U.S. Marine Corps
    - iii. U.S. Navy

- iv. U.S. Air Force
- v. U.S. Space Force
- vi. U.S. Coast Guard
- vii. Others?

8. Display of Commemorative Flags and Banners

- a. Through a Mayoral Proclamation, the City of Lynnwood may display other commemorative flags or banners at City Hall, located at 19100 44<sup>th</sup> Avenue West.
- b. The Mayor may order the display of the official flag of the City of Lynnwood to create civic pride, denote a sense of place, and reflect the vibrancy of our residents and our community.
- c. Commemorative flags and banners may be displayed only as authorized by the Mayor as an expression of government speech.
- d. Commemorative flags or banners must be the same size or smaller than the U.S. flag or Washington State flag being flown.
- e. Commemorative flags or banners may not be displayed higher than the U.S. flag at City Hall.
- f. If any other flag is being flown at half-staff, the commemorative flag or banner will also be flown at half-staff.
- g. Commemorative flags or banners may not be flown in City of Lynnwood Parks unless explicitly noted in this policy.

**REFERENCES:**

4 U.S.C 1  
36 U.S.C 10  
RCW 35A.21.180  
RCW 1.20.017