


#1.1.4

CITY OF BOTHELL
Citywide Administrative Orders

TITLE: Flag Policy

EFFECTIVE DATE: May 12, 2022

REPLACES ORDER: 1.1.4 dated March 14 ,2022

APPROVED BY: 

Name: Erin Leonhart
Title: Interim City Manager

1.0 PURPOSE:

It is the intent of the City of Bothell to establish a City-wide policy which follows the United States and State of Washington provisions governing the display and lowering of flags, including the United States Flag, the State flag, the City of Bothell flag and the POW/ MIA flag. Any additional flag raising must be approved by the Bothell City Council.

2.0 DEPARTMENTS/DIVISIONS AFFECTED:

All.

3.0 REFERENCES:

United States and State of Washington provisions governing the display of flags, which can be found in the United States Code, Title 4, Chapter 1 along with the Revised Code of Washington Chapter 1.20.

4.0 GUIDANCE:

- a) Display and Care of Flags:
 - i. The City of Bothell follows the Federal and State of Washington flag code and protocol governing the display and care of flags, including the United States Flag, the State Flag, and the POW/MIA flag.
 - ii. Display of the Flags at Half- Staff:

- The United States, Washington State, and City of Bothell flags on all City facilities will be lowered to half-staff upon orders from the United States President. The City Manager has approved the lowering of flags at City of Bothell buildings, without prior authorization, in the following circumstances:
 - Peace Officers Memorial Day, May 15 (unless that is also Armed Forces Day), (8 AM to 5 PM);
 - Memorial Day, Last Monday in May, (8 AM to 12PM)
 - Patriot Day, September 11, (8 AM to 5 PM);
 - National Pearl Harbor Remembrance Day, December 7, (8 AM to 5 PM);
 - In the event of the death of a member of the law enforcement community while serving in the line of duty, (Lowered upon notification and raised at 5 PM day of service);
 - In the event of the death of a member of the firefighting community while serving in the line of duty, (Lowered upon notification and raised at 5 PM day of service).
- In addition to any federal or state protocols or directions, the City Manager (or designee) may order the flags to be flown at half-staff for one week under the following circumstances:
 - On the death of any of the following individuals:
 - Current member of City Council or City Clerk; Current head of any City Department;
 - Any other local official, City employee, resident, or other individual deemed by the City Manager to have made significant contributions to the benefit and welfare of the City and Bothell community.
 - For the death of a current or former City of Bothell Councilmember:
 - Current: Lowered upon notification and raised at 5 PM day of service.
 - Former: Lowered at 8 AM and raised at 5 PM day of service.

b) Lowering Responsibilities:

- i. The Police Department has the responsibility for lowering and raising the Flags for both the Police Department and City Hall for these events.
- ii. The Fire Department will lower and raise flags at the Fire Stations.
- iii. Parks Department will lower and raise elsewhere.

c) Display of Additional Flags (Indoors and Outdoors):

- i. The City's flagpoles are not intended to serve as a forum for free expression by the public. "Special Flags" may be displayed by the City as an expression of the City's official sentiments.

- ii. In addition to the above flags, other “Special Flags” may be displayed on the flagpole located at Bothell City Hall and other city facilities or properties. Such Special Flags may only be displayed upon approval from the Bothell City Council.
- iii. Requests for Special Flags should be submitted to the City Manager’s office no later than 30 days prior to the requested display date, to ensure the item can be scheduled for Council approval.
- iv. Examples of Special Flags or Banners include, but are not limited to, Heritage Month flags (e.g., Black History Month, Pride Month, Asian and Pacific Islander Heritage, National Hispanic Heritage, and Indigenous Peoples’ Heritage), flags received in recognition of awards, flags received from visiting groups, or flags designating an event or accomplishment.
- v. When selecting or approving a request for flying a Special Flag, the City Council shall consider and make a determination that the Special Flag meets at least one or more of the following criteria:
 - a. Whether the United States or State of Washington has recognized the flag through statute or proclamation;
 - b. Whether the flag represents an organization dedicated to the public good for the Bothell community;
 - c. Whether the flag represents a National, State, or City interest;
 - d. Whether the flag is an historic American flag that has or continues to have a primary positive message of American history and unity;
 - e. Whether the flag promotes unity and community with another city, state, country, or other jurisdiction; or
 - f. Whether the flag represents a positive interest or values worthy of public recognition and in alignment with Bothell community values.
- d) If approved by the City Council, all Special Flags shall be flown or displayed for a limit of thirty (30) calendar days unless otherwise stated or determined by the City Council.
- e) Any Special Flag or Banner flown from a City flagpole must not be larger than the flag of the United States of America and must be located beneath the flag of the United States of America when flown on the same staff.

5.0 PROCEDURE:

- a) All requests for lowering of the flags, other than those listed in section 4.0, shall be submitted to the City Manager for approval.
- b) Any requests to display Additional Flags (Indoors and Outdoors) shall be submitted to the City Manager and approved by City Council.
- c) If approved, the Office of the City Manager will then submit a request to the Parks and Recreation Department to raise or lower the flags

along with the time and date criteria.

- d) The Washington State flag will be lowered only with and upon every occasion that the United States flag is lowered.
- e) If the City does not already have the flag(s) requestors would like to have flown, the requestor should coordinate with city staff to ensure the right flag can be procured in time, along with any attachments that might be needed.

6.0 APPENDICES:

None