

## DRAFT POLICY FOR REVIEW



### **CITY OF SAN PABLO:** **Policy on Official U.S. Flag Disposal**

**Purpose:** To provide a City Council policy on the appropriate disposal of the U.S. Flag on behalf of residents if presented to the City of San Pablo. This policy would not permit an official flag disposal activity or burning to be conducted by City staff at City events due to liability and safety reasons, but, would ensure that any U.S. flags received by the City from the public would be conveyed to designated local community service organizations (i.e. Veteran's groups, Boy Scouts of America, etc.) for proper flag disposal.

**Procedure:** In the event of a flag disposal opportunity presented to the City, the following steps shall be followed regarding proper flag handling and disposal:

- **Step 1:** Recognize if the flag is worn, faded or soiled. Because it is exposed to the elements on a daily basis, flags will likely experience some wear over time. If you notice any fraying at the edges, that the colors are not as vibrant, or that it has become stained, it is time to retire your flag and fly a new one.
- **Step 2:** Fold the flag properly. Once the flag is lowered, you will want to properly fold it into the recommended triangle fold. It is likely that you will want help folding the flag to ensure that it does not touch the ground.
- **Step 3:** Provide the folded flag to the City of San Pablo Community Services Department Recreation Division so that they may include this flag in the following years Veteran's Day Celebration.
- **Step 4:** At a City sanctioned Veteran's Day Celebration event, City staff will display all flags received from the public which will subsequently be given to local community or non-profit organization (i.e. veteran agencies or boy scout groups) at the conclusion of the event for proper disposal. No flag burning or disposal would be conducted at City events due to safety reasons.

**Creating Community Through People, Parks & Programs**

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