

Flag Protocol Policy



Purpose

It shall be the policy of the City of Eden Prairie to raise, lower and display U.S. flags on city property in accordance with proper flag etiquette.

Policy

A. Flying the Flag at Half-Staff

1. On Memorial Day, all city flags shall be lowered to half-staff prior to sunrise. The City Hall flag shall be formally lowered to half-staff at sunrise. All flags shall be raised to full staff at noon.
2. The City shall adhere to all Presidential and Minnesota Gubernatorial Proclamations including:
 - a. Lowering flags to half-staff on the day of internment when a public safety officer is killed in the line of duty in Minnesota.
 - b. Lowering flags to half-staff on the day of internment when a Minnesota military service person is killed in action.
3. Flags shall be lowered to half-staff from the time of notification of death until sunset on the day of internment for the following occasions:
 - a. A City of Eden Prairie Public Safety Officer killed in the line of duty.
 - b. A military service person with an Eden Prairie residence killed in action.
4. Flags shall be lowered to half-staff as dictated by Mayoral proclamation for other important occasions such as the death of a sitting city official.

B. Procedure

1. The Governor's Office shall notify Eden Prairie Telecommunications of any proclamation from the Governor regarding the lowering of flags to half-staff.
2. Eden Prairie Telecommunications shall page the Eden Prairie Police Reserve Color Detail.
3. The Color Detail shall verify that the request to lower the flag falls under the requirements of city protocol for municipal flag lowering.
4. Once verified, the Color Detail shall respond to all city flag locations to lower each flag to half-staff in a timely manner.
5. Eden Prairie Police Reserves shall be in full dress uniform when raising and lowering the flag.
6. A member of the Color Detail shall notify the Office of the City Manager upon completion of the flag lowering.