

<b>SUBJECT:</b>  Display of United States, State of Florida, and UCF Flags	<b>Effective Date:</b> 1-21-09	<b>Policy Number:</b> 3-104.1	
	<b>Supersedes:</b> 3-104	<b>Page</b> 1	<b>Of</b> 5
	<b>Responsible Authority:</b> Director of Public Safety & Security		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to the display of flags of the United States of America, the State of Florida, and the University of Central Florida at university facilities.

**POLICY STATEMENT:**

A combination of custom and law governs the use of federal and state flags. It is the policy of UCF to ensure that flags displayed on UCF campuses are displayed in accordance with all laws and with generally accepted flag etiquette to ensure proper respect.

**PROCEDURES:**

I. Display and Placement of Flags

- A. The flags of the United States of America, the State of Florida, and the University of Central Florida shall be displayed daily from appropriate flagstaffs.
- B. Flags displayed outdoors will not be displayed when the weather is inclement, except when all-weather flags are used.
- C. Outdoor flags will be raised at sunrise and lowered at sunset, unless there are working lights set to illuminate them during the hours of darkness.
- D. The United States flag will be placed in a position of prominence and honor, and no other flag or pennant will be placed above the United States flag. The United States flag should be at the center and at the highest point of the group when a number of flags are grouped and displayed from the staffs.
- E. When two or more flags are flown from the same staff, the United States flag should always be at the peak of the staff.
- F. When flags of the State of Florida or UCF are displayed in front of a building from separate staffs alongside the United States flag and the staffs are of equal height, the

United States flag should be placed in the honor position to the right of the other flags, as observed while standing directly in front of the building and facing out toward the flags. If the staffs are of unequal height, the United States flag should be displayed from the tallest staff, which should be placed in the center of the three staffs.

- G. When displayed with another flag against a wall from crossed staffs, the United States flag should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
- H. When the United States flag is carried in a procession with another flag, the United States flag should be carried on the marching right or in front of the center of the line.
- I. When the United States flag is displayed on a speaker's platform, the flag is to be placed on the speaker's right. If the flag is with the audience, it is on their right and the speaker's left.
- J. When the United States flag is displayed flat against a wall on a speaker's platform, it should be placed above and behind the speaker, with the union in the upper left-hand corner as the audience faces the flag.

## II. Hoisting and Lowering

- A. The United States flag will be raised before any other flag and lowered last.
- B. Flags will be hoisted briskly and lowered ceremoniously.
- C. When a flag is to be displayed at half-staff, it will be raised briskly to full mast and then lowered ceremoniously to a post one-half the distance between the top and bottom of the staff and tied off.
- D. The departments or business entities responsible for providing suitable flags and for raising and lowering flags at the following outdoor building locations are:
  - 1. Arena: Arena management
  - 2. Barbara Ying Center: Center for Multilingual Multicultural Studies
  - 3. Millican Hall: Physical Plant
  - 4. Partnership Buildings: Office of Research
  - 5. Public Safety Building: Police Department
  - 6. Brighthouse Networks Stadium: UCF Athletics Association, Inc.
- E. It shall be the duty of the UCF Chief of Police or designee to inform all departments and business entities regarding official flag raising or lowering mandates.

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### III. Occasions for Display of Flags at Half-Staff

- A. The United States flag shall be flown at half-staff in the event of the death of a designated official or former official of the United States, in accordance with Proc. No. 3044, as listed in Title 4, Chapter 1, of the United States Code.
- B. On Memorial Day, the United States flag is displayed half-staff until noon, and at full-staff for the remainder of the day.
- C. On May 15, Peace Officers Memorial Day, the United States flag should be displayed at half-staff from sunrise to sunset.
- D. On September 11, Patriot Day, the United States flag should be displayed at half-staff from sunrise to sunset.
- E. On December 7, National Pearl Harbor Remembrance Day, the United States flag should be displayed at half-staff from sunrise to sunset.
- F. The Governor and Cabinet of the State of Florida, sitting as the Executive Board of the Department of General Services, on November 23, 1971, adopted a policy for flying the United States flag and the State of Florida flag at half-staff upon the death of ranking Florida public officials and former officials. These include flying the flags at half-staff for two weeks following the death of the Governor of Florida, a United States Senator from Florida or a member of the Florida State Cabinet; one week following the death of a Justice of the Supreme Court of the State of Florida, a former Governor of Florida or former United States Senator from Florida; and from the date of death until interment of a State Senator, member of the State House of Representatives, former member of the State Cabinet, former Justice of the State Supreme Court or former United States Representative of the State of Florida.
- G. Under the direction of the university president or acting president, the UCF flag shall fly at half-staff on occasions when the flag of the United States and the State of Florida flag are so flown. In addition, the University flag may fly at half-staff upon notification of death and until interment of:
  - 1. a Board of Governors' member
  - 2. a UCF Board of Trustees' member
  - 3. a chancellor of the State University System
  - 4. a university president in the State University System
  - 5. a member of the university community (at the discretion of the university president)

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#### IV. Respect for the Flag

- A. No disrespect should be shown to the flag of the United States of America.
- B. The flag should never be displayed with the union down, except as a signal of dire stress in instances of extreme danger to life or property.
- C. The flag should never touch anything beneath it, such as the ground, floor, or water.
- D. The flag should never be used as drapery, festooned, drawn back or up in folds; never be used as a drape or covering for a ceiling; never have placed upon it or attached to it any mark, insignia, letter, word, figure design, picture or drawing of any nature; never be used for receiving, holding, carrying or delivering anything; and never be printed on items for temporary use and subsequent disposal.
- E. When the United States flag has become soiled, it may be either hand-washed or dry cleaned, depending upon the fabric. When it is in such condition that it is no longer a fitting emblem for display, the flag should be destroyed in a dignified way as suggested by the Betsy Ross Flag Rules and Regulations.
- F. Irregular or inappropriate displays of flags, or flags that are soiled or tattered, may be reported to Physical Plant Work Control at 407-823-5223.

#### RELATED INFORMATION:

United States Code, Title 4, Chapter 1:

<http://www.gpoaccess.gov/uscode/browse.html>

Florida Statutes, Chapter 256:

<http://www.leg.state.fl.us/>

Florida Department of State Online Flag Protocol Reference:

<http://oss.dos.state.fl.us/admn-services/flag-protocol.cfm>

Betsy Ross Flag Rules and Regulations:

<http://www.ushistory.org/betsy/flagetiq.html#q09>

The responsibility for the interpretation of this procedure and notification of each department shall be that of the Chief of Police or designee. The overall responsibility for the implementation and management of this procedure shall be assumed by each department or business entity listed in the procedure section of this policy.

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INITIATING AUTHORITY: Vice President for Administration & Finance

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 3-104.1	
Initiating Authority: <u>Will J. Meador</u>	Date: <u>2/26/09</u>
Policies and Procedures Review Committee Chair: <u>John P. Hill</u>	Date: <u>2-26-09</u>
President or Designee: <u>John C. Hill</u>	Date: <u>2/27/09</u>

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