



# University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

## University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title: 3-104.4 Display of United States, State of Florida, and UCF Flags

Initiating Authority: Vice President for Administrative Operations, Chief Infrastructure Officer

Initiating Authority Approval Date: 10-17-2024

Date of Submission for Review: 10-24-24

Submitted by: Amy Childs, Assistant Vice President of Facilities Operations

Department: Facilities and Business Operations

☐ New Policy      ☒ Existing Policy (5-year Review)      ☐ Existing Policy Out of Cycle Review

**Summary of Revisions:** For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.

The responsibility for interpreting this policy and its procedures, along with notifying each department, has been assigned to the Assistant Vice President for Facilities Operations. This change replaces the previous responsibilities held by the Planning and Construction, Security, and the Chief of Police. Additionally, the revision eliminates the language for individuals, departments, or business entities to be responsible for displaying suitable flags and for raising and lowering them in accordance with policy.

**Stakeholders included in the Review Process:** (Provide a list of departments involved in the review/revision process.

The following departments were included in the revision process Planning, Design & Construction, General Counsel, and Compliance & Ethics.

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

☒ College Policy Liaisons

☒ Faculty Senate

**Regulatory Requirements** if applicable): Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.

Proclamation No. 3044, 3 CFR, 1954-1958 and Title 4 of the United States Code.

**Presenters:** (Provide the name s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.

Amy Childs, Assistant Vice President of Facilities Operations, amy.childs@ucf.edu



# Draft – Display of United States, State of Florida, and UCF Flags

<b>Policy Number</b>	3-104. <del>34</del>
<b>Responsible Authority</b>	Ass <del>istant</del> <del>oci</del> <del>ate</del> Vice President for <u>Facilities Planning and Construction</u> <del>Operations</del> <del>Safety and Security</del> and Chief of Police
<b>Initiating Authority</b>	Vice President <u>for Facilities and Business Administrative Operations</u> <del>Chief Operating Officer</del> and <u>Chief Infrastructure Officer</u>
<b>Effective Date</b>	
<b>Date of Origin</b>	12/4/2007

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## APPLICABILITY/ACCOUNTABILITY

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This policy applies to all members of the campus community responsible for~~who~~ displaying official flags of the United States of America, the State of Florida, and the University of Central Florida at university facilities.

The responsibility for the interpretation of this policy and subsequent procedures, including and the notification of each department shall be that of the ass~~istant~~~~oci~~~~ate~~ vice president for facilities operations ~~planning and construction~~~~safety and security~~ and chief of police or designee. ~~The overall responsibility for the implementation and management of this procedure shall be assumed by each individual, department, or business entity displaying a flag on university property.~~

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## POLICY STATEMENT

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

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## PROCEDURES

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### I. Display and Placement of Flags

- A. The United States flag and the Florida state flag shall be displayed daily as weather permits on a suitable flagstaff upon the grounds of each university campus, to include Main Campus, the Academic Health Sciences Campus, UCF Downtown, and the Rosen College of Hospitality Management.-
- B. The United States flag shall be displayed daily in each classroom. The flag must be made in the United States and must be at least 2 feet by 3 feet in size.
- A-C. Any flags flown or otherwise displayed on university property must will comply with Title 4 of the United States Flag-Code.
- B. ~~Individuals, departments, or business entities are responsible for displaying suitable flags and for raising and lowering flags per this policy.~~
- G-D. ~~It shall be the duty of the assistant vice president for facilities planning and construction operations safety and security and chief of police,~~ or designee, to inform all individuals, departments, and business entities regarding official flag raising or lowering mandates.

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

- A. The United States flag shall be flown at half-staff on designated national days and in accordance with Proclamation No. 3044, 3 CFR, 1954-1958 and Title 4 of the United States Flag-Code.
- B. The Florida state flag shall be flown at half-staff simultaneously with the United States flag and on days designated by the governor of the state.
- C. The UCF flag shall fly at half-staff simultaneously with the United States and State flag and on additional dates at the direction of the university president or acting president.
  - i. These dates include Eternal Knights and September 24<sup>th</sup> on the anniversary of the death of Corporal Mario R. Jenkins in honor of university first responders killed in the line of duty.

## III. Respect for the United States Flag

- A. The guidelines for respecting the flag are described in Title 4 of the United States Code, Chapter 1, Section 8.
- B. Irregular or inappropriate displays of flags, or flags that are soiled or tattered, may be reported to the Work Control Center at 407-823-5223.

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## RELATED INFORMATION

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[United States Code, Title 4, Chapter 1:](#)

[Florida Statutes, Chapter 256:](#)

[Florida Statutes, Section 1000.06:](#)

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1000/Sections/1000.06.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1000/Sections/1000.06.html)

[Florida Department of State Online Flag Protocol Reference:](#)

[Betsy Ross and the American Flag](#)

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## CONTACTS

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[Amy Childs](#)

[Assistant Vice President, Facilities Operations](#)

History 3-104 12/4/2007; 3-104.1.2; [3-104.3 1/15/2015](#)