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## **UCLA Policy 115: Display of Flags**

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Issuing Officer: Associate Vice Chancellor - General Services

Responsible Dept: Facilities Management

Effective Date: November 21, 2008

Supersedes: UCLA Policy 115, dated 7/1/1998

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### **I. REFERENCES**

### **II. STATEMENT**

### **III. ATTACHMENTS**

#### **I. REFERENCES**

1. University of California Guidelines Concerning Display of National, State and Other Flags on University of California Campuses;
2. UCLA Procedure 115.1, Lowering of University Flag to Half-Mast (Upon Death of Employee or Elected Student Government Official).

#### **II. STATEMENT**

National, State, and other organizations' flags are displayed on the UCLA campus in accordance with Federal and State laws and proclamations by the President of the United States, the Governor of California, the President of the University, and by the Chancellor as (s)he deems appropriate in accordance with campus guidelines and general protocol outlined below.

- A.** The raising and lowering of National, State, and other organizations' flags at all campus locations is primarily the responsibility of Facilities Management. Overall maintenance of flags and flagpoles is also the responsibility of Facilities Management. As a rule, flags are raised each morning at 7:30 a.m. and lowered each evening at 5:00 p.m.
- B.** The lowering of flags to half-mast at campus locations is done, traditionally, on the occasion of the death of Federal, State, or University officials. In addition, and at the direction of the Chancellor, the campus follows the practice of honoring certain campus personnel and elected student government officials or others as the Chancellor deems appropriate upon their death by lowering, to half-mast, only the University of California flag at the Pauley Pavilion location. This practice is accompanied by a notation on the plaque located at the base of the flagpole in honor of the deceased and is observed for one day. The first Thursday and Friday of each month are reserved for commemoration of deceased UCLA employees and deceased student officials or others, as the Chancellor deems appropriate, who passed away the previous month.
- C.** Other flags, including the University or campus flags, may be flown or flags may be half-masted for individuals other than those enumerated in Attachment A, upon approval of the Chancellor or his designated representative and for such periods as they deem appropriate.
- D.** The UCLA Police Department is responsible for investigating or handling any unusual circumstances, such as unauthorized raising or lowering of a flag, and the theft, vandalizing, or improper use of flags.
- E.** The installation of flagpoles at additional campus locations is authorized only upon approval of the Chancellor.

**III. ATTACHMENTS**

A. General Flag Protocol

**Issuing Officer**

**/s/ Jack Powazek**

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**Associate Vice Chancellor - General Services**

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**Questions concerning this policy or procedure should be referred to  
the Responsible Department listed at the top of this document.**

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**ATTACHMENT A**  
**General Flag Protocol**

**National Flag Displayed with Other Flags**

When the National Flag is flown with other flags, the following protocol is observed:

1. The National Flag is raised first and lowered last.
2. Other flags, if displayed, are placed in order left from or down from the National Flag as follows:
  - Flags of Other Nations (interior and upon appearance of heads of state only)
  - State Flag
  - United Nations’ Flag
  - National Officers’ Flags
  - University Flag
  - Other Organizations’ Flags
3. When any flag is displayed at half-mast, it is raised to the peak for a moment and then lowered to half-mast. Before lowering for the night, it is raised again to the peak.

**Special Flag Display Days**

The National Flag and other flags are flown at the Royce Hall location on special occasions designated by the Chancellor such as Open House. On these occasions, the University flag is also flown at the Pauley Pavilion location.

**Flags Displayed at Half-Mast (Traditional)**

The University of California observes periods of mourning proclaimed upon the death of a specified official, former official, or other person honored by proclamation of the President of the United States or the Governor of the State of California. In addition, the University follows the practice of honoring certain University officials (see also Policy paragraph B.) upon their deaths by flying the National and any other flags at half-mast. The following is a list of officials and periods of mourning that traditionally have been observed during which flags are flown at half-mast:

OFFICIALS OF UNITED STATES	PERIOD OF MOURNING
President or former President	30 days from day of death
Vice President, Chief Justice, Retired Chief Justice, Speaker of the House of Representatives	10 days from day of death
Associate Supreme Court Justice, Cabinet member, former Vice President, Secretary of the Army, Secretary of the Navy, Secretary of the Air Force, United States Senator or Representative from the immediate area.	Until interment
Others as directed by the President of the United States	As Directed by the President

OFFICIALS OF THE STATE OF CALIFORNIA	PERIOD OF MOURNING
Governor or former Governor	Until interment
Others as directed by the Governor	As directed by the Governor

OFFICIALS OF THE UNIVERSITY OF CALIFORNIA	PERIOD OF MOURNING
Regent or former Regent, President or former President, Officers of the Regents, Vice Presidents, Chancellors, University Deans	Until interment