
UCLA Policy 115: Display of Flags – Public Review Draft

Issuing Officer: Associate Vice Chancellor Facilities Management

Responsible Department: Facilities Management

Effective Date: TBD

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

I. PURPOSE & SCOPE

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I. PURPOSE & SCOPE

This Policy outlines the UCLA standards for displaying and lowering National, State, and other organizations' flags on UCLA campus.

II. POLICY STATEMENT

- A.** 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 the Chancellor deems appropriate in accordance with this Policy, and general protocols outlined in Attachment A.
- B.** The raising and lowering of National, State, and other organizations' flags at on-campus locations and the overall maintenance of flags and flagpoles are the responsibility of Facilities Management, with the exception of the flag and flagpole located at the southeast corner of the UCLA Police Department (UCPD), which is the responsibility of UCPD. For off-campus University owned buildings, the department/unit managing the building will be responsible for following this Policy.
- C.** As a rule, flags are raised each morning between 6:30 a.m. and 7:30 a.m. and lowered each evening between 5:30 p.m. and 8:00 p.m.
- D.** The University of California observes periods of mourning proclaimed by the President of the United States or the Governor of the State of California and honors certain University officials by flying flags at half-mast in accordance with Attachment A.
- E.** The campus honors certain UCLA personnel, elected student government officials, or others as approved by the Chancellor or their designee, by lowering the University of California flag at the Pauley Pavilion location to half-mast in accordance with UCLA Procedure 115.1.
- F.** The Chancellor or their designee may authorize the lowering of flags to half-mast to honor victims of terrorism or natural disasters, for periods as they deem appropriate.
- G.** 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.
- H.** The installation of flagpoles at additional campus locations is authorized only upon approval of the Campus Architect.

III. REFERENCES

- 1. UCLA Procedure 115.1, Lowering of University Flag to Half-Mast (Upon Death of Employee or Elected Student Government Official).

IV. ATTACHMENTS

A. General Flag Protocol

Issuing Officer

/s/ Kelly Schmader

Associate Vice Chancellor, Facilities Management

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

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 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, Provosts, Vice Chancellors, University Deans, and former Chancellors.	Until interment