

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities

Section 16, Display of Flags

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Responsible Department: Strategic Communications

Source Document: UC Office of the President: Guidelines Concerning Display of National and State Flags on University Campuses

I. Purpose

This section describes the protocol to be observed at UC Davis to assure proper display of the American and other flags.

II. Policy

The display of flags at UC Davis shall be in accord with Federal and State law and University policy and with proclamations by the President of the United States, the Governor of California, the President of the University, and the Chancellor as he/she deems appropriate, in accord with the information below.

A. Size

All flags flown at UC Davis locations should be approximately 5' x 9½'.

B. Locations

1. On the Davis campus, the American flag and the State of California flag are displayed on flagstaves at the following locations:
 - a. South entrance of Mrak Hall
 - b. University Airport
 - c. South patio of the Memorial Union
2. The American flag is also flown at the baseball field and Toomey Field during games only, and at the Schall Aquatics Center during special events.
3. The University flag is flown only at the Memorial Union.
4. The American, State of California, and University flags are flown at the UC Davis Medical Center.
5. No other flags are to be flown from the staffs except as provided in II.C, below.

C. Occasions of display

1. The American, State of California, and University flags are flown daily from 8:00 a.m. to 5:00 p.m., except:
 - a. Flags are not flown at the Memorial Union on weekends and University holidays.
 - b. The flags at the baseball field and Toomey Field are flown only during games.
 - c. The flags at the Schall Aquatics Center are flown only during special events
2. A flag that may be damaged by exposure shall not be flown during inclement weather.
3. Flags of other nations may be flown (if available) during visits to UC Davis of their ambassadors to the U.S. or of their presidents, prime ministers, or premiers.
4. When the campus is visited by the President or the Vice-President of the U.S., his/her official flag may be displayed from the time of his/her arrival to departure. (Such flag will

be provided by an advance party.)

5. Flags of other states may be flown during visits to UC Davis of their governors or lieutenant governors.
6. Flags of other nations may be displayed at certain events, such as high school graduations.

D. Manner of display

When flown with other flags, the American flag always occupies the supreme position.

1. On a single vertical staff, the American flag is flown above all others.
2. On grouped vertical staffs, the American flag is on the marching right (observer's left), except if one staff is clearly higher than the others, then the American flag is flown from it.
3. The American flag is raised first and lowered last.
4. All flags are raised briskly and lowered ceremoniously, without being allowed to touch the ground.
5. Other flags flown with the American flag are placed in the following order to the left of or down from the American flag:
 - a. Flags of other nations.
 - b. National officers' flags.
 - c. State flags.
 - d. University flag.

In determining the order of placement among flags of the same category, alphabetical order is followed. If there are insufficient places for all flags, the lowest ranking flags will not be displayed. The American flag should never be lowered to fly another flag.

E. Display at half-mast

When a flag is displayed at half-mast, it is hoisted to the peak for a moment's pause, then lowered to half-mast. Before being lowered, it is again raised to the peak for a moment's pause.

1. On the Memorial Day holiday, if flags are to be flown, all flags are displayed at half-mast until noon only and are then flown at the peak for the rest of the day.
2. Flags are flown at half-mast in token of respect and mourning following the death of important public figures and members of the University community.
 - a. The American and State flags are flown at half-mast in accordance with announcements of periods of public mourning issued by the President of the U.S. or the Governor of the State.
 - b. The University flag is flown at half-mast following the death of University faculty, staff, students, affiliates, or officers of the University as directed by the President of the University or by the Chancellor. The customary period of mourning is 3 days from the date notification is received.

III. Procedure for Display at Half-Mast

- A. When Strategic Communications receives notification (usually through the Office of the President, the Payroll Division of Accounting & Financial Services, Student Affairs office or an employee's department) of a death that would call for display of a flag at half-mast, that office

informs:

1. Facilities--O&M Service Call Center, for display of flags at Mrak Hall.
2. The Memorial Union Main Office, for display of flags at the MU.
3. The Intercollegiate Athletics Office, for display of the American flag at the baseball field, and Toomey Field.
4. The University Airport Representative, for display of flags at the University Airport.
5. The Schall Aquatics Center Representative, for display of flags at Schall Aquatics Center.
6. Medical Sciences Public Affairs, for display of flags at UCDCM.
7. The Chancellor's Office, for information purposes.

Strategic Communications provides information regarding the deceased, and the appropriate period of time the flag should be displayed at half mast, in accordance with established policy or specific instructions. The MU Main Office prepares a memoriam card with the deceased's name, title, department, and dates of birth and death for display at the flagstaff at the MU; for a student, the college of study is also included.

- B. When Medical Sciences Public Affairs receives notification of a death (usually from Strategic Communications), that office immediately notifies:
1. The UC Davis Police at UCDCM, for display of flags. Medical Sciences Public Affairs prepares the memoriam card for display at the UCDCM flagstaff.
 2. Strategic Communications, if notification was received from another source.

IV. Further Information

For additional information regarding display of flags, contact Strategic Communications, (530) 752-1930.

V. Reference

Office of the President: Guidelines Concerning [Display of National and State Flags on University Campuses](#), 4/7/69.