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Lowering of the University Flag to Half-Staff

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Revised:

Next Scheduled Review: July 05, 2020

Procedure Statement

Texas A&M University-Central Texas (A&M-Central Texas) is committed to observing appropriate procedures and protocols for lowering the United States, State of Texas and University flags to half-staff.

Reason for Procedure

The purpose of this Standard Administrative Procedure (SAP) is to establish procedures and protocols for lowering the University flag to half-staff and to clarify responsibilities.

Procedures and Responsibilities

1. PROTOCOL FOR LOWERING FLAG TO HALF-STAFF

- 1.1 The University flag shall be flown at half-staff on occasions when the flag of the United States of America is at half-staff, as directed by the president of the United States of America.
- 1.2 The University flag shall be flown at half-staff on occasions when the flag of the State of Texas is at half-staff, as directed by the governor of the State of Texas.
- 1.3 At the discretion of the university president, or designee, the University flag may be lowered to half-staff to honor current or former university staff or faculty or students, or notable supporters of A&M-Central Texas upon their death for a period deemed appropriate.
- 1.4 The flag is typically lowered for one day, which is usually the day of the funeral or memorial service unless directed differently by the university president, or designee.

2. RESPONSIBILITIES

- 2.1 Any faculty or staff member of the A&M-Central Texas community who becomes aware of the death of an individual deserving of recognition by the University under this policy should contact the Department of Human Resources as soon as possible.
- 2.2 Any current student of the A&M-Central Texas community who becomes aware of the death of a student deserving of recognition by the University under this policy should contact the Office of Student Affairs as soon as possible.
- 2.3 The President's Office, or its designee, is responsible for:
 - 2.3.1 Determining if the university flag should be lowered to half-staff, in accordance with section 1 above;
 - 2.3.2 Providing the Department of Public Safety with the date to lower the flag and to raise the flag; and
 - 2.3.3 Informing the A&M-Central Texas community as to the reason the university flag is at half-staff;
- 2.4 The Department of Human Resources is responsible for:
 - 2.4.1 Confirming notification of the death of an individual deserving of recognition by the University and honoring the request of the family; and
 - 2.4.2 Informing the Office of the President of the confirmation of a death notification.
- 2.5 The Office of Student Affairs for a student is responsible for:
 - 2.5.1 Confirming notification of the death of a current student deserving of recognition by the University and honoring the request of the family; and
 - 2.5.2 Informing the Office of the President of the confirmation of a student death notification.
- 2.6 The Department of Public Safety is responsible for:
 - 2.6.1 The proper raising, half-staffing, and lowering of the university flag upon notification by the president or designee.

3. PROCEDURES

- 3.1 To properly raise the University flag it shall first be smartly raised to the peak of the staff, and then slowly lowered to the half-staff position.
- 3.2 To properly raise the United States, State of Texas flag, and the University flag they shall first be smartly raised to the peak of the staff, and then slowly lowered

to the half-staff position in the order of precedence United States flag first, State of Texas flag second, and university flag last.

- 3.3 To properly lower the flag(s) from half-staff they will first be raised to the peak of the staff and then lowered.
- 3.4 Whenever raising, lowering, or transporting flags, proper respect and dignity shall be shown at all times. Flags shall not be permitted to touch the ground and they shall be properly folded, transported and stored.

Related Statutes, Policies, or Requirements

[Title 4 United States Code Chapter 10](#)
[Government Code Title 11 Chapter 3100](#)

Contact Office

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