



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Display of United States, State of Florida, and UCF Flags	Effective Date: 10/15/2019	Policy Number: 3-104.3	
	Supersedes: 3-104.2	Page 1	Of 3
	Responsible Authority: Associate Vice President for Safety and Security and Chief of Police		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 12/4/2007

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the campus community who display 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 procedure and notification of each department shall be that of the associate vice president for 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.

POLICY STATEMENT

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.

PROCEDURES

I. Display and Placement of Flags

- A. Any flag flown or otherwise displayed on university property will comply with 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.
- C. It shall be the duty of the associate vice president for 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, 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 24th 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, 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.

RELATED INFORMATION

United States Code, Title 4, Chapter 1:

<http://uscode.house.gov/browse/prelim@title4/chapter1&edition=prelim>

Florida Statutes, Chapter 256:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0256/0256ContentsIndex.html&StatuteYear=2012&Title=-%3E2012-%3EChapter%20256

Florida Department of State Online Flag Protocol Reference:

<http://dos.myflorida.com/about-the-department/flag-and-seal-protocol/flag-protocols-and-display/>

Betsy Ross and the American Flag
<http://www.ushistory.org/betsy>

INITIATING AUTHORITY

Vice President and Chief Operating Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-104.3	
Initiating Authority: <u>Misty Shepherd</u>	Date: <u>10/9/19</u>
University Policies and Procedures Committee Chair: <u>Donald Bishop</u>	Date: <u>10/4/19</u>
President or Designee: <u>[Signature]</u>	Date: <u>10/15/19</u>

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