



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
0600.2

October 14, 1998

DISPLAY OF AMERICAN AND CALIFORNIA STATE FLAGS

This procedure implements Policy 0600, is applicable to all District locations, and shall be interpreted consistent with the Provisions of Public Laws 77-829, 623 and California Government Code Sections 430 et seq.

A. FUNCTION

1. The American flag with the California State flag flown below it shall be considered one entity for the purposes of this procedure.
2. The flag shall be flown every school day, weather permitting.
3. The flag shall be displayed during the day at any and all games and performances of every kind which take place in a stadium or open air location.
4. It is customary to display the flag from sunrise to sunset only on buildings and on stationary flagstuffs in the open. However, the flag may be displayed at night upon special occasions if it is properly illuminated.
5. The flag shall be flown at half-staff in reverence of certain National, State, and local persons.

In most instances the President of the United States will proclaim the period of mourning for national figures; the Governor will do the same for State figures; the County Board of Supervisors for the County; the Mayor for City personnel, and the site Chief Administrative Officer for assigned District individuals.

B. IMPLEMENTATION

1. The Plant Operations office at each location shall be responsible for the raising, lowering and care of the flags.
2. Line authority to direct the flying of the flag shall be exercised via the authority line of the campus/site Chief Administrative Officer.
3. The decision not to fly the flag due to inclement weather shall be implemented in the following sequence.
 - a. The plant Operations office shall delay flying of the flag if weather prohibits.
 - b. The decision shall be confirmed by the President/Dean and the flag shall be raised when the weather permits.
4. The flag shall be flown at half staff under the following guidelines.
 - . Method of Raising and Lowering the Flag--When raising the flag, it is hoisted to the peak, then lowered to half-staff (the half-staff

position should be modified if required to keep the flag out of reach from the ground).

- a. Before lowering the flag for the day it should be raised to the peak and then lowered.
- b. Flags should be flown at half-staff as follows:

OFFICIALS	WHEN TO FLY FLAG AT HALF-STAFF	TIME PERIOD	DISTRICT AUTHORITY
<u>National Officers</u>			
President or Former President	Upon announcement of death.	30 days	Chancellor
Vice President, Chief Justice, Retired Chief Justice, or Speaker of the House.	Upon announcement of death.	10 days	Chancellor
Cabinet members, former Vice Presidents, Senators, Representatives, Supreme Court Associate Justices, and certain other officials.	As soon as proclamation covering the period of mourning is made by the government.	As announced, normally until interment.	Chancellor
<u>State and Local Officers</u>			
Governor, Lt. Governor, member of the County Board of Supervisors or the Mayor.	As soon as proclamation covering the period of mourning is made by the State and local officials.	As announced, or if not announced, interment.	Chancellor
Other officials or persons as proclaimed by Governor, County Board of	As soon as proclamation covering the period of mourning is	Until interment.	Chancellor

Supervisors, or
the Mayor.

made by the
State and local
officials.

District

Officer, student
or staff members
at a District site.

Each District
site may fly its
flag at half-
staff upon the
death of an
officer, staff
member or
one of its
students.

Until
interment.

Chief
Administrative
Officer or
Designee
of each
campus/site.

SUPERSEDES: 2/12/87