

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: <u>0207/26/1895</u> REVISED:
DISPLAY OF AMERICAN AND CALIFORNIA STATE FLAGS	AD1

OVERVIEW

This procedure describes the proper display and handling of the state and national flags.

FORMS USED

None.

CODES, REGULATIONS AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

Public Laws 77-829, 623
California Government Code Sections 430 et seq.

PRIMARY STAKEHOLDER: Vice Chancellor- Business

COMMENTS

This procedure addresses the line of authority for flying the state and national flags. It includes descriptions of proper flag display, weather and time restrictions, and mourning/half-staff procedures.

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GUIDELINES AND DEFINITIONS

A. The American flag with the California State flag flown below or to its right shall be considered one entity for the purpose of this procedure.

B. The flag shall be flown every school day, weather permitting, and during the day at any and all games and performances of every kind which take place in a stadium or open-air location.

C. The flag will be displayed only between sunrise and sunset on building and stationary flagstuffs in the open. The flag may be displayed at night upon special occasions only if it is properly illuminated.

D. 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; the Chancellor for District individuals; and the College President for college individuals.

~~E. Line authority to direct the flying of the flag shall be exercised via the line of authority from the college/site Chief Executive Officer. At the District location, the Chief Executive Officer is the Chancellor, at a college it is the President. In any instance that the President of the United States directs the flying of the flags, the Director of Public Safety or designee may also advise proper designated parties to lower the flag to half staff.~~

Authority for raising and lowering the flags:

<u>Grossmont Site Warehouse</u>	<u>Warehouse Staff</u>
<u>Grossmont Flagpole by building 10</u>	<u>FacilitiesMaintenance Staff</u>
<u>Baseball/Athletic Field Flags</u>	<u>FacilitiesMaintenance Staff</u>
<u>Cuyamaca College Student Center</u>	<u>FacilitiesMaintenance Staff</u>
<u>Cuyamaca College A Buildings</u>	<u>CAPS</u>

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~~F. The Chief Executive Officer at each site shall assign one specific department to be responsible for the routine raising, lowering, and caring for the flags, however, only the Chief Executive Officer may authorize flying the flag at half-staff.~~

~~G. Flag etiquette guidelines provided in the U.S. Flag Code (United States Code Title 4 Chapter 1), will be followed at all times when handling the flag. The person charged with raising and lowering the flag is responsible for the knowledge of flag etiquette and shall seek assistance when necessary.~~

~~H. The flag should be cleaned and mended when necessary. If the flag is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner. Replacement flags will be purchased by the department in charge of raising and lowering the flags.~~