



## UNIVERSITY POLICY

<b>SUBJECT:</b>	ADMINISTRATION	<b>TITLE:</b>	FLAG PROTOCOL		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Senior Vice President for Administration		<b>Responsible Office:</b>	Public Safety	
<b>CODING:</b>	00-01-10-80:00	<b>ADOPTED:</b>	06/01/91	<b>AMENDED:</b>	02/16/10
				<b>LAST REVIEWED:</b> 02/16/10	

**I. PURPOSE**

To standardize the display and flying of exterior flags and banners at all University Campuses consistent with flag etiquette.

**II. ACCOUNTABILITY**

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Director of Public Safety shall implement this policy.

**III. POLICY**

**A. Requirements:**

1. The Flag of the United States of America shall be flown at all campuses at designated locations daily from 8:00 A.M. through sunset or when appropriately illuminated by spotlight during the hours of darkness. At all times proper flag etiquette shall be employed and the book entitled Protocol, authored by McCaffree and Innes, shall be the University's official reference.
2. The New Jersey State Flag shall be flown at designated locations at the same times as the United States flag is flown.
3. The logo banner of the University of Medicine and Dentistry of New Jersey shall be flown at all campuses at designated locations at the same times as the United States flag and the New Jersey State flag are flown.
4. Flags and banners shall be replaced promptly when they begin to show signs of wear, become discolored, or are frayed or torn. Flags shall be disposed of in a manner lacking any suggestion of irreverence or disrespect.
5. Only flagpoles and flagstaves specifically designated by the Senior Vice President for Administration shall be allowed to display flags and banners. Flags and banners shall not be displayed hanging from windows, buildings or other appurtenances.
6. The United States flag, when flown with any other flags and banners shall be placed in the honor position to the right of the other flags and banners as observed while standing in front of, and facing away from, the display. If a center flagstaff is the tallest staff of a

group, the United States flag should be assigned that tallest central flagstaff; in such case, the New Jersey flag will fly to the right of all other flags as observed while standing in front of and facing away from the flags displayed. If the United States is flown from the same staff as another flag, the United States flag shall be at the peak of the staff above the other flag.

7. Half-Mast Honors

- a. Normally, the President of the United States will proclaim dates and times for flying of the United States flag at half-mast. Additionally, consistent with applicable flag etiquette the following shall apply:
  - i. The United States flag will be flown at half-mast on Memorial Day until 12:00 noon, unless such time is extended to sunset by Presidential Proclamation. The Director of Public Safety is responsible for keeping abreast of such proclamations.
- b. The United States flag will be flown at half-mast upon the death of any of the following officials of the United States:
  - i. President or former President;
  - ii. Vice President, Chief Justice or retired Chief Justice, or Speaker of the House of Representatives;
  - iii. Associate Justice of the Supreme Court, Cabinet Member, former Vice President, President Pro-tempore or Minority Leader of the Senate, Majority Leader of the House, United States Senator or Representative, Territorial Delegate or Resident Commissioner of the Commonwealth of Puerto Rico;
  - iv. Other officials, former officials and foreign dignitaries; for the duration proclaimed by the President; and
  - v. Within a State, Territory or Possession of the United States for the death of the Governor of such State, Territory or Possession.
- c. When the United States flag is flown at half-mast as a sign of national tribute, the New Jersey State flag and UMDNJ banner will also be flown at half-mast.
- d. To properly raise the United States flag to half-mast, the flag shall first be smartly raised to the peak of the staff, and then slowly lowered to the half-mast position together with other flags and banners on display.
- e. It is generally accepted flag etiquette that the use of a State flag at half-mast is more appropriate for situations other than those described above for the United States flag. The Governor of New Jersey may proclaim flying of the New Jersey State flag at half-mast as he/she deems appropriate. Title 36 of the U.S. Code does not preclude the flying of the United States flag at half-mast during these occasions; therefore, the United States flag and UMDNJ banner, shall be flown in the same manner as that flown over the State Capital whenever it has been proclaimed by the Governor that the New Jersey State flag is to be flown at half-mast.

8. The New Jersey State flag and the UMDNJ banner only (the United States flag shall be hoisted to the peak) shall be flown at half-mast between the death and interment of the following:
  - a. President, Executive Vice President, Senior Vice President, Dean, Vice President or distinguished faculty member of the University of Medicine and Dentistry of New Jersey;
  - b. Member of the UMDNJ Board of Trustees; and
  - c. Any State Official; Municipal Official; faculty, staff, volunteer, student of the University who by virtue of loyalty or meritorious service; or citizen, that the University wishes to honor, as authorized by the President or the Senior Vice President for Administration.
9. Whenever raising, lowering, or transporting flags and banners, proper respect and dignity shall be shown. Flags and banners shall not be permitted to touch the ground and they shall be properly folded, transported and stored.
10. Questions regarding the interpretation of this policy as it pertains to honoring and paying tribute to individuals not named above shall be referred to the President, through the Senior Vice President for Administration.

B. Responsibilities:

1. The Director of Public Safety is responsible for:
  - a. coordinating the raising and lowering of flags and banners;
  - b. keeping abreast of half-mast honor proclamations; and
  - c. properly replacing flags and banners that show signs of wear.
2. The Senior Vice President for Administration is responsible for designating flagpoles and flagstuffs and resolving interpretive questions on this policy.

By Direction of the President:

---

Senior Vice President for Administration