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**Policy Name:** United States Flag Protocol

**Policy Number:** D-15

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Campus Police

**Most Recent BOT Approval Date:** March 2011

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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**Policy Statement:**

The College will fly the United States flag at half staff on Memorial Day until noon only, and then return it to the top of the staff. The flag will be flown at half staff on September 11, December 7, and Peace Officers Memorial Day, unless that day is also Armed Forces Day. The U.S. Flag will also be flown at half staff at the direction of the President of the United States or the Governor of the State of New York.

**Reason(s) for Policy:**

This policy ensures that any decision to display the United States flag at half staff will be made in compliance with Title 4, Chapter 1 of the United States Code, and New York State Executive Law Article 19, Section 403.

**Applicability of Policy:**

This policy applies to all members of the campus community.

**Definitions:**

None

**Related Documents:**

- United States Code Title 4 Chapter 1
- New York State Executive Law Article 19, Section 403

**Procedures:**

The flag shall be flown at full staff at all times except when it shall be flown at half staff on the seventh day of December, known as Pearl Harbor Day, and to commemorate the death of a person of national or state standing or of a local serviceman, official or public servant who, in the opinion of the President, contributed to the community. It may also be flown at half staff during special periods of mourning designated by the President of the United States or the New York State Governor.

In the event that a member of the College community believes that the flag should be flown at half staff, he or she should communicate the necessary information to the President. If the President determines that the flag is to be flown at half staff, s/he will notify the Chief of Campus Police, who will be responsible for implementation.

**Forms/Online Processes:**

None

**Appendix:**

None