



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 76.42, **Flying of Flags**

**PURPOSE:** This purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy/Procedure (HSCEP OP) is to define guidelines governing the flying of the United States flag, the Texas state flag, the TTUHSC El Paso flag, and other special flags.

**REVIEW:** This HSCEP OP will be reviewed by September 1 of every fourth year (E4Y) by the chief of police, with recommendations for revisions submitted to the chief financial officer (CFO) or designee by September 15.

### **POLICY/PROCEDURE:**

#### **I.**

- A. The United States flag, the Texas state flag, and the TTUHSC El Paso flag will be displayed at the main entrance of TTUHSC El Paso, twenty-four hours daily, seven days a week. Each flag type will be designated as an "all weather" flag made of nylon or polyester material.

If an extended power outage of more than eight hours occurs during the hours of darkness causing the flags not to be illuminated, the flags will be taken down. Individual lights that are not operational should be reported immediately to the appropriate maintenance department for corrective action. If wind speed below 30 miles per hour permits and illumination has not been restored, the flags will be flown between the hours of 7:30 a.m. and 5:30 p.m. daily.

- B. When necessary, the Texas Tech El Paso Police Department (TTEPPD) will be responsible for the recognized decorum in flying the flags. The TTUHSC El Paso police supervisor will also be responsible for being attentive to the wind speed and ensuring that adequate illumination exists at each site.
- C. Flags will be flown at full-staff. The United States flag and the Texas state flag will be displayed at half-staff only upon direction of the President of the United States or the Governor of the State. At the direction of the Chancellor of the Texas Tech University System or the President of TTUHSC El Paso, the TTUHSC El Paso flag flying at the main entrance of TTUHSC El Paso may be flown at half-staff on Mondays between the hours of 7:30 a.m. and 5:30 p.m., or at other times deemed appropriate, if there has been a student, faculty, or staff death (of which the university has been made aware) during the preceding week. The name(s) of the individual(s) being commemorated, along with a brief notation on that person's association with the university, will be displayed by TTEPPD at the base of the flagpole bearing the United States flag. The academic or administrative department chairperson or director, via the CFO, may make the request on behalf of a student or employee. Former students or alumni may make the request via the CFO. In every case, the United States flag will be the first flag raised and the last flag lowered.
- D. The TTEPPD will perform the task of raising and lowering the flags, in accordance with instructions provided by the President of TTUHSC El Paso and this HSCEP OP.
- E. The United States, Texas state, and TTUHSC El Paso flags will be flown at half-staff on the following occasions:

- 1) Peace Officers Memorial Day – May 15 (sunrise to sunset)
- 2) Memorial Day – Last Monday in May (sunrise to noon)
- 3) National Korean War Armistice Day – July 27 (sunrise to sunset)
- 4) Patriot Day – September 11 (sunrise to sunset)
- 5) National Pearl Harbor Remembrance Day – December 7 (sunrise to sunset)

F. When appropriate, the POW-MIA flag will be flown beneath the United States flag on the same flagpole flying at the TTUHSC El Paso main entrance. The POW-MIA flag will be the same size as the United States flag. The POW-MIA flag will be flown on the following occasions:

- 1) Armed Forces Day (third Saturday of May)
- 2) Memorial Day (Last Monday of May)
- 3) Flag Day (June 14)
- 4) Independence Day (July 4)
- 5) National POW/MIA Recognition Day (third Friday of September)
- 6) Veteran's Day (November 11)

G. When required, the flags will be folded in a military fold and stored at TTEPPD. Should the flags flown at the TTUHSC El Paso main entrance become worn or frayed, TTEPPD will purchase and provide the flags. Worn or frayed flags unfit to continue in service will be disposed of properly. TTEPPD will coordinate the disposal.

H. Special requests to fly flags other than those of the United States, the state of Texas, and TTUHSC El Paso normally will not be granted. Any such request should be made to the Chief of Police to be reviewed by the President of TTUHSC El Paso.

**II. Disclaimer Statement.** TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part at any time without the consent of employees.