



## **POLICY 7400**

### **DISPLAY OF THE FLAG**

**Policy Category:** Facilities

**Area of Administrative Responsibility:** Facilities Management

**Board of Trustees Approval Date:** April 18, 2017

**Effective Date:** April 19, 2017

**Amendment History:** N/A

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## **PURPOSE**

The Board of Trustees believes that the flag of the United States is a symbol of the values of our nation and the ideals embedded in our Constitution. The purpose of this policy is to determine the manner in which the flag shall be displayed.

## **SCOPE**

This policy is effective throughout the College.

## **POLICY**

The College shall purchase a United States flag, flag staff and the necessary appliances for its display upon or near every major entrance to the Campus. There shall be a flag on display in the College's Board of Trustees meeting area.

The flag shall be flown at full- or half-staff pursuant to law. In addition, the flag may be flown at half-staff to commemorate the death of a present or former Board of Trustees member, present employee or student. In this instance, the flag will be flown at half-staff beginning the day the order is given to do so and the following day.

Consistent with national and state law and regulations and this policy, the Department of Public Safety shall develop procedures for the proper custody, care and display of the flag.

### **A. Flags Displayed Out-of-Doors and on Movable Hoists Indoors:**

Pursuant to New York State Executive Law, Article 19:

The flag shall be displayed daily, weather permitting, on or near the main administration building of every public institution, whenever such institution is open to the public. The flag shall also be displayed, weather permitting, on the following days in each year: the first day of January, known as New Year's Day; the third Monday of January, known as Dr. Martin Luther King, Jr. Day; the twelfth day of February, known as Lincoln's Birthday; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day; the second Sunday of June, known as Flag Day; the fourth day of July, known as Independence Day; the first Monday in September, known as Labor Day; the third Friday in September, known as National POW/MIA Recognition Day, except if such date of commemoration cannot be observed due to a religious holiday, such observances shall then be conducted on the second Friday in September; the second Monday in October, known as Columbus Day; the eleventh day of November, known as Veterans Day; the fourth Thursday in November, known as Thanksgiving Day; the seventh day of December, known as Pearl Harbor Day; and the twenty-fifth day of December, known as Christmas Day, and if any of such days except Flag Day is Sunday, the next day thereafter; each general election day, and each day appointed by the President of the United States or by the governor of this state as a day of general thanksgiving or for displaying the flag.

The flag shall not be displayed on days when the weather is inclement.

The flag shall be displayed in or near every polling place on election days.

The flag shall be displayed daily during school days in, on or near every schoolhouse.

The flag shall be hoisted briskly and lowered ceremoniously.

When a number of flags of states or localities or pennants of societies are grouped and displayed from staffs, the flag of the United States of America shall be at the center and at the highest point of the group.

The flag, when flown at half-staff, shall be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers shall not be affixed to spear heads or flagstaffs except by order of the President of the United States or the governor of this state.

The flag shall not be displayed with the union down except as a signal of dire and immediate distress.

The flag, when it is in such condition that it is no longer a fitting emblem for display shall be destroyed in a dignified way by burning.

The flag shall be flown at full staff at all times except 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 personage of national or state standing or of a local serviceman, official or public servant who, in the opinion of the local agency concerned, 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 governor of this state.

**B. Indoor Flags and Those Not on Movable Hoists:**

It is the duty of Public Safety to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.