

Title/Topic: Displaying of US and Louisiana Flags

Number: 66.02

Functional Classification: Institutional Governance & Administration

Monitoring Unit: Office of Finance & Administration

Initially Issued: December 15, 1987

Last Revised: April 1, 2016

Last Reviewed: April 1, 2016

THE FLYING OF THE UNITED STATES FLAG AND THE LOUISIANA FLAG

PURPOSE

To establish policies and procedures governing flying and displaying the University's Official United States Flag, the Official Louisiana Flag, and other flags on the campus of Louisiana State University and Agricultural and Mechanical College.

DEFINITIONS

The University's Official Flags are the United States Flag and the Louisiana Flag flown on the flagstaff located on the Parade Ground.

A Ceremonial Flag is a United States Flag so designated by the President which is flown as the University's Official Flag for patriotic effect on special occasions.

Other Flags are United States Flags and Louisiana Flags flown or displayed at locations on campus other than the flagstaff located on the Parade Ground.

GENERAL POLICY

1. Consistent with federal and state laws, the University's Official United States Flag shall be flown daily from sunrise to sunset in accordance with the following policies and procedures.
 - A. The flag shall be raised and lowered in accordance with recognized standard procedures as follows:
 - 1). The flag shall always be hoisted briskly and lowered ceremoniously.
 - 2). The United States Flag shall always be displayed above the Louisiana Flag or any other flag or pennant displayed on the same flagstaff.
 - 3). The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
 - 4). On Memorial Day, the flag should be displayed at half-staff until

noon only, then raised to the top of the staff (Sec. 1.A.3. above).

5). When the flag is being raised or lowered, it should not be allowed to touch the ground.

B. When a special patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. The determination of the appropriateness of flying the flag at night will be determined by the President or his designee.

C. The flag shall be flown at half-staff only at the following times:

- 1). On Memorial Day (the last Monday in May) until noon.
- 2). For thirty (30) days from the death of the President or a former President of the United States.
- 3). For ten (10) days from the death of the Vice President of the United States.
- 4). From the day of death until interment for the Governor or former Governor of the State of Louisiana.
- 5). On the day of the death and the following day for a United States Senator or United States Representative from Louisiana.
- 6). On special days of national mourning proclaimed by the President of the United States.
- 7). On days of mourning proclaimed by the Governor of the State of Louisiana.
- 9). On days of mourning proclaimed by the President..

2. A Ceremonial United States Flag may be flown on the following special occasions: Memorial Day (the last Monday in May); Flag Day, June 14; Independence Day, July 4; Constitution Day, September 17; Veterans Day, November 11; April 30 (date of Louisiana admission to the United States); during each registration; homecoming week; each commencement day; and on other special occasions approved by the President or his designee. A Ceremonial Flag larger in size than ten (10) feet in width and nineteen (19) feet in length shall not be flown during inclement weather or on Memorial Day.

3. The University's Official Louisiana Flag shall always be flown at the same time and under the same circumstances as the University's Official United States Flag.

4. Upon written requests, consideration will be given to flying a third flag beneath the Official United States and Louisiana Flags.

5. The policies and procedures stated in 1. and 3. above shall also be applicable to all other flags flown or displayed on campus. The displaying of the United States Flag and the Louisiana Flag in buildings on campus, in parades, and in any other situation shall also be in accordance with applicable federal and/or state laws.

DELEGATION OF AUTHORITY

Authority to administer the policies and procedures established in this PS is delegated as follows:

1. General authority for day-to-day administration and responding to questions and requests relating to the implementation of the provisions of this PS, as well as federal and state laws governing the display and use of the U.S. Flag and the Louisiana Flag, is delegated to the Vice President for Finance & Administration and CFO.
2. Responsibility for the daily raising and lowering of the US Flag is delegated jointly to the Commandant of Cadets and the Chief of the LSU Police Department. The conditions under which this responsibility will be shared will be worked out between the Commandant and the Chief with advice and assistance from the Vice President for Finance & Administration and CFO.
3. The procurement of the US and Louisiana flags is delegated to the Chief of the LSU Police Department. Appropriate funding to the purchase of the necessary flags will be budgeted to LSU PD each year.

SOURCES

U. S. Public Law 829; U. S. Public Law 94-344; Executive Order 10834 issued by the President of the United States; Presidential Proclamation 3044; Louisiana Revised Statute 49:152 and 153; Attorney General Opinions, October 20, 1966 and March 20, 1967; a memorandum dated 30 May 1968 written by Chancellor Taylor, Subject: The United States Flag; action of the Board of Supervisors in regular Board meeting on February 3, 1973.