PURPOSE:

This Operating Policy/Procedure (HSC OP) has been issued to define guidelines governing the flying of the United States flag, the state flag of Texas, the Texas Tech University Health Sciences Center flag, and other special flags.

REVIEW:

The Chief of Police will review this OP by September 1 of every fourth year (E4Y). Recommendations for revision will be forwarded to the Executive Vice President for Finance and Administration by September 15.

POLICY/PROCEDURE:

1. The United States flag, the state flag of Texas, and the Texas Tech University Health Sciences Center (TTUHSC) flag will be displayed at the main entrance to the TTUHSC campus facility from 7:30 a.m. until 5:30 p.m., seven days per week, except in the event of inclement weather such as rain, snow, or when the wind speed is in excess of 30 miles per hour.

2. Texas Tech Police or Security Dept. (as applicable) at each campus will be responsible for the raising/lowering of the respective flags and for ascertaining inclement weather conditions pertaining to the flying of the flags.

3. Flags will be flown at full-mast. The United States flag and the state flag of Texas will be displayed at half-mast only upon direction of the President of the United States or the Governor of the State of Texas. At the direction of the Chancellor of the Texas Tech University System or the President of TTUHSC, the TTUHSC flag on display at the main entrances to facilities on the TTUHSC campuses will be flown at half-mast on each Monday if there has been a student, faculty, or staff member death (of which the Health Sciences Center has been made aware) during the preceding week. At the regional campuses, the AVPFA is responsible for notifying the President.

4. The flags will be folded in a military fold and stored at the Texas Tech Police Department or a designated site. Should the TTUHSC campus flags become worn or frayed, they will be replaced by contacting the Executive Vice President for Finance and Administration or his/her designee and inform them of the need. At the regional campuses, worn or frayed flags shall be replaced by the AVPFA. Worn or frayed flags unfit to continue in service will be returned to the ROTC for proper disposal at the Lubbock campus, or will be disposed or in a dignified manner conducted by the regional campus police or Security Dept. (as applicable) at the regional campuses.

5. Special requests to fly flags other than those of the United States, the State of Texas, and TTUHSC will normally not be granted. Any such request should be made to the Chief of Police, and reviewed by the President for request to fly the flags at the main entrance to the HSC Lubbock campus. Special requests from the regional campuses should be submitted to the AVPFA, who will process then request to the President for review. Requests must be submitted at least two weeks prior to the date when the special flag would be flown.