



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

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 of Finance and Operations 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 twenty-four hours daily, 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. Flags which do not meet the standards for twenty-four-hour display will normally be flown from 7:30 AM until 5:30 PM, seven days a week.
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 if there has been a student, faculty, or staff member death (of which the Health Sciences Center has been made aware). At the regional campuses, the Campus Business Officer (CBO) 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 campus Facilities Operations Work Control or by completing a work request at: <https://app4.ttuhscc.edu/FacilitiesApps/>. The Texas Tech Police Department for the campus will coordinate proper disposal of worn or frayed flags unfit to continue in service.
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 CBO who will process the request for approval of the President. Requests must be submitted at least two weeks prior to the date when the special flag would be flown.
6. Notwithstanding section 5 above, the provisions below offer guidance and processes to fly the TTUHSC flag in the event of a team member (Faculty & Staff) or student death:
 - I. Honorary Flag Policy/Procedure
 - a. Only members of the President's Cabinet can initiate an honorary flag request to be submitted to the Office of People and Values in the event of a death of a team member or student. Requests should include the following details:

- i. For Students: Verification with Student Services confirming the student's good academic standing, along with a letter from the school's program director or equivalent demonstrating how the student's contributions at TTUHSC aligned with our Values.
 - ii. For Team members: Documentation from Human Resources confirming the team members employment status with TTUHSC and a letter from the team member's most recent supervisor or other administrator with direct knowledge of the team member's contributions that provides stated examples of the team member's performance and contributions that align with our Values.
 - b. Upon notification of a request, the Office of People and Values Team will initiate the following:
 - i. Request for a university announcement through the TTUHSC daily "Announce" email to notify campus personnel of the flag being flown at half-mast. Information in this announcement may include the individual's name, department/school, date/time of services, words of condolence, and the notification of the TTUHSC flag to be flown at half-mast on a certain date and campus in honor of their life.
 - ii. Coordinate scheduling the day and campus for which a TTUHSC flag will be flown at half-mast with the applicable campus police.
 - iii. Preparing a framed, commemorative flag and photo.
- II. Recipients of a commemorative flag:
 - a. In most circumstances the initiating member of the President's Cabinet will be provided a commemorative flag and picture to provide to a deceased beneficiary at the appropriate time and place based on the Cabinet member's discretion.
- III. Approval and Exceptions:
 - a. The Office of People and Values will oversee the communication and approval process, ensuring alignment with established criteria and standards.
 - b. The Office of the President holds the authority to make exceptions in extraordinary circumstances.