

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 1110

**TITLE:** DISPLAYING FLAGS

**BASED ON POLICY:** 1.11 FLAG DISPLAY

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/DIRECTOR, SAFETY AND RISK MANAGEMENT

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I. Purpose:

To establish guidelines for the display of the United States, Florida, and College flags at College sites

II. Procedure:

- A. The Office of the Director of Safety and Risk Management shall serve as the primary College resource for flag display protocol in accordance with United States Code 4, Chapter 1.
- B. Upon notification by the Executive Office of the Governor, the director, safety and risk management shall notify the SFSC President's Office, Office of Community Relations and Marketing, campus/center directors, campus security, athletics director, director, criminal justice, and others responsible for exterior flag poles at all College sites of the directive to fly flags at half-staff along with the duration. The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff. The U.S. flag shall always be flown above the Florida flag and the SFSC flag when displayed together, and each shall be lowered appropriately upon declaration.
- C. The Facilities Department is responsible for maintaining a supply of U.S., Florida, and SFSC flags to replace damaged or faded flags as needed.

**HISTORY: Revised: 07/27/23**

**Adopted:** 11/5/18

**Reviewed:**

**Revised:** 07/27/23