



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 3 – General Institution

AP 3930 – DISPLAY OF FLAGS

This procedure implements Board Policy 3930, is applicable to all District locations, and shall be interpreted consistent with applicable federal and state law and regulations.

The flag of the United States, with the flag of the state of California displayed below it, shall be considered one entity for the purposes of this procedure. The flag shall be flown every day, weather permitting. The flag shall be displayed during the day at any and all games and performances of every kind which take place in a stadium or open-air location. The flag shall be displayed from sunrise to sunset only on buildings and on stationary flagstaves in the open and may be displayed at night during special occasions, if illuminated properly. The flag shall be displayed at half-staff in accordance with a period of mourning declared by the appropriate federal, state, county, and/or city authority. The Chancellor may order flags to be displayed at half-staff for a period of mourning in the absence of a federal, state, or local government proclamation.

IMPLEMENTATION

The Operations, Enterprise Services, and Facilities Division shall be responsible for procuring all flags to be displayed at college or district facilities. The Facilities office at each district and college location shall be responsible for the raising, lowering, and care of flags. The Chancellor, or designee, shall be responsible for the display of flags at all District locations. The appropriate College President, or designee, shall be responsible for the display of flags at all college locations.

During inclement weather, the appropriate Facilities office shall notify the responsible administrator of the need to suspend display of the flag.

The flag shall be displayed at half-staff as directed by the appropriate legal authority of the state of California. The District may, at the direction of the Chancellor, display the flag at half-staff for occasions other than at the direction of the appropriate state authority.

During periods when the flag will be display at half-staff, the flag shall be hoisted to the peak, then lowered to half-staff, modified as necessary to ensure the flag will not contact the ground while being displayed. Before lowering the flag for the day, it shall be raised to the peak and then lowered.

DISPLAY OF ALTERNATE FLAGS

The District may display flags other than the flag of the United States and flag of the state of California as approved by the Board of Trustees or authority delegated to the Chancellor.

The Board of Trustees shall consider and adopt a schedule for the display of alternate flags during the next academic year at a regularly-schedule public meeting during the month of May as a separate item for action.

Only alternate flags requested by a member of the Board of Trustees or recommended by the Chancellor, in consultation with the District Governance Council, shall be considered for display. The agenda item approved by the Board of Trustees shall clearly state the alternate flag to be displayed and the time period for the display.

The Chancellor may, with consent of the District Governance Council, order the display of an alternate flag which was not preapproved by the Board of Trustees when appropriate to the mission, vision, and values of the District. The Chancellor shall present an agenda item authorizing the display of an alternate flag at the next regularly-scheduled open meeting of the Board of Trustees for approval.

References: Public Laws 77-829, 623;
36 U.S. Code Sections 174 - 176
California Government Code Sections 430 et seq.

Date Approved: 2/12/87

Reviewed: 3/15/23

(Supersedes AP 0600)