

Procedure for DISPLAY OF FLAGS

Purpose

This procedure establishes responsibility and guidelines applicable to all District and college locations, for the raising, lowering, care, and maintenance of the United States and California flags at each Grossmont-Cuyamaca Community College District campus. The District and Colleges shall display the U.S. and California flags in accordance with relevant federal and state laws. Adherence to this procedure ensures consistency, respect, and compliance with federal and state flag display guidelines across all District campuses.

General provisions, time, and occasion

- 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 should be displayed on or near the main administration buildings.
- The flag shall be flown every day, weather, lighting, and staffing permitting (the flag should not be displayed during inclement weather).
- Night display is allowed if the flag is properly illuminated.
- The flag shall be displayed during the day at any and all athletic events and performances of every kind which take place in a stadium or open-air location on campus.
- Alternate flags may be displayed, in alignment with the District's mission, vision, and values.

Responsibility

- 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.
- The designated teams shall:
 - Raise and lower the flags daily, with the exception of lit flags, per proper protocol.
 - Perform regular care and maintenance of the flags.
 - Ensure that flags are properly lit if flown after sunset.
 - Replace flags when they are worn, damaged, or otherwise unserviceable.

Half-staff protocol

- The flag will be flown at half-staff following an official federal or state proclamation and/or declaration.
- Designated teams and communications employees will monitor appropriate federal and state government agencies for notification of half-staff directives.
- Designated teams will consult with the Chancellor, College President, or designee prior to lowering flags to half-staff.
- Designated teams will coordinate with District and College PIOs to provide notifications to employees when the flag is ordered to half-staff.

Displaying the flag

- On the same staff
 - U.S. flag at peak, above any other flag.
 - U.S. flag goes to its own right.
 - Flags of other nations are flown at same height.
 - The order of precedence when displaying military flags together is Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard.
- Speaker's platform
 - When displayed with a speaker's platform, it must be above and behind the speaker.
 - If mounted on a staff, it is on the speaker's right.

Raising/lowering the flag

- Before lowering the flag for the day, it should be raised again to the peak, then lowered fully.
- During inclement weather, the facilities/operations office at the relevant campus must notify appropriate administrators to suspend the flag display.
- When lowering a flag to half-staff, it must first be hoisted to the peak, then lowered to half-staff, ensuring it does not contact the ground.

Reference: The United States Flag Code establishes advisory rules for display and care of the [national flag](#) of the [United States of America](#). It is part of Chapter 1 of [Title 4 of the United States Code](#) ([4 U.S.C. § 5 et seq](#)).