



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 76.42, Flying of Flags**

**PURPOSE:** This Texas Tech University Health Sciences Center El Paso (TTUHSCEP) Operating Policy/Procedure (HSCEP 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 El Paso 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 submitted to the Chief Financial Officer or designee by September 15.

### **POLICY/PROCEDURE:**

1. The United States flag, the state flag of Texas, and the Texas Tech University Health Sciences Center El Paso (TTUHSCEP) flag will be displayed at the main entrance to the TTUHSCEP 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 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- staff 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 TTUHSCEP, the TTUHSCEP flag on display at the main entrances to facilities on the TTUHSCEP campuses will be flown at half- staff 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.
4. The flags will be folded in a military fold and stored at the Texas Tech Police Department or a designated site. Should the TTUHSCEP 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. Worn or frayed flags unfit to continue in service will be disposed of in a dignified manner conducted by the regional campus police at the regional campuses.
5. Special requests to fly flags other than those of the United States, the State of Texas, and TTUHSCEP 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 HSCEP campus.