

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: FLAGS AT HALF-STAFF

NUMBER: 423

AUTHORIZING BODY: PRESIDENT'S CABINET

RESPONSIBLE OFFICE: OFFICE OF THE CHIEF OF POLICE

DATE ISSUED: JUNE 1995

LAST UPDATE: MARCH 2015

RATIONALE: To provide guidelines for the lowering of Flags on campus to half-staff.

POLICY: Oakland University (University) lowers the Flag for the following conditions or reasons:

1. The Flag will be lowered to a half-staff on the last day of classes in the winter semester for the purpose of honoring and memorializing the deaths of faculty, staff, students and alumni of Oakland University.
2. On other occasions, the Oakland University Police Department (OUPD) will normally receive official notification to lower Flags from the Office of the Governor via state-wide e-mail communication.

SCOPE AND APPLICABILITY: This policy applies to the OUPD, Facilities Management, and other staff as designated.

DEFINITIONS:

Flag: US, Michigan, Oakland University and any other flags present with the US flag.

PROCEDURES: Upon receiving official notification from the Office of the Governor, the Office of the Chief of Police will notify via e-mail Media Relations and other selected support staff with the pertinent information (reason, duration, dates and times) and request Flags be lowered.



Designated staff will appropriately lower Flags as requested.

RELATED POLICIES AND FORMS:

APPENDIX:

