

**University of Chicago Police Department
PROCEDURAL ORDER**

		Effective Date: May 14, 2019	Number: PO 501-01
Subject: Display of Flag Procedures			
References: Title 4 United States Code Chapter 1			
Reevaluation Date			No. Pages: 3
Amends: 04 MAY 2015 version		(O.P.D. 13 SEPT 2010)	Rescinds:
Approved By: Kenton W. Rainey, Chief of Police		Signature:	

I. PURPOSE

The purpose of this procedural order is to publish the responsibility and guidelines for displaying the United States (American) Flag, the University Flag, and the CALEA flag at the University of Chicago Department of Safety and Security building (6054 S. Drexel Ave.), and/or at the University Main Quad.

II. GUIDELINES

- A. It shall be the responsibility of the on-duty day shift Shift Supervisor or Captain to ensure that the American Flag is properly displayed on the flagpoles located at the Northwest corner of Drexel Ave. and 61st Street, and at the University Main Quad. This duty may be delegated by the patrol supervisor as he or she sees fit.
- B. It shall be the responsibility of the on-duty day shift Shift Supervisor or Captain to ensure that the American Flag is retrieved from the flagpoles located at the Northwest corner of Drexel Ave. and 61st Street, and at the University Main Quad. This duty may be delegated by the patrol supervisor as he or she sees fit.

III. AMERICAN FLAG PROCEDURE

- A. The American flag will be flown during normal business hours (0830 – 1700 hours) on weekdays during spring and summer months, and on the date of Spring Convocation. During fall and winter months, the flag will be retrieved one hour earlier and will fly from 0830 – 1600 hours.
- B. The flag will be flown at half-mast, if flown, during the following dates:
 - 1) Peace Officer's Memorial Day (May 15th);

- 2) Memorial Day, last Monday in May (from sunrise to noon, at noon the flag is raised fully);
 - 3) Korean War Veterans Day (June 27th)
 - 4) Patriot Day (September 11th);
 - 5) Pearl Harbor Remembrance Day (December 7th); and
 - 6) any other time dictated by the United States President, the Governor of the State of Illinois; or the Associate Vice President and Chief of Police.
- C. When raising the flag at the beginning of the day, the flag shall be hoisted briskly to the top. When retrieving the flag at the close of the business day, the flag shall be lowered at a slow pace.
- D. When flying the flag at half-mast, the flag shall be hoisted briskly all the way to the top position and then lowered to the half-mast position at a slow pace. When retrieving the flag from a half-mast position, the flag shall be hoisted briskly from the half-mast position all the way to the top position and then completely lowered at a slow pace.
- E. When the flag is lowered, no part of it should touch the ground or any other object.
- F. The flag shall be neatly folded and stored in the Shift Supervisors office along with a key to operate the flagpole.
- G. During extreme weather conditions, the Shift Supervisor or Captain may choose not to fly the flag and/or retrieve the flag earlier than normal hours so as not to damage the flag.
- H. Should the Department flag need to be replaced, the Shift Supervisor or Captain shall submit a request to purchase a new flag through their chain of command.

IV. UNIVERSITY FLAG PROCEDURE

- A. The University Flag will be flown at times and in a manner prescribed by the University Office of the Secretary. If the University Flag is to be flown at either location, responsibility for displaying and retrieving the flag shall be the same as Section II above.
- B. The University Flag will either be flown below the American Flag or alone.

V. CALEA FLAG PROCEDURE

- A. The Commission on Accreditation for Law Enforcement Agencies (CALEA) Flag may be flown at the Northwest corner of Drexel Ave. and 61st Street. Responsibility for displaying and retrieving the flag shall be the same as Section II above.
- B. The CALEA Flag will be flown below the American Flag.