Procedure Statement

Tarleton State University (Tarleton) is committed to observing appropriate protocols for lowering the United States, State of Texas and university flags to half-staff.

Reason for Procedure

The purpose of this Standard Administrative Procedure (SAP) is to establish protocols for lowering the United States, State of Texas and university flags to half-staff and to clarify responsibilities.

Procedures and Responsibilities

1. GENERAL

1.1 The university flag shall be flown at half-staff on occasions when the flag of the United States of America is at half-staff, as directed by the president of the United States of America.

1.2 The university flag shall be flown at half-staff on occasions when the flag of the State of Texas is at half-staff, as directed by the governor.

1.3 The university flag shall be flown at half-staff on the day of the Silver Taps Ceremony.

1.4 At the discretion of the university president, or designee, the university flag may be lowered to half-staff in response to other community or state events for a period deemed appropriate.
1.5 The following classifications indicate individuals for whom the president, or designee, may direct the university flag to be flown at half-staff:

- Currently employed faculty or emeritus faculty
- Currently employed staff or emeritus staff
- Currently enrolled students
- Former university presidents
- Alumni and special friends of the university – at the president’s, or designee’s, discretion.

1.6 The half-staffing of the university flag for individuals other than those enumerated in section 1.5 shall be authorized by the university president, or designee, for such periods as deemed appropriate.

1.7 The flag is typically lowered for one day, which is usually the day of the funeral or memorial service unless directed differently by the university president, or designee.

2. RESPONSIBILITIES

2.1 As soon as anyone on campus becomes aware of the death of a member of the Tarleton community, he or she should notify the Office of the President.

2.1.1 A Tarleton community member is defined by section 1.5 above.

2.2 The President’s Office, or its designee, is responsible for:

2.2.1 Determining if the university flag should be lowered to half-staff, in accordance with section 1 above.

2.2.2 Notifying Facility Services to lower the flag(s) and, after the appropriate time, to raise the flag(s).

2.2.3 Informing the Tarleton community as to the reason the university flag is at half-staff.

2.2.4 Providing the Division of Institutional Advancement with pertinent information.

Contact Office

Office of President
254.968.9100