



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Senior Associate Vice President for Safety and Security
Responsible Office: Division of Safety and Security
Last Revised Date: March 14, 2017

FLYING FLAGS AT HALF STAFF

Policy Statement

University buildings and facilities will fly the United States flag at half staff only in accordance with proclamations of the President of the United States in observance of occasions of national mourning. Only the George Washington University flag may be flown at half staff in observance of the passing of members of the university community. The GW Police Department will coordinate when to fly flags at half staff.

Reason for Policy

The purpose of this policy is to promote consistency across university campuses in flying the United States flag and the university flag.

Who is Governed by this Policy

Staff

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Policy

On a regular basis, the GW Police Department (GWPD) staff will review the Proclamation section of the United States White House website (www.whitehouse.gov) to obtain information about presidential proclamations and occasions for national mourning that call for flying the United States flag at half staff. When the United States flag is flown at half staff, the university flag also will be flown at half staff.

The Mayor of the District of Columbia and the Governor of the Commonwealth of Virginia also have authority per the U.S. Flag Code to order that the United States flag be flown at half staff.

The university officials listed below have authority for their departments to determine when the university flag should be lowered to half staff in accordance with the death of a member of the university community, and are responsible for notifying GWPD (demes@gwu.edu, 202-994-9149) when the university flag should be flown at half staff.

Official	Reason
Senior Vice President for Human Resources	death of an employee
Executive Coordinator, Faculty Personnel member	death of a faculty
Secretary and Vice President, Board of Trustees	death of a trustee
Assistant Chief, GW Police (or their designee)	national mourning
Senior Vice President for Student and Academic Support Services, and/or the Dean of Students	death of a student

GWPD will notify relevant university officials, including relevant operational staff at the Virginia Campus, regarding when and why flags at university campuses should be flown at half staff.

Contacts

Contact	Telephone	Email
GW Police Department	(202) 994-6110	gwpd@gwu.edu

Document History

- **Last Reviewed Date:** April 25, 2017
- **Last Revised Date:** March 14, 2017
- **Policy Origination Date:** April 7, 2005

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

Steven Lerman, Provost and Executive Vice President for Academic Affairs

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.