

# FLAGS AT HALF-STAFF

## Policy ES-02

### PURPOSE

The Governor of a state may order flags (including the U.S. flag) to half-staff in the event of the death of a present or former official of state government. The Governor may also order the State flag to half-staff on any occasion he deems appropriate. The President of the United States may also order the United States flag at half-staff for other officials or former officials. Flags will only be lowered to half-staff at the direction of the President or Governor.

### POLICY REQUIREMENTS

After official notification, the Governor's Office will notify the Commissioner of Administration of the death and half-staff designation. The Bureau of Administration will notify appropriate agencies on a statewide basis of the half-staff designation and duration. Buildings and Grounds maintains the notification list.

Federal law provides various time periods a flag is half-staffed, depending on the status of the individual who died. The State of South Dakota follows the same guidelines as the federal government. Half-staff etiquette is as follows:

30 Days from Day of Death

President  
Former President

10 Days from Day of Death

|                           |                       |
|---------------------------|-----------------------|
| Vice President            | U.S. Chief Justice    |
| U.S. Speaker of the House | Retired Chief Justice |
| Governor                  | Former Governor       |

Day of Death until Interment

|                                           |                                          |
|-------------------------------------------|------------------------------------------|
| U.S. Senators                             | U.S. Representatives                     |
| S.D. Supreme Court Justices               | Lt. Governor                             |
| State Senators and Representatives        | Former U.S. Senators and Representatives |
| Former S.D. Supreme Court Justices        | Former Lt. Governors                     |
| Former State Senators and Representatives |                                          |

The Bureau of Administration maintenance crews will be responsible for lowering all flags on the Capitol grounds and on State office buildings in Pierre to half-staff.

Buildings and Grounds are also responsible for raising the flags to full-staff when the appropriate amount of time has elapsed.

## **POLICY INDEX**

|                                          |                     |
|------------------------------------------|---------------------|
| <b>Scope:</b>                            | Statewide           |
| <b>Replaces Policy:</b>                  | ES-96-3             |
| <b>Effective Date:</b>                   | August 2008         |
| <b>Supersedes Version Written:</b>       | September 1987      |
| <b>Office of Primary Responsibility:</b> | Buildings & Grounds |

## **REVISION LOG**

|             |                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------|
| August 2008 | Remove Capitol Protective Services from responsibilities for flag lowering and maintenance of notification list |
|-------------|-----------------------------------------------------------------------------------------------------------------|