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. Speaker of the House
   Governor
   U.S. Chief Justice
   Retired Chief Justice
   Former Governor

Day of Death until Interment
   U.S. Senators
   S.D. Supreme Court Justices
   State Senators and Representatives
   Former S.D. Supreme Court Justices
   Former State Senators and Representatives
   U.S. Representatives
   Lt. Governor
   Former U.S. Senators and Representatives
   Former Lt. Governors

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**

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

**REVISION LOG**

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