

UW Whitewater Police



Repair and Disposal of Worn Flags

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Special Instructions:			
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I. Purpose

According to the United States Flag Code, an American flag can be cleaned or mended when necessary. UW-Whitewater Police Department (UWWPD) will be responsible for the monitoring of the American and Wisconsin flag located on the UW-Whitewater flag pole located at the Alumni Center at 800 W. Main Street for this purpose.

II. Policy

It is the policy of UWWPD to change the US and Wisconsin Flags from the Alumni Center Flag Pole as close to January 1, April 1, July 1 and October 1 of each year as possible. UWWPD will also monitor these flags for excessive wear in between these periods and will change them if necessary. It will be administrative staff's responsibility to assign personnel to change the flags when needed.

III. Procedure

- A. On the stated dates or when the flags need replacement, at least 2 employees of UWWPD (when possible) will lower the flags from the pole, not allowing them to touch the ground.
- B. The flags will be folded, boxed and taken to the UW-Whitewater Inventory Control Coordinator (Facilities, Planning and Management Stores), where it will be repaired or replaced.
- C. The flags on the pole should be replaced with one that is stored in the file cabinet in room 108 of the police department. A new replacement flag should be obtained from the UW-Whitewater Inventory Control Coordinator and placed in the file cabinet.
- D. A supervisor will be notified when the above is completed for accountability purposes.