

SUBJECT: LINE OF DUTY DEATH OR SERIOUS INJURY CEREMONY/STAFF ASSIGNMENTS	SECTION: 103.16C
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PURPOSE

It is the intent of this polity to ensure that every member of this Department both active and retired who passes away will have the option of a Departmental funeral and assistance.

When it is learned that one of our active or retired members has passed away, it will be the responsibility of the Fire Chief, or designated Family Liaison Officer, to contact the family. If a responsible family member requests the Department's assistance, the Chief will appoint a Funeral Coordinator.

The Funeral Coordinator, with approval of the Chief, will determine the highest level of participation the Department can provide, depending upon the cause of death.

DEFINITIONS

Line of duty death: When an active member of the Department passes away while performing emergency activities, that member shall be given the highest honors.
Level 1

Active member of Department: When any member who is in good standing with the Department passes away for any reason other than Line of Duty death, that member shall be eligible for a Level 2 or below participation by the Department.

Retired member of Department: Any time a retired member's (in good standing) family requests the Department to participate, the highest level is 3.

LEVELS OF DEPARTMENT PARTICIPATION

The Funeral Coordinator (with the Family Liaison Officer, when assigned) will meet with the family to determine the highest level of participation the Department can perform. After the level of participation has been agreed upon with the family, the Funeral Coordinator will meet with the Fire Chief for final approval.

The funeral detail should be operated like an incident. The Funeral Coordinator will act as the Incident Commander. Additional Officers will be assigned by the Funeral Coordinator as required.

FUNERAL SERVICE OPTIONS

OPTION	LEVEL I	LEVEL II	LEVEL III
American Flag Presentation*	X	X	X
Badge Shrouds	X	X	X
Bagpipers/Drum Corps	X	Opt	Opt
Bell Service	X	X	X
Bugler	X		
Color Guard	X		
Crossed Ladders	X		
Eulogies	X	X	X
Fire Engine Caisson	X		
Fire Service Flags	X	X	X
Flower Unit	X	X	
Honor Guards	X	X	X
Honor Detail	X	X	
Active Member Pallbearers	X	X	X
Station Bunting	X		
Vehicle Bunting	X	X	
Walk Through	X	X	X

Used only if deceased was a veteran.

STAFF ASSIGNMENTS

Funeral Coordinator

The Funeral Coordinator will be the overall uniformed officer in charge. This officer may have additional Section Officers that will report directly to his/her position.

The Funeral Coordinator is the liaison between the Department and the Funeral Director, religious representative of the family and any other organization that the family has designated to perform the final ceremony.

It is the Funeral Coordinator's responsibility to meet with a family member to select if desired, the pallbearers and escort personnel to ensure they understand what will happen both at the church and if needed, at graveside. This meeting should include the Funeral Director and any other organization that might be involved in the ceremony.

If the fallen member has been in the Armed Services, a flag may be draped over the coffin. This requires the pallbearers and the Funeral Coordinator to fold it and present it to the highest ranking chief officer who will in turn present it to the designated family member.

At all times the Funeral Coordinator must keep the wants and wishes of the family in mind.

Church Coordinator

The Church Coordinator reports to the Funeral Coordinator and acts as Funeral Coordinator in his/her absence. The Church Coordinator will work with the Family Liaison Officer and the Funeral Home Director to ensure that the needs and desires of the family are being met.

The Church Coordinator will formulate a plan for seating/standing and apparatus parking at both the church/funeral home and graveside.

The Church Coordinator will recruit necessary personnel to assist in the parking and seating of all personnel and persons attending the ceremony, both at the church/funeral home and graveside.

Procession Coordinator

The Procession Coordinator reports to the Funeral Coordinator and coordinates activities with the Family Liaison Officer. He/she is responsible for coordinating the funeral procession from the funeral service to the cemetery, including staging, route selection, traffic control, and vehicle/personnel placement.

The Procession Coordinator is responsible for all transportation of family members, pallbearers, and escort detail from a predetermined location to the funeral home/church; from the church to the graveside; and from graveside back to a predetermined location (e.g., family home, church, headquarters, etc.).

The Procession Coordinator has the authority to procure sedans, vans or any equipment that will be needed for the ceremony. He/she will recruit qualified drivers, ensure they are dressed in a Class "A" uniform, and provide the drivers with a route (map) to the family pick-up point and back to the funeral home/church.

The Procession Coordinator will ensure that if an accident or incident should happen the proper paperwork is filled out and the Funeral Coordinator notified.

The Procession Coordinator will be responsible to ensure that all equipment is returned and that all keys are returned to the assigned person.

Cemetery Coordinator

The Cemetery Coordinator reports to the Funeral Coordinator and coordinates activities with the Family Liaison Officer.

The Cemetery Coordinator is responsible for events at the cemetery from the time the processional arrives until the end of the service and everyone has left the cemetery.

The Cemetery Coordinator will ensure that any details or instructions regarding post-funeral gatherings are disseminated.

Family Liaison Officer

The Family Liaison Officer (FLO) is the primary Fire Department connection with the family. The FLO should assist and counsel the family in all parameters of the funeral process and ceremonies.

The Family Liaison Officer should also assist the family in obtaining available benefits.

The FLO should be assigned a Department vehicle for the entire funeral process and should be available to the family 24-hours a day by phone or pager.

Public Information Officer

The Public Information Officer (PIO) should coordinate and disseminate, with the approval of the Chief, all information regarding the line-of-duty death.

The PIO is responsible for preparing, conducting and/or coordinating all news releases. This includes media information packets and printed service programs for viewing and burial.

The PIO will coordinate and manage VIP arrangements as needed.

Honor Guard

The Honor Guard, when requested by the family, will be a detail of the Department in dress uniform, with white gloves, that will be positioned at the head and foot of the casket. They may also escort the casket to the funeral and cemetery. They can also act as pallbearers.

Color Guard

The Color Guard, when required, will be a detail assigned as bearer of the American and State flags.

Pallbearers

The pallbearers, approved by the family, shall follow the instructions of the Funeral Coordinator.

CONDUCT OF MEMBERS IN UNIFORM

Members of the Funeral Escort - in full uniform - shall assemble quietly and in an orderly manner in the immediate vicinity of the place designated, at least fifteen minutes prior to the time of the service. They shall conduct themselves in such a manner which does not detract from the solemnity of the occasion.

Members attending funeral services in uniform will be expected to consider themselves members of the detail, and be governed by the officer in charge.

Members in uniform should place black tape horizontally over the uniform badge covering the seal.

When all other guests have been seated, the Escort shall file in, with ranking officers preceding. They shall stand before their seats until the Escort is wholly in position and on a signal from the Funeral Coordinator shall seat themselves simultaneously.

AFTER SERVICE INSTRUCTIONS - ESCORT

Upon conclusion of services, the Escort shall file past the casket either preceding or following other guests according to instructions from the Funeral Coordinator. The Escort shall then form ranks facing each other near the funeral coach, at the parade rest, and on either side of the procession, being sure to leave room for pallbearers to complete the ranks adjacent to the funeral coach.

The Funeral Coordinator shall, upon seeing the procession leave the door of the Chapel, bring his men to attention with the order, "Detail, Attention!" When the procession reaches the Funeral Coordinator, he shall render the order, "Hand Salute!" The hand salute shall be held until the procession has reached the funeral car and the doors are closed, at which time on the count of "Two" the salute will be completed. The Detail will then be dismissed to go to their transportation and proceed to the gravesite, or to follow other instructions given by the Funeral Coordinator.

PROCESSION ORDER - VEHICULAR

Procession order for funeral components shall be: Colors; clergy; vehicle used to transport coffin; pallbearers, if riding inside apparatus, otherwise following immediate family; immediate family; Fire Chief; Dignitary cars; Home Department apparatus, visiting department apparatus, Department personnel in personal vehicles; visiting department personnel in private vehicles; and other vehicles.

Emergency vehicles in the procession shall not use red lights. During the passage of the procession, personnel positioned with apparatus along the route shall turn on red lights and stand at attention.

PROCESSION ORDER - MARCHING

Procession order for funeral components shall be: Piper/Drummer; Colors; clergy; vehicle used to transport coffin; pallbearers, if riding inside apparatus, otherwise following immediate family; immediate family; Fire Chief; Department Officers; Dignitaries; Department uniformed personnel, visiting department personnel, Department apparatus; visiting department apparatus; and other vehicles.

FIREFIGHTER'S FUNERAL AND GRAVESIDE SERVICES

If the family so requests, this service may be given by a Chief Officer.

AT GRAVESITE

Immediately upon arrival at the gravesite, the Escort shall form in ranks at the funeral car, where the Funeral Coordinator shall bring them to attention. When the pallbearers have placed the casket in position and have formed ranks, the Funeral Coordinator shall give the command "Hand Salute!" The salute shall be held until the casket passes him, and at the count of "Two" the salute shall be completed. At this time the Escort shall form ranks behind the pallbearers, or at some other location designated by the Funeral Coordinator or Funeral Director. At the conclusion of the graveside service, the Funeral Coordinator shall dismiss the Escort.

WHEN FLAG IS USED ON CASKET

In situations where the Flag is used to cover the casket, (stars are draped over the left breast, and nothing is placed on top of the Flag) upon completion of the graveside service, two members of the Department shall be assigned to fold the Flag in a military manner and the ranking officer in attendance shall present it to the family or next of kin.

CONCLUSION OF GRAVESIDE SERVICES

Upon completion of the graveside services, a Department representative will be assigned to stay with the family until guests have departed. The representative should utilize judgment as to the proper time to excuse himself. It would be appropriate for the representative to be someone who might be a friend or good acquaintance of the family.

RECEPTION

At the conclusion of the service, the Department may host a reception for attendees. The Funeral Coordinator will assign personnel to the detail.

APPARATUS PARTICIPATION FOR OTHER FIRE AGENCIES

If requested and travel distance permits, the Fire Chief may approve sending a contingent of personnel and apparatus to represent the Department at funerals for a line of duty death for active members of another fire agency.

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.