CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 1.19 – Funeral Guideline **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to establish procedures that will ensure proper support and care for a firefighter's family after the death of fire department member. These guidelines will also help ensure that proper honors are rendered.

1.1 SCOPE

This guideline is intended to cover all members of the Carver Fire Department regardless of current status or classification (Active, Retired, Senior Reserve, Recruit)

1.2 OBJECTIVES

01. To standardize burial protocol

02. To promote honor and respect for the firefighter

03. To establish criteria for each type of funeral: Class I, II & III

1.3 CLASSIFICATIONS

Class I – is to be considered for members of the fire department who are killed in the line of duty.

Class II - is to be considered for any member of the fire department (active, life, retired) who dies while not on duty.

Class III – is to be considered for death of an immediate family for any member of the fire department (active, life, retired). Immediate family member shall be designated as Spouse, Children, Mother/Father.

1.4 LINE OF DUTY DEATH (Class I)

The Fire Chief and the Department chaplain will be responsible for contacting the family of firefighters that have been killed in the line of duty. The Department Chaplain will be responsible for offering the family the fire Departments assistance. The Fire Chief will notify the Chairman Uniform Committee and the Honor Guard.

1.5 MEMBER DEATH (Class II)

The family of the deceased firefighter is responsible for contacting the Fire Department if they wish for the Department's participation. The Fire Chief will notify the Uniform Committee Chairman and the honor Guard.

1.6 GUIDELINES FOR FUNERAL

Class I – Line of Duty

01. All available department members attend in full Class A Uniform.

02. All members will wear a black band over their badges.

03. All Fire Department Station flags will fly at half-staff from the time of death is announced until 1 day after the funeral is complete.

04. All Fire Department Stations will display memorial bunting from the time of death is announced until 1 day after the funeral is complete.

05. All Uniformed members will remain covered at all times, except during prayers.

06. All Honor Guard members will remain covered at all times during the performance of their duties.

Class II – Member Death

01. All available department members attend in full Class A Uniform

02. All Fire Department stations will display memorial bunting from the time of death is announced until 1 day after the funeral is complete.

03. All Uniformed members will remain covered at all times, except during prayers.

04. All Honor Guard members will remain covered at all times during the performance of their duties.

Class III – Immediate Family Member

01. All available department members attend in full Class A Uniform

02. All Uniformed members shall remain covered outside, except for prayers and uncovered while indoors.

1.7 CONSIDERATIONS

There are many ways for the fire department to offer help for the funeral or memorial service. Some families will welcome all offers of help, while others may choose to have no department involvement. The family must always be allowed to make that choice.

Fire Department Chaplain

The amount of involvement the chaplain has will be determined by the family. One option is a shared responsibility between the family's clergy and the department chaplain.

Honor Guard

If the family requests an Honor Guard, the Fire Chief will coordinate with Honor Guard personnel to schedule Honor Guard activities according to the family's and funeral director's wishes. The following basic rules apply to these activities:

01. Two Honor Guard members should be posted at the casket. During viewing hours, they should be posted at the head and at the foot.

02. There should be a minimum of four Honor Guard members for each set of viewing hours.

03. Honor Guard members should rotate at 15-minute intervals. Relief guards should march up together. Posted guards should come to attention and smartly make the transfer and then march off together.

04. Posted Honor Guard should assume the position of parade rest.

05. American and department flags (or a state flag, if there is no departmental flag) should be posted at the casket.

06. Honor Guard members should wear Class A uniforms.

Pallbearers

01. Should the family choose to use department members as pallbearers; a list of members wishing to participate will be generated. There should be between six and eight pallbearers. They should wear Class A uniforms.

02. Due to their specific responsibilities, pallbearers are exempt from following the majority of orders given to the remainder of the formation.

03. The Funeral Director will give instructions on removing, handling, and transporting the casket.

04. If a fire engine serves as a caisson, pallbearers should hold a practice session the day before the funeral. If this is not possible, pallbearers should report to the funeral home several hours in advance for a briefing.

05. If the casket is draped with a flag to present to the next of kin, three pallbearers will be instructed on the proper method of removing, folding, and presenting the flag. Two pallbearers will fold the flag and present it to the third pallbearer who will present it to the Fire Chief who, in turn, will present it to the next of kin.

06. If the casket is not draped with a flag, the department can present a pre-folded flag to the next of kin.

Memorial Bunting

Bunting will be displayed on all Fire stations from the time of notification to one day after the funeral. Memorial bunting will be displayed for all Class I and Class II funerals.