

ROGUE VALLEY FIRE CHIEFS ASSOCIATION

Document:	Funeral and Ceremonial Procedures (LODD)
Section & #:	Model Operational Guidelines #3.19
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Purpose

The intent of this guideline is to establish a consistent procedure for the participation of fire service agencies in either normal funeral services or special services utilizing uniformed fire service personnel. The extent of involvement by the fire service agencies will rest with the wishes of the family. Having established the wishes of the family, the officer-designate from the representing agency shall carry out any or all of the following in order to realize these wishes. The officer-designate shall be in communication with the Funeral Director as he arranges for the Association's participation.

1. Normal Funeral Arrangements.
 - A. Arrange for an Honor Guard to stand duty during the viewing, minimum of four.
 - B. Arrange for Active Pallbearers; six (6) plus an officer.
 - C. Arrange for necessary equipment (clean, wash, and wax as needed.)
 - D. Arrange for Honorary Pallbearers (Family, Company Officers, Retirees, etc.)
 - E. Arrange for Funeral Detail (All uniformed members in attendance.)
 - F. Arrange for Bugler (in one is available).
 - G. Arrange for Color Guard, (practice ahead of time).
 - H. Obtain American flag for casket. (Funeral Director secures flag for veterans only.)
 - I. Provide members of the Association with the information necessary to carry out their roles in the funeral.
 - J. Survey the area of the services and make provision for placement of all attending units and provide information and/or a map as necessary.

- K. Designate an area of assembly for all attending (preferably in a building or nearby room). Be sure to include all areas being used (Funeral home or church and cemetery, etc.)

Note: Such assembly areas could be a block or two away so as to arrange for participants parking that will not hinder anyone else's parking; then march as a unit to place of assignment.

- L. If black tape is used for a horizontal black band for the badges of all uniformed personnel have tape and small round tip scissors that can be available for use in the assembly area.
- M. White gloves should be available for honor guard, color guard and pallbearers.
- N. The officer-designate or his delegated representative will coordinate all commands during the movement of the casket and personnel.

2. Special Arrangement for Formal Funeral

- A. A fire department engine will be appropriately prepared with flowers and black bunting and stripped of hose for use to transport the casket.

Note: In case of multiple joint funerals, vans, or station wagons can be substituted for engines.

- B. Arrange for the proper placement of all vehicles that will participate in the funeral procession.
- C. A map of the areas involved should be prepared to expedite the proceedings and assist members, out-of-town guests and others that may need it. Assess that which may be needed but consider the following:
 - 1. Location of Fire Department.
 - 2. Location of Funeral Home, church and cemetery are needed.
 - 3. Location of assembly areas.
 - 4. Location of parking areas.
 - 5. Location of vehicles for funeral procession.
 - 6. Routes of procession.
 - 7. Location of grave in cemetery.
 - 8. Any other information deemed necessary.
- D. On a map or a separate sheet provide diagrams of the vehicle placement at each location and the route of movement for personnel.

- E. The officer-designate or a designated representative will coordinate all commands during the movement of the casket and personnel.
- F. Proper arrangements should be made ahead of time with the police department for handling traffic and parking. Consider police escort to the cemetery also.
- G. Photographic coverage should be considered and tactfully implemented if used.
- H. Establish guidelines for the media and press considering placement and interviews.

Note: food service may be needed between morning and afternoon funeral service or following a service. Consider help from the Association member agencies' ladies or wives or auxiliary or support groups such as churches, lodges, etc.

Responsibilities of Association Members

1. All off-duty members and those on-duty members upon proper relief from normal duty, should make every effort to honor their fellow members by attending the funeral services.
2. All members of the Association shall acquaint themselves with the prescribed courtesies of the Association's funeral procedures as outlined in this guide.
3. Honor Guard:
 - A. At least four (4) honor guards are required.
 - B. One member of the Honor Guard shall be designated as the Officer of the Guard (OG). He shall be responsible for obtaining necessary equipment (white gloves, black badge tape, etc.) and for the scheduling of the Honor Guard members.
 - C. Two Honor Guards, one for the head and one for the foot of the casket, shall be scheduled at ten (10) minute intervals.
 - D. Uniforms shall be dress uniforms with tie and white gloves.
 - E. Honor Guard shall stand at attention at their assigned positions for the duration of their ten (10) minute tour of duty.
 - F. Honor Guard may be used during viewing and prior to the service as custom dictates.

4. Honorary Pallbearers:

- A. Persons designated as Honorary Pallbearers, usually retirees or members of the family of the deceased, shall at all times move ahead of the casket as it is moved.
- B. The Honorary Pallbearers shall sit on the designated side of the church or funeral home during the service.
- C. Dress for Honorary Pallbearers:
 - 1. Retirees will normally wear civilian clothes.
 - 2. Active members shall wear the standard dress uniform.

5. Active Pallbearers:

- A. The Active Pallbearer Detail shall consist of six (6) pallbearers and one officer.
- B. The officer of the detail shall contact the officer-designate and/or the funeral director and Chaplain for detailed instructions.
- C. The pallbearers will not salute while acting in this capacity.
- D. The flag shall be placed over the casket with the blue field over the deceased's left shoulder. NOTE: Any time the casket is moved in public, funeral Home to coach, coach to church, church to coach or coach to grave site the pallbearers will carry it.
- E. The pallbearers will sit in the designated place at the services.
- F. The pallbearer detail will be responsible to know how to fold the U.S. flag properly and do so wherever it is required in the ceremony and make the proper presentation to the commanding officer and in turn to the surviving spouse.
- G. Upon orders from the officer the pallbearers shall take place with the rest of the funeral detail.

6. Funeral Detail:

Note: The following is utilized when the casket is brought to the church just prior to the service.

- A. All members of the representing agency, not otherwise detailed, will act as the Funeral Detail, in dress uniform, no gloves required. All members of the

Association, not otherwise detailed, will fall in behind the representing agency, as part of the funeral detail, in dress uniform, no gloves required.

- B. The Funeral Detail will arrive as a group from the staging area just prior to the arrival of the funeral coach at the church.
 - C. For both formal and normal funeral arrangements, the Funeral Detail will take a position in front of the Church in two (2) facing ranks with city and/or county and/or district officials closest to entry followed by representing agency officers in order of rank, honorary pallbearers and funeral detail.
 - D. As the active pallbearers move the casket from the coach the Funeral Detail will be called to attention by the officer-designate. If the casket is draped with the flag the OIC will order a hand salute as the casket passes. The command shall be "Present Arms!" The command to end the salute shall be "Order Arms!"
 - E. After the casket passes, the officer-designate will order, "At Ease!" and the Funeral Detail will file into the church and sit in the designated area of the church. Head covering, if worn, is removed upon entering the funeral home or church.
- Note: Items 4 and 5 above are repeated upon leaving the place of service and at the time if grave side or committal services.
- F. The Funeral Detail should ride as a group in cars or vans from funeral home to church, church to grave site, etc.
 - G. After the casket is placed over the grave the Funeral Detail forms ranks in front of the grave.
 - H. If taps are sounded, uniformed members should execute hand salute on order of the officer-designate.
 - I. At any time, the officiating pastor, rabbi or chaplain says, "Let us Pray" all personnel will bow their heads and remove head coverings.
 - J. All personnel, except active pallbearers while holding the flag, will follow the lead of the officiating clergy as to when to cover or uncover their head.

Equipment Guidelines

The following list of equipment should be on hand or a record attached to these guidelines as to where they can be obtained.

1. Color guard standards
2. Casket flag
3. Black plastic tape or elastic bands for badges
4. Round tipped scissors
5. 13 pair of white gloves
6. Black bunting (for stations and apparatus)

Black bunting is easily obtained at a local fabric store. It is draped along the side of apparatus in a continuous length starting from the rear corner proceeding forward and continuing around the front of the apparatus to the opposite rear corner. The typical width of the material is approximately 12”.