

WESTERN MISSOURI FIRE CHIEFS ASSOCIATION



FUNERAL POLICY

The Western Missouri Fire Chiefs Association -

has developed this funeral manual to be used as a guide for officers who may someday coordinate the funeral of a department member, and for other department members who may participate.

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I. INTRODUCTION

The loss of a uniformed member, whether duty related or not, is extremely traumatic for all involved. The intent of this manual is to offer a standard protocol, checklist, and guide to organize and coordinate a ceremony.

The conditions that will prevail when tragedy strikes will require specific alignments in the organization to meet the needs of the days to follow. The specifics include:

- A. GOOD ORGANIZATION AND COORDINATION
- B. GOOD COMMUNICATIONS
- C. MAINTENANCE OF FLEXIBILITY
- D. ASSURANCE NOT TO OVERLOAD ONE INDIVIDUAL
- E. MORAL AND EMOTIONAL SUPPORT FOR THE NEXT OF KIN
- F. MEETING REQUESTS AND NEEDS AS DETERMINED BY THE SURVIVING FAMILY MEMBERS

This manual will meet these needs by acting as a guideline where options can be exercised. The manual is designed so that guidelines may be followed completely, or options may be selected, as appropriate. Whatever the choice, the tribute should encompass the wishes and needs of the family and the department.

It is most important to emphasize that the fire department personnel involved understand their roles.

This involves being a coordinator for and liaison with the fire department, the deceased member's family, and the funeral director of the family's choice. The fire department's responsibility does not include the duties of a funeral director, but does include working with the funeral director in order to accomplish shared goals in the best interest of the deceased member's family.

II. FUNERAL TYPES

There are five (5) circumstances under which a death occurs and the department takes action. They are as follows:

TYPE NO. 1

An active member is killed, either during an incident or as a direct result of having been assigned to an incident.

A chief officer is assigned to take charge of the funeral detail. All notifications are made, and the chief officer institutes a fan-out notification to other fire departments and interested agencies.

The on-duty crew attends the funeral ceremony. For funerals that are conducted within the city, a static display of apparatus in front of the fire stations with the members in dress uniforms is appropriate along the processional route. The commanding officer will tender the hand salute as the hearse passes.

A flyby with helicopters using the "missing member formation" is made during the latter stages of the internment service.

The flag that was flying at the member's last place of assignment is retired from duty and, along with a memorial resolution from the Office of the Mayor, is presented to the member's appropriate survivor by the director/fire chief or his designated representative.

The member's badge is retired from service and, after being properly mounted, is presented to the member's appropriate survivor by the director/fire chief or his designated representative.

TYPE NO. 2

An active member dies during the course of employment and as a direct result of an "in line of duty" cause. The member's death is attributable to an "in line of duty" cause, but is not directly incident related (any of the presumptive causes or an accidental cause while on duty).

A chief officer is assigned to take charge of the funeral detail.

TYPE NO. 3

A retired member expires as a result of an "injury on duty" cause.

TYPE NO. 4

A member expires during the course of employment, with the death being judged as not "in the line of duty."

TYPE NO. 5

A member of the fire department or a dignitary closely associated with the department expires, and the department wishes to bestow funeral honors.

III. REPORTING THE DEATH OF A MEMBER

It shall be the duty of the member who first receives notice of the death of an active or retired uniform member to notify the fire chief immediately, giving the date, time, place, and cause of death.

IV. FUNERAL COMMITTEE

The Funeral Committee coordinates the activities of a number of personnel assigned to handle specific aspects of the funeral arrangements, and assists the surviving family. These assignments include, but are not limited to:

- A. Coordinating the requests from the chief officer in charge of the funeral detail with the chief of the affected department.
- B. Being on call to the surviving family as the logistical contact.
- C. Providing transportation for the family, and maintaining communication with the chief officer in charge of the funeral detail.

1. Providing coordination and interaction with the mortuary.
 2. Providing coordination and interaction with the funeral director.
 3. Providing coordination and interaction with the church to arrange for funeral services.
 4. Providing coordination and interaction with the cemetery.
- D. Determining from the administrative office that next of kin notification has been made.
- E. Providing information to the P.I.O. for dissemination of a teletype notice regarding funeral arrangements.
- F. Determining that the personal items of the member which are to be used in the funeral have been collected. Include the flag flown on the day of death occurred.
- G. Conducting a coordination meeting with key personnel as soon as possible (chief officer in charge of detail, church, funeral director, cemetery personnel) so that everyone understands what procedures will be followed during the ceremony.
- H. Being prepared to discuss all parameters of the funeral process and offer counsel to the family.
- I. Relaying information from the Funeral Committee to the chief officer in charge of the funeral detail as to what level of involvement the Association will have in the funeral ceremony.
- J. Assisting the family in its decisions to determine the events, readings, music, and extent of church and cemetery services desired.
- K. Assisting the family in determining the six or eight primary pallbearers and the optional honorary pallbearers.
- L. Arranging for the Funeral Committee to provide the necessary white gloves for the pallbearers/honor guard.
- M. Assisting the family, on request, in determining:
1. Type of internment.
 2. Which funeral home will be used.
 3. Which church will be used.
 4. Clergy to be used (include fire department chaplain, or not).
 5. Which cemetery will be used.
 6. If the deceased is to be buried in uniform, obtain uniform.
 7. Obtain all articles of clothing that the deceased will wear (except shoes) and deliver them to the funeral director or funeral officer. Arrange for a loaner badge through the chief officer in charge of the detail (hat piece and collar ornaments as necessary).
 8. If requested, obtain a recent photograph of the deceased for funeral director (personnel file or family).
 9. Determine the length of church service as well as:
 - a. Readers of Scripture.
 - b. Scripture to be read.
 - c. Music at church.
 - d. Who will deliver the sermon.
 - e. Deliver background information on deceased to individual delivering eulogy.

10. Determine length of service and establish tentative schedule (if so desired).
11. Determine what ceremonies will take place at the cemetery and coordinate these wishes with the chief officer in charge of the funeral detail.
 - a. Readings.
 - b. Eulogy and who will deliver it.
 - c. Rifle squad (for Armed Forces veterans).
 - d. Taps.
 - e. Flyby ("missing member formation").
12. Procession route (do they wish the procession to be routed past a certain point).
13. Identify and determine any other special considerations on behalf of the family (special requests, etc.).

V. NOTIFICATION OF OTHER AGENCIES

There is an expressed desire of other agencies to show their respect when a member dies in the line of duty. Use of the fan-out method of notification has proven to be successful. The Western Missouri Fire Chiefs Association has been designated as the group to start the fan-out notifications, and to receive or give telephone information regarding the funeral.

VI. CHIEF OFFICER IN CHARGE OF FUNERAL DETAIL

This chief officer will normally be appointed by the Western Missouri Fire Chiefs Association.

This chief officer's duties include the primary responsibility of handling the uniform detail, and coordinating with the Funeral Committee for fulfillment of the family's wishes. Additional duties include:

- A. Liaison with the chief of the requesting department to determine or ensure that the following have been done:
 1. A tentative schedule of events is determined and the length of time the mourning and burial process will involve.
 2. Coordinate formal walk-throughs of uniformed personnel during the period of viewing with the funeral director. This includes seating arrangements.
 3. Develop a schedule for uniformed personnel prior to the funeral for coordination at the funeral home. This includes:
 - a. Arrival time of uniformed personnel, with specific instructions regarding where to gather.
 - b. Briefing and development of formations that will be used when the casket is removed.
 - c. Reviewing military commands for formations, and giving them when appropriate.
 - d. Briefing of the proper protocols for entering and leaving funeral homes.

- e. Ascertain that reserved seating has been secured for uniform personnel.
 - f. Members of the fire department, the director/fire chief, deputy chiefs, battalion chiefs from other department, and dignitaries form a separate formation.
4. Coordinate all vehicle staging, including arrangements for fire department vehicles to be used.
- B. Depending on the size or the needs of the funeral, the chief officer in charge of the uniform detail might wish to appoint a Procession Officer to handle that portion of the funeral.

Those duties are listed under **PROCESSION OFFICER**.

VII. PROCESSION OFFICER

The Procession Officer has the primary responsibility of coordinating the funeral procession from the funeral home to the church and then, finally, to the cemetery. The following duties fall within his responsibility:

- A. Determine the following:
 - 1. Name of funeral home.
 - 2. Name of church.
 - 3. Name of cemetery.
 - 4. Tentative time schedules.
- B. Establish a simple systematic scheme for staging and coordinating vehicles at each location.
- C. Determine any special considerations the procession may involve. These include:
 - 1. Will a special lineup of equipment be needed at any point in the procession for purposes of showing respect? If so, give specific instructions to those members when to come to attention, when to salute, etc.
 - 2. Coordinating the vehicle staging at the church and cemetery with the appropriate people.
- D. Upon completion of the above, the Procession Officer will have to make contact with the local police department and:
 - 1. Determine a route.
 - 2. Determine appropriate traffic control (includes posting of "no parking" signs, which must be done one day in advance).
 - 3. Request local police department to coordinate efforts with other police departments.

- E. The Procession Officer should then develop maps indicating the route and any other specific instructions. These maps, when needed, should be distributed at the funeral home prior to the beginning of the service.
- F. The basic sequence of vehicles in a procession is as follows:
 - 1. Hearse.
 - 2. Immediate family limousines or cars.
 - 3. Lead fire apparatus of deceased member.
 - 4. Pallbearers.
 - 5. Director/fire chief.
 - 6. Mayor.
 - 7. Members of city council/board of aldermen.
 - 8. Deputy chiefs.
 - 9. Emergency sedans (fire and police).
 - 10. Fire departments' heavy apparatus.
 - 11. Friends of the family (private vehicles)

VIII. UNIFORM DETAIL

Members of the detail shall report to the officer in charge at least 30 minutes prior to the time of the service. Off-duty members not a part of the detail attending the funeral services shall wear the dress uniform, with the dress hat included (chief - Class A; all other personnel -Class B).

All members attending funeral services in uniform are considered part of the funeral detail and shall be governed by the officer in charge. Members of the funeral detail shall be in dress uniform and be well groomed.

A. Church

Uniformed personnel below the rank of Deputy Chief will be assembled in ranks outside the chapel as they arrive, and will be instructed in procedures by the chief officer in charge. The director/fire chief, deputy chiefs, and chief officers of other fire departments, and other dignitaries will be ushered to reserved seating.

The director/fire chief and deputy chiefs shall attend in dress uniform. Subsequent to the service, chief officers from other fire departments and dignitaries will form into ranks near the location where the casket will be brought from the chapel. As the casket emerges from the chapel, the detail will be brought to attention and the order given to uncover. Members will remain uncovered until the casket is placed in the hearse and the pallbearers have stepped back. The detail will then cover and be dismissed for the procession to the gravesite.

B. Gravesite

Upon arrival at the gravesite, the chief officer in charge shall form the uniformed detail into ranks. Preferred position for the formation is facing the grave and family. If such positioning is impractical due to foliage, terrain, and/or other factors, an alternate location should be selected.

In considering the formation of members (director/fire chief, deputy chiefs, chief officers from other departments, and dignitaries), the director fire chief will be placed as close as practical to the deceased's family.

The director/fire chief should stand as close as practical to the deceased's family. The mayor, city/council/board of alderman, and command and staff officers shall form to the left of the director/fire chief.

The director/fire chief shall be to the extreme right of the formations front rank. To the director/fire chief's immediate left shall be the mayor. Next in position shall be the city council/board of aldermen. The command and staff officers shall be positioned to the left of the city council/board of aldermen, and will be requested to follow the voice commands of the chief officer in charge.

Note: Whenever the casket is brought into view--arriving at the church, departing the church, and arriving at the cemetery--the detail should be brought to attention and the order given to uncover. When the order "uncover" is given all members, captain and below, will remove their dress hats. When the order "uncover" is given all members, battalion chief and above, shall render an approved "hand salute".

IX. CONDUCT OF SERVICES - GRAVESITE

A. Type No. 1 Funeral

As the casket is removed from the hearse, the detail shall be brought to attention and the order to "uncover" shall be given. The detail shall remain uncovered until the casket is placed the gravesite. At that time, the order "detail, cover" is given, and the detail is then placed in a position of "parade rest". Uniformed personnel shall remain covered during the gravesite services. Chief officers shall render a hand salute.

When the chaplain or clergyman has concluded the ceremony, the detail is brought to attention and the flyby portion of the ceremony is conducted. At the conclusion of the flyby, any presentations that are appropriate are made. When the last officer has made his presentation and returned to the formation, the pallbearers shall move forward in single file to the grave, place their white gloves on the casket, and return to their designated station. At this time, the chief officer in charge of the detail gives the order to "dismiss", and the ceremony is concluded.

Note: The flyby portion of the ceremony requires radio contact to be maintained with the helicopters in order that the correct timing of the flyby is maintained.

B. Type No. 2,3,4, and 5 Funerals

As the casket is removed from the hearse, the detail shall be brought to attention and the order to "uncover" shall be given. The detail shall remain uncovered until the casket is placed at the gravesite. At that time, the order "detail, cover" is given, and the detail is then placed in a position of "parade rest". Uniformed personnel shall remain covered during the graveside services.

When the chaplain or clergyman has concluded the ceremony, the detail is brought to attention and any presentations to be made are given at this time. At the conclusion of the presentations, the pallbearers shall move forward in single file to the grave, place their white gloves on the casket, and return to their designated station. At this time, the chief officer in charge of the detail gives the order to "dismiss", and the ceremony is concluded.

C. Veterans of Armed Forces

If the surviving family members request a service that is appropriate for a veteran of the Armed Forces, the following procedures should be considered:

1. Use of a rifle squad to fire three volleys.
2. Taps.
3. Folding and presentation of the flag that drapes the casket.

As the casket is removed from the hearse, the detail shall be brought to attention and the order to "uncover" shall be given. The detail shall remain uncovered until the casket is placed at the gravesite.

At that time, the order "detail, cover" is given, and the detail is then placed in a position of "parade rest". Uniformed personnel shall remain covered during the graveside services.

When the chaplain or clergyman has concluded the ceremony, the detail is brought to attention and the order to "present arms" is given. The person in charge of the rifle squad brings the squad to attention, and gives the order to "port arms" and then to fire three volleys. At the conclusion of the three volleys, the squad returns to the position of "present arms". At this stage, the bugler sounds taps. Upon completion of taps, the order is given for the squad and the uniform detail to "order arms".

Two members of the honor guard or pallbearers then step forward and, after removing the flag from the casket, fold it in the approved manner. One member presents the flag to the director/fire chief or his representative, takes one step back, and salutes the flag. The director/fire chief or his representative then presents the flag to the surviving family member.

Upon completion of this flag presentation and any other presentation indicated, the pallbearers shall move forward in a single file to the grave, place their white gloves on the casket, and return to their designated location. At this time, the chief officer in charge of the detail gives the order to "dismiss", and the ceremony is concluded.

X. VETERANS' BURIAL ALLOWANCE ELIGIBILITY DATES

- A. World War II - December 7, 1941 to December 31, 1946.
- B. Korean Conflict - June 27, 1950 to January 31, 1955.
- C. Vietnam Conflict - August 5, 1964 to May 7, 1975.

Ninety days of honorable service with a minimum of one day's service during the above dates is necessary for Veteran's Administration benefits.

XI. PROCEDURE FOR RIFLE SQUAD

The rifle squad consists of six riflemen and one squad commander.

At the completion of the graveside service, a middleman (one who is between the location of the casket and the rifle squad), will signal the squad commander.

The squad commander gives the following commands:

- Detail/Attention/Port Arms
- Ready
- Aim
- Fire
- Recover
- Prepare to Load
- Load
- Ready
- Aim
- Fire
- Recover
- Prepare to Load
- Load
- Ready
- Aim
- Fire
- Recover
- Present Arms

Bugler plays taps.

After taps, the rifle squad commander commands "Order Arms".

This will conclude the service.

Rifle squad commander then gives the appropriate facing movement, and marches the squad off.

Assuming all rifle squad members are right-handed:

- On the command "ready", step forward with the left foot (still at port arms).
- On the command "aim", shoulder rifle and aim over the crowd (a 45 degree angle is usually best).
- On the command "fire, fire.
- On the command "recover", step back with the left foot and go back to port arms.
- On the command "prepare to load", grab the bolt handle.
- On the command "load", open the bolt and chamber a new round.

Repeat the process until three volleys have been fired.

Note: The first time around, the weapon is loaded, with a round chambered and ready to fire.

CHECK LIST FOR DUTY DEATH

	Person Responsible	Date	Date Completed
Hospital Response	_____	_____	_____
Investigation	_____	_____	_____
Family Notification	_____	_____	_____
- Employee Assistance	_____	_____	_____
- Assist in Funeral Home Choice and Arrangement	_____	_____	_____
Funeral Home Determination	_____	_____	_____
Notifications	_____	_____	_____
- Report to Mayor's Office	_____	_____	_____
- Other Agencies	_____	_____	_____
Funeral Home Arrangements	_____	_____	_____
- Honor Guard/Control Officers	_____	_____	_____
- Flags	_____	_____	_____
Police Notification for Traffic Control	_____	_____	_____
- Funeral Home, Church Procession	_____	_____	_____
Member's Firehouse	_____	_____	_____
- Personnel Counseling	_____	_____	_____
- Bunting/Flags	_____	_____	_____
- Removal of Personal Items from Locker	_____	_____	_____
Hearse/Engine Used for Funeral	_____	_____	_____
Truck for Flower Car	_____	_____	_____
Notification of Times and Place	_____	_____	_____
Training of Pallbearers	_____	_____	_____
Training of Honor Guard, Officers	_____	_____	_____

CHECK LIST FOR DUTY DEATH -Continued


	Person Responsible	Date	Date Completed
Signal Arm/Taps	_____	_____	_____
Signal Pipers Requested	_____	_____	_____
Information of Uniform Members	_____	_____	_____
Ordering of Vehicles/Procession (Drawing of course and position of cars in funeral procession given to district chief).	_____	_____	_____
Route to Cemetery	_____	_____	_____
Suburban Firehouses, City Firehouses passed in funeral procession	_____	_____	_____
Printed Itinerary	_____	_____	_____
Cemetery Detail	_____	_____	_____

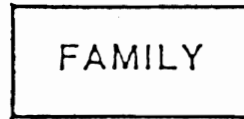
FOLLOW - UP

Family/Employee Assistance Officer (Insurance, claim forms, etc.)	_____	_____	_____
Department Ceremonial Officers	_____	_____	_____
Participants	_____	_____	_____
Thank You Letters to Suburban Departments	_____	_____	_____
Other Thank You Letters as needed	_____	_____	_____

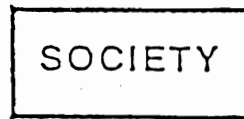
DIAGRAMS FOR ALIGNING THE DETAIL

KEY TO SYMBOLS USED IN CEREMONIAL DIAGRAMS

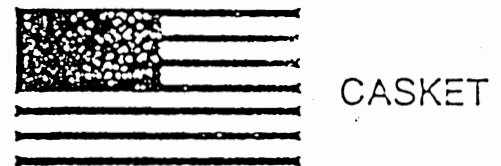
 DIRECTOR/FIRE CHIEF
AND STAFF, AND DIGNITARIES
(NUMBERS INDICATE ORDER
OF RANK)*



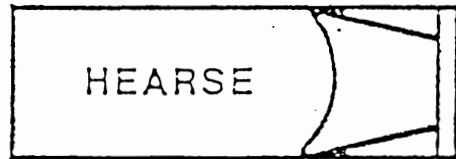
 PALLBEARERS



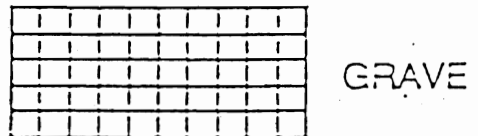
 BUGLER



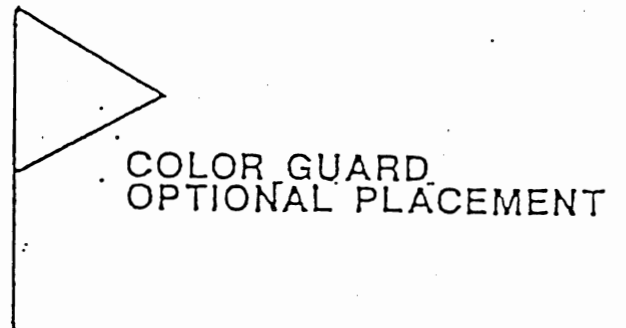
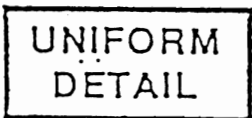
 FUNERAL DIRECTOR OR
CEMETERY REPRESENTATIVE

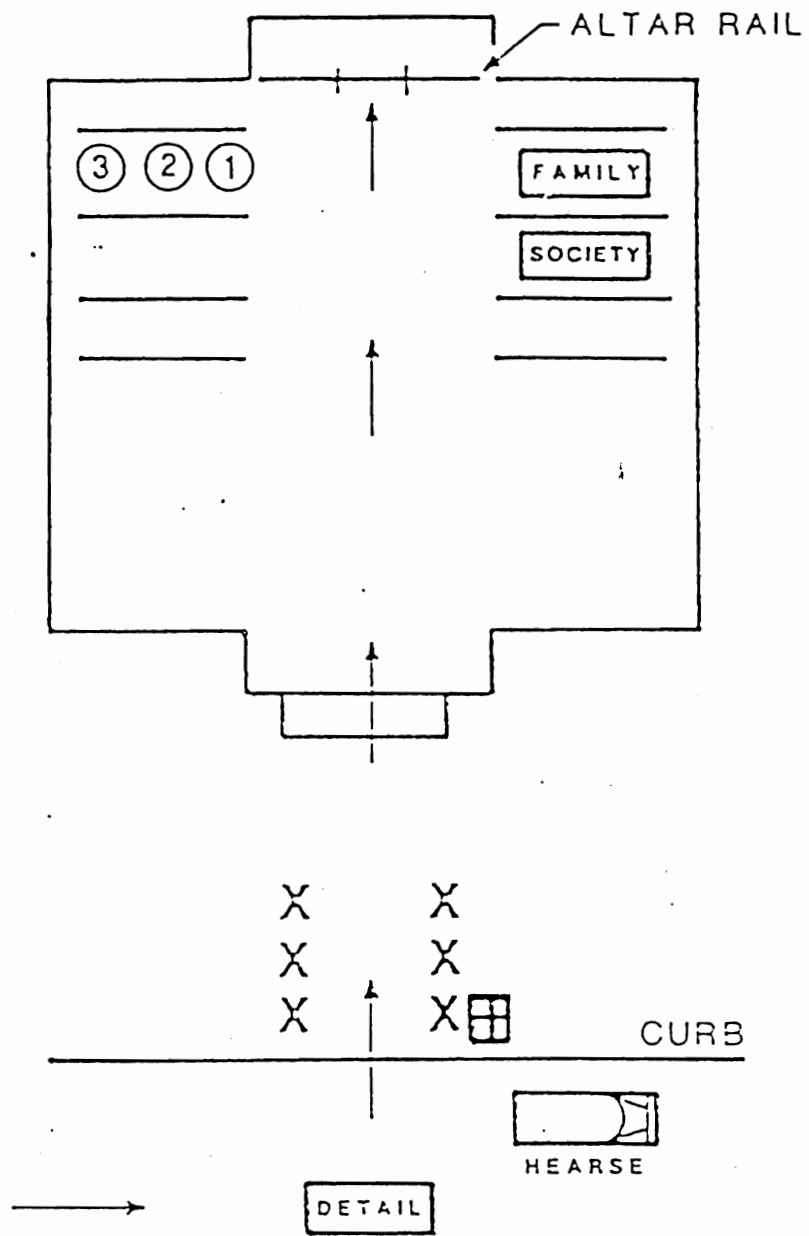


 RIFLE SQUAD

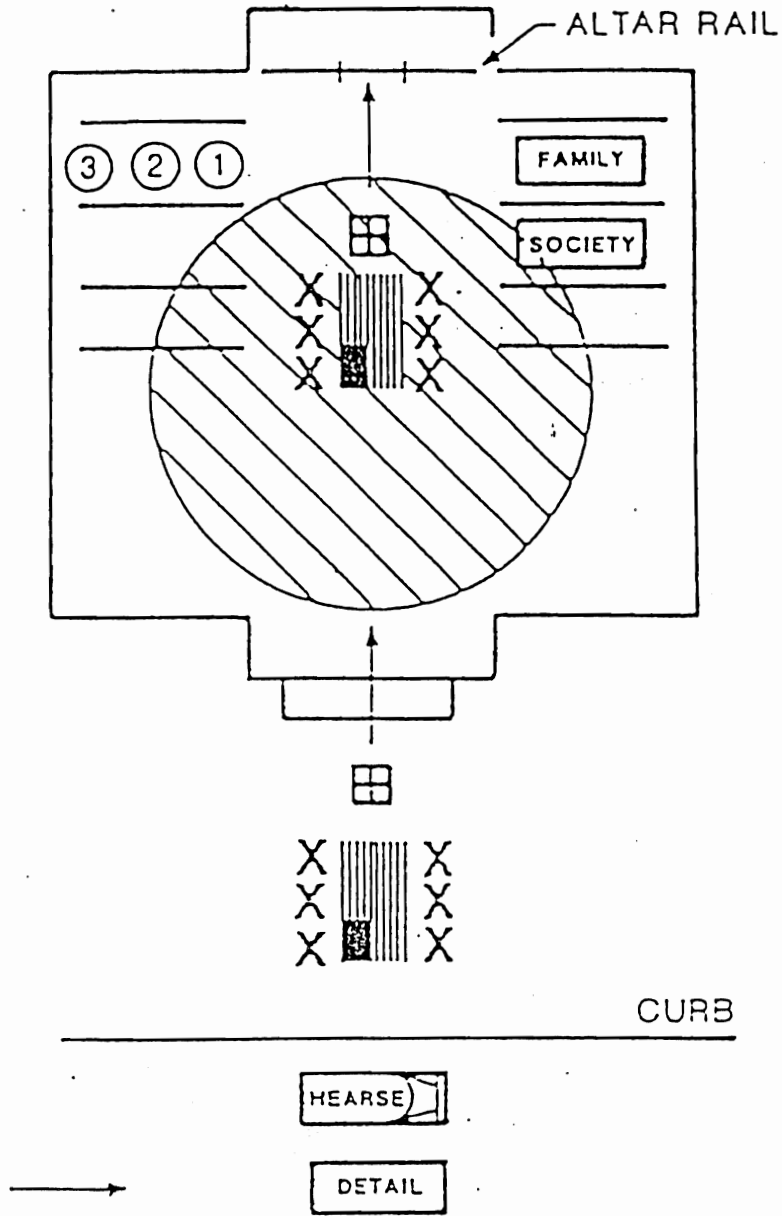


 CHAPLAIN

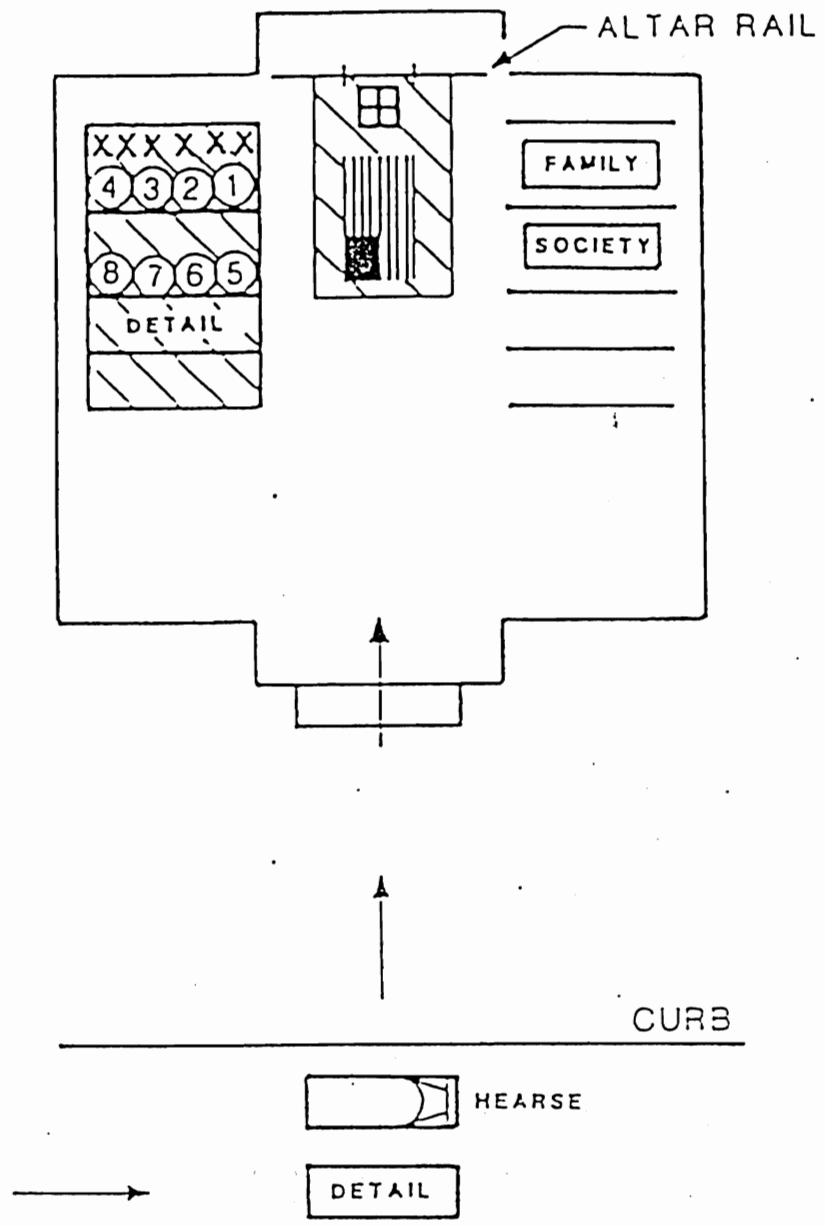




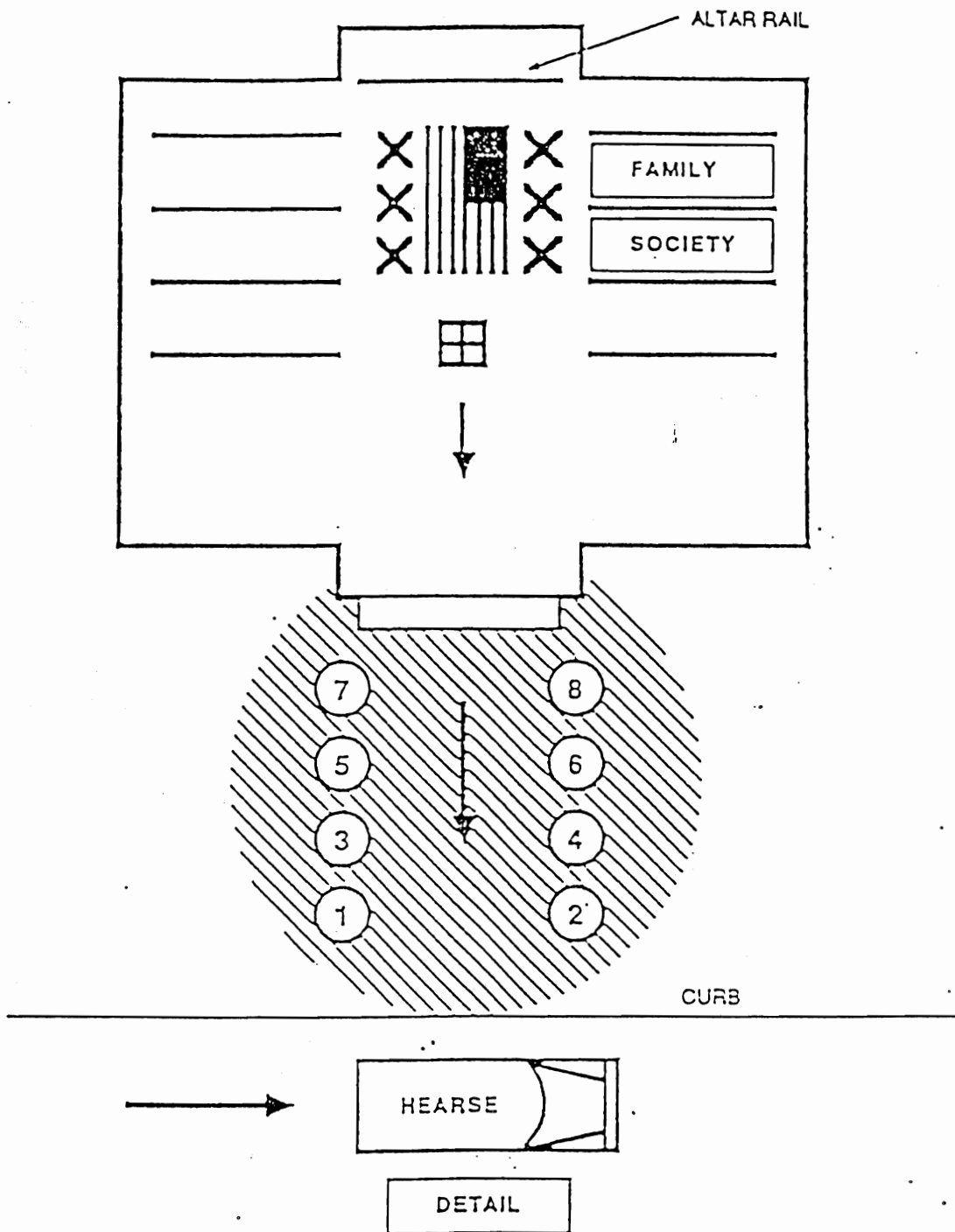
POSITION OF CEREMONIAL ELEMENTS AT THE CHAPEL BEFORE THE CASKET IS RECEIVED



POSITION OF CEREMONIAL ELEMENTS AS THE CASKET IS CARRIED INTO THE CHAPEL (HATCHED AREA INDICATES THE POSITION OF THE ELEMENTS AS THE CASKET IS CARRIED TO THE CHANCEL)

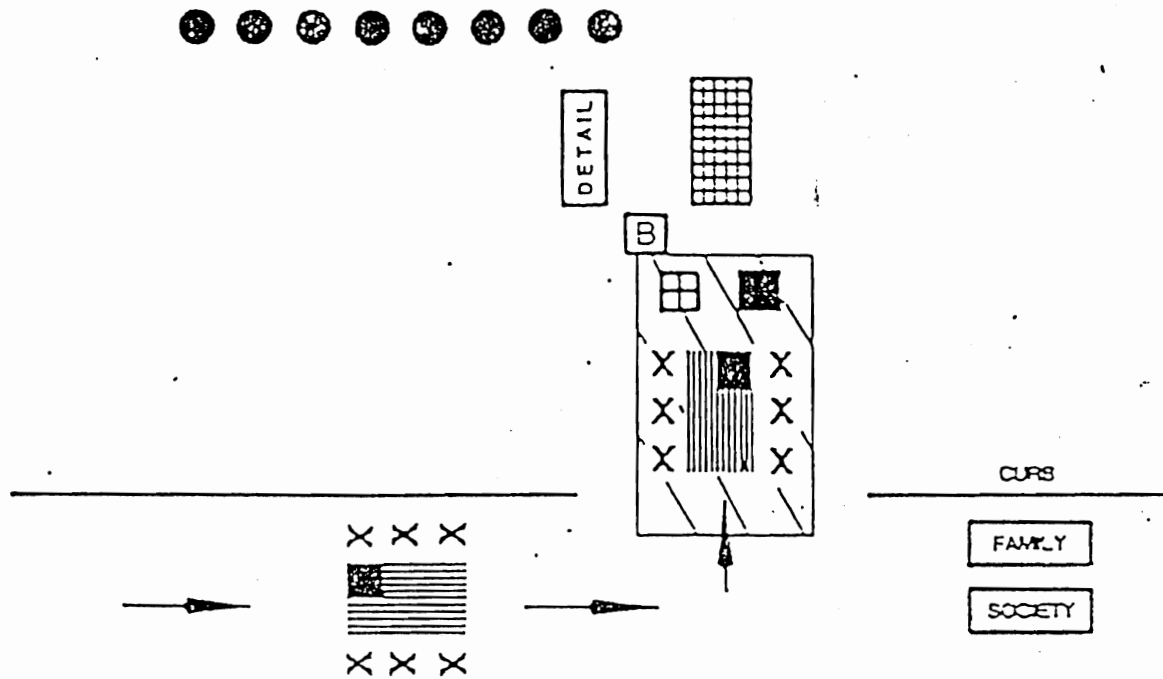


POSITION OF CEREMONIAL INSIDE THE CHAPEL .
 (HATCHED AREAS INDICATE POSITION OF ELEMENTS
 DURING THE CHAPEL SERVICE)

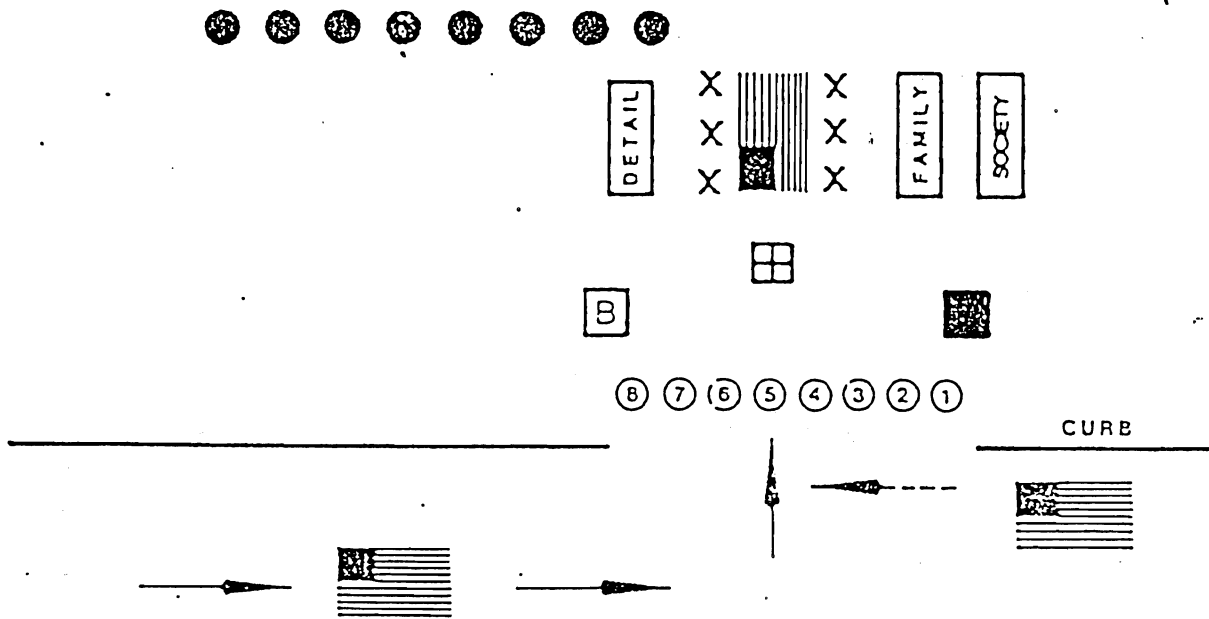


POSITION OF CEREMONIAL ELEMENTS AS CASKET IS CARRIED OUT OF THE CHAPEL.

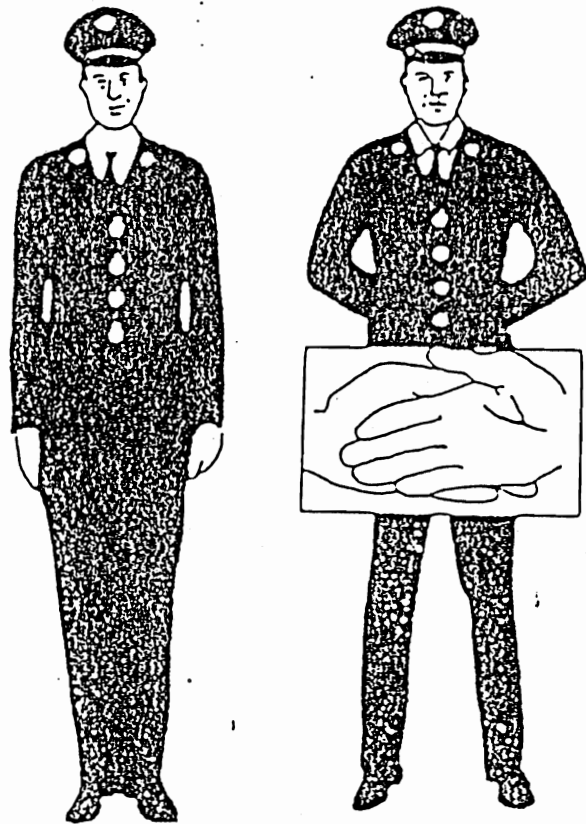
(HATCHED AREA INDICATES THE POSITION OF THE DIRECTOR/FIRE CHIEF, DEPUTY CHIEFS, CHIEF OFFICERS OF OTHER DEPARTMENTS AND OTHER DIGNITARIES IN FRONT OF THE CHAPEL



POSITION OF CEREMONIAL ELEMENTS AS CASKET IS CARRIED TO THE GRAVE.



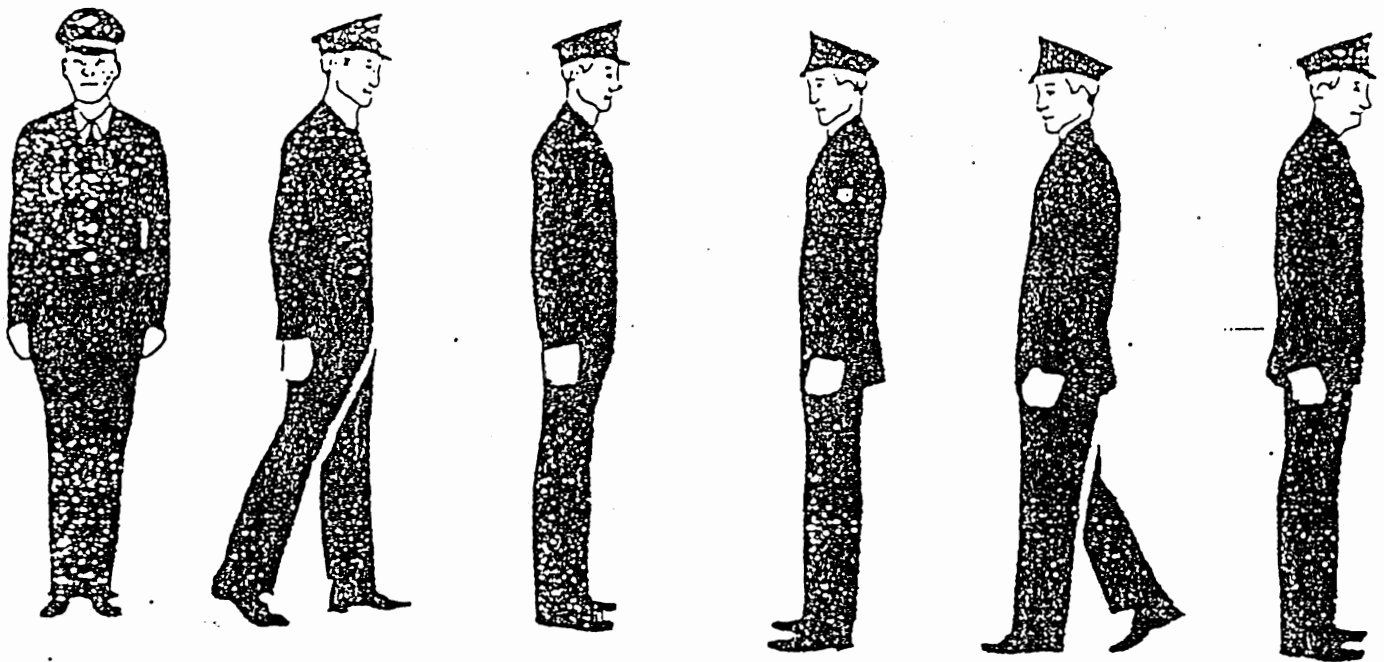
POSITION OF CEREMONIAL ELEMENTS DURING THE GRAVESIDE COMMITTAL SERVICE.



ATTENTION

PARADE REST

FIGURE 1. POSITIONS OF ATTENTION AND PARADE REST



START COUNT ONE COUNT TWO
FIGURE 2. LEFT FACE

START COUNT ONE COUNT TWO
FIGURE 3. ABOUT FACE

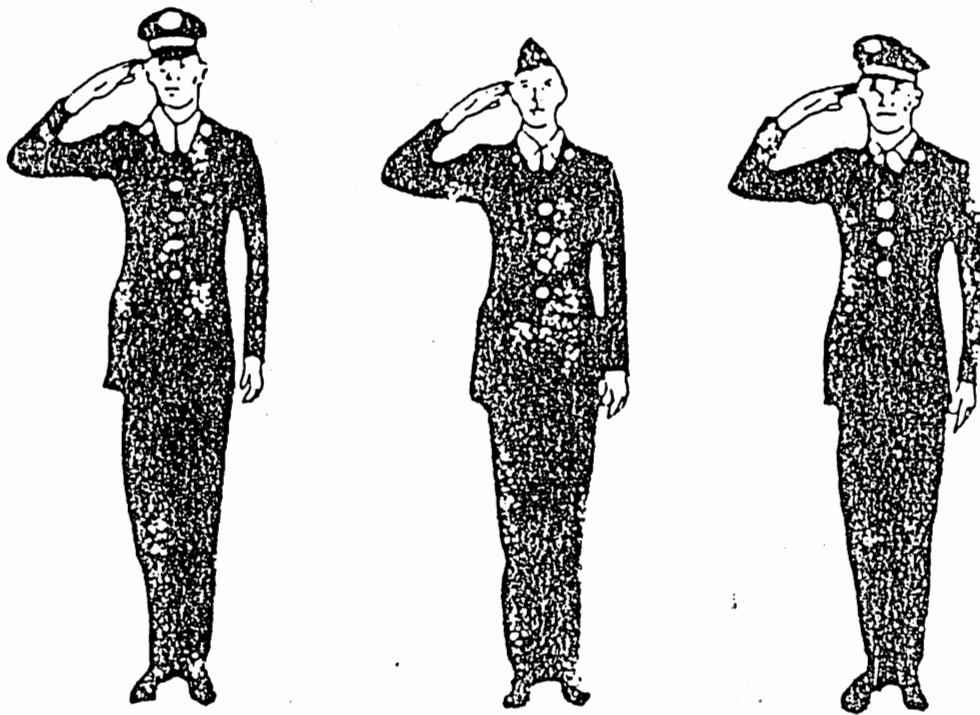


FIGURE 4. HAND SALUTE

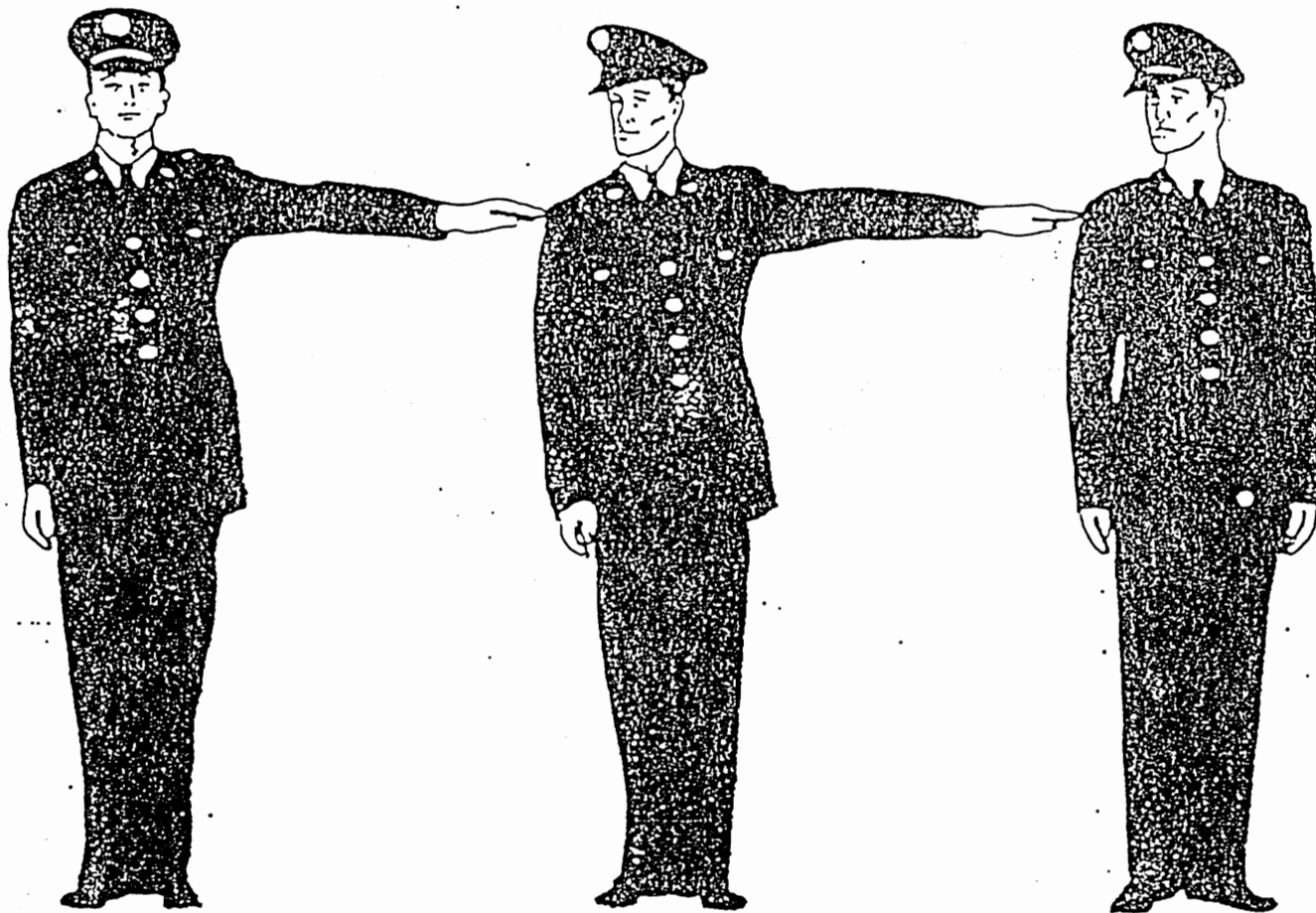
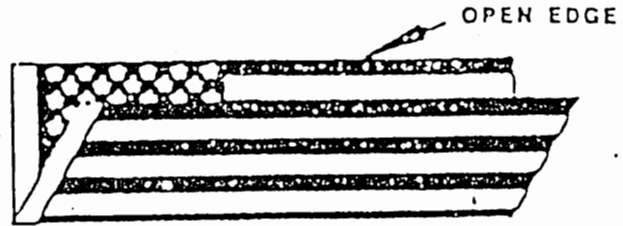


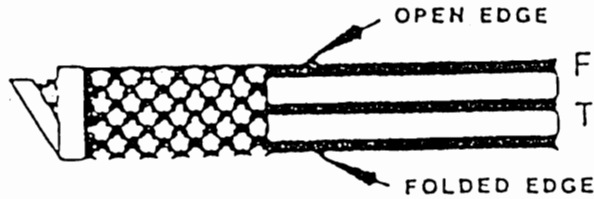
FIGURE 5. ALIGNMENT (NORMAL INTERVAL)



FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD.



FOLDED EDGE

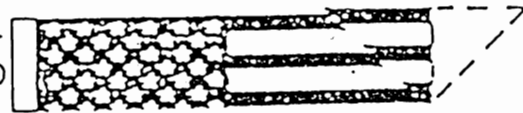


FOLD THE FOLDED EDGE OVER TO MEET THE OPEN EDGE.

START A TRIANGULAR FOLD BY BRINGING THE STRIPED CORNER OF THE FOLDED EDGE TO THE OPEN EDGE.



FOLD THE OUTER POINT INWARD PARALLEL WITH THE OPEN EDGE TO FORM A SECOND TRIANGLE.



CONTINUE FOLDING UNTIL THE ENTIRE LENGTH OF THE FLAG IS FOLDED INTO A TRIANGLE WITH ONLY THE BLUE FIELD AND MARGIN SHOWING.



TUCK THE REMAINING MARGIN INTO THE POCKET FORMED BY THE FOLDS AT THE BLUE FIELD EDGE OF THE FLAG.



THE PROPERLY FOLDED FLAG SHOULD RESEMBLE A COCKED HAT.

