

Funerals

1039.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the District, both active and retired, who passes away, may be offered the option of a funeral or assistance from the District. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the District.

1039.1.1 DEFINITIONS

Definitions related to this policy include:

Type I, Line-of-Duty Death - Considered for all firefighters of the District who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to, or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

Type II, On-Duty Death - Pertains to all firefighter of the District who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

Type III, Active Firefighter Off-Duty/Retired Firefighter/Former Firefighter Death - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity; including a retired firefighter. The Chief will determine if a former firefighter who transferred from the District prior to retirement is eligible under this provision.

Type IV, Staff Professional/Death of a Family Member - The death of a professional staff employee or the death of a family member of an active, retiree or staff professional of the District. Type IV may also include a dignitary closely associated with the District, as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors.

1039.2 POLICY

It is the policy of the Fresno County Fire Protection District for the Division Chief to make the necessary assignments and coordinate actions with the Fire Chief and other District representatives any time the District learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty and Injury Notification and Communication Policy.

If a responsible family member requests District assistance, the Division Chief should appoint, with the approval of the Fire Chief and the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of District participation if the circumstances of the member's death may reasonably bring discredit to the District.

The Chief should determine the highest level of participation the District can provide, based on the cause of death.

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1039.3 LEVEL OF PARTICIPATION

The desires of the family are paramount and shall be given fullest consideration; however, the District's funeral participation will be conducted according to the following guidelines:

- (a) A **Type I** funeral may include Type II criteria and any of the following:
 - 1. Apparatus from last assignment (if appropriate)
 - 2. California State Fire Association Steamer (if available)
- (b) A **Type II** funeral may include Type III criteria and any of the following:
 - 1. Garrison Flag
 - 2. Fire engine with casket
 - 3. Family Escort
 - 4. Procession with District apparatus
 - 5. Cordon of fire apparatus of both the District and visiting agencies
 - 6. Bugler (if available)
 - 7. Bell ceremony
 - 8. Pipe and drum band (if available)
- (c) A **Type III** funeral may include Type IV criteria and any of the following:
 - 1. Casket draped with the California or U.S. flag if the member was a military member or veteran.
 - 2. Badge Shrouding
 - 3. Flag folding
 - 4. Badge and flag presentation
 - 5. Pallbearer
 - 6. Honor Guard (if available)
- (d) A **Type IV** funeral may include:
 - 1. Administration and logistic support as needed
 - 2. Uniformed personnel
 - 3. One piece of apparatus to be used as a static display

1039.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any District member who is a close friend of the family and will make reasonable effort to address the needs and desires of the family, communicate between the District and the family and coordinate details with the Officer in Charge (OIC).

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- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - If an Honor Guard is available, this position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge (OIC)/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall District participation and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.
- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers in Type I, Type II and Type III will be members of the Honor Guard if available, unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).
- Additional information and guidelines are available at : https://www.nvfc.org/wp-content/uploads/2015/10/Funeral_Procedures_Guide.pdf

1039.5 ATTENDANCE AT FUNERAL/MEMORIAL SERVICES

Employee attendance while on-duty at any funeral/memorial service shall be authorized by the appropriate Division Chief. The Division Chief should be cognizant of the total number of on-duty personnel attending a funeral/memorial service to ensure mission responsibilities continue to be met. The following must be approved by the Division Chief when attending funeral/memorial services while on-duty:

1. Services outside the District.

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2. Utilization of District vehicles by personnel. Personnel attending while off-duty may utilize vacant seating space in District vehicles.
3. Attendance by employees at funerals/memorial services of other agencies.
4. Assigned staff are entitled to actual hours worked.

Nothing in this policy shall be construed to restrict the number of personnel attending funeral/memorial services on their own time, provided the needs of the District are met. Any employee has the right to refuse to attend any funeral/memorial service. Off-duty personnel are authorized to wear the uniform for this purpose, but will not be compensated for their time.