

# GLASGOW FIRE DEPARTMENT

## Standard Operating Guideline

<b>GUIDELINE: FUNERAL POLICY</b>			<b>SECTION: 133</b>
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### PURPOSE

To assure that all past or present department personnel and others are properly recognized upon passing.

### LEVEL OF PERFORMANCE

This guideline will be followed to properly and consistently recognize the service and membership of departed members.

As with any guideline, primary responsibility rests with each individual. Department supervisors are responsible for implementing this policy as appropriate. The wishes of the family take precedence over this policy and all assistance should be rendered to comply with the wishes of the remaining family members.

For the purpose of this guideline, department members (and others) and the circumstances of their passing will be identified as follows:

1. A death occurring during fire department operations, training, or functions
2. Active Duty Death  
A death by natural or other causes not related to fire department activities while the member is an active member of the department
3. Retired Member Death  
The death of a member who has previously served the department and was honorably retired from the department A past member death is a member who previously served the department past the initial probationary period

### RESPONSIBILITIES OF NOTIFICATION

1. Death in the Line of Duty
  - a. Upon the death of a member in the line of duty, the officer in charge, if other than Chief shall immediately notify the Chief of the department.
  - b. The Chief or his Designated Representative (DR) shall notify the next of kin.
  - c. Within a reasonable time after the death of a member in the line of duty, the Chief or his DR shall instruct the dispatcher to transmit the following message: "Attention all companies, standby to receive an announcement from the Chief.  
"It is with deep regret that the Chief announces the death of (Rank, Name, Company) who lost his life in the line of duty while participating in operations on Fire Call (Number, Location, Date and Time)"

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- d. Upon receipt of a notice of a member killed in the line of duty the station flag shall be placed at half staff and the front of the station shall be draped with black bunting until seven (7) days after the funeral.
  - e. The Chief shall designate an Officer-in-Charge (OIC) or Chaplain, who shall be responsible for the department's involvement in the funeral procedures.
2. Death Other Than in the Line of Duty for active-duty member
- a. When the Chief learns of the death of an active member, he or his DR will instruct the dispatcher to notify the companies of the death in the following manner: "It is with deep regret that the Chief announces the death of (Rank, Name, on/at Time/Date"
  - b. Upon receipt of such official notification from the dispatcher of the death of a member or retiree, the station flag shall be lowered to half staff until the day following the funeral.
  - c. As soon as it is convenient the Chief or his DR shall notify the Mayor's office.
  - d. The Chief shall designate an Officer-in-Charge or Chaplain who shall be responsible for the department's involvement in the funeral procedures.

**EVENT APPROPRIATE UNIFORM**

When a department death is announced, either in person, via electronic media such as e-mail or text or by written invitation, the appropriate funeral service participation and uniform choice will also be announced. The level of dress is determined by the senior officers or department administration however the following is a general guideline concerning various expected events.

- Funeral Services – Class A Uniform (with gloves optional)
- Funeral Visitations – Class B Uniform (Class A optional)

**DEPARTMENT PARTICIPATION**

1. Line of Duty Death
- a. All members should make every effort to attend the visitation, funeral service, and committal ceremonies.
  - b. The department will make available any and all apparatus as requested by the family to escort the procession and transport the casket.
  - c. Alternate arrangements should be made for community fire coverage during the services so that all members may attend.
  - d. The department will offer full participation in the services including but not limited to full department walk-through at the visitation, posting of an honor

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- guard, fire department bell ceremony and final page during the committal ceremony.
- e. The department will offer full and continuing support to the family throughout the planning process, ceremony and after. This will be accomplished by assignment of a department officer or fire department chaplain to serve as family liaison officer for as long as the officer's services are needed.
  - f. The department will submit appropriate paperwork to recognize the departed member at the National Fallen Firefighters Memorial in Emmitsburg, MD and in Frankfort, KY.
2. Active Duty Death
- a. All members should make every effort to attend the visitation, funeral service, and committal ceremonies.
  - b. The department will make available any and all apparatus as requested by the family to escort the procession and transport the casket.
  - c. Alternate arrangements should be made for community fire coverage during the services so that all members may attend.
  - d. The department will offer full participation in the services including but not limited to full department walk-through at the visitation, posting of an honor guard, fire department bell ceremony and final page during the committal ceremony.
3. Retired Member Death
- a. The department will offer full participation in the services including but not limited to full department walk-through at the visitation.
  - b. If the family requests, an apparatus can be used to transport the casket to the committal.

### PERSONAL INFORMATION SHEETS

It is suggested that each member of the department complete a preplan or personal information sheet for use in case of death. This is an inventory of information designed to organize the member's personal affairs. Annual updates are encouraged. This information will help the surviving family and the department to be aware of the individual's desires and the location of important documents and notify loved ones that it exists and where it will be kept.

For complete information on responsibilities, equipment, order of service, personnel position at the funeral, look at the Glasgow Fire Department Funeral Guidelines and Checklist.