



# Monroe Fire Department

## Standard Operating Guidelines Funeral & Visitation Policy

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

**Level of Performance:** This guideline shall 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:

- **Line of Duty Death** - A death occurring during fire department operations, training or functions or a death that is directly related and/or caused by the above listed actions.
- **Active Duty Death** - A death by natural or other causes not related to fire department activities while the member was an active member of the department. An active member is defined as one who regularly participates in incident response, training, work details and/or social functions.
- **Retired Member Death** - The death of a member who has previously served the department for at least five cumulative years and was honorably retired from the department.
- **Friend of the Department Death** - The death of an elected official, city employee or significant supporter.

All department participation levels and functions in the following guideline are predicated on the above definitions.

### 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 cap and gloves
- Funeral Visitations – Class A uniform

## **Department Participation**

### **Line of Duty Death**

All members should make every effort to attend the visitation, funeral service and committal ceremonies.

The department will make available any and all apparatus as requested by the family to escort the procession and transport the casket.

Alternate arrangements should be made for community fire coverage during the services so that all members may attend.

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.

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 to serve as family liaison officer for as long as the officer's services are needed.

The department will submit appropriate paperwork to recognize the departed member at The National fallen Firefighters Memorial in Emmitsburg, MD.

The department will submit and manage a claim for compensation through The Public Safety Officers' Benefit Program.

### **Active Duty Death**

All members should make every effort to attend the visitation, funeral service and committal ceremonies.

The department will make available any and all apparatus as requested by the family to escort the procession and transport the casket.

Alternate arrangements should be made for community fire coverage during the services so that all members may attend.

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.

### **Retired Member Death**

The department will offer full participation in the services including but not limited to full department walk-through at the visitation and fire department bell ceremony when requested.

If the family requests, Old Number 2 can be used to transport the casket to the committal services.

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Effective Date:** December 2, 2014

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