

PURPOSE

The purpose of this policy is to provide a protocol checklist and guide to organize participation in funeral/memorial services. This policy should serve as a guide and resource availability list for departments within San Diego County. It is not intended to replace individual agencies policies. The development of agency specific Funeral/Memorial Service policy is advised.

POLICY

Whether a death is expected or unexpected, the conditions that prevail will require specific assignments within organizations to meet the desires of the family and the direction of the Department/District. Agencies should carefully consider resources requested for funeral/memorial services and when feasible offer assistance to other agencies within the county.

When appropriate, the wishes of the family will be accommodated within Department guidelines/policy throughout the decision- making process. The family's wishes must be considered before the preferences of the Agency and its employees. The Department must clearly articulate to the family those service elements which can be provided by the Home Agency. The Department shall coordinate with the appropriate labor organization(s) and shall not obligate funds or resources of those organization(s). Additionally, it is in the best interest of the Department and the family to have an appropriate labor organization representative present when discussing funeral/memorial service options.

DEFINITIONS

FUNERAL/MEMORIAL SERVICE TYPES

The death of a Fire Service employee may occur under a variety of circumstances. Four Types of funeral/memorial services have been identified to accommodate the employee's duty status and the nature of his/her death.

TYPE I: LINE OF DUTY DEATH

The death of a uniformed employee resulting from actions taken while responding to or during an emergency incident—this includes employees immediately hospitalized where death resulted as a proximate result of the incident. The Agency Director may at his/her discretion authorize a Type I funeral/memorial service for an employee returning from an incident.

TYPE II: ACTIVE HONORS DEATH

The death of an active duty uniformed employee where death occurs on-duty but not incident related (which includes instances where illness or injury occurs while employee is on-duty and death occurs within 30 days of onset) or where the death occurs off-duty but due to a job-related presumptive cause. Based on the circumstances, the Agency Director may extend beyond the 30- day period at his/her discretion.

TYPE III: OFF-DUTY/ACTIVE/RETIRED/FORMER MEMBER DEATH

The death of a uniformed employee which occurs off-duty and is not job related; including a retired uniformed employee. The Agency Director will determine if a former uniformed employee who transferred from the Department prior to retirement is eligible under this provision.

TYPE IV: NON-UNIFORMED PERSONNEL OR IMMEDIATE FAMILY MEMBER DEATH

The death of a non-uniformed employee or active duty employee's immediate family member. Immediate family is the employee's spouse, parents, step- parents and, whether by full or half blood or by adoption, dependent children and siblings. For the purposes of this definition, spouse includes a California registered domestic partner.

PROFESSIONAL RELATIONSHIPS

The agency Fire Chief or his/her designee shall determine the level of participation by the Home Agency for the funeral/memorial service of an individual with emotional or professional ties to the Department and to whom the Department desires to pay tribute (i.e., Legislator, City Manager, Fire District Board Member).

FISCAL RESPONSIBILITY

The following tables identify an example of authorized elements and staffing levels for funeral/memorial services by Type. The costs of the appropriate elements by Type, identified in the ELEMENTS table below, will traditionally be the responsibility of the decedent's family and/or the Home Agency, unless otherwise noted. Home Agencies should support the costs associated with the staffing levels identified in the STAFFING table below, including unplanned overtime for those assigned and post coverage behind them. Travel costs should also be supported except where otherwise noted.

**San Diego Operational Area
Funeral and Memorial Service Policy**

**Policy # 17-A
Effective Date: 3/7/19**

ELEMENTS	FUNERAL/MEMORIAL SERVICE TYPE			
	TYPE I LINE OF DUTY DEATH	TYPE II ACTIVE HONORS DEATH	TYPE III OFF-DUTY ACTIVE/RETIRED/ FORMER MEMBER DEATH	TYPE IV NON-UNIFORMED PERSONNEL OR IMMEDIATE FAMILY MEMBER
Mortuary	X	X	X	X
Sentinels	X	n/a	n/a	n/a
Posting of Colors	X	X	X	X
Flag Folding Detail	X	X	X	n/a
Taps	X	X	Military Honors only	Military Honors only
Badge and Flag Presentation	X	X	X	n/a
Last Alarm and Bell Ceremony	X	X	X	n/a
Music (Buglers, Pipes and Drums)	X	X	X	X
Blossom of Heroes	X	n/a	n/a	n/a
Family Escort	X	X	X	n/a
Pallbearer	X	X	X	X
Rifle Volley	Peace Officer only	Peace Officer only	n/a	n/a
Badge Shrouding	X	X	X	X

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Burial in Uniform	X	X	X	n/a
Fire Service Procession	X	X	n/a	n/a
Flags at Half Staff	Refer to County Flag Policy	Refer to County Flag Policy	Refer to County Flag Policy	Refer to County Flag Policy
Uniformed Ushers	X	X	X	n/a
Transportation for Immediate Family	X	X	X	X
Clergy/Chaplain/Officiate	X	X	X	X
Burial Site	X	X	X	X
Ash Scattering	X	X	X	X
Memorial Location	X	X	X	X
Reception/Post Service Reception Location	X	X	X	X
Parking/Staging	X	X	n/a	n/a
Flowers	X	X	X	X

Obituaries	X	X	X	X
Food/Meals/Lodging for Immediate Family	X	X	X	X
Tables and Chairs	X	X	X	X
Death Certificates	X	X	X	X
Limousine for Immediate Family	X	X	X	X
Transportation of Casket in Agency Vehicle	X	X	n/a	n/a
Photography/Video/Audio Visual	X (May be provided by Agency based upon availability of resources)	X (May be provided by Agency based upon availability of resources)	X	X
Printed Materials/Programs	X	X	X	X
Fly Over	X	n/a	n/a	n/a
Engines/Vehicles	X (Provided by	X (Provided by	X (Provided by	X (Provided by
Flags	X	X	X	X
Box for Flags	X	X	X	X
Helmets	X	X	X	n/a
Doves	X	n/a	n/a	n/a
Badges	X (Provided by	X (Provided by	X (Provided by	n/a

PROCEDURE

FUNERAL/MEMORIAL SERVICE FORMAT (Example)

The Department will work closely with the spouse/next of kin and take a lead role in planning the funeral/memorial service based on the service. Family members will have the final decision on the type of funeral/memorial service as long as it does not exceed the Type authorized based upon the employee’s status and circumstances.

The Department’s level of participation may vary at each Type of funeral/memorial service. The outline in this section is for a Type I funeral/memorial service; however, it can be used for all types by adjusting items per the policy.

VISITATION

Generally, visitation occurs the night prior to the funeral/memorial service. It usually is a time for individuals to pay their respect to the deceased.

Items to be offered to the family:

- The deceased's fire apparatus on display.
- Chaplin/Clergy/Officiate (Handbook policy pending).
- Pre-posting of colors "Honor Guard."
- Two Sentinel Guards next to casket. For all other Types of funeral/memorial services use Silent Guards.

VEHICLE PROCESSION-FUNERAL/MEMORIAL SERVICE

This procession is from the mortuary to the funeral/memorial service and shall be limited to the following vehicles:

- Funeral/memorial service motorcycle escort.
- Hearse or engine bearing casket.
- Family vehicles (Immediate family only).
- Honorary Pallbearers.
- Designated staff vehicles, such Agency Administrator (elected and appointed officials),
- Fire Chief and/or senior Fire Agency staff vehicles.
- Family escort vehicle.
- Honor Guard Pallbearer's vehicle.
- Marked vehicles to bring up rear of procession.

NOTE: This is the standard order for most funeral/memorial. Services and can be flexible.

WALKING PROCESSION

- Funeral/memorial service motorcycle escort.
- Color Guard "Honor Guard."
- Pipes and Drums.
- Hearse or engine bearing casket.
- Pallbearers.
- Family vehicles (immediate family only).
- Honorary Pallbearers vehicle.

- Designated staff vehicles, such Agency Administrator (elected and appointed officials),
- Fire Chief and/or senior Fire Agency staff vehicles.

ORDER OF SERVICE AT FUNERAL/MEMORIALSERVICE

- Fire personnel, family and friends arrive.
- Fire personnel put in formation (Sea of Blue).
- Outside procession begins.
- Family taken to staging room.
- Family, friends and fire personnel seated.
- Color Guard and Bugler, Pipes and Drums post the colors.
- Casket and family enter chapel (family behind casket)
- Two Sentinel Guards next to casket (all other Types of funerals/memorial services, use Silent Guards).
- Chaplain/Clergy/Officiate begins service.
- Eulogy is delivered.
- Music, poems and readings where appropriate.
- Chaplain/Clergy/Officiate invites speakers, if family desires.

DEPARTMENT/HONOR GUARD SERVICE

- Firefighter's Prayer.
- Last Alarm (reading and bell ringing).
- Firing of the rifles.
- Taps.
- Folding of the flag.
- Presentation of gifts.
- Pipes and Drums (Amazing Grace).
- Fly over (Type I funerals/memorial services only).
- Last call (Emergency/Communications Command Center tones out the over the agency primary dispatch channel/frequency and dispatches the deceased's last call. (Type I and Type II funerals/memorial services only).

RECESSION

- Fire personnel dismissed, put in formation (Sea of Blue).
- Color Guard and Pipes and Drums exit chapel (form up outside).
- Casket and immediate family exit chapel (family behind casket).
- Family and friends exit chapel.
- Pallbearers lift casket into hearse or fire apparatus.
- Uniformed personnel are dismissed.

NOTE: The Honor Guard portion of the service can be done at the chapel, funeral/memorial service or gravesite. This is the standard order for most funeral/memorial services but can be flexible.

VEHICLE PROCESSION-INTERMENT

This procession is from the funeral service to interment site and will consist of the following:

- Funeral motorcycle escort.
- Hearse or Engine bearing casket.
- Family vehicles (immediate family only).
- Honorary Pallbearers.
- Designated staff vehicles, such as Agency Administrator (elected and appointed officials),
- Fire Chief and/or senior Fire Agency staff vehicles.
- Family escort vehicle.
- Honor Guard Pallbearers vehicle.
- Engine from the Home Agency (i.e. battalion or division) where the deceased was assigned.
- Other Home Agency engines.
- Engines from other departments. | Home Agency marked vehicles. | Civilian vehicles.
- Marked vehicles to bring up rear of procession.

NOTE: Each emergency vehicle taking part should display headlights and red warning lights. Sirens or other audible warning devices shall not be used. This procession order is the standard for most funeral services but can be flexible.

Maps from the funeral to the interment site should be provided. All fire apparatus should use one common radio frequency, assigned by the Incident Commander. Information should include directions and a safety message about obeying speed limits and whether traffic signals will be obeyed or not depending on the determination by the local law enforcement.

ORDER OF SERVICE AT INTERMENT SITE

- Procession arrives.
- Fire personnel put in formation (Sea of Blue).
- Family and friends seated.
- Service begins.
- Honor Guard post colors.
- Pallbearers take casket off hearse or apparatus.
- Chaplain/Clergy/Officiate begins service.
- Prayers and readings.

HONOR GUARD SERVICE

- Firefighter's Prayer (per family request).
- Last alarm (reading and bell ringing).
- Firing of the rifles.
- Taps.
- Folding of the flag.
- Presentation of gifts.
- Pipes and Drums (Amazing Grace).
- Fly over (Type I funerals only)
- Last call (Emergency Command/Communications Center tones out over the agency primary dispatch channel/frequency and dispatches the deceased's last call).
- Chaplain/Clergy/Officiate ends the service.

- Uniformed personnel are dismissed.

WREATH AND BUNTING OF EQUIPMENT

The fire apparatus upon which the deceased employee was assigned should be the only unit to bear a black wreath and bunting. The wreath should be attached to the front of the apparatus.



The bunting should wrap around the fire apparatus. The wreath and bunting are reserved for Type I, Type II and Type III funerals/memorial services only.

For shrouding of the Agency logo on the door of the apparatus, use electrical tape. All units attending the funeral/memorial service can shroud the logo on the door.



NOTIFICATION PROCEDURES

Refer to County Flag Policy # 17-B

SHROUDING OF BADGES

Badge shrouds should be worn per individual Department/District guidelines whenever the mourning flags are displayed. Refer to Flag Policy 17-B for situations when are normally cause to shroud badges and display mourning flags and the timelines.

AUTHORIZATION OF FLAGS TO HALF STAFF AND FIRE STATION MOURNING FLAGS

Refer to County Flag Policy # 17-B

San Diego County Line of Duty Death- Additional Resource Guide

Cal-LAST Team/CA Fire Foundation
Executive Director: Hedi Jalon
800-890-3213
hjalon@cpf.org

National Fallen Firefighters Foundation
<http://www.firehero.org/>
Email: firehero@firehero.org
Phone: (301) 447-1365
LODD Hotline (24 hours) 1-866-736-5868

Cal-LAST Hot Sheet link for reporting a LODD
<http://www.cafirefoundation.org/cms/assets/uploads/2016/03/LODD-Hot-Sheet.pdf>

Benefits Link:
<http://www.cdffirefighters-riverside.org/index.cfm?Section=26&pagenum=165>

THE CALIFORNIA LAST ALARM SERVICE TEAM (Cal-LAST)

- Provides comprehensive support for local fire departments who lose one of their own in the line of duty.
- Developed in conjunction with the National Fallen Firefighter Foundation's Local Assistance State Team (L.A.S.T.) program, Cal- LAST provides departments and locals with a team of individuals who can assist with every aspect of a line-of-duty death funeral.
- The California Fire Foundation has been designated as the exclusive administrator of this unique and comprehensive line-of-duty death assistance program for the state of California. Funding for this program is provided by the Department of Justice.

LODD ASSISTANCE-CALIFORNIA FIRE FOUNDATION

When firefighters fall in the line of duty, it is a jarring experience to their colleagues and the families they leave behind. The California Fire Foundation understands the complex emotions following such a tragedy and is the primary resource to call on when it occurs. Through the Foundation's Survivor Benefits Guide, family members can learn about the most current state and federal benefits available to them. Additionally, Foundation staff is always standing by if questions should arise.

The impact of a line of duty death resonates far beyond the fallen's immediate family, also taking an immense toll on the men and women of the department and local union in which they served.

As part of the California Fire Foundation's mission to help those cope with the loss of friends and colleagues, we have produced the

Line-Of-Duty Death Funeral Guide: This guide will help fire departments and local firefighter unions through the funeral planning process in the immediate aftermath of a line-of-duty death.

We have also created the California Last Alarm Service Team (Cal- LAST). The Cal-LAST program provides comprehensive rapid- response support for fire departments and local firefighter unions in the immediate aftermath of a line-of-duty death. Upon request of a local authority, Cal-LAST offers Level 1 traumatic or presumptive line-of-duty death assistance with everything from planning a memorial to grief counseling for families.

In the grand tradition of honoring fallen colleagues, the Pipes and Drums of California Professional Firefighters was created to perform at memorial services honoring firefighters who have died in the line of duty. Since its inception in 1999, the corps has grown from a few members to over 25 individuals. Each musician is a paid, career or retired firefighter, whose participation in the Pipe and Drum Band is entirely on a volunteer basis.



POLICIES AND PROCEDURES

Policy

Dealing with a firefighter line-of-duty death is one of the toughest and most challenging experiences a fire department can face. Supporting the firefighter's family through the ordeal does not always occur as it should. That is why the National Fallen Firefighters Foundation (NFFF), through a grant from the Department of Justice Bureau of Justice Assistance, developed a unified response on a state-by-state basis to provide assistance to fire departments and the firefighter's family immediately following a line-of-duty death. The intent is not to circumvent any system that is already in place in a state but to provide resources for each of the state teams to help with issues related to the line-of-duty death incident, understanding that there may be different state or local protocols in various parts of the country. Under this program, the California state team is known as Cal-LAST, the California Local Assistance State Team (LAST).

Cal-LAST consists of a chief officer who has experienced a line-of-duty death (the Incident Commander), an honor guard commander, a fire service chaplain, a survivor, and an auxiliary service member to tend to any additional needs. Also available to those fire departments that express the need are peer counseling services and expertise in the Department of Justice, Public Safety Officer's Benefit application process. Upon request from the department, these teams will be deployed to assist the department with all aspects of a line-of-duty death—from helping with arrangements for a fire department funeral with full honors to providing emotional support for the family and department members.

Procedures

Line of Duty Death Notification Chain of Command:

- Line of Duty Death notification is triaged from Cal-EMA to the California Fire Foundation
- California Fire Foundation contacts affected department liaison or fire chief and assesses need, if any, for Cal-LAST assistance
- If Cal-LAST assistance is needed, California Fire Foundation notifies Cal-LAST Incident Commander in respective region
- Cal-LAST Incident Commander sends email to all Cal-LAST members alerting them of the Line of Duty Death
- Cal-LAST Incident Commander is put in touch with affected department liaison or fire chief to discuss needs/details
- Cal-LAST Incident Commander and department liaison or fire chief work together to dispatch Cal-LAST team members to assist before, during and after the memorial service or funeral
- Cal-LAST Teams are divided into two regions: Southern California and Northern California

Cal LAST Team Roles:

- Incident Commander: The Incident Commander shall act as lead Cal-LAST member, appointed liaison and lead organizer. One Incident Commander will exist per region.
- Honor Guard Commander: The Honor Guard Commander shall work with the Incident Commander to assist the host chief with funeral protocols and related processes and secure/organize an Honor Guard team when needed.

- **Chaplain:** The team Lead Chaplain shall respond primarily for the purpose of supporting the members of the host fire department. The team Chaplain shall liaison with the local fire Chaplain if one is connected with the host Fire Department.
- **Command Team Member (auxiliary):** Command team members shall assist in whatever way is needed.
- **Survivor:** It has been shown to be beneficial to have a fire service survivor (FSS) speak with and liaison to the family of an LODD. This person may not be needed immediately, however having a family member who has experienced the loss of a firefighter can be important for the family. All survivor-to-survivor contact will come through the Foundation, and will be with a survivor from within the state whenever possible.
- **Peer Support Specialist:** A peer support counselor will have primary duty with the members of the host Fire Department. Secondly, the peer support counselor will also work to keep the team stable and on course. Peer support will be provided by the NFFF and will be screened as selected specialists that are licensed professionals.
- **Cal-LAST Executive in Charge:** The Executive in Charge shall be a representative of the California Fire Foundation and shall be a member of the fire service who has experienced or was heavily involved with a line-of-duty death. The Executive in Charge shall be proficient in the Department of Justice, Public Safety Officer's Benefit application process. The Executive in Charge will be the initial point of contact with the department liaison or Fire Chief and tasked with assessing the need for Cal-LAST assistance before connecting them to the Incident Commander and providing line-of-duty-death information.