

	<b>FUNERAL HONORS GUIDELINE</b>	<b>2015revA</b>
<b>AUTHORED BY:</b> Mark Lyons  <b>APPROVED BY:</b> Fire Chief, Mark Miller <i>Mark Miller</i>	<b>FESSAM #:</b> 3A.2	<b>EFFECTIVE DATE:</b> 11/1/2015  <b>REVISION DATE:</b> 11/1/2018

## Procedure:

This guideline defines different levels of honor with corresponding suggested arrangement options. Before any plan is instituted, the deceased member's family must agree with the department's intended participation. During the entire funeral process, the department must highly consider the deceased member's family's wishes. The Family may choose to lessen some of the honors as suggested in the appropriate level of service; however, they should not influence increasing the "Level of Honor".

### Level of Honor Definitions:

#### Level 1 Honors: Line of Duty Death (LODD)

The death must be the result of a traumatic injury suffered in the line of duty. Traumatic injuries include but are not limited to: a blow to the body by an outside force, (i.e., crushing injuries suffered in a building collapse, apparatus accident or fall), burns, smoke inhalation and climactic injuries such as heatstroke or frostbite.

Job-related non-traumatic injuries that are strongly believed to or have been proven to be attributable to the job include but are not limited to: stress, heart attacks, strokes, disease and mental illness (suicide).

#### Level 2 Honors: Active Member

The death of an active member of the fire service that was not the result of Line of Duty job functions. These honors may be bestowed upon any line or administrative staff member.

#### Level 3 Honors: Inactive Member

A retired, former or pensioned member of Loveland Fire Department, Loveland Fire Rescue Department, Loveland Fire Rescue Authority or Big Thompson Canyon Volunteer Fire Department.

#### Level 4 Honors: Affiliate Member

An individual who has served in some capacity with the department such as a commissioner, councilor, board member, dispatcher, EMS provider, law enforcement officer, spouse of an active or inactive member or trustee. The fire chief may approve Level 4 Honors to active or inactive members of the fire service who served in another fire department outside of Loveland Fire Rescue Authority and whose funeral service will be held within the Loveland community.

LFRA Fire Service Funeral Honors				
Station Honors	Level 1	Level 2	Level 3	Level 4
Station Bunting	Yes	Yes	Yes	
Viewing/Wake Honors	Level 1	Level 2	Level 3	Level 4
American Flag Draped Casket	Yes	Yes	Yes	Yes
Fire Service Flag showing	Yes	Yes	Yes	Yes
Turnout Gear Posted	Yes	Yes		
Attendance in Uniform	Yes	Yes	Yes	Yes
Walk-Through	Yes	Yes	Yes	Yes
Badge Shrouds	Yes	Yes	Yes	Yes
Honor Detail at Casket	Yes	Yes	2	2
FD Apparatus Parked Outside	Yes*	Yes*	2**	2**
Funeral Honors	Level 1	Level 2	Level 3	Level 4
Attendance in Uniform	Yes	Yes	Yes	Yes
Eulogy by FD	Yes	Yes	Yes	Yes
Pallbearers	Active	Active	Honorary	Honorary
FD Flower Unit	Yes	Yes	2	2
Honor Guard	Yes	Yes		
Color Guard	Yes	Yes		
Bag Piper	Yes	2	2	2
Bugler	Yes	Yes	1	1
Last Alarm (Dispatch)	Yes			
Bell Service	Yes	Yes	Yes	
21 Gun Salute	1	1	1	1
Procession	Level 1	Level 2	Level 3	Level 4
Casket Transported by Apparatus	Yes*	Yes*	2**	2**
Apparatus Bunting	Yes	Yes		
Crossed Ladder Arch	Yes			
Passes/Pauses at Fire Station	Yes	Yes	2	

\* Front Line or Active Apparatus

\*\* Apparatus provided by Loveland Fire Museum

1 Only if the deceased was a Veteran of American Armed Forces

2 Only upon request of family

## **Arrangement Options:**

### **Station Bunting:**

Station Bunting is mourning drapes that are placed on the outside of the fire station above the front apparatus bay doors. Typically, only the station where the deceased was assigned will display station bunting. The family or command staff may also determine which station(s) will display station bunting.

### **American Flag Draped Casket:**

The U.S. Flag Code does not state that a person has to be a veteran of the armed forces to have an American flag draped casket, therefore, if the family of the deceased wishes to have the casket draped with an American flag, their wish shall be honored. However, any active or honorably discharged member of the United States Armed Forces should have the American flag draped or displayed on the casket. At time of internment, the American flag will be folded and presented to surviving family "ON BEHALF OF A GRATEFUL NATION." Representatives from the Armed Forces, VFW, American Legion etc., shall have first right of folding and presentation to the family of an armed forces veteran. If unable to obtain members from these groups, the fire department shall undertake this responsibility. Fire Department members shall undertake the flag presentation for non-veterans.

### **Fire Service Flag Showing:**

A Fire Service Flag that is posted or used to adorn the casket at the wake and funeral service. The Flag is folded and presented to the family at the internment.

### **Turnout Gear Posted:**

The deceased members "Turnout Gear" shall be posted at the feet end of the casket.

### **Attendance in Uniform:**

Fire Department members shall be dressed in proper/appropriate uniform attire to be worn during wake and funeral services as directed by command staff.

*Example: Class A uniform with tie and dress hat.*

### **Walk-Through:**

A walk through is a predetermined time during the wake when uniformed members and dignitaries enter for a unified tribute.

### **Badge Shrouds:**

Black elastic or tape is used to cover the uniform badges diagonally starting at the top of the badge at the left shoulder ending at the opposite lower right as a reflection of "in mourning".

### **Honor Detail at Casket:**

One or two uniformed fire service members who stand guard at the casket during the wake.

**Fire Department Apparatus Parked Outside:**

Fire apparatus parked outside of the church or funeral home to signify the dedicated service to the community by the deceased.

**Eulogy by Fire Department:**

Fire service member(s) speaking in remembrance as part of the funeral service.

**Pallbearers:**

*ACTIVE:* Uniformed members assigned to carry the casket.

*HONORARY:* Uniformed members not assigned to carrying the casket. However, they are placed in an honorary position leading the casket.

**Fire Department Flower Unit:**

A flower unit is a fire department vehicle that transports flowers during the procession.

**Honor Guard:**

An Honor Guard is detail of uniformed department members who perform honor ceremonies.

**Color Guard:**

Color Guards are a trained unit of members carrying the national and local flags. Color guards participate in all marching processions.

**Bag Piper:**

Used in traditional fire service ceremony. "Pipers" accompany and play music during movement of the casket and, if desired, during the service.

**Bugler:**

Buglers can be one or two members who sound taps at the cemetery.

**Last Alarm (Dispatch):**

Dispatch shall attempt radio contact with the deceased member by calling out their radio designation three times. After the third attempt with no response, Dispatch shall activate the tone generator to signify a down firefighter to signify the end of their service.

***EXAMPLE:***

FC71...200, FC71...200, FC71...200, ....TONE Generator.... all units from 200, FC71 has answered his final call, may he rest in peace.

**Bell Service:**

A portable fire department bell is tolled at the conclusion of the religious ceremony. Dispatch member will read a statement regarding the deceased's last alarm. A second member tolls the bell at the conclusion (3-3-3) (3-3-3) (3-3-3).

**Casket Transported by Apparatus:**

The deceased member's casket typically is transported by the apparatus to which they were assigned. The family or command staff may also determine which apparatus will transport the casket.

**Apparatus Bunting:**

Apparatus Bunting is mourning drapes that are placed on the outside of the fire apparatus that will transport the casket and/or the apparatus outside the church or funeral home.

**Crossed Ladder Arch:**

The use of two aerial trucks crossing extended ladders or booms (with the American Flag hanging from the apex) located at or enroute to the cemetery.

**Procession Passes/Pauses at Fire Station:**

When the funeral procession passes a fire station there shall be uniformed fire service members who will render a hand salute as the procession passes by.

**Revision History:****References:**