



PROCEDURES MANUAL

SUBJECT: Death of Active or Retired Member

NUMBER:

605

APPROVED:

REW

FIRE CHIEF

TYPE:

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EFFECTIVE DATE: 6/2017

REVISED DATE: 6/2017

605.00 Purpose

The Cincinnati Fire Department acknowledges the service of the men and women to the City of Cincinnati and has established these procedures to properly honor that service at the time of a member's death.

605.01 Objective

- A. To establish protocol to be followed in the event of an active or retired fire department members.
- B. To establish the services the fire department will offer, if available, to the families of active or retired fire department members.

605.03 Death of an Active Member

A. Notification

1. Upon notification that an active member of the Department has died, immediately notify the District or Bureau where that member was assigned.
2. The District will notify:
 - a. The On-call Duty Chief
 - i. The Duty Chief will notify the Fire Chief and all Assistant Fire Chiefs
 - ii. The Human Resources Assistant Chief will notify the Human Resources District Chief
 - b. The Member's Company

B. Family Liaison

1. One company member or firefighter of the family's choosing will be assigned as a family liaison. This member will be assigned to a 40-hour work week.
2. Family liaison will be assigned a fire department vehicle if available.

3. The family liaison will be available to the family at all times to determine family needs and assist with services and information requests from the department.
4. The family liaison shall provide regular updates to the Human Resources Assistant Chief or his designee.
5. The family liaison shall arrange for all death benefit paperwork from the department Risk Management District Chief to expedite the member's benefits. The family liaison shall offer to facilitate a meeting with the Risk Management District Chief and the family at the family's request for explanation of City benefits.
6. All communication with the family shall be through the family liaison to avoid multiple individuals contacting the family.
7. The wishes of the family will always come first.

C. Funeral Services – All subject to family request and acceptance

1. The fire department will assist the family with all funeral service logistics as requested.
2. The member's fire company shall be present at the viewing and the funeral.
3. An honor guard shall be present at the viewing and the funeral. The honor guard detail will be organized by the director of the fire department honor guard or his designee.
4. The member's company may participate in the procession from the funeral to the cemetery. (The member's casket will not be placed on the company – this is reserved for line of duty deaths only)
5. If logistically feasible, all uniformed firefighters will sit together during the funeral service.
6. The member's fire helmet will be presented to the family.
7. Crossed aicals will be reserved for LODD funerals only.
8. Members of the Fire Department in attendance at funerals of active members shall be in the approved Class A uniform with black band covering badge.

605.05 Official Honor Guard and Pallbearers at Funeral Services of Active and Retired Members

- A. If available, pallbearers will be provided for retired members on request of the deceased member's family. When requested and pallbearers are available, the Operations Division will work cooperatively with the honor guard director to assign members as pallbearers. Every effort will be made to assign members requested by the family. The Department will attempt to arrange an Honor Guard made up of members of their last assigned company.
- B. Request for pallbearers and/or honor guard are to be made through the Operations Division to the honor guard director.
- C. Members of the Fire Department in attendance at funerals of retired members may be in the approved Class A uniform however, there will be no band covering the badge.
- D. Duties of Pallbearers:

Report to the Funeral location one-half hour before services in full dress uniform as designated.

Pallbearers carry casket into church and sit where designated. After the service, casket is carried to the hearse. Procession proceeds to cemetery. Casket is carried from hearse to grave. After casket is set over grave, pallbearers' stand at "**Parade Rest**" with right hand clasped in left hand positioned at the small of the back. When the Officiant says prayers, pallbearers will bow their heads. After closing of prayer or conclusion of services the pallbearer commander will give command of "**Attention**". On command of "**Present Arms**" render a military salute. Hold momentarily unless taps or folding of the flag is being performed. On command of "**Order Arms**" snap right hand downward to side of right leg. At this time the command of "**Dis-missed**" will be given.

The commander of pallbearers will be designated prior to services.

The Operations Division will issue white gloves to be worn by pallbearers.

NOTE: These procedures are not "set in stone" and may be altered at each funeral with the instruction of the family, funeral director, honor guard director or Fire Department officer in charge.

E. **Duties of Honor Guard**

For Church Services

1. An Honor Guard is formed from members attending the funeral in uniform.
2. Two lines will form from church door to sidewalk.
3. Stand at attention while casket and procession passes through into church.
4. Follow relatives and file into church in double line. Remove uniform hats upon entering church.

5. After final prayers at foot of alter, file outside and form lines in front of church as before.
6. After funeral procession passes through, go to Department cars.
7. Fire Department cars join in funeral procession to cemetery.

Cemetery Services:

1. Honor Guard will line up similar to the way it was done in the church. Form a double line from the road to the grave site.
 2. If the area is too close to form these lines, Honor Guard should form a line or two lines around the grave. The Officer in charge will determine formation.
 3. Members will stand at attention in uniform.
- F. Pallbearers and honor guard may be furnished Fire Department staff cars when available. When in procession to church and/or cemetery these cars will be placed near the front of the procession and will operate head lights and red lights.
- G. When in Class A uniform, hats will be removed when entering indoors, with the exception of the Honor Guard and Pallbearers.