

Minnesota Fire Service Ceremonies & Protocols Guidebook



Developing current and future leaders



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Published by Minnesota State Fire Chiefs Association

Printed in the United States of America

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Chapter 1 (Flag Protocols) was derived in part from the US Code and from the website www.ushistory.org. Chapter 12 is a compilation of work that has been shared for the expressed purpose of reproduction without recourse or needing to seek the permission of the MSFCA.

Photographs contained within the guidebook are the work of a variety of news agencies throughout the country, the National Fallen Firefighters Memorial Foundation (www.firehero.org), and members of the ceremonials and protocols editorial team. We are grateful to all who have contributed.

For an electronic copy of the guidebook, forms, photos and other ceremonies and protocol resources visit us on the web at **www.mnprideandhonor.com**.

Written by Kenneth T. Prillaman, Fire Chief, City of Brooklyn Park, MN

Printed Summer 2014

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Preface

There are a lot of ways to manage a public safety agency. This is due in part to the uniqueness of departments across the country and individual skills that chiefs and officers bring to the job. Additionally, leadership can be a lonely job.

As we began our work, and throughout our process, we continued to remind ourselves that our end product was intended to be a guide. We remained focused on maintaining and respecting the authority given to fire chiefs to make choices that they deemed right for their staff, their organization and their community.

Having said that, we also recognized three factors that have motivated our work.

First, there were far more questions without answers when it came to ceremonies and protocols, for example:

- Does a firefighter wear a mourning band to a police officer's funeral? Does the answer change if the funeral is due to a LODD? Does the answer change if the police officer is from your jurisdiction or from another community?
- Why are there four Bell Ceremonies? Which one is right?
- What is the proper way to wear the United States flag as a shoulder patch and who is the authority that decides which is right?
- As a chief, can I lower the flag to half staff for a retiree's funeral? What if s/he was a veteran?
- And others....

Second, Chief's may not have the time or inclination to do the research to answer these questions.

- Are there guidelines about flying flags at half staff? If so, where are they? How about flying a flag over a street from a ladder truck? Can anyone have a flag-draped casket? If so, by whose authority?

Third, a chief really does not want to try and answer any of the questions that have gone unanswered at 2 a.m. following a sudden or tragic death.

- What is an appropriate funeral service for an active captain with 20 years of service who rolls his four-wheeler with an elevated blood alcohol level?
- How about a sworn personnel who dies in the commission of a crime?



Preface continued

This guidebook was written with the express purpose of giving the chief a tool that s/he can lean into for guidance. It is not written as a mandate but rather offered as a set of standards that can guide and help resolve some tough questions before they get asked in real-life scenarios. The emotions surrounding an active firefighter death, regardless of the circumstances can take over a department and cause strife and discord.

This guidebook is dedicated to all Chiefs who: a) desires to preserve the honor and dignity of a LODD funeral, b) wants to do all that is right and appropriate for any public servant death, and c) desires to maintain the history and tradition of the fire service and the United States Flag Code.

To the men and women who have contributed their time and talent toward the completion of this guidebook, the Minnesota Fire Service is forever grateful. We are hopeful that this guide will serve the Minnesota Fire Service by bringing clarity to ambiguity and logic to emotions.

We owe it to all who have gone before us to honor them by preserving our protocols and ceremonies and by honoring those among us who achieve great success as well as those who will perish in service to our communities.

Authorities & Reference

As we began to catalog and document the variety of questions that should be readily available, we identified several authorities and references. The combination of state and national organizations, along with two specific national documents, served as the foundation for the work that needed to be completed.

In some cases, we relied upon fire and law enforcement organizations who had already put in a tremendous amount of effort to develop and validate their best practices. This was particularly true as it relates to protocols related to line-of-duty deaths. Unfortunately there has not previously been an effort, in Minnesota, to address the variety of questions related to other funerals or to document, in a single source, various ceremonial and historical components that might assist a local fire department.

As a group we recognize and respect the work of the following public safety organizations and the contributions they have made.

National Fallen Firefighters Foundation, Emmitsburg, MD

Congress created the National Fallen Firefighters Foundation to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate.

“Our mission is to honor and remember America's fallen fire heroes and to provide resources to assist their survivors in rebuilding their lives.”



Minnesota Fire Service Foundation

The Minnesota Fire Service Foundation's mission is to preserve the memory of all of the Minnesota firefighters who have lost their lives in the line-of-duty. Since 1881 more than 200 firefighters have paid the ultimate sacrifice.

In addition to their work to preserve the memory of our fallen, the foundation operates a scholarship program that benefits children of firefighters across this great state and serve as the state's LAST (Line of Duty Assistance and Support Team) team to support the families and departments of firefighters who die in the line of duty.



Authorities & Reference

Minnesota Fallen Firefighters Memorial Association

“Our mission is to ensure that every Firefighter Line-of-Duty Death (LODD) within Minnesota is provided a dignified memorial service. This will be done no matter what departmental affiliation, religious, political or any other preference. We are only here to honor a fallen brother or sister within the fire service”.



Minnesota Law Enforcement Memorial Association

“LEMA is dedicated to assisting the families and home agencies of those law enforcement officers who have died in the line of duty. LEMA board members are police officers, survivors and friends of fallen officers who volunteer their time. LEMA is able to provide assistance both at the time of death, as well as into the future”.



In addition to these organizations, we have recognized two other documents as being definitive sources of protocols and guidelines; The US Flag Code and the Army Field Manual.

United States Code, Title 4, Chapter 1 and Title 36, Chapter 10

The United States Code covers a significant number of federal regulations. Title 4, Chapter 1 and Title 36, Chapter 10 cover national regulations regarding the United States Flag and related ceremonies and protocols.

United States Army, Field Manual 3-21.5 (Drills & Ceremonies)

The United States Army is considered by most to be the premier ceremonies and protocols military organization. Among their credentials is the duty of guarding the Tomb of The Unknown Soldier at Arlington Cemetery. There are certain flag related issues and clarifications not specifically addressed in the US Flag Code that are addressed in the United States Army Field Manual.

Authorities & Reference

OUR DUTY TO HONOR THE FLAG

- We believe that all public safety agencies have a responsibility to be good stewards of our flag and of the traditions surrounding its display and care.
- We believe that we pay honor and respect to those who have lost their lives protecting our freedoms by upholding these standards.
- We believe and accept our responsibility to teach those in our charge to honor and respect the Flag of the United States of America.

Therefore:

It is the recommendation of the Ceremonies and Protocols Committee that all public safety organizations within the State of Minnesota accept the authority of the United States Code and the United States Army Field Manual and adopt the regulations and ceremonial protocols related to the flag as outlined and clarified within this document.

If and when these authorities conflict, this manual shall reference a “recommendation” that is intended, for the purposes of the public safety organizations in Minnesota, to resolve the conflict.

Ceremonies & Protocols Committee

The work of the Ceremonies & Protocols committee began with a proposal to the State Fire Chief's Board of Directors. In October of 2010, the Board sanctioned the plan and the committee began its work. Below is the original proposal to the board.

Minnesota State Fire Chiefs Association Ceremonies & Protocols Committee

Proposed Committee Structure & Scope

Purpose:

The intended purpose of creating a Ceremonies and Protocols Committee is to develop a guidebook that would identify accepted standards relating to;

- Firefighter Deaths
- Fire Service observation of US Flag protocols
- Wearing of uniforms and uniform accessories (caps, mourning bands, patches, etc)

It is the intention of the Chair to allow the committee to develop the complete scope of our work, which is to say that the above list is not all encompassing.

Methodology:

We shall use the collective wisdom of those appointed along with research into industry best practices, review of the United States Flag Code and the use of military and fire service technical experts to shape the recommendations contained within the guidebook. Specific attention will be given to the history and tradition of the fire service, preservation of the dignity and honor reserved for a line-of-duty death along with the ease of compliance and management.

Structure:

The committee will be led by a Committee Chair who will appoint a Co-Chair and a Committee Secretary as follows.

- Committee Chair – Ken Prillaman, Fire Chief, City of Brooklyn Park
- Committee Co-Chair – Jerry Streich, Fire Chief, Andover Fire Department
- Committee Secretary – Dave Underwood, Captain, Brooklyn Park Fire Department
- The Committee Secretary will be a non-voting member of the committee and will be responsible for maintaining a written record of the committees work and develop the committees work product.
- The Committee Co-Chair will serve as Chair in the absence of the Chair and in that capacity will only vote to break any tie. Otherwise the Co-Chair will be considered a voting member at-large.

- The Committee Chair will be responsible for the activities of the committee and shall be responsible to produce the work product as agreed upon. The Chair will vote only to break a tie.
- The committee Chair may appoint a Technical Advisor as a non-voting advisor to the group.

Membership:

The committee shall be comprised of the following 19 members.

- 2 members appointed by the MN State Fire Chief's Association
- 2 members appointed by the MN Fire Department Association
- 2 members appointed by the MN Professional Firefighters Association
- 2 members appointed by the MN Fallen Firefighters Association
- 2 members appointed by the MN IAAI
- 2 members appointed by the Fire Marshals Association of MN
- 2 members appointed by the Metro Chief Officers Association
- 2 members appointed by the Volunteer Fire Council
- 1 member appointed by the MN State Fire Marshal
- 1 member appointed by each of the cities of Minneapolis and St Paul

It is the intention of the Chair, upon approval from the MSFCA Board, to distribute letters to the head of each of these organizations asking for their appointments on or before November 26, 2010. Each organization will be offered the opportunity to appoint alternates should they desire, who will represent their organizations in the absence of their appointee.

Meetings:

Meetings of the committee shall take place every five (5) to six (6) weeks at a time and location determined by the committee. It is the intention of the Chair to encourage the movement of the meeting around the state in order to allow for broader participation.

Meeting shall be open to any member of the fire service who desires to attend and observe. The Chair shall ask for any public comments at the end of each session allowing anyone in attendance to be heard, however only appointed members may vote on actionable items.

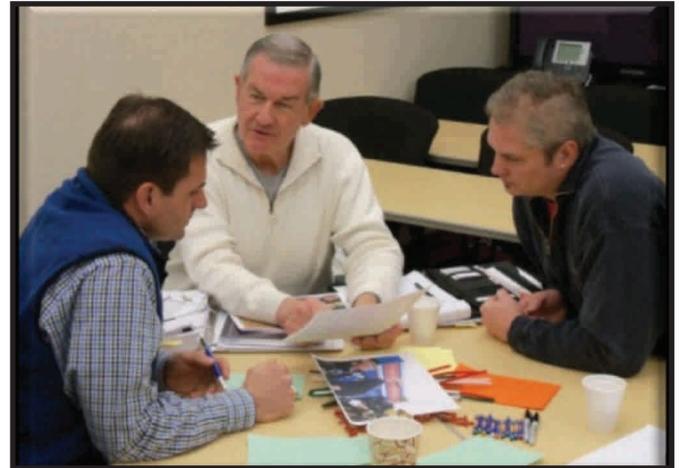
The proposed kick-off meeting is tentatively set for December 11, 2010 at the new St Paul Fire Department headquarters.

Meeting notes, dates and notices will be routed through the various fire service organizations and will be sent to the MSFCA webmaster for posting.

Over the course of the next several months, the committee began to frame out the scope of the initiative and the effort required to accomplish the objective. This was needed in order to have a foundation upon which and from which the committee could operate.

It was an important distinction that we were not attempting to rewrite and replace the great work that so many organizations had done with regard to line-of-duty deaths. Our focus was to ask and then attempt to answer the myriad of questions around other ceremonies and protocols that simply had not been addressed, or at best addressed with a limited scope.

We also started with a realistic set of expectations regarding our ability to influence the fire service. The committee felt strongly that it could lead the state into a set of guidelines that could be universally accepted but accepted the fact that not everyone would agree with either the need to create such a guidebook nor the recommendations contained within. To this end, the committee developed and agreed upon the following statement of purpose:



"It is better to have standards that are not universally embraced than to have no standards at all."

The next step of our process was to define specific operating principles that would be used throughout our discussions and formulation of recommended standards. To this end, we created the following five guiding principles;

Preserve the Honor and Dignity of Line-of-Duty Death Funerals

Consider Ease of Compliance

Create and Harbor a Sense of Inclusiveness and Collaboration

Consider Cost; recognizing that in order to be in Compliance, Volunteer Firefighters may have to personally invest

Maintain Respect for the AHJ and Their Right to Deviate from the Standard

Contributing Individuals

The following individuals provided priceless input throughout the process. Each contributed in a genuine sense of cooperation and collaboration.

Kenneth T. Prillaman
Fire Chief
Brooklyn Park Fire Rescue

Jerry Streich
Fire Chief
Andover Fire Department

Dave Underwood
Captain
Brooklyn Park Fire Rescue

Jerry Rosendahl
State Fire Marshal (Retired)
Minnesota DPS

Crawford Wiestling
Chief Emeritus
West End Fire Rescue

Stan Jadwinski
District Chief
St. Paul Fire

Mark Rosenblum
MSFDA
Golden Valley Fire

Mike Dobesh
Assistant Chief
Richfield Fire

Mike Tremain
State Farm
MN IAAI

James VanEyll
Fire Chief
Long Lake Fire

James Popp
Commander
MFFMA

Tom Thornberg
President
MPFF

Tom Pitschneider
Fire Marshal
Shakopee Fire

Kip LaMotte
Fire Marshal
New Brighton Fire

Jim Smith
Assistant Chief
St. Paul Fire

Garrett Parten
Assistant Chief
SBM Fire

Marty Scheerer
Fire Chief (Ret.)
Edina Fire

George Esbensen
Fire Chief
Eden Prairie Fire

Jeff Beahan
Police Chief
Rogers Police

Bob Jacobson
Public Safety Director
New Brighton

Kim Klawiter
State Patrol (Retired)
Minnesota

Kevin Torgerson
Captain
Olmsted County Sheriff

HISTORY OF THE FLAG

Flags are almost as old as civilization itself. Imperial Egypt as well as the armies of Babylon, Chaldea, and Assyria followed the colors of their kings. The Old Testament frequently mentions banners and standards.

Many flags of different designs were present in parts of the American colonies before the Revolution. When the struggle for independence united the colonies, the colonists wanted a single flag to represent the new nation. The first flag borne by the Army as a representative of the 13 colonies was the Grand Union flag. It was raised over the Continental Army at Cambridge, Massachusetts, on 2 January 1776. That flag had the familiar 13 stripes (red and white) of the present flag, but the blue square contained the Crosses of St. George and St. Andrew from the British flag.

The Stars and Stripes was born on 14 June 1777, two years to the day after the birth of the Army. On that date, Congress resolved that the flag of the United States be 13 stripes, alternate red and white, and that the union be 13 stars, white in a blue field, representing a new constellation. The arrangement of the stars on the blue field was not specified.

According to some historians, the Stars and Stripes was first raised over Fort Stanwix, New York, on 3 August 1777. In that Army version of the flag, the stars were arranged in a circle. (The Navy version had the stars arranged to form crosses similar to the British flag.) When Vermont and Kentucky joined the Union, the flag was modified so that there were 15 stars and 15 stripes. It was that flag, flying triumphantly over Fort McHenry, Maryland, on 13 and 14 September 1814, which inspired Francis Scott Key to compose the verses of "The Star Spangled Banner." That flag was the national banner from 1795 until 1818. Thus, when it was raised over Tripoli by the Marines in 1805, it was the first United States flag to be hoisted over conquered territory in the Old World. Later, it was flown by General Andrew Jackson at the Battle of New Orleans.

Realizing that adding a stripe for each new state would soon spoil the appearance of the flag, Congress passed a law in 1818 fixing the number of stripes at 13 and providing for the addition of a star in the Blue Union for each new state. The star is to be added and the new flag to become official on the Fourth of July following the admission of the new state to the Union. It was not until shortly before the Civil War that the Stars and Stripes actually became the National Color.



Canton –
Also known as the “Union”. The blue square containing 50 stars, each representing one of the fifty states. A canton is any quarter of a flag, but for these purposes means the upper hoist (left) quarter of the flag of the United States.

WHY IT MATTERS!

The flag of the United States of America is more than a symbol of our country. It represents democracy; courage; sacrifice; and above all else, freedom. We, the civil servants of our cities, states, and country, carry a tremendous responsibility to ensure that our flag is treated with the utmost respect and dignity.



But perhaps more importantly, it is our job to pass this ideal on to the generations that follow. We must lead the public by example, following the flag protocols not because they're listed in the US Code of Federal Regulations, but because they have meaning. They teach us our nation's history; they remind us of the courage, sacrifice, and leadership with which this nation was born and continues to thrive; and, they give us – as individuals - the opportunity to show respect for our great country and her allies.

Prior to Flag Day, June 14, 1923 there were no federal or state regulations governing display of the United States Flag. It was on this date that the National Flag Code was adopted by the National Flag Conference which was attended by representatives of the Army and Navy which had evolved their own procedures, and some 66 other national groups. This purpose of providing guidance based on the Army and Navy procedures relating to display and associated questions about the U. S. Flag was adopted by all organizations in attendance. A few minor changes were made a year later during the Flag Day 1924 Conference.

On June 22, 1942 Congress passed a joint resolution, which was amended on December 22, 1942, making the US Code Title 36; Public Law 829, 77th Congress 2nd Session.

GENERAL GUIDELINES

- The flag should never be allowed to touch the ground.
- The flag should be clean, untattered, and fit for display.
- There should be no rips or tears, smudges, dirt, or any foreign substance on the flag itself when on display.
- The flag should be raised briskly, and lowered reverently.
- Some US flags include gold fringe about the periphery of the flag; these are acceptable for indoor use only.
- The flag should never be flown or marched “flat” or horizontal.
- When raising and lowering flags the US flag should be raised first and lowered last.

INDOOR DISPLAYS

The U.S. flag is displayed in most city, state, and federal buildings. However, it is also displayed in sports arenas, schools, churches, police and fire departments, and many other places. This section outlines flag etiquette for displaying the flag indoors.

Proper position or placement, within a room or building, of the US flag with respect to other flags (e.g., flags of other countries, state or city flags, etc.) often causes confusion. The US Code uses terms like “the flag’s right,” which is not intuitively obvious. It is sometimes easier to consider placement of the flag from the perspective of the intended viewer or audience. This guide will follow such an approach.

- When displaying the US flag alone on a stage or in a room, it should be positioned at the center or left of the stage or room, as viewed by the audience.
- When displayed with other flags (e.g., state or city flags) of the same height, the US flag should be the furthest to the left; no other flag should be higher than the US flag.
- If the US flag is flown on a staff that is higher than all other flags, it may be positioned in the middle of the group.

- The US flag should lead, and never dip below other flags when being carried in a parade, or processional, such as when it is being carried into a room with other flags.
- If the US flag is displayed flat on a wall, it should be oriented such that the union (the field of blue) is at the upper left from the intended audience's viewpoint. If other flags are displayed on the same wall, the same protocols apply for displaying on a stage or room, i.e., the US flag should be on the left as viewed by the audience, and not lower than any other flag.
- If the US flag is being flown from a wall-mounted staff, it should either be higher than the rest of the flags or furthest to the left, as viewed by the audience.
- The staff of the US flag should not be shorter than any other flag.
- If the flag is displayed in or on a window, you must consider two audiences (one from each side). If the flag is to be permanently mounted, it should be oriented with the union to the upper left from the view point of the larger of the two audiences. You must use your best judgment in this case.
- When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height, with the US flag on the left as viewed by the audience. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker with the union to the upper left as viewed by the audience.
- When displayed from a staff in a church or public auditorium, the flag of the United States should hold the position of superior prominence, in front of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker as he faces the audience.
- When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.



FINIALS

Finials are the devices that attach to the top of a flag pole. The US Code is silent on the use of finials. All of our military organizations have policies that guide the use of finials however they each address these with variations in policy. It is our recommendation that the following be observed with the use of finials:

- The US flag should be the only flag that is topped with an eagle.
- All other flags in a display should be topped with matching finials.
- The only exception to matching the finials would be a unit or department flag which could bear a different style of finial.

OUTDOOR DISPLAYS

Many of the protocols for outdoor positioning and placement of the flag follow the same rules as for indoor usage.

- When flown in front of a building, the US flag should be flown on the left (from the observer's perspective) if flown separately from other flags from staffs of the same height. Generally, when the flag is flown in front of a building, the intended audience is the people looking at the building from the outside, such as from a street.
- When suspending a flag over a roadway, or outdoor space, as is sometimes done from ladder trucks, the field of blue should be oriented to the north if suspended over an east-west roadway, and east if suspended over a north-south roadway.
- The US flag may be displayed in the center of other flags, flown on separate staffs, so long as the US flag is flown higher than all others flags in the display.

WORN ON UNIFORMS

Many public safety organizations incorporate flags into their uniform. The US Code has specific guidelines that apply to the use of flags on uniforms;

- *"A flag patch may be affixed to the uniform of military personnel, firemen, policemen and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart."*

With regard to flag patches that are attached to firefighter turnout gear, one should take pause and consider the following US Code language before affixing a patch;

- *"The flag should never be fastened, displayed, used or stored in such a manner as to permit it to be easily torn, soiled or damaged in any way."*

Given the likelihood of soiling and damaging a flag sewn to turnout gear, it is the recommendation that this practice be discontinued.

Finally, as it relates to the display of the US flag on the right shoulder of public safety uniforms, and the right side of public safety vehicles, it is recommended that a reverse field flag be used. The military explanation for wearing and displaying a reverse field flag on their right shoulder is two fold;

- First and foremost, the flag is never flown in a position of retreat. A reverse field flag on the right shoulder, or on the right side of a vehicle, gives the impression of a flag moving forward.
- Second, when wearing a reverse field flag on the right shoulder it places the field of blue in the highest position of honor, nearest your heart.



Flag orientation for left shoulder use



Reverse field flag as worn on right shoulder

FLAG DRAPED CASKETS

The US Code does not have any prohibition that would prevent any American from having a flag draped casket. This honor, along with the presentation of the flag to the next of kin is often reserved for members of the military, veterans and public servants.

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder of the deceased. The flag should not be lowered into the grave or allowed to touch the ground.



The correct flag for use with caskets is 100% cotton, without fringe, measuring 9.5 feet by 5 feet.

MARCHING WITH FLAGS

When the flag of the United States is being marched in formation with one or more other flags abreast, the United States flag should always be “on its own right” as prescribed in the US Code. This will most often be to the viewing audience’s left. Another way of properly orienting the US flag is to be certain that no other flag is to the right of flag bearer as s/he marches.



When the flag of the United States is being marched in formation in a column, the United States flag should lead the formation. When it becomes necessary to retire the colors, the formation will need to march along a path that allows the United States flag to lead the recessional.

Notes:

FOLDING THE US FLAG

This specific method of folding is reserved for the United States Flag alone.

To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely. Again, orient the flag horizontally.



Fold the flag again lengthwise with the blue field on the outside and orient the flag horizontally.



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



The triangular folding is continued until the entire length of the flag is folded in this manner.



When the flag is completely folded, only a triangular blue field of stars should be visible.



A COMMON FLAG FOLDING MYTH

There are many stories and much folklore on the internet. One of them has to do with the thirteen folds that it takes to properly fold the US flag. Many organizations routinely use this "flag folding ceremony" which includes the reading of the meaning of the thirteen folds.

There is no reference made in the US Code nor any military ceremonies or protocol manual that support the use or validity of the history of the thirteen folds.

HOW TO FOLD THE MINNESOTA STATE FLAG

Minnesota Statute 1.141, Subd. 6 defines the proper way to fold the Minnesota flag for presentation and is outlined below.



Fold the flag into four sections lengthwise so that one section displays the three stars of the state crest and the text "L'Etoile du Nord."



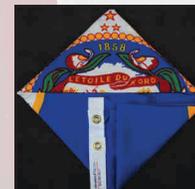
Fold each side behind the displayed section at a 90-degree angle so that the display section forms a triangle.



Take the section ending with the hoist and fold it at a 90-degree angle across the bottom of the display section and then fold the hoist back over so it is aligned with the middle of the display section.



Fold the other protruding section directly upwards so that its edge is flush with the display section and then fold it upwards along a 45-degree angle so that a mirror of the display section triangle is formed.



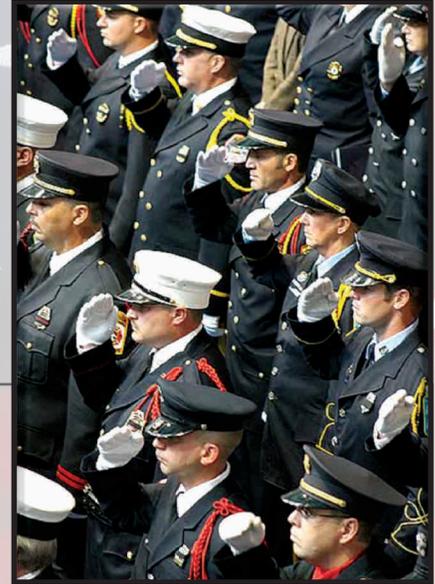
Fold the lower half from the point upwards, tucking it between the display section and the remainder of the flag.



SALUTING AND CONDUCT DURING THE FLAGS MOVEMENT

The correct determination of how to salute is determined by the combination of whether or not you are in uniform and whether or not you are serving or have served in the military. The paragraph that follows is directly from the US Code, Title 4, Chapter 1. (4 U.S.C. 4)

“During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.”



EDITOR'S NOTE

There are two places in the US Code that reads, “All persons in uniform shall render a military salute”. The fact that the original authors of the code felt it important to distinguish the salute as a “military” salute indicates their purposefulness of not using the same distinction as it relates to “persons in uniform”. Some believe that only military personnel should salute.

We believe that if that was to be the case the authors of the code would have been just as purposeful to distinguish by indicating “All persons in a military uniform”. Therefore, we recommend that when in any class A or class B (see uniform matrix on page 12) uniform, during the movement of the flag and the Pledge of Allegiance, fire department personnel render a military salute.

Stated slightly different, when the American flag moves through a room or auditorium all persons should rise. When the colors are within six steps of where you are standing the appropriate salute should be rendered. Once the flag has passed, and is now six steps beyond your position the salute may be lowered.

Although some military organizations make the distinction, there is no reference within the US Code that would modify this section based upon whether or not uniformed personnel are indoors and whether or not uniformed personnel are wearing a dress uniform cap.

SALUTING AND CONDUCT DURING THE PLAYING OF THE NATIONAL ANTHEM

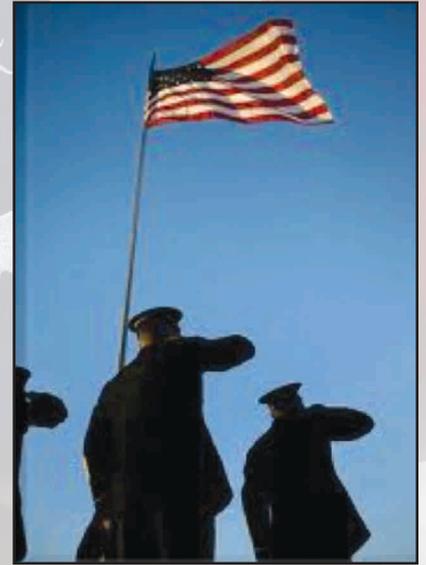
Readers are reminded that the National anthem is the “Star Spangled Banner” by Francis Scott Key, and not God Bless America. During the playing of the National anthem, all persons should stand still, face the music and salute (in the direction of the music if there is no American flag) as outlined above.

Notes:

PLEDGING ALLEGIANCE

A careful and thoughtful review of the US Code (4 U.S.C. 4) reveals two distinct messages regarding the pledge of allegiance. First, this is one of two references that instruct “all persons in uniform to render a military salute”. (see editor note on page 8).

Second, the code indicates that persons in uniform are “to remain silent” during the pledge. A review of military policy and history reveals that our military does not recite the pledge. They play reveille as the flag is hoisted and taps as it is lowered but do not recite the pledge. The predominate reason for this is that the wearing of the uniform is, in and of itself, a pledge of allegiance.



“The Pledge of Allegiance to the Flag: “I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”, should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

Per US Code (4 U.S.C. 4)



HALF STAFF RULES AND REGULATIONS

Properly flying a flag at half-staff requires us to understand two important components;

- Under who’s authority can a flag be flown at half-staff and
- How is the flag properly hoisted into position

The US Flag Code provides that: “By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States or the death of a member of the Armed Forces from any

State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff.” (4 U.S.C. 4)

The purpose of highlighting the public officials above is to draw attention to the fact that, according to the US Code, only two officials can order the National Flag to be flown at half-staff: the President of the United States, and a Governor of one of the United States, its territories, or possessions. In both cases, the declaration will include the geographical area that the order covers and the number of days that the flag is to flown at half-staff.

While obviously good-intentioned, without authorization from either of these two powers, an order from a public official (or member of the public for that matter) to fly the US flag at half-staff is inconsistent with the US Flag Code.

Having said that, when flown at half-staff, the flag should first be hoisted to the peak for an instant and then lowered reverently to the half-staff position. When retiring the colors, the flag should be again raised to the peak before it is lowered for the day.

There are certain customary days for which a presidential order to fly the US flag at half-staff will be given. Those days include:

- May 15, Peace Officers Memorial Day, sunrise to sunset, all flags
- Last Monday in May, Memorial Day, sunrise to noon, then fly at the peak of the staff, all flags
- September 11, National Day of Remembrance, sunrise to sunset, all flags
- First Sunday in October, National Fallen Firefighter Memorial Day, sunrise to sunset, all flags
- December 7, Pearl Harbor Remembrance Day, sunrise to sunset, all flags

In keeping with appropriate flag etiquette and U.S. Code, the Minnesota Governor may order the state flag to be flown at half-staff. He may also order the national flag to be flown at half-staff on state property only. A state flag on state property is required by law to be flown at half-staff if the national flag is flown at half-staff.

Fire Chiefs are discouraged from lowering flags to half-staff in order to preserve the integrity of the US Code. If the AHJ is going to depart from the code it should only be for a Type I (LODD) funeral. The Ceremonies section outlines a flag lowering ceremony that can be used in place of flying the flag at half-staff.

To preserve the integrity and special significance of lowering the flag, the Governor's office will only issue proclamations to lower flags to half-staff under very limited circumstances. Among the days that the Governor routinely orders flags flown at half-staff are;

- Last Sunday in September, Fallen Firefighter's Memorial Day
- Certain traumatic injury line of duty deaths

Notes:

Introduction

As is the case in all military and para-military organizations our uniform is an important component that helps define us and associates those within the organization as being part of the same unit. It also serves as a symbol of the public's trust and our allegiance to protecting lives and property. Additionally, the pride with which we take care of our uniform reflects the pride and commitment we have toward our mission. However, as important, the core reason for uniforms in the first place is to achieve *uniformity*.

Webster defines uniformity as, "the state of being uniform; overall sameness; lack of diversity or variation." So within each fire department, our uniform policies should be written and observed to achieve this idea, or concept of "sameness." For the fire service, due the great disparity between department resources this does not mean that everyone needs a dress uniform. It does mean that regardless of the uniform you do have, that everyone on your department should look the same.

Regardless of the type or class of uniform that you use, the overall condition, tailoring and uniformity tells a lot about the organizations professionalism.

Condition:

- Are all aspects of the uniform free of tears or stains?
- Are all aspects of the uniform color fast and still match other uniform components and other member's uniforms?
- Are all uniform garments pressed?

Tailoring:

- Are all aspects of the uniform properly sized for the individual, including collars and shoulders? (Collars should be snug, but not tight around the throat when buttoned; shoulder hem should be no more than 1/2 inch over edge of shoulder)
- Are all trousers hemmed to an appropriate length? (Trousers should have a slight crease at the ankle and should not drag behind the heel)
- Are all dress jackets appropriately sized? (Jackets should not strain buttons nor pull away from the body by more than a couple of inches; sleeves should be equal to the wearer's wrist bone; jacket length should be to the wearer's finger tips when standing at attention)

Uniformity:

- Do all members in uniform look the same? (style of shirts, pant color)
Note: A uniform can include the use of jeans or shorts. Our recommendation is that jeans or shorts are not worn with a Class B style uniform shirt and that they should all be uniform, at least in color, if not both color and style.
- Are all patches, pins and other adornments consistent between one member and another?

Professional Behavior in Uniform:

Any discussion about uniforms without including commentary regarding "behavior in uniform" would be incomplete. The world loves to knock its heroes off their pedestals. Nothing makes that easier than when we misbehave, or even behave just a little below the public's expectation while in uniform.

Regardless of the class of uniform, we have an obligation to protect the very high level of trust that the public values the fire service by conscientiously being good stewards of that trust, particularly in uniform. We should all be aware and consider the consequences that our behavior has on the organizations reputation when, in uniform:

- We are rude and/or obnoxious
- Drinking irresponsibly
- We are disrespectful to those around us, intentionally or unintentionally
- Any other behavior that brings discredit to the organization or service

For clarity, this section’s reference to uniforms includes department logo t-shirts. The fire service has a long history of producing and wearing department logo t-shirts. These are weaved into the fabric of the fire service. They also serve, whether intended or not, as a reflection of the organizations we represent. As such, the image of a firefighter entering or exiting a bar, liquor store, night clubs and the like in a fire department t-shirt has the potential to erode the public trust.

Finally, we should commit ourselves to wearing each class of uniform in its entirety and as designed. In other words;

- Don’t wear a Class A uniform without a tie or with the jacket unbuttoned.
- If you are going to take a Class A jacket off, you should find a complete Class B underneath.
- If you are going to loosen your tie in a Class B1, take it off so as to be in a complete Class B2.

UNIFORM MATRIX

Although we are not recommending that every department be able to outfit their staff with each of the following classes of uniforms, we are proposing a standard for how each class of uniform is assembled. As you will see in the matrix there are several recommendations for matching various styles of shirts, pants and shoes and under which combinations should you consider a tie or dress cap.

UNIFORM CLASS	Dress Jacket and Matching Dress Pants	Long Sleeve Button Down Shirt: White or Blue	Short Sleeve Button Down Shirt: White or Blue	Golf Style Polo: Long or Short Sleeve	FD T-Shirt, Sweatshirt, Job Shirt	Tie	Dark Navy or Black Dress Slacks	Dark Navy or Black EMS Pants	Blue Jeans, Shorts	Dark Navy or Black Dress Shoes	Duty Shoes or Boots	Tennis Shoes	Dark Socks	Dress Uniform Cap	Baseball Style Cap
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	Opt	No	No	<input checked="" type="checkbox"/>	No	No	<input checked="" type="checkbox"/>	Opt	No
B1		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	No	Pref	Opt	No	<input checked="" type="checkbox"/>	Opt	No
B2		<input checked="" type="checkbox"/>				No	Pref	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Opt	No
B3			<input checked="" type="checkbox"/>			No	Pref	Opt	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Opt	Opt
C				<input checked="" type="checkbox"/>		No	Opt	Opt	Opt	Opt	Opt	Opt*	<input checked="" type="checkbox"/>	No	Opt
D					<input checked="" type="checkbox"/>	No	Opt	Opt	Opt	Opt	Opt	Opt*	Opt	No	Opt

*only with jeans or shorts

Additionally, we have proposed a standard Uniform Class Naming System (A, B1, B2, B3, C and D). This is done in order to improve communications on state-wide and regional events when a particular dress code is desired or required.

There are several recommendations outlined in the matrix above that are worth noting;

- A Class A uniform should always include a tie, dress slacks and polished dress shoes.
- Anytime you wear a tie, you wear a dress style pant
- Ties should not be worn with short sleeve shirts
- If your uniform includes jeans or shorts the recommendation is that the shirts are polo or t-shirt style. There is no military or para-military organization that would mix a button up style uniform shirt with jeans or shorts.
- If a department is looking for a less formal uniform, with a button up, badged and patched shirt, then a Class B3, with EMS style pants and duty boots is recommended.
- Tennis shoes should only be considered with a Class C or D when jeans or shorts are used.

HONOR GUARDS

The uniform standard for Honor Guards can be a “modified” Class A or can be a uniform that is specific to the Honor Guard. To modify a Class A for outfitting the Honor Guard, consider the following suggestions;

- Replace the matching dress slacks with a pair of dress slacks with a colored stripe down the outside seam. There is no standard color for honor guards. Many fire department honor guards use red or gold.
- Add a matching shoulder cord. There are a variety of styles and colors available.
- Issue all honor guard members a white shirt, regardless of their fire department rank.
- Replace the dress shirt and tie with a colored ascot. The ascot should match the color of any pant stripe or shoulder cord.
- Change the style or color of the dress cap used by the honor guard or switch to a helmet style with a custom front piece.
- Order custom badges or custom lapel pins

If you prefer to have a unique honor guard uniform, there are a variety of jacket styles available through most uniform outlets.



DRESS UNIFORM CAPS

Each branch of the military has specific regulations regarding the wearing of a dress uniform cap. Within some organizations, like Chicago Fire for instance, they routinely wear a dress cap with any uniform that is a Class B3 or above. As outlined above, what is more important is to achieve uniformity within your organization. Establishing a policy regarding the wearing of the dress cap as well as communicating the “uniform of the day” are important aspects that will lead to uniformity.

There are certain protocols regarding the handling of a dress cap if it is a part of your uniform ensemble. Specifically, protocols that address;

- Wearing a cap indoors
- Proper way to carry a dress cap

Wearing a Cap Indoors:

- Generally speaking, caps should not be worn indoors
- Honor Guard details should remain covered regardless of whether performing indoors or outdoors
- Caps are removed as the wearer crosses the threshold into a building

Carrying a Dress Cap:

- A dress cap is carried in one of two ways
 - i. Remove the cap by its brow with your right hand and place under your left arm, above your elbow with the brow facing forward.
 - ii. Carry the cap in your left hand, flat (oriented as it sits on your head) with your left palm up, holding the brim between your thumb and fingers of your left hand.



TITLES, COLLAR BRASS & INSIGNIAS

Various uniform configurations designate rank with the use of “collar brass” or epaulettes. In addition, those organizations who wear Class A dress uniforms also designate rank on the sleeve and collar of the Class A jacket, utilizing stripes, patches and/or collar brass.

Collar Brass:

Virtually every military and public safety agency around the globe uses some form of collar insignia to designate rank. The fire service has used collar insignia for more than 150 years. By comparison to our public safety counterparts, the fire service has become pretty standardized in the use of rank insignia. There are of course some exceptions.

For the most part the fire service uses the following rank structure:

- 5 Crossed Bugles – Fire Chief or Chief of Department
- 4 Crossed Bugles – Assistant Chief or Deputy Chief
 - i. We are inconsistent, across career and paid-on-call departments with regard to the use of Assistant or Deputy as the second highest ranking fire official.
- 3 Crossed Bugles – Assistant Chief or Deputy Chief
 - i. With the same inconsistencies as above
- 2 Crossed Bugles – Battalion Chief, District Chief or similar
- 2 Parallel Bugles – Captain
- 1 Bugle – Lieutenant

In a few organizations, the use of a Maple Leaf, adorning the right sleeve of the Class A jacket, just above the rank stripes, designates the individual as the Fire Marshal. In lieu of crossed bugles, organizations may choose pin-on style rank spelled out (i.e., “CHIEF”, “EXPLORER”).



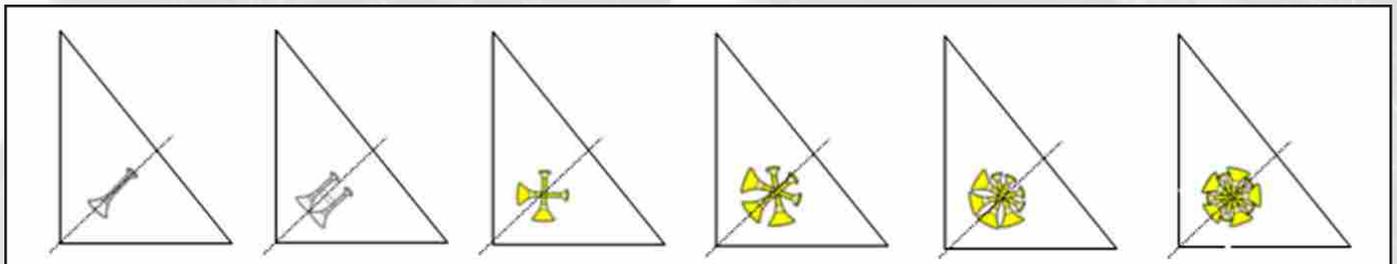
Finish:

Most fire service organizations use silver to denote Captains and below and gold for any “crossed bugle” rank. Occasionally there will be examples of the Battalion Chief rank designated with crossed bugles, but displayed in silver.

EDITORS NOTE:

We have not proposed a standard for how the chief officer rank structure is used. However we are proposing the demarcation between silver and gold. We believe that all crossed bugle ranks should be outfitted in gold.

When wearing collar brass on a uniform shirt, the insignia should be oriented along the axis that intersects with the point of the collar and with the base of the insignia perpendicular to the axis. The base should also be positioned approximately 1 1/4” inch up from the point of the collar as depicted in the illustrations below.



Collar brass with titles or department initials spelled out should be oriented with their base toward the point of the collar and arranged perpendicular to the axis that splits the collar at the point, and should be positioned so that the letters are equally spaced on each side of the axis.

Departments who prefer epaulettes will find them in a number of styles available at uniform outlets. If epaulettes are the chosen method of displaying rank, they should be purchased in a matched set in order to achieve uniformity.

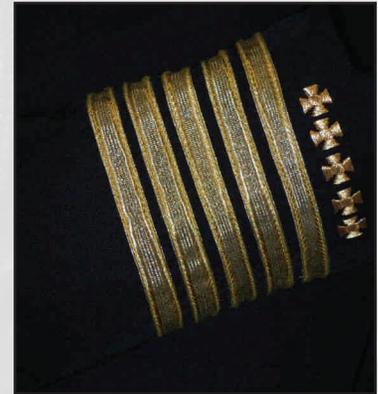


CLASS A JACKET INSIGNIA:

In addition to displaying the member's rank on his/her uniform shirt, their rank should also be displayed on the jacket of their Class A uniform. The Class A uniform usually displays rank in two positions;

- On the collar of the jacket
- On the sleeves

Most Class A jackets have a lapel and a collar. Where these two parts meet, these are two distinct "points" on the face of the jacket. Collar brass insignia is placed on the collar portion (top "point") with the lapel being reserved or available for other department adornments. Rank insignia placed on the collar of the jacket should be oriented as outlined above.



Rank insignia on the sleeve is denoted with a series of silver or gold stripes positioned near the wrist of both sleeves. The stripes should be attached as follows;

- The first stripe is attached 3" from the bottom of the sleeve
- The stripe is silver or gold to match the color of the collar brass
- Each stripe is 1/2" wide
- Each additional stripe is positioned 1/4" above the previous stripe
- The number of stripes match the number of bugles

EDITORS NOTE:

One argument for designating Battalion Chief's in gold is to be able to easily distinguish a Chief Officer from a Captain when they are in a Class A. If a department utilizes silver for Battalion Chief, then using the guidelines above results in two ranks, Captain and Battalion Chief being striped with two silver stripes.

YEARS OF SERVICE

The Maltese crosses, attached above the rank insignia (as depicted in the image above) represents years of service, expressed as five-years for each cross. Maltese crosses are added only to the left sleeve. Agencies in other parts of the country use military or law enforcement style service stripes. The recommendation in Minnesota is to exclusively use Maltese crosses with each one representing five years of service. It is up to the local jurisdiction to define how years of service is calculated, particularly with breaks in service or crediting service in another fire service organization.

SHIRTS & TIES

The Class A and Class B, button down, uniform shirt is a central piece of most uniform ensembles as it is most commonly used throughout the fire service. A discussion on protocol, related to this style uniform shirt, would include;

- Proper placement and alignment of patches
- Placement and alignment of name tag
- Placement and alignment of awards, years of service bars and other attachments
- Proper placement and alignment of collar insignia

Earlier in this section we addressed collar insignia. This section will deal with the other elements of the button down uniform shirt.

PLACEMENT AND ALIGNMENT OF PATCHES

This section is intended to provide guidance on affixing patches to uniform shirts. Nothing contained here is intended to establish standards or recommendations regarding the displaying of patches on other garments (jackets, sweatshirts, vest, etc). Each department, upon evaluating the recommendations below, will need to establish its own guidelines regarding how many patches and which patches it will display on a Class A or Class B uniform shirt, keeping in mind that the uniform should be very professional in its presentation.

Patches generally fall into one of four categories;

- US Flag patch
- Department Patch
- State/National certification patches
- Patches obtained from state schools and other fire service events

US Flag – if the United States flag is to be worn on the uniform, it may be affixed in one of three locations; front right breast over breast pocket and the left or right sleeve. US flags affixed over the right breast pocket should be attached with the field of blue toward the wearer’s right shoulder. The flag may be affixed directly above the top edge of the pocket or may be adjusted upward to allow room for a name plate to be worn between the flag and the top edge of the pocket.

The US flag may also be worn on either shoulder. If worn on the right shoulder, the correct flag is a reverse field flag, with the field of blue toward to front as outlined in the flag protocol section of this guidebook. (See Flag Protocols for additional information) Regardless of which shoulder the flag is worn on the top edge of the flag should be sewn 1 1/4” below the shoulder hem; the flag should be centered on the epaulette or center hem of the shoulder and nothing should be affixed above the flag on the sleeve.

Department Patches – department patches may be worn on either or both shoulders. As is the case with the US flag the department patch should be sewn 1 1/4” below the shoulder hem and centered on the epaulette or center hem of the shoulder. If the organization uses “rockers” (patches that sit above the department patch and include titles or unit identification) the department patch should be sewn so that the top edge of the rocker, if and when attached, sits at 1 1/4” below the shoulder hem. Nothing should be affixed above the department patch, except for department rockers.

State/National Certification Patches – patches that signify certification as an Emergency Medical Technician or Paramedic, Hazardous Material Technician or team member, All-Hazard Teams, and various other state certifications (Officer I, Instructor II, etc) can be affixed using the following guidelines;

- Minnesota State Certificate patch and rockers should be sewn in a “stacked” alignment with each other and if you have two or more rockers that are prerequisites for another rocker (i.e., Fire Officer I, Fire Officer II) then you should affix the single highest rocker.
- Departments could devote one sleeve to their department patch and the other to the Certification Board patch and rockers.
- Patches should be sewn “in line” with department patch or US flag patch.
- Patches should not extend beyond the elbow



All Other Patches – care and consideration should be given before adorning a uniform with patches from a variety of events and a variety of years. In addition, patches obtained from vendors for apparatus and equipment are not appropriate additions to the Class A or Class B uniform shirt. If an organization is successful in obtaining sponsorship for a polo-style shirt or t-shirt, consideration can be given to incorporating the sponsor's logo into the garment so long as it is related and/or would reflect positively on the organization. Finally, the adornment of various patches quickly defeats the primary purpose of a uniform; uniformity.

PLACEMENT AND ALIGNMENT OF NAME TAGS

A name tag is generally displayed on or near the right breast pocket. This is due in part to the placement of the badge which should always be over the heart. In addition, we place the name tag near the right shoulder so that as one would extend their right hand to offer a handshake, the name tag is “presented” to the other party.

If placed on the pocket, the top edge of the name tag should be positioned 1/4” below the top hem of the pocket. If placed on the shirt above the pocket, the bottom edge of the name tag should be positioned 1/4” above the top edge of the pocket. In either case, the name tag should be centered on the pocket.

PLACEMENT AND ALIGNMENT OF AWARDS; YEARS OF SERVICE BARS; OTHER ATTACHMENTS

Organizations that have an active awards program, where ribbons or bars are issued for a variety of acts or performances, should establish written policies regarding the order and alignment. Due to the placement of the badge on the left breast, the right breast is usually better suited for displaying awards and ribbons. (A sample awards program is included in the resource section of this guidebook)



Whether rack mounted or individually mounted, the bottom edge of the bottom row of ribbons and/or bars should be 1/4” above the name tag or the top edge of the pocket if the name tag is mounted on the pocket.

Years of service bars, if not incorporated into name tag or award rack, can be mounted on the left breast pocket using the same alignment instructions as outlined above for the name tag. If the organization has no awards program, years of service bars can be displayed by affixing it above the name tag. If done in this manner, the bottom edge of the years of service bar should be 1/4” above the name tag.

OTHER PINS AND ATTACHMENTS

There are a variety of other pins that might adorn a Class A or Class B uniform shirt, including but not limited to;

- Service pins, like those given to SWAT medics
- Award pins from sponsored programs like “Life Saver” awards and “Stork” awards
- Years of Service pins in regional or state organizations
- Station designation pins
- EMT, Paramedic, HazMat or All Hazard IMT pins
- Honor Guard badges or pins

Each organization should put in place policies that define the type and location for all pin placements. Similar to

the recommendations regarding rocker patches, pins that are prerequisites to other pins should not be worn (i.e., there is no need to display both a 5 year and 10 year service pin).

The central portion of each pocket, just below the pocket flap, is used by various military organizations for various pins and badges (Tomb of the Unknown Soldier badge and Joint Chiefs of Staff badge to name a few). This space could be utilized for badges and pins of significance. It is not recommended that patches be sewn into this area.

RETIREES

You may establish local policy regarding the wearing of uniforms by retirees. Retirees may be authorized to wear any or all classes of uniforms. The retiree is usually designated by one or more of the following:

- The use of collar brass with the word “RETIRED” surrounding the outside
- The use of a patch “rocker” which reads “RETIRED” or “RETIREE”
- Adding “RETIRED” to the nameplate or nameplate attachment bar

A WORD ABOUT TIES

Most leading “dress for success” experts suggest that ties should not be worn with short sleeve shirts. The recommendation is that events that call for a tie should include long sleeve uniform shirts.

A WORD ABOUT APPEARANCE AND GROOMING

The way in which we present ourselves in uniform speaks volumes about our professionalism and the professionalism of the organizations we represent. This is important in the day-to-day wearing of any uniform and critical when in a class A or honor guard uniform. As a para-military organization, we can learn much from our military with regards to standards of dress, appearance and grooming. A review of the Army Regulation 670-1, Chapter 3, gives the readers a complete and thorough list of considerations for inclusion in a local appearance and grooming policy. It is recommended that each department reviews this regulation and develops local policies regarding appearance and grooming that accurately reflects the professionalism of your organization.

Notes:



FIRE SERVICE TRADITIONS OVERVIEW

As a para-military organization with ties all the way back to the first century, the fire service is rich in traditions. Many of our modern day ceremonies are designed to preserve our rich history and pay tribute to those who have paved the way for our success.

We present a number of fire service ceremonies for you to include in your operations. Many of these have been handed down from generation to generation. Over the years, departments around the country have modified and corrected various elements in order for them to be a glorious display of the fire service in its best light. As you contemplate the inclusion of these ceremonies in your jurisdictions and into your events, there should be several objectives;

- Conduct each of the ceremonies with the utmost respect and dignity
- Perform each ceremonial element, where practical, with military precision
- Use each event as an opportunity to teach our history, our culture and our traditions

The ceremonies described in this manual include various methods or outlines. This is not intended to suggest that this is the only way to conduct these ceremonies. Retired Fire Chief Rick Lasky, of the Lewisville Fire Department offers his perspective in his excellent book [Pride and Ownership](#).

Since all situations and eventualities cannot be foreseen, local jurisdictions should feel free to modify and adjust the procedures to local conditions.

NEW PUBLIC SERVANT SWEARING IN

An oath of office is an oath or affirmation a person takes before undertaking the duties of an office. Such oaths are often required by the laws of the state, religious body, or other organization before the person may actually exercise the powers of the office.

According to the Minnesota Constitution and further described in Statutes, Chapter 358, the oath of office shall be taken by “Every person elected or appointed to ... public office” prior to transacting any “business or exercising any privilege” of the office. Both the Constitution and Statutes appear to reference only State Legislators and State Officers and do not specifically name firefighters among those defined as “public offices.” Some local ordinances or Charter documents define oath requirements for local appointees.



The oath is a promise to faithfully discharge the duties of the office to the best of the person's abilities and to support the constitutions of the United States and Minnesota. The role of firefighter comes with a high level of responsibility to the public and inures to the firefighter a high level of public trust. As such, and due to the rich history of administering an oath of office to firefighters, each jurisdiction should establish a local policy for administering an oath. Further, due to the high level of trust and responsibility the local jurisdiction should, whenever possible, create a swearing in ceremony to publicly witness and acknowledge the event. Unless provided for within the local jurisdiction's ordinances or charter, there is no standard language for

a firefighter or officer oath of office. Finally, the raising of the right hand is standard in the administration of an oath however the use of a Bible is optional. If the local jurisdiction intends to utilize a Bible for administering oaths it should be sensitive to the beliefs and desires of those being sworn in and be prepared to modify their ceremony in order to avoid any conflict. Below are some example oaths that may be used or modified for administering an oath of office.

SAMPLE FIREFIGHTER OATH:

I promise that I will humbly serve all customers with an urgent response to their crisis, with compassion, sincerity and concern, patience, kindness and respect.

I promise that I will, at all times, conduct myself in a manner that reflects positively on the fire department and City of (your city name here).

Finally, I promise to follow the policies of the fire department, uphold the laws of our state and nation and the ordinances of the City of (your city name here) and that I will faithfully discharge my duties to the best of my abilities, so help me God.

-or-

I, John Smith, do solemnly swear that I will serve the citizens of City and firefighters of City Fire Department with honor and integrity and that I will, in all respects, observe the provisions of the city charter and ordinances of the city and that I will faithfully discharge the duties of my office to the best of my ability. So help me God.

The oath of office for a firefighter is usually conducted concurrent with the issuing of their badge. Local customs will dictate whether this is done immediately upon hiring or upon completion of minimum training or a probationary period.

Regardless of the timing, the swearing in ceremony can be a wonderful opportunity to engage the public, share a little of our rich culture and history and include members of the new firefighter's family in the actual ceremony. It is custom for a spouse, parent, sibling or mentor to actually pin the badge on the new firefighter, immediately following the administering of the oath by an officer of the department.

Organizing the swearing in could include any number of ideas or elements. A partial list includes;

- Scheduling it just before or during a council meeting
- Scheduling the event in council chambers
- Presentation and posting of colors
- Moving a podium outdoors in front of the station
- Cake or refreshments reception
- Guest speakers from city leadership, local agencies or outside agencies
- Presenting new members with a hard copy of their oath of office, suitable for framing (a sample is included in the Resource section of this guidebook)
- Combining the badge pinning with the issuance of their new helmet, if appropriate

A sample program outline is included in the Resources section of this guidebook.

PROMOTIONAL CEREMONY

In career, combination, paid-on-call and volunteer fire department, individuals who rise to the rank of officer take on more responsibility and to whom much is given, much is expected. Therefore, similar to the swearing in of new firefighters, the promotion should be celebrated with ceremony. In addition to “pinning” the new officer with the badge of their office, allowing other family members or mentors to pin their collar brass on offers a broader group of people an opportunity to be personally involved in the ceremony. As was the case with the new firefighter, new officers should have their own oath of office, whereby they recommit themselves to upholding the laws and ordinances of the city, state and nation but also commit themselves to the responsibilities of their new role.



SAMPLE OFFICER OATH:

I, Robert Miller, do solemnly swear;

- *that I will serve the citizens of City and firefighters of City Fire Department with honor and integrity;*
- *that I will, in all respects, observe the provisions of the city charter and ordinances of the City of (your city name);*
- *that I will faithfully discharge the duties of the office of Battalion Chief to the best of my judgment and abilities so help me God.*

In addition to the ideas listed above for the badge pinning event, “field promotions” are also an effective way to recognize the performance that led to the promotion. Saint Paul Fire Chief Tim Butler makes every attempt to promote Captains on the fire ground in the presence of the men and women who they serve with. It is a great way to recognize outstanding performance on the “battle field.” A more formal badge pinning and collar brass ceremony is done at a later scheduled time.

If local custom includes the use of a Bible, consideration should be given to purchasing Firefighter Bible’s (available at amazon.com and other retailers) so that the newly promoted officer has a permanent memento of their promotional ceremony.

APPARATUS HOUSING CEREMONY

HISTORY:

Fire Apparatus Housing Ceremonies has been a part of the American fire service history dating back to the 1830’s. When a new piece of fire apparatus was purchase by a fire company or community it was placed into service and blessed. In days gone by when a piece of fire apparatus would arrive either by cart or by rail, the firefighters would meet the apparatus upon arrival and paraded it all over town. The apparatus was either hand drawn or horse drawn and would be taken to the fire barn or station and given a “Housing Ceremony”.

Some history suggests the housing ceremonies were either simple or quite elaborate. Early traditions which extend to today include washing the wheels and tires. This occurred because during the hose drawn era horse

“debris” would cake on the wheel spokes and tires and would be washed off before the apparatus was backed into the station. In that time period it was also determined that by washing the wooden spokes and hard tires that keeping them moist would prevent rotting and shrinkage. Additionally, most stations of the era were built with the living quarters directly above the apparatus bay. It was critical, for the general comfort of the firefighters, that the apparatus floor remain as clean as possible. This is in part where today’s emphasis on maintaining a clean apparatus bay originated.



Manually pushing apparatus back into the station occurred as result of most horses could not or would not back apparatus into the station. The horses were unhitched and the apparatus was pushed back into the station by the firefighters.

In more recent years, the ceremony of dedicating a new piece of apparatus including “pushing” the apparatus in the bay three times. To be more specific, the apparatus is staged on the apron just outside of the bay it is to occupy. The apparatus is “pushed” back into the bay and then brought back out on to the apron. This is repeated and then on the third “push” the apparatus has been blessed and assumes its position of honor within the apparatus bay. Today, the “push” is ceremonial, with a driver/operator in charge of the apparatus. Also, with three separate “pushes” various groups of people can participate in the ceremony;

- City and Department leadership
- All department members including retirees and Explorers
- Business owners, commission members or other community members

It is not fully documented when the ceremonial procedure of “pushing” the newly dedicated apparatus in and out of the station three times was implemented but has forever been done as a blessing over the apparatus, that it might protect those it serves as well as those who serve with it. In some parts of the country the blessing is;

First push-in is for “God”
 Second push-in is for “Country”
 Third push in-is for “The Firemen”

-or-

First push-in is for “The Past”
 Second push-in is for “The Present”
 Third push-in is for “The Future”

Numerous other ceremonial activities have been added over time. The process of transferring water from a retiring apparatus to the new apparatus is of significant importance. It represents giving or transferring life to the new apparatus. The transfer of specific pieces of equipment, such as an axe, pike pole or nozzles is deemed an important gesture. Finally, special graphics or stickers, in memory of, serve to recognize import-

ant local history, a firefighter lost in the line of duty or a significant local supporter.

The event usually includes neighboring fire companies, local political dignitaries, fire company or department officers and the wives and families of the firefighters. In some communities local bands or musical groups would be invited along with clergy. Following the ceremony refreshments are served and the ceremony turned into a social event.

The whole apparatus housing ceremony event is part of the long tradition of the fire service to show “Pride and Ownership” and to show fire service commitment to the community. When appropriate, the retired apparatus, which presumably served the community well, is honored with pictures or a piece of it’s equipment maintained on display as part of the department’s history.

A department wishing to host an apparatus housing ceremony should consider the following:

1. Develop a list of invitees.

Local and State Government officials, politicians and business leaders. Neighboring fire departments and special guests and media.

2. Identify logistical requirements for the ceremony.

- Area for ceremony placement
- Water Supply.
- Seating requirements and arrangements.
- PA and speaker requirements.
- Apparatus placement and management for visiting departments.
- Station decorations and flowers, etc.
- Additional equipment displays.
- Presentation of colors or Honor Guard activities.
- Develop service or ceremony sequence and designation of speakers.
- Food and refreshment requirements.

3. Ceremony planning considerations.

- Invitations and promotion
- Program Outline
- Speakers
- Honor Guard involvement
- Script for describing the “push” to the audience
- Assignment of “pushers” to each of the three “pushes.”
- Ceremonial Elements
 - i. Washing the tires
 - ii. Transferring of water
 - iii. Transferring of equipment
 - iv. Stickers or emblems in memory of
- Photographer
- Refreshments

STATION DEDICATION CEREMONY

Fire stations are designed to serve their communities for decades and therefore new fire stations are not an everyday investment and should be celebrated. A fire station has always been much more than just a place of employment. A fire station is our home. We will eat, sleep, laugh and cry within the confines of the station. We will make lifelong friends with brother and sister firefighters and with members of the community while serving in our stations. And our station will be our refuge from an ever changing and more dangerous world in which we operate.



Similar to the swearing in, promotional event or apparatus housing, the station dedication is an excellent opportunity to engage with the community. After all, it is really their fire station! An event that includes some or all of the following elements are appropriate;

- Guest speakers from the city or from outside
- Ribbon cutting or perhaps more appropriate hose un-coupling
- Mementos
- Public education displays and station tours
- Honor Guard to present or post colors
- Dedicating a significant piece of history concurrent with the new station (bell from a previous station, fire pole, engraved plaque or cornerstone/time capsule)
- Members of the faith community to ask a blessing on the station and the men and women who will respond from it to protect the community
- Photographer
- Refreshments



The list of planning issues outlined in the Apparatus Housing section could be used to plan the station dedication.

In addition to more traditional elements like a ribbon cutting or hose un-coupling, the station dedication gives the local jurisdiction an opportunity to put ceremony around a number of related elements, for example;

- Unveiling the station name or number
- Naming the station for a past member or leader in the community
- Naming rooms in honor of those in the community deserving of recognition
- Ceremonially hoisting the flag from the previous station over the new station for the day of dedication
- Dedicating a portion of the station in honor of past members or members who have died in the line of duty
- Dedicating an outdoor memorial patio or garden

- Unveiling a statute
- Unveiling a display of artifacts from the previous station

The need to dedicate a new station is a wonderful opportunity to engage the public, young and old, into the workings of the fire department. It is an opportunity for us to “tell our story” and continue to build strong, lasting community relationships.

STATION CLOSING CEREMONY

Just as rare as a new station is one that closes. It’s important to memorialize the former station as a token of respect for the years of service it provided to the community and its fire department. Closing a station should also be done with great reverence and ceremony.

If the station is being replaced, the local jurisdiction may choose a more private ceremony. Among the elements that could be considered in a decommissioning ceremony are;

- One final muster of all assigned personnel
- One last lowering of the flag and folding it appropriately for storage
- The collection of the cornerstone or a brick from the structure as a memento of the station
- Preserving the original dedication plaque
- Removal and recondition of a bell from the bell tower

If the station is not being replaced, it is still important to decommission it with ceremony and honor. Without a replacement station it will be important to find another location to house the various artifacts that are to be preserved.

RETIREMENT CEREMONY

Chief Rick Lasky really nails the importance of this ceremony. In his book Pride and Ownership, he talks about the travesty of allowing a member to just punch out on their last day and quietly walk to their car and drive out of the station.

All retirements are important. 10, 15, 20.....sometimes 40 or more years of service to the community and to the men and women of the fire service represents a huge commitment and it’s a commitment that needs to be recognized. Even if you host an annual awards banquet or holiday party where retirees are recognized, an organized and well planned retirement event is the best way to say thank you to one of our own for their years of service.



Similar to the other ceremonies outlined here there are several key components for consideration;

- Guest speakers
- Honor Guard participation
- Presentation of the members helmet, badge or both
- Presentation of ceremonial axe or bugle
- Presenting the member with a flag that has been flown over the station on his/her last day
- Creating and presenting a shadow box with badge, helmet front and other memorabilia

- Muster and inspection of all fire department personnel
- Final page arranged through dispatch
- Dedication of a plaque or memento honoring the retired member, if appropriate. This may be best reserved for members with 30, 35 or more years of service.
- Special recognition or presentation to the family for “sharing” their loved one with us
- Taking out an ad in the local newspaper
- Photographer
- Refreshments

After the ceremony, consider giving the retiree a final ride in the truck and escort him/her home with a processional of fire apparatus.

Whatever you do, do it at retirement. Our days are numbered and nothing would be so tragic as to miss an opportunity to heap praise and thanks on members who have served so well and for so long.

LAST PAGE CEREMONY

A “last page” is a ceremonial event where your local dispatch center sets off all members pagers and broadcasts a prepared message, over the local fire main, regarding a member or group of members that are being honored. For departments without pagers, the dispatch center would simply broadcast the message over the main dispatch channel.

The last page may be an appropriate addition to the other ceremonial elements included in a member’s retirement or funeral service. There is no national standard language and the following is offered as a sample.

(TONES) Attention all units on the fire main. This is the last page for Firefighter John Smith. The City Fire Department wishes to acknowledge Firefighter Smith for his years of service to the residents and visitors of City. Your dedication and service is greatly appreciated and you will be missed by all. City dispatch clear.

TURNOUT GEAR PROCESSIONAL

A turnout gear processional is the act of carrying a firefighter’s helmet, coat and pant/boot combination. This is usually accomplished with three firefighters, each carrying one of the elements. The recommendation is that the use of a gear processional is reserved for use to move these elements during a line-of-duty death visitation, memorial or funeral and because of the impression it makes on the community, local jurisdictions are cautioned against the practice for other types of funerals.



Having said that, it is important to know that upon receiving notification of a line-of-duty death, various state and federal agencies will be involved in the investigation and may require that the gear be, at least temporarily, turned over to investigators. Once the gear has been returned to the department, it is recommended that all movement of the gear, done in view of the public or family is done utilizing a gear processional.

HELMET ONLY

An alternative to a gear processional with a full set of turnout gear is to have a member carry only the firefighter's helmet. The "helmet only" processional can proceed virtually any honor guard detail or other vehicle/personnel processional. The "helmet only" processional can also be utilized to lead the casket during all movements. In all cases the helmet should be carried upright and facing forward.

BELL CEREMONY

The bell has always been an important and symbolic part of the fire service. Historically it was how a community was notified of a death. William Durand of Mende (1230 -1296) was a French Bishop who wrote *The Rationale Divinorum Officiorum* which noted the symbolism and rituals of worship. What is interesting is he writes "When any one is dying, bells must be tolled, that the people may put up their prayers; twice for a woman, and thrice for a man."



The use of a bell in the fire service is one of many traditions that date back some 150 years. The FDNY alarm system was established in 1865 where headquarters would dispatch, via telegraph, announcements to outlying firehouses. When a firefighter died in the line of duty they would transmit five rings of the bell, repeated four times, referred to as signal 5-5-5-5.

They would transmit signal 3-3-3 to alert firefighters in quarters of a new alarm as well as to signal the return of the firefighters to quarters after the alarm.

Fire departments throughout the country use a combination of rings for their bell ceremony. Research indicates that although there are exceptions, the more commonly used combinations are;

- Five rings, repeated four times or signal 5-5-5-5
- Five rings, repeated three times or signal 5-5-5
- Three rings repeated four times or signal 3-3-3-3
- Three rings repeated three times or signal 3-3-3

The National Fallen Firefighter Memorial, in Emmitsburg, MD uses signal 5-5-5-5. The IAFF utilizes signal 3-3-3 and the Federation of Fire Chaplains manual calls for the "Last Alarm" ceremony to include just three strikes of the bell.

In Minnesota, we believe it is also important to preserve the honor and dignity of a line-of-duty death funeral and therefore the elements in that type of funeral should be reserved for that purpose or unique to that specific type of funeral. Therefore, we have established that;

- The Bell Ceremony, when used in conjunction with a line-of-duty death funeral or memorial will include five rings, repeated four times or signal 5-5-5-5.
- The Bell Ceremony when used in any other type of funeral or memorial will include three rings, repeated three times or signal 3-3-3.

In order to provide support for fire departments wishing to include the Bell Ceremony in their events, we have included both the signal 5-5-5-5 and signal 3-3-3 scripts in the Resource section of this guidebook. It is critical that the script of the bell ceremony be presented by a member of the department with outstanding public speaking skills. In addition, in order to deliver this ceremonial element in a manner that is a fitting tribute, the speaker should be very familiar with the script, having reviewed it and practiced multiple times before the event.

FLAG RAISING AND LOWERING

Earlier in this guidebook we share the specific US Code requirements regarding the flying of the US flag at half-staff. Readers will recognize that the code is significantly more strict than most think and often more strict than local practice.

For local jurisdictions who desire to comply with the US Code and incorporate a ceremonial element that includes flying the flag at half-staff, we offer the following as a solemn and fitting way to honor;

- An active member who dies while off duty
- A retiree where additional honors are due
- A former Chief of Department
- An administrative staff person who long served the organization
- Members of your community who have been outstanding supporters of the fire department.



This ceremony, which could be done as a stand-alone event or in conjunction with other elements, allows the local jurisdiction to temporarily lower the flag to half-staff and then lower it for folding and presentation.

With the use of an Honor Guard, and using military precision, you begin with a properly folded US flag. The flag is properly unfurled and then raised to the peak, briskly. Then it is reverently and slowly lowered to half-staff. While temporarily at half-staff a speaker explains the purpose of the ceremony to those assembled and upon completion the Honor Guard returns the flag to its peak and then lowers it to the ground and properly refolds the flag for presentation. Finally, similar to the presentation at a funeral, the Honor Guard Commander presents the flag to the ranking member of the department who in turn presents the flag to the intended recipient.

If there are other flag poles arranged in proximity to the flag pole being used for the flag raising and lowering ceremony, attention should be given to the treatment of the other flags. In arrangements with multiple flag poles, the United States flag is always raised first and lowered last, so that no other flag is flown above the US flag. In order to maintain the dominant position for the US flag, flags on the other poles should be:

- lowered and removed from their halyards prior to the ceremony or
- they may be lowered and raised by separate honor guard units in such a manner to prevent them flying above the US flag

The flag raising, lowering and presentation makes for an impressive ceremony that conveys a high sense of honor upon the individual being recognized. The ceremony can be done in front of the fire station or at city hall and can be done by the local fire department with just a little practice.

STATE AND NATIONAL MEMORIAL EVENTS

Minnesota Fallen Firefighters Memorial Annual Observance

Last Sunday in September

MN Fallen Firefighter Memorial site, Capital lawn, St Paul, MN

www.mnfireservicefoundation.org

National Fallen Firefighter Memorial Weekend

Second weekend in October

National Fallen Firefighter Foundation, Emmitsburg, MD

www.firehero.org

IAFF Fallen Firefighters Memorial

September

Colorado Springs, CO

www.iaff.org





OVERVIEW

Emergency services personnel share a long history of service and traditions that instill respect amongst our organizations. Firefighters, Police Officers, and EMS personnel are some of the most respected individuals in the world. Our history, mission, and capabilities instill pride and honor throughout all emergency responders across the globe. A reflection of that pride is visible in the customs, courtesies, and traditions that we share.

The United States Military is also rich with customs and traditions. In fact, many of our current command structures, uniform displays, recognition programs, and presentations are a reflection of theirs. It is said that our organizations are a “para-military” structure. Some of the traditions of the military that have worked their way into our organizations deal with presentations as a team or group. They are defined as customs and courtesies.

A custom (tradition) is defined as “the way someone usually or routinely behaves in a particular situation”. Emergency services personnel display a number of customs, both new and old, that provide a strong bond amongst all of us. Whether it is ringing a bell or playing Amazing Grace, each tradition has meaning to all of us.

A courtesy is a display of kindness amongst one another or something that represents our culture, organization, state, nation and the like. Courtesies are displayed within our organizations on a daily basis. It may be as simple as calling someone by their title (Captain) rather than by their first name, or saluting the flag when it is raised outdoors. Unless we continue to educate those that follow us on the traditions, customs, and ceremonies that we have had within our organizations for hundreds of years, we are at risk of losing them.

Beyond the use of customs and courtesies, there are times and events that call for an even higher level of ceremony or “pomp and circumstance.” These events will call for a more elaborate uniform and a series of coordinated movements that should be executed with military precision. This section is intended to provide an overview of the commands and movements used in these types of ceremonies and events.

Many of these may be beyond the capabilities or desires of the local jurisdiction, as they require a tremendous amount of effort and some financial investment to do them well. Having said that, there are a number of fire service honor guard units located throughout the state of Minnesota. The Minnesota Fire Service Foundation can assist with identifying resources near you.

MILITARY PRECISION AND COMMANDS

During presentations and ceremonies there are certain positions and movements that are displayed as a symbol of respect and honor. In order to get a group to conduct the same position or movement at the same time, someone has to call the group to order. This is known as “Calling the Orders” and it is usually done by a designated “Honor Guard Commander.”

In most cases our organizations are able to plan who will be the person calling the orders during the event. It is best to have someone located in an area where they can be clearly heard by the other members assigned to the event. It would also be wise to have someone calling the orders who understand the positions they will bring the group to and when to call the orders. Finally, the Honor Guard Commander will adjust their volume based upon the event and surroundings. For example, the volume used to direct a color guard unit,

posting colors at an outdoor event, will be very different than the volume used to exchange the guard at a casket during a visitation.

The fire service is to use the military standard of “calling orders” as a two-part command; with the first referred to as the preparatory command and the last being the command of execution. The following is a list of the common commands, separated into the preparatory and execution components for illustration:

- Attention (Atten.....tion)
- Present Arms (Present.....arms)
- Order Arms (Order.....arms)
- Right Face (Right.....face)
- Left Face (Left.....face)
- About Face (About.....face)
- Parade Rest (Parade.....rest)
- At Ease (At.....ease)
- Dismissed (Dis.....missed)
- Forward March (Forward.....march)
- Halt (Detail.....halt)



There are several non-military commands that are used in the fire service for various honor guard details. The need for these commands is rooted in the fact that most fire departments do not work these details often enough for the team to execute movements without verbal commands. These commands can be found throughout the balance of this section.

Modification of these commands or additional commands developed locally, are acceptable so long as they are well communicated with the honor guard detail.

The ways in which the preparatory command and command of execution are paired together are done so in order for the members to know what command is coming. You will notice that each of the preparatory commands is unique. This allows a moment for the members to process the order, knowing based upon the preparatory command, what command of execution is being ordered. A more detailed look at each command follows.

Attention – When an order is calling you to “Attention”, the order will bring you to your feet with your arms relaxed along the side of your body, heels together with your toes at a 45 degree angle. Your hands should be cupped (not clenched), and you should be looking forward. Your thumbs should hang along the out-seam of your pants, with the back of your hand facing out to each side.

This is the first position of movement that will lead to other movements such as “Present Arms”, “Order Arms”, “March”, and so on. In some cases you should not go to other positions unless you come to attention first. When in the position of attention movement is limited unless you are ordered to “March”.

During long presentations this position can become uncomfortable. Be sure to keep your knees bent. At this time, there is no talking until ordered to “Rest”.

NOTE: When called to the position of attention during the presentation or retrieving of the American flag, you are to face the flag. If there is no flag in sight but music, you face the music.

Present Arms- While in the position of attention an order to “Present Arms” can be called. At that time, you will present a salute using your right hand. The salute will be held until “Order Arms” is called. At that time your right hand will fall naturally to your side and you will go back to the position of attention.

We will use two distinctly different methods for presenting arms, based upon the circumstances. For funeral elements and other events that dictate a more solemn or ceremonial salute, a slow, four-count salute will be used. And upon the command to “order arms” the same four-count ordering of arms will be used. For the presentation of colors, we will use more of a “snap” salute to both present and order arms. Members will know the intended salute based upon the cadence of the Honor Guard Commander. If he/she draws out both the preparatory command and command of execution, he or she desires that the group render a ceremonial salute.

Salute- The history of the salute dates back to the roman days. During battle it was common to present your right hand to show that you did not bear arms when approaching another. It has also been used as a kind gesture to tip your cap with your right hand to say hello. The meaning of the salute has changed over the years; today it is a sign of respect for the individual or item that you are facing.

When a salute is presented, the wrist should be straight and in-line with your forearm, not bent. The fingers should be together with your thumb tight to your hand and slightly turned into the palm. Your index and middle finger should be lightly resting in the bill of your cap (if wearing one) or at the corner of your right eyebrow as if shading your eyes. Your hand is slightly rotated downward so as not to expose the palm of your hand.

Order Arms – When “Order Arms” is called your right hand should naturally fall to its side and you will go back to the position of attention. As described above there are also two methods for ordering arms. In all cases the ordering of arms will be done with the same cadence that the present arms order was issued.

Parade Rest- From the position of attention, “Parade Rest” may be called to allow you to move into an informal position that looks uniform. The military uses the position indicated in the picture to the left with your arms behind your back with your hands in the small lumbar area of your back. Your feet will spread shoulder width apart. This is a formal position and no talking is allowed. You cannot salute or move from this position unless you are first brought to the position of attention or allowed to be dismissed.



This position can be very uncomfortable for members who do not routinely use it. Therefore, the recommendation is that when ordered, members would assume the same stance and hand position but place their interlocked hands over their belt buckle.

At Ease – The “at ease” position is relaxed. In this position, you are typically standing in a formation but allowed to talk freely.

Dismissed – An order to dismiss is intended to release the detail from formation and allows members to move about freely. All units should be dismissed from a position of “attention.” Upon the order to dismiss, all members will take one step backwards, beginning with their left foot, then execute an “about face” and immediately disperse.

Facing Movements – Facing movements include the order to turn left, right or to execute an about face.

All facing movements require practice in order to execute them with military precision. Left and right face commands will be executed with a “pivot” movement as outlined below.

- **Left Face:** From a position of attention, while maintaining posture, pivot on the left heel and right toe, 90 degrees to your left. Then bring the right foot up to meet the left foot.
- **Right face:** From a position of attention, while maintaining posture, pivot on the right heel and left toe, 90 degrees to your left. Then bring the left foot up to meet the right foot.

An “about face” is always executed in a clockwise motion. It is accomplished by taking the right foot and planting the right toe behind and a little to the left of the left heel, and then pivoting on the right toe and left heel. Several attempts should be made to establish the correct placement of the right toe so that upon rotation the member comes to a position of attention with their heels together and their toes at 45 degree angles.

Marching – as surprising as it may seem, marching, in and of itself, is fairly complex and includes the ability to march;

- In a single column
- Two to seven abreast (shoulder to shoulder) when presenting colors
- Two to twenty in “dress-right-dress” or “dress-left-dress” formation
- On the half-step
- Side stepping (for casket movement and flag folding ceremony)
- Making corners and
- While carrying a casket

For most of our ceremonies the local jurisdiction need not invest an inordinate amount of time in each of these, as most are used very rarely and when needed, it is likely that an Honor Guard Team, who has practiced together, would be utilized.

It is important to remember that all marching will begin with the left foot. When two or more members are marching in a single column they should be positioned one arms-length apart and all should simultaneously begin to march upon command.



EDITORS NOTE:

Detailed videos of each of the commands and movements can be viewed from the MN Pride & Honor website.

Some of the more common fire service honor guard duties include:

- Casket Detail
- Vigil Standers
- Presenting Colors
- Posting Colors
- Flag Presentation
- Bell Ceremony

Below is a detailed description of each and is provided in order for the local jurisdiction to understand the requirements or complexity. It is recommended that before attempting any of these details, the local jurisdiction should identify a qualified instructor to lead the department through the detailed explanation and coordination of the commands and movements. The Minnesota Fire Service Foundation has a number of instructors around the state that can assist with this training.

Casket Detail – Often referred to as pallbearers, this team of firefighters would be responsible for all aspects of moving the casket. This includes into and out of the funeral home and church as well as transporting the casket to the grave site. This is usually a six or eight person team and is practiced in marching on the half-step and making turns. Many times the casket will be supported by a “casket truck” which allows the casket to be rolled. It is not usually used outdoors, except on paved surfaces. Regardless of the level of training, a local jurisdiction who desires to take responsibility for the casket movement should be mindful that all movements of the casket should be “feet first.”



Vigil Standers – We refer to this as the posting of the guard at the head of the casket or at both the head and feet of the casket. A single or double guard can also be posted at an urn containing the remains of a fallen firefighter. We post a guard at visitation and funeral events. The common practice is to post the initial guard 15 minutes prior to the doors being opened to the public and to replace/maintain a guard until after the public event has ended.



One exception is that if a visitation or viewing takes place prior to the funeral service, the guard is relieved during the time actual funeral service. Immediately following the “church” service the honor guard should assume their position to move the casket or repost the guard if the casket/urn is not being moved.

As part of relieving the final guards at the end of the visitation or just prior to the funeral ceremony, a “final salute” should be rendered. This can be accomplished in a similar exchange as that which took place to replace the guards. During the final “exchange” the same two or three person team approached the caskets, but instead of exchanging the guard, the guards being relieved get oriented so that all three or five members are facing the casket. Once this is accomplished the commander gives the command for the final salute and then all five retreat.

If the casket is to be loaded into the hearse and there is going to be a delay before proceeding to the cemetery, an honor guard detail should be posted alongside or around the hearse.

Chapter 12 of this guidebook includes floor movements for the Vigil Standers team.

Presenting Colors – We distinguish “Presenting Colors” from “Posting Colors.” Presenting Colors is the act of bringing the United States flag, and others as desired and appropriate into a room or event for the purpose of reciting the Pledge of Allegiance and with the intent of departing with the flags immediately thereafter. This is often seen during the opening moments of sporting events.

An Honor Guard detail of three to ten can be arranged for the purpose of presenting colors. Because of strict protocols regarding the positioning of the United States flag moving in and out of a room or arena, the honor guard may need to have sufficient practice in a variety of marching disciplines including “left and right wheel” marching.



Typical honor guard commands used during the presentation of colors include:

- Various marching, halting and turning commands.
- Present.....Colors – this orders honor guard members to “dip” or lower all flags besides the US flag to 45 degrees during the National Anthem or Pledge of Allegiance.
- Order.....Colors – returns all “dipped” flags to their upright position for movement.
- Reduce.....Colors – used to lower all flags together in order to pass through and under a door threshold.
- Raise.....Colors – used to return all flags to their upright position.

Posting Colors – We distinguish posting of colors as the act of bringing in the United States flag, and others as desired or appropriate, and posting them in bases to be left in a room or on an event site for the duration of the event. An impressive posting of colors includes outstanding military precision, excellent marching capabilities and a superb grasp on proper flag protocols.

Typical honor guard commands for posting colors include:

- Various marching, halting and turning commands.
- Reducing and raising colors.
- Prepare to Post the Colors – orders all members in the detail to move their left foot forward to rest on the flag base and to position the bottom of the flag staff in the top edge of the base cup with the flag staff at approximately 60 degrees.
- Post the Colors – orders all members in the detail to raise the flag staff upright and to settle the staff into the base.
- Re.....cover – orders all members to a position of attention, following the posting and proper draping of the colors.

Flag Folding & Presentation Ceremony – For the purposes of this guidebook, a flag folding and presentation ceremony is defined as the ceremonial act of properly folding the United States flag that has been draped over a casket and presenting it to the Fire Chief or his/her designee for presentation to the next of kin. This is an impressive addition to any firefighter funeral but like the other honor guard details requires a high level of competence and military precision in order for it to create the desired impression.

Typical honor guard commands for flag folding and presentation include:

- Various marching, halting and turning commands.
- Prepare to raise the Colors – orders all members to take hold of the hem of the flag along both sides of the casket.
- Raise the Colors – orders flag to be raised flat over casket.
- Ready.....Fold – orders the flag to be folded length-wise.
- Ad.....just – orders honor guard members opposite the field of blue to move hands down to the center fold and take hold of the flag.
- Re.....cover – returns vertical folded flag to flat orientation.

Additional details regarding the proper way to fold a flag see Chapter 1, page 6; the presentation script is presented in Chapter 12, page 59.



Bell Ceremony – The Bell Ceremony is discussed in more detail later in this guidebook. The role of the honor guard is usually one or two members who will perform or assist with the ceremony. It makes a very impressive service to have a dedicated honor guard member stand by the bell during the reciting of the history and acknowledgment of the fallen firefighter and then methodically toll the appropriate number of rings.

Additional information regarding the Bell Ceremony can be found in Chapter 3 and scripts for the Bell Ceremony can be found in Chapter 12.

The development and use of an honor guard at your events can be an impressive display for family members and the public. Any fire service organization who desires to establish one is encouraged to commit themselves to the utmost in professionalism and military precision and to seek the best training available. Many departments have turned to their local military reserve post for assistance.

DEFINITION

For the purpose of this guide, a line of duty injury is an injury that occurs while on duty and requires transport to a medical facility. It may or may not result in being admitted or held for an extended period of time.

Public Safety entities have long accepted and stepped up to their duty regarding line-of-duty death, however it has not been as strong in recognizing the need to consider various support services in connection to a line-of-duty injury.

FAMILY SUPPORT

It is important for public safety entities to recognize the need to provide support during the time of injury. This may be for a relatively brief period of time or for extended time periods. In this day of social media, the likelihood of family and friends hearing about or otherwise being informed of a fireground injury is significantly greater than anytime ever before. Word of an injury, without specific, factual details can be very unsettling for family members.

Chief officers are encouraged to establish policies that would formally provide notification to next of kin for all injuries requiring medical attention. Unlike line-of-duty death notifications that should be done in person, line-of-duty injury notifications should be made by phone.

Additionally, for injuries where the firefighter, is expected to be confined or physically incapacitated for an extended period of time, consideration should be given to other family support services such as, but not necessarily limited to;

- Assistance with younger children
- Assistance with home and yard chores
- Temporary meals assistance
- Transportation needs

TRANSPORTING THE LODI FIREFIGHTER

Any firefighting personnel that are transported to a medical facility should have an escort. If the injury appears to be relatively minor the escort should be sent in a separate vehicle in order to be available to provide return transportation of the injured firefighter back to the station.

All injuries that are more serious in nature should have an escort accompany the injured in the ambulance and should be prepared to remain with the injured until their condition has been upgraded to stable or they have been released to go home.

The escort serves not only the injured but receives the family upon their arrival and provides an update along with any needed family support.

Notes:

FUNERALS OVERVIEW

Over the next several chapters, we will present a number of funeral related topics and references to assist you with a variety of types of funerals and to help you understand the various elements contained within each of those funeral services. The primary areas covered include;

***“In order to know a community, one must observe the style of its funerals and know what manner of men they bury with most ceremony.”
(Mark Twain)***

- Line of Duty Deaths (Chapter 6)
 - i. This guidebook does not attempt to replicate all of the great work done by various state and national organizations whose mission it is to support departments and families that experience a line of duty death. This guidebook will attempt to present some dilemmas and recommendations around some line of duty death topics you may not otherwise contemplate.
- Types of Funerals (Chapter 7)
 - i. In this chapter we identify and categorize funerals into several groupings for the purpose of standardizing our approach and for improving communication when making regional or statewide funeral announcements. This is presented in a series of matrixes that identifies which funeral elements might be appropriate with which funeral type. It is within these matrixes that we also propose a method for standardizing the types of funerals and circumstances where we would wear a mourning band.
- Funeral Elements (Chapter 8)
 - i. In this chapter we present each funeral element and describe it and depict it in one or more pictures. Where needed we identify resources for obtaining the element and where appropriate we identify the manner in which the element is most often used.
- Funeral Planning (Chapter 9)
 - i. The funeral planning section is designed to give our departments a template to begin the process of planning a funeral. Sample outlines are presented that give you a starting point for pulling together an organizational structure, order of service or processional line up. The documents presented are just one of many ways to accomplish the task of funeral planning.

In addition, there are various other sample documents contained in the resource section as well as on the website. Finally, the Minnesota State Chief’s Association and the Minnesota Fire Service Foundation is prepared to assist you with your funeral planning needs.

As previously indicated there has been a tremendous body of work completed by several outstanding organizations regarding Line of Duty Deaths (LODD) and ceremonial protocols for funeral services. This section is intended to augment the work previously done and to give the AHJ some additional insights with regard to handling a line of duty death.

LINE OF DUTY DEATH BENEFITS VS LINE OF DUTY DEATH FUNERAL

One distinction that a chief needs to understand is that the concept of line-of-duty death benefits and line-of-duty death funerals are related but not interdependent. In other words, regardless of the circumstances the AHJ can choose to host a complete LODD funeral for any cause of death, although we hope this section gives you pause before doing so in every case. Additionally, the type of funeral and the methods and means by which the death was announced or communicated has nothing to do with the family’s eligibility for benefits. These are two separate, but related, items.

Let's first take a moment to comment on LODD benefits. This manual is not intended to replace the resources available to assist with the eligibility and claims processing requirements of either the state or federal public safety officer benefit program. The last section of this manual has a variety of resources that are positioned to assist the local jurisdiction and family of the fallen in the application for benefits.

Having said that, there are three "official" definitions or criteria for a LODD death; authored by the NFPA, IAFF and the Department of Justice-PSOB Office.

NFPA's Criteria

Each year, the NFPA collects data on all firefighter fatalities in the United States that resulted from injuries or illness that occurred while the firefighters were on duty. The purpose of the study is to analyze trends in the types of illnesses and injuries resulting in deaths that occur while on duty or the job. The annual report details the inclusion criteria.



- The term on-duty refers to being at the scene of an alarm, whether a fire or non-fire incident; while responding to or returning from an alarm; while participating in other fire department duties such as training, maintenance, public education, inspections, investigation, court testimony or fund raising; and being on call or stand-by for assignment at a location other than at the firefighter's place of business. Fatalities that occur at a firefighter's home may be counted if the actions of the firefighter at the time of injury involved firefighting or rescue.
- On-duty fatalities include any injury sustained in the line of duty that proves fatal, and any illness that was incurred as a result of actions while on duty that proves fatal or fatal mishaps involving non-emergency occupational hazards that occur while on duty. The types of injuries included in the first category are mainly those that occur at a fire or other emergency incident scenes, in training or in crashes while responding to or returning from alarms. Illnesses (including heart attacks) are included when the exposure or onset symptoms occurred and were in evidence during a specific incident or on-duty activity.
- The victims include uniformed members of local career, volunteer, combination, contract and private fire departments; seasonal, full time and contract employees of state and federal agencies who have fire suppression responsibilities as part of their job description; prison inmates serving on firefighting crews; military personnel performing assigned fire suppression activities; civilian firefighters working at military installation and members of industrial fire brigades.
- Fatal injuries and illnesses are included even in cases where death is considerably delayed. When the onset of the condition and the death occur in different years the incident is counted in the year of the condition's onset. Medical documentation specifically tying the death to the specific injury is required for inclusion of these cases in the LODD criteria.

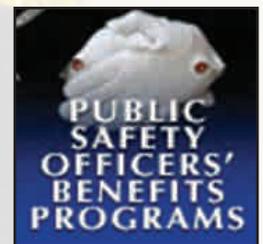
IAFF Criteria:

- Any death of an IAFF member where the deceased member's family would be eligible for a line-of-duty death benefit under the regulation of the U.S. Public Safety Officer's benefit program.
- Any death of an IAFF member that has been determined to be line-of-duty death by his or her local fire department or employer.
- Any death of an IAFF member where the member died of an injury or illness incurred while engaged in emergency or non-emergency duties on the job or as result of the job.
- Other cases where a local president makes a formal request to the General President, who will evaluate the circumstances surrounding the death of the IAFF member and make a determination based on the facts. Such cases could include the death of an IAFF member resulting from an injury or illness incurred while performing fire fighting or emergency medical duties as a "Good Samaritan" while off duty, or other similar circumstances.



PSOB Criteria:

- Federal, State and local firefighters all deemed Public Safety Officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty.
- Federal, State and local public rescue squads and ambulance crews.
- Deaths of firefighters from injuries, heart attacks or illnesses documented to show direct links to a specific emergency incident or department mandated training activity.
- Deaths of fire fighters meeting the Department of Justice's PSOB program guidelines, and those cases that appear to meet the guidelines whether or not PSOB staff has adjudicated a specific case.
- Employees of the Federal Emergency Management Agency and state, local and tribal emergency management and civil defense agency employees working in cooperation with FEMA are considered to be public safety officers under the PSOB program, provided they were performing official, hazardous duties related to a declared major disaster or emergency.
- Chaplains serving as an officially recognized or designated member of a legally organized volunteer fire department or legally organized police department, or an officially recognized or designated public employee of a legally organized fire or police department who was responding to a fire, rescue or emergency.
- The Hometown Heroes Survivors Benefit Act of 2003 expanded the Federal benefit to include heart attacks or strokes while engaged in non routine stressful or strenuous emergency response or strenuous physical activity. This included deaths while still on duty or within 24 hours.



Note: Some death cases will be excluded from LODD consideration, such as deaths attributed to suicide, alcohol or substance abuse, and other gross abuses.

SHADES OF GREY

Notwithstanding slight differences in the definitions outlined above, consideration should be given to the idea that not all line-of-duty deaths should be treated the same. Although the types of deaths that might be eligible for benefits includes a wide variety of circumstances, the local jurisdiction is encouraged to consider their options carefully during the funeral planning phase.

Consider two fictitious fire related line of duty deaths, both the result of a heart attack.

Firefighter John enters a burning structure fire on the report of children trapped inside. Shortly after entering the building a partial roof collapse falls in on John and he receives second degree burns on his arms and shoulders. He makes his way to a bedroom where he finds two scared, but alive children, hidden in the closet. He retrieves them, covers them and exits through the burning home, out the front door and hands them to a waiting medic. He collapses in the front yard and despite best efforts he succumbs.

Firefighter Joe, on station an hour following an EMS run where a large patient with non life-threatening injuries is carried down stairs. Joe loses consciousness while watching TV. Despite best efforts he too succumbs.

In both of the previous scenarios, the firefighters would have met the definition of a line-of-duty death and rightfully so would likely receive state and federal benefits. However, as the AHJ you may want to consider the implications of offering the exact same funeral to both firefighters. If firefighter Joe has passed first and his funeral included all of the elements of a LODD funeral, how would you distinguish firefighter John's funeral given the additional element of his heroic act despite having been personally injured.

As you consider how to implement this guide within your local jurisdiction, it may be appropriate to consider two or more classifications of a LODD funeral. You may wish to consider;

- LODD occurring during an act of saving a life
- LODD occurring after a traumatic injury incurred during an emergency response
- All other LODD

Using the various matrixes that we have provided you may wish to designate certain elements only for traumatic injury or death resulting from the saving of a life.

Even without a department-wide awards program you can honor a traumatic, or life-saving LODD with the awarding of a Medal of Honor posthumously. Generic fire service medals are available from various online stores.

DECLARING A LINE-OF-DUTY DEATH

If a firefighter dies in the line of duty, the local jurisdiction and the fire service in general should feel a deep sense of responsibility to handle the planning and execution of the funeral. In addition, and even more importantly, should be our role to support the family and department. If there is any possibility that an active firefighter's death may be declared a LODD, the planning for such a declaration should begin immediately.

This type of funeral, if done well, requires a significant amount of resources; resources that most communities do have not. In many cases, the line of duty funeral may be the first funeral that a local jurisdiction has been required to plan. It is also critical to understand that a well done LODD funeral will take several days to plan and will require a very tight coordination between the local jurisdiction, the family, the funeral home,

church, cemetery and fire service. The Minnesota State Chief's Association and Minnesota Fire Service Foundation have expertise that can be deployed with just a few hours' notice.

The actual "declaration" may come in a few stages. First, given the circumstances of death and how well those circumstances align with the various definitions of a line-of-duty death, the local jurisdiction, with or without the help of the State Fire Marshal and State Chief's may declare the death a line of duty death. The local jurisdiction could also "declare" the type of funeral it intends to host for the firefighter.

These local "declarations" would be separate and apart from any "declaration" by the State of Minnesota, the National Fallen Firefighters or The Department of Justice for the purpose of having the firefighter honored at Emmitsburg or for having benefits paid. Finally, there will be an independent "declaration" that will lead to the firefighter being honored at the state's Fallen Firefighter Memorial weekend, the last Sunday in September.

Each of the organizations listed here desire to see to it that every legitimate line of duty death is properly recognized and that no illegitimate request is accepted. This is paramount to preserving the honor and dignity of a firefighter who pays the supreme sacrifice.

NOTIFICATIONS FOLLOWING A LINE-OF-DUTY DEATH

The most difficult task that any fire chief will face in his/her career is notifying the next of kin of a line-of-duty death. The difficulty is exacerbated by the fact that notification should be done in person and as soon as possible, oftentimes leaving the chief little, if any, time to prepare.

Earlier in this guidebook we suggested that line-of-duty injuries should be communicated by phone and we make that recommendation for a very specific reason. A fire department vehicle pulling up to a private residence while that firefighter is on duty is going to signal a tragedy. This method of notification should be reserved for a line-of-duty death in order to avoid undue stress on the family following an injury and to enable the fire department leadership to render immediate support following a death.

We also highly recommend that the chief officer be accompanied by the family's pastor or a member of the local clergy who can provide spiritual support.

A Line of duty death will bring a myriad of agencies into your jurisdiction. Assigning a liaison that can assist you will be key in terms of keeping up with a variety of requests for information. OSHA, NIOSH and others will likely schedule visits within days, if not hours, of the LODD.

Beyond local notifications including but not limited to family of the fallen, city leadership and department members not present, you should immediately notify both the State Fire Marshal's office as well as the State Fire Chief's Association. These two calls will start a process that will result in as much or as little help as you desire. Among the resources that every jurisdiction is encouraged to use are the state's LAST and FAST teams. Contact information for each of these organizations can be found in Chapter 11.

Everything that happens immediately after a line-of-duty death affects the way the family, the department, and the community recover from the loss. Lack of resources and planning often adds to the confusion and pain that occurs. Through a collaborative effort with the Department of Justice, the National Fallen Firefighter

Foundation has developed resources and training to help establish state and regional Local Assistance State Teams (LAST) to assist in the event of a line-of-duty death.

The primary objective of the LAST team is to provide assistance and comfort to the family and department after a line-of-duty death and to help with filing for Federal, state and local benefits. Since October 2006, more than 250 fire service personnel and survivors across the country - in 48 states and the District of Columbia - have been trained to serve on the LAST teams in their state in the event of a line-of-duty death. For more than a decade the State Fire Chief's Association has made available a Fire Chief's Assistance and Support Team (FAST). MSFCA's FAST Teams were developed as a result of the 1997 Red River flooding that occurred in Northwestern Minnesota. The devastation seen during that natural disaster, resulted in the need to provide support to the communities that were directly affected. In many of the requests, we found a need to reestablish, or sustain essential services like fire response.

The MSFCA saw this as an opportunity to assist its members and the Minnesota fire service. We have established a team of fire service professionals that can respond anywhere in the state when requested and help fire chiefs in Minnesota. The team can provide an "unaffected" assessment of the department's needs, help the local fire chief staff a 24-hour a day operation for an extended period of time, and find resources needed to help get the department, and the community, up and running again.

All of the services provided by LAST and FAST are done so without incurring fees to the local jurisdiction. It is expected that the local jurisdiction would do its best to provide housing and meals for deployed team members.

TRANSPORTING A FALLEN FIREFIGHTER

The loss of a public servant in the line of duty will have a tremendous toll on your organization. Regardless, there remains a responsibility to "take care of our own." In the heat of the moment, one item often overlooked is the task of moving the fallen servant.

At all times the process of moving the fallen should be done with the highest regard for honor and dignity. A public servant killed in the line of duty may have to be moved several times before being moved to his/her final resting place.

- From injury site to hospital or morgue
- From hospital or morgue to funeral home
- From funeral home to church or visitation location
- From church or visitation location to cemetery
- Others

In some cases, due to personal wishes of the fallen or their family, the body of your fallen may need to be transported across state lines and or by air cargo.

Each of these movements should be choreographed to the extent possible. In most cases, and for most transfers, consideration should be given to providing an agency escort (fire truck, command vehicles, etc.) and when possible coordinating with other public safety agencies to assist along the route of travel as needed. This is critical particularly during a transfer where the family plans to be present. In some cases the posting of an Honor Guard should be considered. The airlines will often make accommodations for a single Honor Guard member to accompany a fallen public servant to their home.

Contact the State Chief's Fire Chief Assistance Team (FAST) for additional information and assistance in coordinating the movement of a fallen firefighter.

DUAL AND TRIPLE ROLE DEATHS

Oftentimes our public servants serve in more than one public safety agency. The combination of firefighting, law enforcement, emergency medicine and active military can result in funeral that may have a combination of elements appropriate for each type of agency the individual served.

In some circumstances, the nature of the death will dictate which agency will have a leading role in the planning and execution, along with key funeral elements, of the ceremony. For example a part-time firefighter, active military reservist who dies in the line-of-duty while serving as a full time police officer would be afforded a full honor law enforcement funeral. In this case, members of the fire department may pay honor with a Bell Ceremony graveside and/or the military unit that the deceased belonged to may provide a three volley salute or present colors. If the member dies in the line-of-duty with one of the other agencies, then that agency would likely take the lead role in planning the funeral.

When a n active member of two or more agency types dies in a non-line-of-duty death, then the agencies will need to work closely with the family to determine which funeral elements are desired and from that point work together to determine the Order of Service and funeral element placement.

TAKING CARE OF OUR OWN

Taking care of our own is a phrase that is nearly synonymous with the fire service. In the context of this chapter it takes on a very important concept. Any organization that experiences a line-of-duty death, or even a debilitating injury, of one of its firefighters is going to find itself in the midst of turmoil, high emotions and a variety of psychological needs. This is not the time to roll down the overhead doors and weather this storm alone! Following a traumatic injury or line-of-duty death the department leadership should immediately consider:

- The general psychological health of the organization and its ability, short term, to respond to calls and protect the community.
- Scheduling a debriefing and utilizing a professional critical incident stress management intervention to assist the organization in processing the event.
- Activating your department Chaplain or developing a relationship with local clergy to assist members who need additional help processing the event.
- The need to be attentive to post-traumatic-stress-disorder oftentimes manifested as abnormal behavior and/or an unusually quiet, reserved or withdrawn demeanor.
- The impact the event might be having on family members of the surviving firefighters. Remember that they too are ours to take care of.

This guidebook was designed to help you respond to one of these events but it is not much different than any other tool on your apparatus. If you don't train with it you may not use it effectively if the time comes. Among our recommendations:

- Review this guidebook with your staff and decide now how you will implement the recommendations.
- Review this guidebook and all of your local policies annually to make certain that they have kept up with the organization.
- Finally, consider training for a funeral. Really! We train for all kinds of events that we pray never

happen. Many of the things we train for won't happen in our lifetime, yet we know the importance of being ready. Are you ready for a traumatic injury or line-of-duty death?

A DISCUSSION REGARDING ACTIVE FIREFIGHTER DEATHS WITH “ETHICAL DILEMMAS”

As an industry we are certainly not immune from deaths where the circumstances have been complicated by;

- A firefighter dying during the commission of a crime
- A damaged relationship that results in a murder of the firefighter or a murder/suicide where the firefighter has killed and then ends his/her own life
- Alcohol or drug overdoses, accidental or intentional
- Suicide as a result of depression, financial problems and the general lack of hope
- An act of terrorism

It goes without saying that these types of circumstances create significant challenges for the organization in terms of coming to grip with the circumstances and all of the emotional questions and reactions that we would all have following one of these events.

From a funeral planning and execution perspective, these can quickly become “lightning rods” for your organization as the department and community become divided over the circumstances and that spills into the thought processes for planning the funeral.

Many departments have reported that their ranks are spread out from “do nothing” to “host an LODD-type funeral” and everything in between. Trying to make rational decisions, after the event has occurred, is almost impossible. Andover, MN Fire Chief Jerry Streich shares a personal testimony regarding a similar situation from a former fire department.

A Discussion Regarding Active Firefighter Deaths involved in “Misconduct.”

Jerry L. Streich, Fire Chief - Andover Fire Department

When an active firefighter dies either on duty or off, the Fire Chiefs role can become very stressful. The circumstances of the firefighter's death play a role in the decisions that need to be made. One of the most challenging decisions throughout this process will come if the firefighter died as a result of misconduct which could have resulted in criminal penalties and/or unethical engagement.



In 2009, after an extensive attempt to change the threatening behavior of a veteran “on-call” firefighter, I moved to terminate the employee. This enraged him and he began to direct threats towards me and my family. I remained vigilant about the need for this firefighter to “go;” knowing it was the right thing to do for the organization. As the process unfolded, the firefighter would get others involved telling them I was treating him unfairly. Several of them, took sides and turned on me as well. They felt they could do, say and act as they wanted because they had “seniority” and accused me of “picking on the veterans.” What I knew about this veteran was that he had a violent past and was capable of harming others. And he did. In October of 2009, he came to the station to harm me. Fortunately, I was in the office with another employee which deterred his decision and he left without engaging me. Two hours

later, our department was dispatched to a double shooting at his home. He had killed his wife and then killed himself. Instantly and immediately, our world had changed and as the Chief, I felt unprepared. In the forty-eight hours that followed, I spent a tremendous amount of time wondering how to deal with the situation at hand. I did not recall any material in my studies of becoming a leader on dealing with murder-suicides and the decisions that needed to be made because of it. In the days that followed the incident, those who had taken sides came to know that they did not really know the person they thought they did for the past 20 years.

They did however; know that he was a veteran of the fire service and based on service, brotherhood and tradition felt compelled to hold a traditional firefighter funeral service for him. They asked if they could wear their class "A" uniforms and use apparatus in the service. And for the second time in just a few days, I felt unprepared.

My immediate reaction of the request was, "absolutely not!" But was that the right decision? My feeling at the time was based on emotion, not a procedure or policy. Who has a policy on how to handle a veteran firefighter who murders someone? I looked on websites, including the National Fallen Firefighters and called many other Chiefs in the area for advice. They too felt a traditional firefighter memorial was out of line but there was no standard. "It is up to the Chief."

After careful consideration and at the risk of further dividing the department, I said, "No" to hosting a firefighter funeral for him but felt drawn toward a different approach with his wife. She had been very active in law enforcement and was, after all, the victim in this circumstance. I allowed my staff to wear their uniform to her funeral. After all, she too had been part of our team for 20 years.

The lessons I learned through this experience have literally changed my life and the way I lead. In these types of cases, there are no rules and it would be impossible to develop rules that account for every situation. You have to do what feels right in your mind and spirit. In this case, the firefighter lost all his rights for any type of firefighter honor by killing another. This type of misconduct is unacceptable!

As I look back at the incident, I have several recommendations in handling firefighter deaths as it relates to misconduct. They include:

- Setting an expectation, before one of these events occurs, that these types of behaviors and misconduct are unacceptable.
- Setting an expectation that we honor firefighters who serve honorably and die tragically and accidentally.
- Be aware that there will be morale, ethical, and religious beliefs put into play. Your view may not be the view of others. Keep an open mind to assure your decision is based on sound judgment and not all emotion.
- Bring in a few people from the outside that can help you through the decisions. If they are not vested in the situation, they are likely to give you good information.
- Take care of yourself. Some of the situations that come to leaders are very complex: and can chew you up and spit you out. Never be afraid to ask for help!

Much of the work completed by the committee focused on defining various funerals that a firefighter, police officer or EMS professional would either attend, host or would be asked to provide some type of service. In addition, due to the unique structure of public safety in Minnesota we have included recommendations that consider personnel, whether sworn or not, working for Minnesota Pipeline Safety and Minnesota Homeland Security and Emergency Management (HSEM).

The recommendations outlined in the various matrixes are offered so that the AHJ may consider the inclusion of various elements before the need arises and outside the context of the victim's service to the department and without the passion or emotion.

Due to a variety of differences, including but not limited to culture and tradition, we have defined types of funerals based upon the branch of service. With each branch and for each classification you will find a matrix (located later in this section) with the recommended funeral elements deemed to be appropriate, notwithstanding the discussion regarding LODD funerals in Chapter 6.

FIRE SERVICE:

We identified five classifications of funerals for the fire service.

- Active, LODD¹
 - i. Active duty firefighter who dies in the line of duty.
- Active, Non-LODD
 - i. Active member of the fire department who dies off duty or in a non-LODD event.
 - ii. The chart does not, in all cases, consider the appropriateness of each element as it relates to firefighters of vastly different lengths of service. Consideration should be given to developing local policy that defines elements for “newer” members vs “veteran” members.
- Retired²
 - i. A retired member of your department.
- Retired Chief of Department
 - i. A retired member of your department who at one time served as the Chief of Department.
- Active Non-Sworn
 - i. An active member of your department serving as an inspector, investigator or reserve serving in a non-sworn capacity.

The second matrix presents seven (7) other funerals that a firefighter might attend. This matrix identifies the recommended services that your fire agency could provide for a funeral involving another public safety agency. This matrix is NOT intended to identify which of the elements that we believe are appropriate for these other public safety agencies. Rather, this matrix only identifies the services that a fire agency should provide.

There is a subtle distinction in the paragraph above. To state it another way, we believe that most of the elements may be appropriate for various public safety personnel funerals, however we believe it may be more appropriate for those individual disciplines to provide the elements and to “take care of their own.” However, they may not be in a position to do so and as always we should do whatever we can to support each other.

Finally, the matrix includes two categories to provide guidance for providing fire department services to City or State elected or appointed Leadership (Mayor, Statutory Officers) as well as State or National fire service leadership (State Fire Marshal, US Fire Administrator).

KEY
Reserved for LODD Funerals
Minimum for LODD Funerals

TYPE ----->

AirCare Flyby
Bagpipes/Drums
Bell Service
Bugler (TAPS)
Casket Detail
Crossed Ladders
Display of Colors
Display of Gear
Display of Helmet
Engine Caisson
Engine Siren @ Graveside
F.D. Eulogies
FF Prayer(s)
Flag Draped Casket
Flag Presentation
Last Page
Present Gear, Helmet or Badge
Presenting Colors
Processional
Releasing of Dove(s)
Roof Siren
Sea of Blue/Uniforms
Station Bunting
Vehicle Bunting (10)
Vigil Standers

FIRE DEPARTMENT PERSONNEL				
LODD	Active Non-LODD (1)	Retired (2)	Retired Chief of Department	Active Non-Sworn

I	II	III	IV	V
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Yes	No	No	No	No
Yes	Yes (3)	No	Yes	No
Yes	Yes	Yes	Yes	No
Yes	Yes	Yes	Yes	No
Yes	Yes	Yes	Yes	Yes
Yes	Yes	No	Yes	No
Yes	Yes	Yes	Yes	Yes
Yes	Yes (3)	No	No	No
Yes	Yes	Yes (5)	Yes (5)	No
Yes	No (3/4)	Yes	Yes	No
Yes	No	No	No	No
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes (3)	No	No	No
Yes	No (3)	No	No	No
Yes	Yes	Yes	Yes	No
Yes	Yes	No	No	No
Yes	Yes (6)	No	No	No
Yes	Yes	No	No	No
Yes	Yes	Yes	Yes	Yes
Yes	No	No	No	No
Yes	Yes (3)	No	No	No
Yes	Yes	Yes	Yes	No

(Footnotes) on page 58

Non-Fire Funerals You are Asked to Provide Services For

Your Jurisdiction						Other Jurisdiction					
VI	VII	VIII	IX	X	OTHER	VI	VII	VIII	IX	X	OTHER
Police/EMS LODD	Police/EMS Active Non-LODD	Police/EMS Other	DPS/HSEM/Pipeline Safety LODD	DPS/HSEM/Pipeline Safety Active Non-LODD	City/State Elected/Appointed Leadership State/National Fire Service Leadership	Police/EMS LODD	Police/EMS Non-LODD	Police/EMS Other	DPS/HSEM/Pipeline Safety LODD	DPS/HSEM/Pipeline Safety Active Non-LODD	City/State Elected/Appointed Leadership State/National Fire Service Leadership

Yes (9)	Yes	Yes	Yes	No	No (7)	Yes (9)	Yes	No	Yes	No	No (7)
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes (9)	Yes	No	Yes	Yes	Yes
Yes (9)	No	No	Yes	No	No	Yes (9)	No	No	Yes	No	No
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes (9)	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes (9)	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes (9)	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes (9)	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes (8)	Yes (9)	Yes	No	Yes	Yes	Yes (8)

Bugler
Casket Detail
Crossed Ladders
Display of Colors
Flag Presentation
Presenting Colors
Sea of Blue
Vigil Standers

(Footnotes) on page 58

Public Safety and Other Funerals You Attend

FIRE DEPARTMENT PERSONNEL	
LODD	
Active Non-LODD	
Retired	
Retired Chief of Department	
Active Non-Sworn	

	I	II	III	IV	V
HOME	AWAY	HOME	AWAY	HOME	AWAY
MP	MP	VF	VF	VF	No

OTHER PUBLIC SAFETY				
Police/EMS LODD				
Police/EMS Active Non-LODD				
Police/EMS Other				
DPS/HSEM/Pipeline Safety LODD				
DPS/HSEM/Pipeline Safety Active Non-LODD				

	VI	VII	VIII	IX	X
HOME	AWAY	HOME	AWAY	HOME	AWAY
MP	VF	VF	No	MP	No

OTHER	
City/State Elected/Appointed Leadership	
State/National Fire Service Leadership	

	XI	XII
HOME	AWAY	HOME
MP	No	VF

KEY TERMS

Home - Deceased was a member of your jurisdiction
Away - Funerals you attend in other jurisdictions

MP - Mourning Period; date of death through interment
VF - Visitation & Day of Funeral

As outlined in the funeral matrix, each funeral will include a number of funeral elements. Some of the elements are reserved for line-of-duty-death funerals only while others are recommended based upon best practices or with the expressed purpose of designing a funeral that is most appropriate for the type of funeral.

This section offers a detailed explanation, along with pictures, of each funeral element. When possible, a little history or culture has been included and in other cases the correct placement of the element in the funeral or the acquisition of the element has been provided to assist with funeral planning.

FLAG PRESENTATION

The presentation of the United States flag to the next of kin can be a very memorable token of appreciation. This is usually done once the casket has arrived at its final resting place or near the close of the service if there is no grave-side ceremony. Although usually reserved for public safety and military personnel, the US Code includes no prohibition that would prevent any US citizens from having a flag draped casket.



We refer to a “flag presentation” as the act of presenting a properly folded flag to the next of kin. The flag is usually presented to the next of kin, in the following order;

- Spouse
- Oldest Son
- Oldest Daughter
- Father
- Mother



The presentation should be made by the ranking fire department officer in attendance and is accompanied by words of appreciation for the deceased’s service. If draped over the coffin the flag is presented immediately following a flag folding ceremony. Otherwise the flag may be pre-folded and presented during the service.

When presenting the flag to the next of kin, the Fire Chief or designee should recite the following (modified for local conditions);

“Sir/Ma’am, this flag is presented on behalf of a grateful nation/ community as an expression of our appreciation for the honorable and faithful service rendered by your loved one/Title and Name.”

CAISSON

The custom of using a caisson to carry a casket had its origins in the 1800s when horse-drawn caissons that pulled artillery pieces and ammunition to the front also doubled as a conveyance to clear fallen soldiers from the battle-field.



The use of a fire engine, or horse-drawn carriage, in place of a hearse, to transport the casket between the funeral home, church and cemetery. The engine hose bed is stripped of hose in order to make room and a method for securing the casket in place is derived. The engine is usually draped with bunting (see definition) and will take up a position near the lead of the processional.

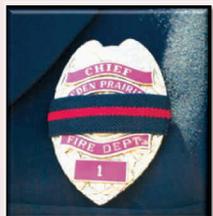
Although depicted here, NFPA 1500 includes no exception for riding on the exterior of an apparatus for parades or funerals.



VIGIL STANDERS

Honor Guard or fire department members who are assigned the task of standing “watch” at the head and foot of the casket or urn during the visitation and/or funeral ceremony. They may also be posted at each side of a table displaying an urn containing the remains of the deceased. Vigil Standers assume a military position of “attention” and may hold a ceremonial fire department axe. Vigil Standers are relieved of their duties and replaced with other members every 15-20 minutes. Vigil Standers should be posted beginning

15 minutes before the visitation or funeral and should remain until 15 minutes after the ceremony or until the casket/remains are moved.



BADGE SHROUDS

Badge Shrouds are thin black bands of material that wrap around the center portion of the badge. Often made from strips of elastic the shroud should be worn horizontally across the badge. Most badge shrouds are 1/2 inch to 3/4 of an inch wide. Shrouds are available with and without a thin red line through their center.

BELL CEREMONY

A traditional Bell Ceremony is a ceremony that pays honor and respect to the deceased through the symbolic use of a bell to ring the deceased’s last alarm. It is usually performed near the end of the ceremonial proceedings and may be done in the funeral home or church or during the graveside portion at the cemetery. Over the years a number of bell ceremonies, which differ only slightly, have been developed and used. This guide includes versions of the Bell Ceremony in chapter 12.



Notes:

PROCESSIONALS

As used in the manual a procession is the alignment of vehicles and the ceremony of moving from the funeral home or church to the cemetery that includes the vehicles containing funeral officials, the deceased's family members, fire department apparatus and personnel and guests.



In the past, walking processions were the standard protocol for moving the remains of our brother or sister to the cemetery. Many East Coast departments still utilize this tradition and variations, as done in the photo to the left, are often very fitting and appreciated by the family, friends and department.



ENGINE BUNTING

Black material loosely gathered and draped to form a "flag-type" banner. Bunting is been used by wrapping around the front and along sides of fire engines. Tradition would indicate that during a procession, apparatus emergency warning light bars are to be covered with bunting material. Only the "host" fire department would bunt an engine used in a procession.

Bunting can be made from bolts of black opaque material available at local fabric stores. The draping is intended to replicate the draping on 1800's style horse drawn hearses.

Bunting can be attached to apparatus with zip ties or removable clips.

STATION BUNTING

Black material loosely gathered and draped to form a "flag-type" banner. Bunting has been used above station doors and on station signage. Only the "host" fire department would bunt their station. In jurisdictions with more than one station, the firefighters assigned station would be "bunted."



Bunting could be placed above the front door to the station, a single bay of the station or over all station bay doors. Stations with monument style yard signs could consider bunting the sign.

Notes:



AIR AMBULANCE FLY-OVER OR FLY-BY

The use of medical evacuation helicopters to perform a military-style fly over. Most often done during the graveside service. It is coordinated in order to align the fly-over with the predetermined order of service. It is usually done following the playing of taps. (See Taps below)

The funeral coordinator would be in contact with the air ambulance(s) via radio and signal their approach and fly-by. In some jurisdictions, the air ambulance pauses over the cemetery and in a show of respect the pilot bows the nose of the aircraft before lifting back up and departing.

A fly-over or fly-by has strong military roots and is often used in ceremonies to display respect. The largest fly over in history occurred over Toyko Bay on September 2, 1945 signaling the end of World War II.

Military tradition includes the use of aircraft to perform a “missing man” fly over in honor of the fallen. When done with aircraft a single plane abruptly exits the flight formation to signify the fallen. Similar honors are presented using a “riderless” horse in horse drawn caissons and a “missing man” formation in motorcycle escorts in ground units.



PRESENTATION OF COLORS

Formally posting the American flag, along with other appropriate flags, at the funeral home, church or other facility where the service is to be held. See separate guidebook section regarding the displaying of the American flag. The posting of colors is done by Honor Guard personnel with military bearing and precision and is done in such a manner to preserve the honor and dignity of our nation’s colors.

When multiple flag units participate in the presentation of flags, only one United States flag is marched in and it should always be marched in to the viewing audiences left and from the marchers perspective always to the far right or in front of all other flags.

DISPLAY OF GEAR

The placement of the fallen firefighter’s turnouts, boots and helmet on stage or near the casket during a memorial service.

The gear may also be displayed upon and driven on the engine being used as a caisson as shown in the picture above. In processions where fire department personnel, family and guests walk in the procession, the gear is often times given to “gear bearers” who walk behind the casket with the gear of the fallen firefighter.





DISPLAY OF HELMET

Similar to the display of gear, but limited to the helmet. More appropriate when the fallen firefighters gear is damaged to the point of being uncomfortable for the family, fire department personnel or guests. May also be used to display the helmet at a non-LODD funeral including a retiree if the family still has the member's helmet.

PRESENTATION OF GEAR, HELMET and/or BADGE

This refers to the presentation of the firefighters helmet and/or badge as a part of the funeral ceremonies to the next of kin. The recommendation is that in all LODD funerals, the helmet and badge are presented as gifts to the family. For non-LODD funerals, helmets or badges that through vesting or retirement, would be eligible for presentation should still be presented to the next of kin posthumously.

Presenting the next of kin with the helmet or gear of a fallen firefighter can be a very fitting and significant ceremonial event. An alternative for LODD funerals, would be to consider keeping the gear and giving it a position of honor within the fire station. A replica helmet could be devoted to the station display if the original has been given to the family.

Usually command staff, other than the Chief, presents these elements when the Chief has or will present the casket draped flag. Wording used in the presentation may be scripted locally and oftentimes modified for the age of the recipient.

These are personal presentations made to extended members of our fire service family. They should be done with honor and respect but should also be very personal. This is particularly true for children as given the various rituals often used in funerals and use of scripture throughout the funeral and graveside ceremony, this presentation may be one of the few opportunities for a child to understand what is being said.



Sample Script:

"{Childs name}, we would be honored if you would accept this gift in recognition of how special your Mom/Dad was to us. I am very sorry for your loss. He/she will be greatly missed."

Notes:

BAGPIPES

Due in large part to the Celtic roots of the early firefighters, bagpipes have had a position of honor and respect within the fire service for more than 150 years.

Bagpipes are one of many traditions that our firefighting forefathers brought to this country and few, if any, ceremonial elements have the impact of the playing of bagpipes. They can be played alone for a solemn sound or as part of a Pipe and Drum unit.



Adding bagpipes to a memorial or funeral service adds a piece of our history, a tradition worth preserving.

There are a variety of resources around the state to arrange for bagpipes for funerals and memorials.

**TAPS (ECHO TAPS)**

The original 24-note military ballad, played on a bugle, written during the Civil War and originally used to signal the end of the day.

Later in the war it was used before retrieving the dead from the battle field in place of the traditional three-gun volley, which was feared to produce an enemy response. By the late 1800's "taps" was officially adopted as a part of a military funeral protocol.

The playing of taps is a very fitting memorial to a fallen firefighter whether or not killed in the line-of-duty. "Echo" taps is the playing of the same 24 note military ballad utilizing two buglers with one bugler approximately three notes behind the other, creating what sounds like an echo. Although not a military standard, the use of echo taps is a very moving ceremonial element for graveside services.

An ideal place to insert the playing of taps (and traditional military honors, including a three volley salute) is during the flag folding and presentation ceremony, graveside. More specifically, as the Honor Guard raises the flag off the casket, they would hold the flag horizontally over the casket as the military honors and taps are completed. Then, they would step to one end or the other of the casket and perform the ceremonial fold and presentation.

Bugles Across America (www.buglesacrossamerica.org) is a non-profit organization that offers buglers for military funerals at no cost. The Minnesota Fire Service has found them very willing to offer buglers for firefighters as well. A small donation from the department may be appropriate.

Notes:

SEA OF BLUE OR SEA OF UNIFORMS

Organizing all uniformed personnel into rows and columns, of military precision, at the church, cemetery or any other place where a funeral service is being held.

Used to welcome, greet or honor arriving or departing family members and serves as a means to bring all uniformed personnel to attention during the movement of the casket before or after the memorial service.

A sea of uniforms, regardless of type, makes for a very fitting presentation and show of unity and support.

Personnel should be under the direction of a designated “Commander” who will organize, instruct and then bring the unit to attention when appropriate.

The “host” fire department should be provided positions of honor within the ranks of the sea of uniforms, including but not limited to creating a column through which the casket and family members will pass each time the casket is moved.



CROSSED LADDERS

Positioning of two ladder trucks in such a manner as to be able to suspend an American flag between their raised and extended ladders. May be done with any style aerial device.

Oftentimes done at the entrance to the cemetery, but may be done at the church or at the members assigned fire station or any point along the processional route.

See separate guidebook section regarding flag proto-

cols for a detailed discussion regarding the orientation of the field of blue when suspending a flag over the roadway.

RELEASING OF DOVES

Since the beginning of time, the releasing of doves has had symbolic meaning and importance in funeral services. Single dove and multiple dove releases are appropriate.

More information about releasing doves may be found in the ceremonies section of this guidebook.



FLAG DRAPED CASKET

The US Code does not have any prohibition that would prevent any American from having a flag draped casket. This honor, along with the presentation of the flag to the next of kin is often reserved for members of the military, veterans and public servants.

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground. The correct sized flag is 5 feet by nine-and-a-half feet and should be all cotton. There are a number of online vendors who sell a casket sized flag.



Departments are urged to order and stock at least one flag and are cautioned against washing or drying a cotton, casket sized flag, as it may shrink and present challenges in the folding and presentation. Flags can be removed from their original packaging and hung dry to remove wrinkles.

**THREE VOLLEY SALUTE**

Today's customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the "burial."

It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced the word "vale" (farewell) three times as they departed from the tomb.

In more recent history, three musket volleys were fired to announce that the burying of the dead was completed and the burial party was ready for battle again.

The addition of a three volley salute is particularly appropriate in "dual" or "triple" role funerals; that is a fire-fighter who also served in law enforcement and/or the military. For clarity, regardless of the number of rifles used, this is not a 21-gun salute, which is reserved only for the President of the United States.

Notes:



Funerals can create significant planning challenges. This is due to the fact that oftentimes they are complex, in terms of the elements and locations used, and usually present with a relatively short amount of time to plan and execute.

This section includes a variety of tools intended to help you with the planning of a funeral. In all cases, the local jurisdiction will need to coordinate its desires and capabilities with the family, funeral director and church leadership.

It is important to note that this section does not offer all of the ways in which a funeral can be planned. There are numerous resources available on the internet if a different approach is desired. As is the case with incidents, the structure of the incident command team for a funeral can be expanded or contracted as needed. Factors to consider when establishing the command structure is size, complexity, logistics support needed and funeral elements.

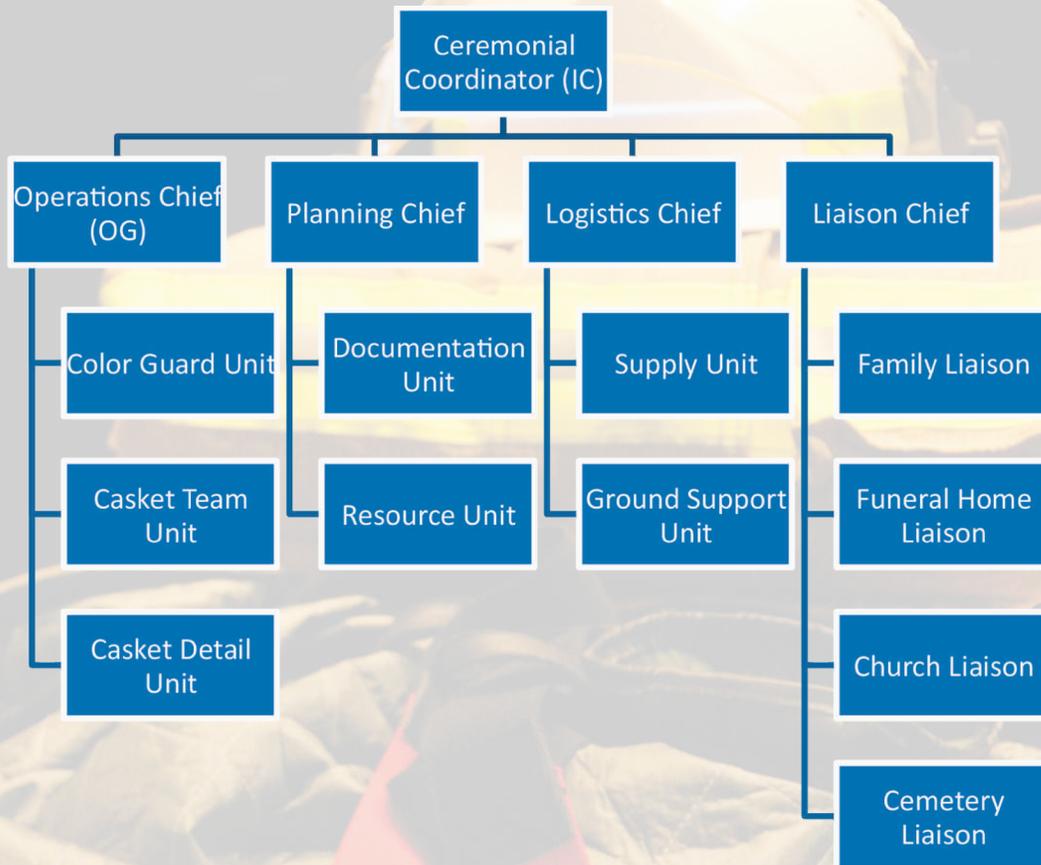
FUNERAL ORGANIZATIONAL STRUCTURE AND CHART

The organizational structure utilized for the management of the funeral details is a NIMS compliant structure that utilizes the following Command positions and reporting units.

- Ceremonial Coordinator (IC)
- Operations Chief (Officer of the Guard)
 - i. Color Guard Unit
 - ii. Casket Team Unit
 - iii. Casket Detail Unit
- Planning Chief
 - i. Documentation Unit
 - ii. Resource Unit
- Logistics Chief
 - i. Supply Unit
 - ii. Ground Support Unit
- Liaison Chief
 - i. Family Liaison Officer
 - a. Family Escort/Support Unit
 - ii. Funeral Home Liaison Officer
 - iii. Church Liaison Officer
 - iv. Cemetery Liaison Officer

Based upon the complexity of the funeral, multiple positions listed above may be assigned to a single resource. The various Chief Officer positions may be responsible for coordinating all of the activities within their sector. An organizational chart follows.

Notes:



CEREMONIAL COORDINATOR (IC)

The Ceremonial Coordinator shall serve as the Incident Commander for the event. The Ceremonial Coordinator shall be in complete charge of all ceremonial arrangements where official departmental participation has been requested and authorized by the Fire Chief. This role involves delegating responsibilities to several members and then coordinating and organizing all efforts to successfully provide needed services for the surviving family.

In the discharge of his/her duties the Ceremonial Coordinator shall:

- Select and staff the organizational chart
- Provide oversight and direction over the event
- Assign responsibility for funeral details to organizational command and unit staff
- Keep the Chief of Agency advised and updated on all arrangements

OPERATIONS CHIEF – OFFICER OF THE GUARD

The Officer of the Guard shall be the Honor Guard Team Leader. He/she is responsible for the proper functional execution of commands to the various elements of the Honor Guard as well as the Fire Department Formation. He shall have general responsibility for the following:

- Shall issue all commands for the Honor Guard.
- Shall coordinate with the Ceremonial Coordinator regarding the time of arrival and other pertinent information regarding assigned details.

- Visit the various sites involved and make careful arrangements for the positioning of the various elements of the funeral detail.
- Designate an assembly point near the site of the detail.
- Inspect the uniform of members and brief them on proper procedures.

PLANNING CHIEF

The Planning Chief shall be responsible for directing the planning functions associated with the funeral. As such the Documentation Unit and Resource Unit shall report to the Planning Chief. Overall responsibilities of the Planning Chief include:

- Developing an overall schedule of events
- Documenting routes of travel between funeral home, church and cemetery
- Maintaining the master planning checklist
- Establishing apparatus, command vehicle and family placement in funeral procession
- Maintains a list of resource needs
- Documents visiting agencies

LOGISTICS CHIEF

The Logistics Chief shall be responsible for directing the logistics functions associated with the funeral. As such the Supply Unit and Ground Support Unit shall report to the Logistics Chief. Overall responsibilities of the Logistics Chief include

- Acquiring and supplying bunting and mourning bands
- Coordination of station and lead engine draping
- Preparation and delivery of caisson engine
- Line up and coordination of funeral procession
- Coordination of apparatus staging and general parking at funeral home, church and cemetery
- Food and beverage needs of assigned funeral detail personnel

LIAISON OFFICER

The Liaison Officer shall be responsible for directing the liaison functions associated with the funeral. As such the Liaison Chief shall

- Appoint a Family Liaison officer who will serve as the primary contact point and interface to the family.
Among the primary responsibilities are
 - Assist the family in selecting the type of service and funeral components
 - Determine need and desire to have a Family Escort Support Unit (FE/SU) assigned
 - Assign and supervise the FE/SU
- Appoint a Funeral Home Liaison officer who will serve as the primary contact point with the funeral home.
Among the primary responsibilities are
 - Coordinating facility and room set up and usage
 - Gather parking and routes of travel information for the planning and logistics branches.

- Appoint a Church Liaison officer who will serve as the primary contact point with the church.
Among the primary responsibilities are
 - Coordinating facility and room set up and usage
 - Gather parking and routes of travel information for the planning and logistics branches.
- Appoint a Cemetery Liaison officer who will serve as the primary contact point with the cemetery.
Among the primary responsibilities are
 - Gather parking and routes of travel information for the planning and logistics branches.
 - Coordinate covering and seating for family members
 - Assists with the set up and design of graveside services

In many cases, after the appointment of the Family Liaison (discussed below), the Liaison Chief performs the balance of the liaison function.

PROFILE OF A FAMILY LIAISON

The role of Family Liaison may be the most important role assignment. The individual appointed will be the primary interface with the family beginning very early in the planning process, perhaps the day of death.

An effective Family Liaison is one who ideally has a close personal relationship with the family or someone who can establish trust and rapport very quickly. The Family Liaison needs to be able to assume a role of family advocate with all other coordinating entities and personnel. The Family Liaison needs to be able to create a working relationship and environment where the family feels safe being vulnerable and where the family will share their desires, frustrations and needs.



The Family Liaison should be authorized to make commitments on behalf of the fire department or should have direct access to the Chief of Department in order to provide a high level of responsiveness to the family.

FAMILY ESCORT/SUPPORT UNIT

One very unique way to support a family of a lost firefighter is through a Family Escort/Support Unit. The purpose of the unit is to provide the family a level of support during the days leading up to the funeral. Among the duties of the Family Escort/Support Unit are;

- Provide a resource, at the family home, to assist when needed, often provided in three to six hour shifts
- Assist with local errands
 - i. Dry cleaners, bank, insurance agent
 - ii. Other last minute funeral needs
- Assist with transportation on the day of visitation and funeral
- Coordinate coverage to “stand-by” homes of immediate relatives to deter break-ins during the visitation and funeral
- Meals for the family
- Other support as needed

As part of the planning process, resources should be assigned to work out the details of any “formation” or Sea of Uniforms, as well as the processional, if one is to be included. The information below is intended as a guide to help organize visiting resources in the correct order.

FORMATION/SEA OF UNIFORMS

The Sea of Uniforms is generally organized and oriented from the hearse or caisson back to the funeral home or church doors and front to back as needed for spacing.

- The Department’s Official Family
 - i. Department Chief Officers (Active and Retired)
 - ii. Department Officers (Active and Retired)
 - iii. Department Personnel (Active and Retired)
- Deceased Members Governmental Representatives
- Deceased Members Law Enforcement Personnel
 - i. Sheriff/Police Chief
 - ii. Officers
 - iii. Departmental Civilian Personnel
- Visiting Honor Guard Teams
- Visiting Fire and Law Enforcement Agencies

After the funeral service all members of the deceased department and visiting agencies both Fire and Law Enforcement will exit the church prior to the transfer of the body and establish the various formations as determined by the Officer of the Guard.

As the Casket Team, followed by the immediate family, approaches the church door, the entire formation will be brought to “Attention” and when the Casket Team breaks the plane of the door the order for “Present Arms” will be given. Upon this order, all uniformed members of the formation will render a hand salute. Members not in uniform will NOT render a hand salute but instead shall place their right hand over their heart. “Present Arms” will be maintained until the casket is placed atop the apparatus or in the hearse.

At this time, the order for “Order Arms” will be given and the hand salute will be dropped. After the Sea of Uniforms has been dismissed and have left the immediate area. The entire formation will be dismissed and should proceed to their vehicles and wait for instructions from the Officer of the Guard.

PROCESSIONAL LINE UP

If there is to be a processional of vehicles, the following outlines the order that vehicles should be placed. Based upon route of travel and distance too cemetery, a walking processional escort is very fitting, particularly with line-of-duty deaths. A full or partial gear processional could lead the processional, with honor guard escorts alongside the caisson.

- Motorcycle outriders. To be utilized if full intersection control is not possible.
- Remaining motorcycles formed in a column of twos



- Casket Team
- Fire Chief and Member's Commanding Officer
- Engine or Medic being Utilized as a Hearse
- Family Car(s)
- Members Department Staff Vehicles
- Members Department Fire Apparatus
- Members Jurisdiction Law Enforcement Vehicles
- Visiting Fire Department Staff Vehicles
- Visiting Fire Department Apparatus
- Visiting Law Enforcement Vehicles
- All Civilian Vehicles

Editor's Note: As you begin your processional planning activities, consider the number of "outside" public safety attendees and the impact this will have on your processional. The outline here presumes that the casket and family lead the processional. The impact, with a large number of outside public safety agencies is that the family will need to wait on us to get parked and situated before being able to start the graveside service. We should try and reduce or eliminate this whenever possible.

Consideration should be given to allowing outside public safety agencies to proceed to the cemetery prior to the family's departure. In addition to eliminating the wait time at the cemetery, this also allows the family to "decompress" following the church service before transitioning to the cemetery for the final internment.

GENERAL ORDER OF SERVICE

The order of events will vary based upon the ultimate combination of services selected by the family and the timing and location of events including the use of the funeral home, church and graveside for the performance of services. The outline below assumes the transfer of the casket from the Funeral Home to the Church and the inclusion of a graveside ceremony.

It is critically important to remain flexible and adaptable as various cultural and faith-based beliefs, along with the family's personal wishes could significantly modify this outline in both content and order. One of the primary roles of the family liaison is to coordinate this schedule.

- Hearse picks up casket at funeral home
- Casket Team awaits for casket arrival at church
- General public is seated in church
- Fire Department personnel are placed into formation for arrival of casket
- Hearse arrives
- Casket Team removes casket from hearse
- Color Guard leads casket procession into church
- Casket Team moves casket to desired location in church
- Fire Department personnel file into church and are seated
- Casket Detail is posted
- Invocation
- Prayer

- Opening remarks/greetings
- Special music
- Scripture reading/clergy remarks
- Speakers (this list is paired down significantly in non-LODD funerals)
 - i. Mayor
 - ii. Local elected official from district
 - iii. State or Federal officials
 - iv. Family representative(s)
 - v. Department representative's friends
- Eulogy – Chief
- Special music
- Presentations
- Closing remarks/prayer
- Last Alarm Ceremony (May be performed at graveside)
- Bagpipes (May be performed at graveside)
- Casket Team pays last respect and folds presentation flag (May be done at graveside)
- Presentation of flag and helmet (May be done at graveside)
- Retire colors
- Dismissal instructions
- Fire Department personnel pays last respect and assumes formation
- General public released to automobiles
- Casket Team moves casket through formation to caisson
- Processional to cemetery

LOGISTICS

Although we touched on the role of the Logistics Chief earlier, below is a list intended to assist the logistics unit in the planning of the funeral. There will be a lot of details that need to be finalized and communicated to those attending. This role becomes significantly more complicated in line-of-duty death funerals.

Among the items that need to be planned;

- All supplies needed for the Honor Guard based upon the services to be provided
- Detailed Maps with routes of travel and parking
- Apparatus Parking
- Funeral Home
- Church
- Cemetery
 - i. Processional Route
 - ii. Road Closures in coordination with local law enforcement
- Placement of assigned aerials, if included
- Communications
 - i. IC and Ceremonial Units
 - ii. Apparatus Staging and movement
- Family Support Needs

FUNERAL PLANNING CHECKLIST

A complete funeral planning checklist is included in Chapter 12 of this guidebook as well as on the website.

DISPLAY OF URN, FLAG AND GEAR

Oftentimes the combination of funeral elements, the order of service and space limitations requires a level of creativity to meet the needs and desires of the family. If the flag is going to be draped, it should be draped, with the canton or field of blue, in the same orientation as if draped over the casket.



CULTURAL ISSUES

Most of the funeral ceremonies and protocols outlined within this guidebook presume a Christian, Protestant or non-denominational affiliation. Many non-Caucasian cultures and various non-Christian religions have specific guidelines and customs when it comes to funerals. As we continue to diversify the fire service, it is important that we are prepared to respond to the needs of all of our members, regardless of background, culture or religious preference.

Although not intended to be the definitive authority on these issues, this section is intended to help guide the fire chief through some of the more common cultural issues that may impact the planning or execution of a firefighter funeral with some of the more common non-Christian funerals. As is the case in all funerals, the wishes of the family should take precedent and we should always coordinate our customs and traditions with the family and their faith leaders. This role generally falls to the Family Liaison who will inquire about specific cultural or religious desires.

For the purpose of this guide we present related information in a combination of country and/or predominant religion.

Native American:

- There are 562 federally recognized Indian tribes, bands, nations, pueblos, Rancherias, communities and Native villages in the United States.
 - i. There are a total of 11 in Minnesota, seven Anishinaabe (Chippewa, Ojibwe) reservations and four Dakota (Sioux) communities.
- A traditional Native American funeral unfolds over a four-day process
- It is common to include traditional ethnic dress referred to as “regalia.”
- East is considered a special direction to the native American and can impact planning
- The term “Chief” still refers to the tribal leader and is not used casually or to identify the head of the local public safety organization(s).
- The culture is very respectful of their elders and in all cases the tribal elders should be consulted before any actions or plans is made.

India/Hindu or Sikh:

- The tradition amongst Hindu and Sikh religions is the use of a funeral pyre to cremate the deceased.
 - i. In traditional services, the next of kin would shave their head.
 - ii. This is not common in the western world and a funeral pyre is likely illegal in most US states and cities.
- There is no specific custom or ritual that would impact the removing or transport of a firefighter lost in the line-of-duty. The cultural expectation of respect would be satisfied in the fire service normal handling of such an event.
- Most, if not all Indians and Hindu/Sikh religion, will be cremated.
 - i. There will be a sense of urgency to complete the cremation before sunset on the day following the death
 - ii. This may be delayed by a few days to accommodate family members traveling long distance to attend the funeral
- There is a traditional 13 day mourning period.
 - i. During this time, and usually within 1-3 days following the funeral, there will be a “memorial service” referred to as a “Besna.” During this memorial flowers are placed on a picture of the deceased and silent respect and prayer is offered to the deceased.
 - ii. Before the 13 day mourning period ends, the ashes of the deceased are to be immersed, or scattered, in water.
- No food is cooked in the family’s home until after the funeral.
- In this culture the belief is that the soul will not achieve peace unless this is done correctly.

Jewish:

- According to tradition, immediately upon death, the deceased should not be left unattended. A “Shomer” or watchman stays with the deceased from the time of death until the funeral. This may need to be a fire department detail until the family can make arrangements.
- “Mourners” are traditionally defined as Kaddish related, or specifically spouse, parent, sibling or child.
- Burial is to take place as soon as possible although a reasonable time may be held to accommodate family traveling from out of the area.
- A time is not set for the funeral until a Rabbi is contacted.
- The service may be held in a temple or synagogue or may be exclusively at the cemetery.
- Most Jewish funerals have few if any flowers and they are subject to the approval of the Rabbi
- After the burial, upon leaving the grave, non-mourners (see definition above) form two lines facing each other, called a Shura, creating a pathway for the family to pass through and receive words of comfort.
- There are generally two set mourning periods, one that begins on the day of the funeral and continues for seven days, referred to as Shiva, and the other which begins on the day of the funeral and extends for thirty days, referred to as Shloshim.
- During Shiva, the mourners remain at home.

Muslim:

- There are two primary sects within Islam; Shi'a and Sunni.
- Each holds different views on religious issues.
- At the time of death, the deceased should have their eyes closed, jaw closed and should be covered with a clean sheet.
- A religious leader, an "Imam" should be notified as soon as possible in order to offer "dual" which is a supplication to Allah to forgive the sins of the deceased.
- The body should be buried as soon as possible.
- Embalming and cosmetology is not allowed unless required by law.
- Cremation is forbidden.
- As a result of the points above, there is generally no viewing before the burial.
- Funeral prayers, "Salat al-Janazah" should be performed outside of the mosque and then the body should be transported to the cemetery.
- Traditionally, only men are allowed to be present at the burial. Check with the Rabbi if women fire fighters are planning to attend the funeral.
- It is customary for the family to receive visitors for the first few days of the mourning period which generally lasts forty days.

Latin American:

- A wake is generally held for a minimum of two days and extends for the entire 24-hour period each day.
- The wake includes an open casket.
- The service is usually a full Catholic mass.
- Burial is usually in a Catholic cemetery.
- Special attention is needed with various funeral elements in the sanctuary.
 - i. Check with the local priest for clarification.
 - ii. References to the "narthex" is referring to the foyer or entry.

There are a total of nineteen (19) major world religions that a subdivided into 270 large religious groups. This alone makes our case for putting families first and respecting their wishes over ours. As much as we want to honor our fallen brothers and sisters in a way that is fitting with our customs we must remain committed to the premise that the best way to honor our fallen is to honor the wishes of their family and their culture.

HISTORIC ROOTS

The fire service of today has ties back to the Roman Empire when the first documented firefighters are identified in history. Originally the slaves of the Roman Empire, Familia Publica, were charged with protecting the cities under Roman control but as you might imagine, they lacked motivation to protect the assets of their captors. Around 60AD, a group of 7,000 free men were organized into the Corps of Vigiles, and charged with the responsibility for fire suppression and building inspection. They adopted a rank structure similar to the Roman guards, that has continued in the fire service to this day.

During the Crusades, amid a battle with the Saracens, a new weapon of war was introduced; bottles of Naphtha, a highly flammable liquid. These were hurled at the Crusaders and after dousing them with the flammable liquid, flaming arrows were fired into their midst to set them ablaze. At the time there was a medical order called the Order of St John in Jerusalem. The order was created as a Knights Hospitaller; a hospital to provide aid to sojourners traveling through the holy land.

The Knights of St John, took it upon themselves to rescue the Crusader's from the Saracen; pulling them to safety, extinguishing the flames and treating their injuries. After the loss of the Holy land, the Knights of St John established a base on the island of Malta, where in the sixteenth century their symbol was redesigned as indicated here. Hence the origins of the Maltese Cross that is such an important symbol of the fire service today.



FIRES THAT SHAPED THE FIRE SERVICE

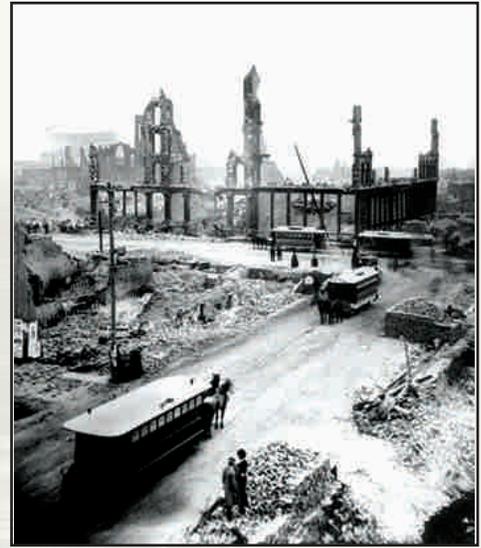
Much of what has become common today is the result of tragedies and catastrophic fires from throughout history. What might surprise some is the fact that many of the improvements that help protect lives and property didn't get incorporated into building and product design until the late 1800's. This was despite the fact that the world had seen many "great" fires in the previous 1800 years.

Perhaps one of the oldest recorded fires, and to many the oldest unsolved or at least controversial, arson case, occurred in 64AD when it was reported that Nero burned Rome. As legend has it, "Nero fiddled while Rome burned." Many believe that Nero intentionally set Rome on fire in order to make room for his "Domus Aurea" (Latin for Golden House) in the heart of ancient Rome.

In the centuries that would follow, fires that included the word "Great" in their title would come to be fires that completely destroyed the city. This would include the following partial list of "Great" fires;

- 1135, 1212 and 1666 Great London Fires
- 1675 Great Northampton Fire, England
- 1776, 1835 and 1845 Great Fires of New York
- 1788 Great New Orleans Fire
- 1805 Great Detroit Fire
- 1918 Great Cloquet Fire
- 1820 Great Savannah Fire
- 1845 Great Fire of Pittsburgh
- 1871 Great Chicago Fire
- 1894 Great Fire of Hinkley

These fires caused millions of dollars of damage, destroyed thousands of homes and commercial properties and cost thousands of lives. The Great Chicago Fire, which occurred on October 8, 1871, and whose anniversary is used today to mark National Fire Prevention Week, burned for three days and consumed 2,000 acres and 17,000 homes. The total loss was \$200 million with 300 dead and 90,000 left homeless. What history overlooks is that on the very same day, just 260 miles north of Chicago in Peshtigo, Wisconsin a wildland fire erupts into a “tornado of fire” with flames more than 1,000 feet high and five miles wide. The death toll exceeded 2,200!



Two of the most devastating fires on our list occurred here in Minnesota. On September 1, 1894 several small brush fires quickly turned into a raging wild fire burning through the timber in and around Hinckley, Minnesota. By the time it had ended 200-250,000 acres were destroyed with at least 418 dead. Some scholars believe the death toll could be as high as 800 due to a transient work force associated with the timber industry.

On October 10, 1918 two workers in a rail yard witnessed a passenger train pass by and within minutes the grass along the spur was on fire. The fire could not be contained and by October 12 it had spread throughout northern Minnesota. By it's end, 250,000 acres burned, thirty-eight communities had been destroyed, over 52,000 people were injured or displaced and the death toll stood at 453.

EARLY AMERICAN FIREFIGHTERS

The first organized fire company in the United States was organized by Benjamin Franklin in 1736 as The Union Fire Company, in Philadelphia. There would be many volunteer fire departments that would follow suit and before long would be competing with each other. They would compete over who had the most, or brightest brass and who had the shiniest piece of apparatus. There was intense competition to get “first water” on a fire, as insurance companies would only pay for the services of the first arriving fire company. Most of today's firefighters would agree that these behaviors are still woven in the fabric of who we are and how we operate today.

Another by-product of this competition was the invention of the fire pole. Although often attributed to the Boston Fire Department, it was actually Captain David Kenyon of Chicago Engine Company 21 (an all-black engine company) who invented the pole out of a Georgia pine beam and convinced the Chief of Department to let him install it. After being the target of many jokes, people began to realize that Engine Company 21 was usually the first company to arrive when called, the Chief ordered poles installed in all Chicago fire stations.

HELP WANTED
NO IRISH NEED APPLY

The mid 1800's brought a significant immigrant population to the United States, many from Ireland who were fleeing the Great Potato Famine. In an early episode of American racism, these Irish immigrants were not well regarded. Many businesses displayed window signs that read “NINA;” No Irish Need Apply. The only jobs available were those that were dirty or dangerous which has always

described what we do and these new Irish immigrants quickly became rooted in the fire service and helped shape most of the east coast and large metropolitan fire departments of the day. This accounts for the strong Irish ties that still exist today, and the incorporation of shamrocks, bagpipes and in many ways our funeral protocols that are in use today throughout the country.

The Great St Louis Fire in 1849 is the first recorded line-of-duty death and the World Exposition Fire in Chicago in 1893 lost the lives of fourteen firefighters when a fire in the Cold Storage building caused a collapse.

CHANGE IN THE FIRE SERVICE

The late 1800's saw the beginnings of tremendous change in the fire service. In preparation for the World's Fair in 1893 (Chicago) much concern was made of this "new" phenomenon called electricity. A young electrician named William Merrill (Boston) envisioned a testing laboratory where electronics could be tested. Supported by the insurance industry, he began his operation over a fire station at 22nd & Wentworth. The Underwriters Electrical Bureau would operate for 7 years before changing its name to Underwriters Laboratory.



The New York Board of Fire Underwriters (NYBFU) had also been a collaboration of stock and mutual insurance companies. They had been establishing standards, intended to reduce the risk of fire and the loss from fire for many years. They created an electric standard in 1881 and the proliferation of the sprinkler, (originally introduced in 1872) would require many more standards as dozens of organizations sprang up to install or modify sprinkler systems.

On November 6, 1896 eighteen men of the NYBFU met to create a new association. Among the twelve articles of incorporation, Article 1 reads, "This association shall be known as the National Fire Protection Association."



The early 1900's would prove to be rough years for the fire service with many devastating fires. However, through the efforts of the NFPA each fire was a lesson learned and with each came a series of changes that help protect us and our buildings to this day. Some of the more critical fires and their impact on the fire service include

- 1903 Iroquois Theater Fire, Chicago: 602 souls lost. Led to theater standards and outward swinging egress doors
- 1904 Baltimore Fire: Became pivotal in standardizing hydrant threads as apparatus from other jurisdiction proved worthless
- 1906 San Francisco Earthquake and Fire: 3-6,000 souls lost. Led to many improvements in the building codes
- 1908 Collinwood School Fire, Cleveland, Ohio: 172 students, two teachers and an assistant perished. Fire marked the beginning of a long list of improvements to educational institutions.
- 1911 Triangle Shirtwaist Factory Fire, New York: 146 died as a result of a dropped match. Due to concerns about material and thread being stolen by the workers, management had locked all but one exit. Led to improvements in fire exits, fire extinguishers, sprinklers and fireproofing in high rise structures. This still stands as one of the worst workplace disasters in history.

Resources

State:

- Hennepin County Medical Examiner (Autopsy and toxicology report)
(612) 215-6300
- Minnesota Dept. of Labor and Industry (OSHA)
(651) 284-5005
www.doli.state.mn.us
- Minnesota Professional Fire Fighters Association
(763) 545-8100
www.mpff.org
- Minnesota State Benefits
Minnesota Dept. of Public Safety, office of the Commissioner
445 Minnesota Street, Suite 1000, St. Paul, MN 55101
(651) 297-4013
www.dps.state.mn.us
- Minnesota State Death/Education Benefits for survivors and children
(651) 297-4013
www.dps.state.mn.us
- Minnesota State Fire Marshal
(651) 201-7200
www.fire.state.mn.us
- PERA
(651) 296-7460
www.mnpera.org
- Veteran's/Military Benefits - Minnesota Department of Veteran Affairs
(612) 970-5662
www.mdva.state.mn.us • www.va.gov
- Minnesota Fire Service Foundation
www.mnfireservicefoundation.org
- Minnesota Fallen Firefighters Memorial Association
www.mffma.org

Resources

National:

- Bureau of Alcohol, Tobacco, and Firearms (ATF)
Field Division Office - St. Paul
30 E. Seventy St. Suite 1900
St. Paul, MN 55101 651-726-0200
- National Fallen Firefighters Foundation
(301) 447-1365
www.firehero.org
- National Institute for Occupational Safety and Health (NIOSH)
1-800-356-4674
www.cdc.gov/niosh
- Public Safety Officers Benefit Program (Federal Benefits)
Bureau of Justice Assistance
Washington, DC 20531
(202) 307-0635 or Toll Free (888) 744-6513
www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html
- Social Security
1-800-772-1213
www.ssa.gov
- U.S. Fire Administration/National Fire Academy
(301) 447-1000
www.usfa.dhs.gov
- Veterans Administration

Resources

Online Resources

- United States Flag – Regulation Casket Size
Resource Provider – United States Flag
www.united-states-flag.com
Item # USA595C
- Vehicle and Station Bunting
Resource Provider – Independence Bunting
www.independence-bunting.com
- Doves for Rent in MN
Resource Provider – Wings of Love
www.wingsoflovemn.com
- Buglers
Resource Provider – Bugles Across America
www.buglesacrossamerica.org
- Award Ribbons and Racks
Resource Provider – Vanguard Military
www.vanguardmil.com
- Lighthouse Bereavement Uniform Program
Resource Provider – Lighthouse Uniforms
www.lighthouseuniforms.com
- United State Honor Flag
Resource Provider – The Honor Network
www.ushonorflag.org
- Honor Guard Supplies
Resource Provider – Glendale Parade Store
www.paradestore.com
- Ceremonial Axes & Flag Poles
Resource Provider – Plano America
www.planoamerica.com

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Brooklyn Park Fire Department

Oath of Office

I promise that I will humbly serve all customers with an urgent response to their crisis, with compassion, sincerity and concern, patience, kindness and respect.

I promise that I will, at all times, conduct myself in a manner that reflects positively on the fire department and City of Brooklyn Park.

Finally, I promise to follow the policies of the fire department, uphold the laws of our state and nation and the ordinances of the City of Brooklyn Park and that I will faithfully discharge my duties to the best of my abilities, so help me GOD.

Sworn before me this 3rd day of March, 2014

Kenneth T. Prillaman
Fire Chief & Emergency Management Director



Brooklyn Park Fire Department

Oath of Office

I, John Smith, do solemnly swear;

- that I will serve the citizens of Brooklyn Park and the firefighters of the Brooklyn Park Fire Department with honor and integrity;
- that I will, in all respects, observe the provisions of the city charter and ordinances of the City of Brooklyn Park;
- that I will faithfully discharge the duties of the office of Battalion Chief to the best of my judgment and abilities
- so help me God.

Sworn before me this 4th day of March, 2013

Kenneth T. Prillaman
Fire Chief & Emergency Management Director

Bell Ceremony

Signal 5-5-5-5

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our mission.

Although our methods may change, our goals remain the same as they have been forever, to save lives and to protect property, sometimes at a terrible cost. This is what we do, this is our calling, this is the tradition of the fire fighter.

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sound of a bell.

In the past, as fire fighters began their tour of duty, it was the bell that signaled the beginning of that day's shift. Throughout the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in jeopardy for the good of their fellow citizen. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all that all units had returned safely to quarters. When a fire fighter had died in the line of duty, paying the supreme sacrifice, it was the mournful toll of the bell that solemnly announced a comrade's passing.

We utilize these traditions as symbols, which reflect honor and respect to those who have given so much and who have served so well. To symbolize the devotion that our brother/sister had for their duty, a special signal of five rings, repeated four times, or signal 5-5-5-5 as we know it, represents the end of our comrades' duties and that they will be returning to quarters.

As our Lord commanded us to love one another, he said "Greater love hath no man than this, that a man shall lay down his life for others."

In the truest interpretation of this verse, the men and women who serve and protect our communities lay down their lives every time they respond to the needs of others.

And so, to {INSERT NAME} who selflessly lived his/her life for the good of their fellow man, his/her tasks completed, his/her duties well done, to our comrade, his/her last alarm, for he/she at last is going home.

Bell Ceremony

Signal 3-3-3

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our mission.

Although our methods may change, our goals remain the same as they have been forever, to save lives and to protect property, sometimes at a terrible cost. This is what we do, this is our calling, this is the tradition of the fire fighter.

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We utilize these traditions as symbols, which reflect honor and respect to those who have given so much and who have served so well. To symbolize the devotion that our brother/sister had for their duty, a special signal of three rings, repeated three times, signal 3-3-3 as we know it, represents the end of our comrades' duties and that they will be returning to quarters.

As our Lord commanded us to love one another, he said "Greater love hath no man than this, that a man shall lay down his life for others."

In the truest interpretation of this verse, the men and women who serve and protect our communities lay down their lives every time they respond to the needs of others.

And so, to {INSERT NAME} who selflessly lived his/her life for the good of their fellow man, his/her tasks completed, his/her duties well done, to our comrade, his/her last alarm, for he/she at last is going home.

Releasing of Doves

Introduction

Although not unique to the fire service, the releasing of a single dove, or multiple doves can be a fitting tribute to a firefighter funeral. The releasing is oftentimes done graveside, it can also be done outside of the church following the faith service, before the casket or urn is loaded into the hearse.

The following script is read annually at the Minnesota Fallen Firefighter Memorial just prior to the releasing of the doves in order to share the symbolism of the event. This script may be modified for local use.

Script

“From the past to the present, white doves have been and forever shall be a beautiful symbol of hope, love, peace and our inner soul.

At this gathering, as we cherish the precious memories of our fallen firefighters shared here with our loved ones, we release the snow white doves in a symbolic tribute to their cherished memories, for we know that they will forever live on within our hearts.

Legend holds that if you whisper to a dove, she will carry your message upon white wings up to the heavens to share your thoughts, memories and thankfulness that our fallen have graced the earth and our lives with their unique and special presence.

Whenever you see a white dove, may it remind you of this moment, and the very special people we remember with great honor and affection on this day; our Minnesota Fallen Firefighters.”

The Symbolism of the Gear Processional

Introduction

As indicated in the Ceremonies Section, a gear processional may be a fitting and respectful way to honor a fallen firefighter. Gear processionals are most often associated with line-of-duty deaths and caution should be exercised in using this funeral element in other types of funerals. If the gear processional is to be used AND the ceremony calls for a reader to present the significance, the following script has been passed down.

Script

“The firefighter’s boots symbolize that we stand for all that is right in the world and our profession. We use this footwear to move toward the tragedy and walk where others fear to tread, determined to affect a positive outcome.

The turnout coat serves to protect the firefighter from the hostile environments he or she enters. This piece of gear represents the shielding from misfortunes that the firefighter endures for the betterment of all mankind.

The helmet protects our head so that we may see and make proper decisions in accomplishing our emergency ground tasks. It is symbolic of the firefighter’s intelligence required to make complex decisions for the reversal of the desolating event unfolding before our eyes.

The firefighter’s ax is a forcible entry tool that we use to gain entry for the rescue of entrapped people or to aid in the suppression of fire. It is our regalia of strength and fortitude rendered by the good works of the firefighter.

The pump can represents that our profession is still allied to much physical exertion. It also show that one of earth’s most natural and life supporting resource, which is water, contributes to the extinguishment of fire, but needs the precise application solely provided by the well-trained and dedicated firefighter.

This small collection of firefighting implements serves to remind us that we must always be alert to protect our fellowman and our environment from the ravages of fire and other misfortunes of ruination. The symbolism, so displayed here, gives credence that our profession is unique, demanding in both courage and intelligence, and is one of a constant and continuous challenge to everything that is good in the world today. “

Outline for Badge Pinning Ceremony

1. Welcome

- a. Families
- b. City Leadership
- c. Recruits

2. Today is a Celebration

- a. Graduation
 - i. ___ long weeks of class ___ new recruits; ___ combined years of service in the fire service
OR All new members of the fire service.
- b. Adding members to the fire service family

3. Fire Service is a very unique opportunity

- a. Bond that transcends race, gender and geographic boundaries
- b. For every one who serves there are thousands who long to serve
- c. Centuries of dedicated, honorable and brave service to our communities
- d. Stewards of the public trust and the responsibility that comes with it
 - i. A firefighter is a firefighter 24 hours a day. We cannot ignore our moral and ethical responsibilities while “off duty.”

4. Family Members

- a. Welcome and Thank You
- b. You are part of the {INSERT CITY} fire service family
 - i. Take advantage of the things we have to offer
 - 1. Support network
 - 2. Picnics, holiday parties
- c. You are part of the fire service, and membership has its privileges!
 - i. It is one of one a few organizations where you can stop into a firehouse anywhere in the world and
 - 1. If you are hungry, they will feed you
 - 2. If you are cold, they will warm you
 - 3. If you are thirsty, they will give you something to drink

- 4. If you are scared, they will protect you
 - a. All by virtue of being related to a firefighter

5. Oath of Office

- a. Tonight we will administer an oath of office
 - i. The oath is more than just a commitment to do your job
 - ii. You are a role model in the community and you have a responsibility to live up to it
 - iii. Your oath is an obligation to be responsible for your safety and the safety of the men and women around you so that everyone goes home at the end of their shift
 - iv. It is a commitment to serve with excellence and to strive to be a great firefighter

6. A Great Firefighter, is one who;

- a. Strives for excellence and flawless execution of their duties
- b. Commits to a life of learning
- c. Is an outstanding steward of the public trust
- d. Is proud of the role they play in the community, and plays that role with a great deal of humility
- e. Does their job at all times in a manner that insures that you and the firefighters around you are safe and that everyone goes home at the end of the shift or call

7. Look around this room, at the men and women who proudly call themselves {INSERT CITY} firefighters;

- a. Someday you may need one of them to save your life
- b. Someday they may need you to save theirs!
 - i. Trust each other unconditionally on and off the fire ground
 - ii. Support each other
 - iii. Never demean, exclude or forsake them
 - iv. Do unto them as you would have them do unto you

8. As we prepare to pin on your badge

- a. The badge is one of many symbols that are used in the fire service
- b. Like the many traditions that are 200 years old
- c. The badge may be the oldest or certainly has some of the oldest roots
 - i. Read story of the badge

9. Thankfully, we no longer fight hurling glass bombs of naphta but our fight is just as tough

- a. Household plastics, lightweight construction and the “all-hazards” nature of our business keeps us in harms way
- b. This is what we do, this is our calling, this is the job of a firefighter

10. Badge Pinning and Oath

- a. At this time introduce graduating class, including brief biographies, and have them assemble in the front of the room
- b. Oath can be administered to the entire group at once or individually.
 - i. Usually administer the oath to the entire group except for ceremonies involving one or two firefighters or promotions
- c. Following oath of office, invite one firefighter at a time to be pinned
 - i. Invite family member(s) who will assist with the badge pinning
- d. Reception line of Training Officers and Chief Officers
- e. Provide hard copy of oath, signed and dated.

The Badge of a Fire Fighter

The Badge of a Fire Fighter is the Maltese Cross. The Maltese Cross is a symbol of protection and a badge of honor. Its story is hundreds of years old.

When a courageous band of crusaders known as The Knights of St. John fought the Saracens for possession of the holy land, they encountered a new weapon unknown to European warriors. It was a simple, but horrible device of war. It brought excruciating pain and agonizing death upon the brave fighters for the cross.

As the crusaders advanced on the walls of the city, they were struck by glass bombs containing naphtha. When they became saturated with the highly flammable liquid, the Saracens would hurl a flaming torch into their midst. Hundreds of the knights were burned alive; others risked their lives to save their brothers-in-arms from dying painful, fiery deaths.

Thus, these men became our first Fire Fighters and the first of a long list of courageous men. Their heroic efforts were recognized by fellow crusaders who awarded each hero a badge of honor - a cross similar to the one fire fighters wear today. Since the Knights of St. John lived for close to four centuries on a little island in the Mediterranean Sea named Malta, the cross came to be known as the Maltese Cross.

The Maltese Cross is our symbol of protection. It means that the Fire Fighter who wears this cross is willing to lay down his life for you just as the crusaders sacrificed their lives for their fellow man so many years ago. The Maltese Cross is a Fire Fighter's badge of honor, signifying that he works in courage - a ladder's rung away from death.

The Role of the Station Captain

The role of the Station Captain is a critical role in any firehouse. As a member of the leadership team, the Station Captain is charged with the responsibility to implement policy and procedures intended to help the organization achieve its mission.

Just as important, the Station Captain is the advocate for the men and women in their charge. As such, their role is to stand in the gap to make certain that the firefighters assigned to them are updated on a regular basis, and to make certain that their concerns and questions are given appropriate attention.

Today, we recognize an individual who has already displayed his ability to do both. And it is my honor to promote {INSERT NAME} to the position of Captain; {INSERT ASSIGNMENT}.

Fire Department

Standard Operating Guideline

Title:	Award and Commendations		
Section:	Administrative – Rules & Regulations		
SOG #:		Page:	1 of 10
Effective Date:		Revision Date:	

Purpose

The awarding of decorations is a powerful stimulus to pride of service and to the encouragement of heroism and/or achievement. To obtain the greatest benefit, the process of making awards must be carefully administered. Awards must be made only to those who have truly earned them. The making of unmerited awards is cheapening and destructive to the purpose of which the award was authorized. Conversely, failure to recognize true merit promptly defeats the purpose.

Guideline

1) Scope

- a. Decorations are awarded in recognition of extraordinary, unusual, or outstanding acts of service, along with recognition for advanced certifications and unit participation. They are the visible evidence of such acts of service. Commendations and decorations express acknowledgement and appreciation of the City Council, Fire Chief, and the citizens of our community for heroic, meritorious or exemplary conduct in the face of danger or for distinguished and outstanding performance of duty by a unit. Awards to department members will include medals and/or commendation bar and/or certificate of commendation, as outlined in the award descriptions below. Medals and Certificates of Commendation awarded to non-members will be presented mounted or framed suitable for display.

2) Awards Committee

- a. The awards committee is made up of seven (7) members having one vote each. The Chief appoints all committee members. The breakdown of members is:
 - Four (4) Firefighters (at least 2 former award winners)
 - One (1) Captain
 - One (1) chief officer (Committee Chairman)
 - Fire Chief
- b) The chief may not serve as a voting member of this committee unless a vote is needed to break a tie situation. All members are appointed with the intention of serving for a minimum of 12 months.
- c) In the case where a regular committee member is nominated for an award, they must surrender their position to an alternate member while their nomination is being considered. The awards committee will evaluate all recommendations submitted and will make a recommendation to the Fire Chief.
- d) The Fire Chief shall have the right to refer recommendations back to the committee for additional consideration and may veto recommendations in extenuating circumstances where other factors are unknown to the committee (i.e. personnel matters) or where the award would have an adverse effect on the department or city.

- e) With the exception of the Chief's Commendation and Certificates of Commendation, the Fire Chief does not have the authority to approve awards without the committee's endorsement.

3) Initiating an Award Request

- a) When an incident occurs that is deemed worthy of recognition, and witnessed by an officer in charge, crew leader or an observer the observing party will forward a memo containing the following information to the Committee Chairman:
 - All pertinent facts concerning the incident.
 - Detailed account of what each member actually did.
 - The degree of personal involvement of the member(s) during performance of the task.
 - When rescues are affected at fires or other emergencies, the amount of personal risk.

4) Investigating an Award Request

- a) The Committee Chairman will Investigate and ascertain that the facts are as stated. Then he/she shall
 - Forward to the awards committee for final action if the submission is complete; or
 - Disapprove the request if the circumstances do not meet the criteria for an award (and send written explanation of action to nominee with a copy to the Fire Chief); or
 - Refer the nomination back to its source for additional information.

5) Reviewing the Award Request

- a) A minimum of five (5) members shall be present before any action may be taken by the Committee. The Awards Committee will review and evaluate the initiator's report and the investigator's comments.
- b) If approved as written, the report will be forwarded to the Fire Chief. If disapproved, a reason will be written and forwarded to the originator. The Awards Committee will evaluate all facts and decide what, if any, departmental commendation should be awarded.
- c) Information from citizens or news media reporting a commendable act will be referred to the Awards committee for evaluation and recommendation as previously discussed. The officer who recommends the commendation award may present the facts of the case to the committee but may not attend the deliberation.

6) Additional Duties of the Awards Committee

- a) It shall be the responsibility of the awards committee to refine and clarify the definitions and process contained in this document with the purpose of achieving clarity of purpose, fairness in evaluating requests and complete disclosure regarding the process for consideration. Changes to this document require a majority of the committee members that must be ratified by a majority of the Board of Officers.

7) Meetings

- a) Meetings may be called as necessary by the committee Chairman but shall be held at least annually. Official action by the committee will require votes by all members of the committee who are present and shall be by a majority vote.

8) Awards

a) Awards are issued to recognize three primary categories of service:

- Performance of duty,
- Advanced certifications, and
- Participation in units and/or functions that advance the organization.

b) *Performance of Duty*

• Medal of Honor

To be awarded to a member who, at great risk to their own life, performs some outstanding act of heroism under extremely adverse conditions, to be considered an act performed clearly above and beyond the call of duty. Members must have acted in the face of extreme personal danger, without hesitation or regard for their own personal safety and substantially contributed to the saving or attempted saving of another human life. Should a member of the Department be killed or succumb to the performance of some outstanding act of heroism above and beyond the call of duty, this award shall be presented posthumously.

- i. Recipient shall receive medal, commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Medal of Valor

To be awarded to member or members who at personal risk perform(s) an act of heroism under adverse conditions that reflects positively on the Fire Department. Member must have acted in the face of personal danger, without hesitation or regard for their own personal safety.

- i. Recipient shall receive medal, commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Maltese Cross Medal

To be awarded to a member of the Fire Department who suffered death or serious physical injuries which resulted in a permanent disability requiring resignation/retirement from the department. Any member killed in the line of duty shall have his number and badge retired and presented to the next of kin. A record of the badge and number shall be maintained in the personnel file and a replica shall be mounted in a place of honor at all fire stations.

- i. Recipient, or next of kin, shall receive medal and certificate.

• Purple Heart Award

To be awarded to a member of the Fire Department who, during the performance of their department duties, suffers a serious injury that does not meet the criteria for the Maltese Cross Medal. The decision as to extent of the injury shall lie with the Awards Committee.

- i. Recipient shall receive commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Distinguished Service Award

To be awarded to any member who displays outstanding proficiency in performance of duty that will reflect

publicly and positively on the Fire Department. Member's actions may be of a lesser magnitude than the preceding awards but must be a superior performance of duty. Member's actions must have provided a substantial contribution to the fire department generally, EMS service (including administration), fire service training, fire department operations, fire protection, prevention or fire safety education. These actions must have occurred while in the performance of regular or specially assigned non-emergency duties.

- i. Recipient shall receive commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Meritorious Service Award

To be awarded to a member of the Fire Department who has displayed outstanding performance of exceptionally difficult tasks as to set them apart and above others with similar duties.

- i. Recipient shall receive commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Lifesaving Award

To be awarded to a member (or crew) in recognition of extraordinary or outstanding acts in sustaining a patient's life until advanced medical care can be given. This award shall be given in concert with North Memorial's Life Saving Award but can be awarded independently. The award shall be given to crew members who provided direct pre-hospital patient care. Supporting duties, including those performed by a shift commander on the scene may qualify for inclusion in the award. The Awards Committee shall make a final determination regarding acts that qualify for recognition.

- i. Recipient shall receive commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Outstanding Achievement Award

Awarded to a Brooklyn Park firefighter who is formally recognized by an outside agency for an act of bravery, contribution to humanity, the community or fire service that does not meet the requirements of any other award. Examples include, but are not limited to, North Memorial Award of Merit, various fire service and community service organizations, Firefighter, Investigator and Fire Chief of the Year awards.

- i. Recipient to receive an award ribbon and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Chief's Commendation Award

To be awarded to a member of the Fire Department for recognition of superior performance of duty, which would not fully meet the criteria of any other established awards category. Also may be awarded to firefighters recognized by outside agencies for their assistance with emergency events or other acts worthy of recognition.

- i. Recipient shall receive commendation bar and certificate.
- ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Stork Award

To be awarded for the pre-hospital delivery and of a newborn child. This award is issued in concert with North Memorial's Stork Award.

- Recipient shall receive commendation bar and certificate.
- Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- EOC Emergency Deployment

To be awarded to a member of the Fire Department for recognition of having served in a declared emergency as part of a regional, state or national EOC deployment. Does not include local EOC activation or mutual aid assistance.

- Recipient shall receive commendation bar.
- Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Distinguished Citizen Medal

To be awarded to a citizen who, at personal risk in the face of extreme danger without hesitation or regard for their personal safety, substantially contributed to the saving of the life of another human being. Affects a rescue from a burning building or performs some outstanding act of heroism that the Chief of the Fire Department deems worthy of recognition and acknowledgment in the community.

- Recipient shall receive medal and certificate.

- Certificate of Commendation

To be awarded to any firefighter, police officer, or civilian who demonstrates an act worthy of recognition by the Fire Department. This act could be an act of prevention or assistance that reflects in a positive way on the Fire Department.

- Recipient shall receive certificate.

c) *Advanced Certifications*

- Award ribbons shall be issued upon the successful completion of the following advanced certifications:

- Bachelor's Degree -Fire Science

- The successful completion of a Bachelor's degree in Fire Science. Candidate must submit an official transcript.

- Associate's Degree -Fire Science

- The successful completion of an Associate's degree in Fire Science. Candidate must submit an official transcript.

- Minnesota Certified Emergency Manager Director

- The successful completion of the MN HSEM Emergency Management program. Candidate must submit certificate of completion

- EMT-P

- (a) Certified Emergency medical Technician – Paramedic

- EMT-B

- (a) Certified Emergency Medical Technician – Basic

- National Certifications

- Awarded to a candidate who successfully completes a national, standardized certification program. May be in the areas of fire investigations, inspections, National Safety Officers, FO and CFO programs and the like.

- Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Fire Officer 1 – 4

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire Investigator 1 – 2

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire instructor 1 – 4

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire Inspector 1 – 3

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Rescue Technician

- Awarded for successfully completing certification in any of the various rescue disciplines, with the MN Certification Board per their prescribed requirements.

- Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Fire Public Educator 1 – 2

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire Apparatus Operator 1 – 3

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Firefighter III

- Awarded for successfully meeting the criteria outlined the training SOG/SOP document for attaining Firefighter III.

- Firefighter I – II

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

d) *Unit Participation*

- Award ribbons shall be issued for participation in the following four unit descriptions:
 - Previous service on the Board of Officers, so long as the candidate's service ended in good standing.
 - Serving as an Executive Officer (President, Vice President, Secretary, and Treasurer) of a fire service board, organization or recognized association.
 - Serving as a member of the Fire Explorer Post Advisory group.
 - Serving as a member of the Honor Guard.
- Each of the above categories shall be represented by a separate award ribbon. Each full year of service shall be recognized with a knot adornment.

e) *Explorer Award Ribbons*

Just as the awarding of ribbons is intended to acknowledge and motivate firefighters, members of the Fire Explorer Post may earn award ribbons for various accomplishments as outlined below.

- Fire Explorer 1 – 3

o Awarded to the Explorer who satisfies the requirements as outlined in the Explorer SOP.

- Honor Roll – Full Year

- Awarded for making and remaining on the Honor Roll at school for the entire school year.
 - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Perfect Attendance

- Awarded for perfect attendance at explorer Post meetings and trainings.
 - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- First Responder

- Awarded for certification as a First responded from an accredited organization

- EMT-B

- Awarded for certification as an Emergency Medical Technician – Basic

- Firefighter I – II

- Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Service Project Award
 - Held for future use

- Participation Award
 - Held for future use

- Individual and Team Competition
 - Awarded for placing 1st, 2nd or 3rd at approved Explorer competitions.
 - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- 40%+ Responder
 - Awarded for achieving a 40% response rate on eligible fire calls
 - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Top Responder
 - Awarded annually to the top Fire Explorer Responder on eligible fire calls
 - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- f) *Other Awards*
 - Length of Service Awards
 - Awarded for every five years of service to the Fire Department. Service awards shall consider all time served with the Fire Department. In the event that a member severs their relationship with the department and later returns to service, their service shall be calculated taking into account all periods of service.
 - (a) Recipient shall receive commendation bar with a gold star representing each 5 year service. In addition, the recipient shall receive two (2) patches with gold stars for use on Class A uniforms or exterior jackets.

 - Honor Guard Badge
 - In addition to the award ribbon, Honor Guard members may earn an Honor Guard badge for their uniforms by completing the requirements as outlined in the Honor Guard SOP, including but not limited to meeting the service requirements and agreeing to abide by the National Firefighter Code of Ethics and the Honor Guard addendum.

- 9) Wearing of Awards
 - a) Award Ribbon Rack
 - Commendation bars will be worn on Class A and B uniforms over the right breast pocket (approximately 1/4 inch above the name pin). The bars will be rack mounted in department supplied mounts with the highest achievement mounted at the top and/or left side of the mount, as viewed. Commendation bars will be centered above the name pin.

Award Ribbon Order of Importance

AWARD TITLE	VANGUARD	IMAGE
Medal of Honor	3302	
Medal of Valor	7119	
Purple Heart	3007	
Distinguished Service	3713	
Meritorious Service	3671	
Life Saver	3009	
Outstanding Achievement	3502	
Chief's Commendation	4027	
Stork	3507	
EOC Deployment	4214	
Bachelor's Degree	3628	
Associates Degree	3300	
MN Emergency Management Director	8016	
Former Board of Officers	3609	
EMT-P	3709	
EMT-B	3006	
NATIONAL CERTIFICATIONS	3708	
Fire Officer 4	3684	
Fire Officer 3	3683	

Fire Officer 2	3682
Fire Officer 1	3681
Fire Investigator 2	3661
Fire Investigator 1	3660
Fire Instructor 4	3632
Fire Instructor 3	3229
Fire Instructor 2	5310
Fire Instructor 1	5311
Fire Inspector 3	4020
Fire Inspector 2	3667
Fire Inspector 1	5154
Rescue Technician	7122
Fire Public Educator II	3623
Fire Public Educator I	3624
Fire Apparatus Operator	3509
Firefighter 3	3641
Firefighter 2	3640
Firefighter 1	3639
Fire Service Executive Board	3600
Explorer Advisor	3668
Honor Guard Commander	3618
Honor Guard	4040



Explorer I	3274
Explorer II	3274
Explorer III	3274
Honor Roll	3103
Attendance	3216
First Responder	3214
EMT-B	3006
FF I	3639
FF II	3640
Service Project	3207
Participation	3101
Ind Comp 1st Place	3278
Ind Comp 2nd Place	3111
Ind Comp 3rd Place	3241
Team Comp 1st Place	3210
Team Comp 2nd Place	3108
Team Comp 3rd Place	3243
40%+ Responder	3211
Top Responder	3204
Jr. Member of Honor Guard	3271



The information on this form will only be used in the event of an extreme line of duty emergency such as your serious injury or death. Your name is classified as "Public" pursuant to the Minnesota Government Data Practices Act (MGDPA). All remaining information is classified as "Private" pursuant to the MGDPA and will only be released to those in the City who have a duty related need to access it and those to whom you give your informed written consent. It is not mandatory that you provide the information being requested. However, by not providing the information, it may impair the Departments ability to notify your family and/or significant others if you are involved in a serious emergency.

Maple Grove Fire Department Emergency Notification Information

(for) Employee: _____

Person(s) to notify first: *In the event of an extreme emergency or death, is there someone you would like to accompany the Fire Department Representative when giving any notification? (i.e. Clergy, best friend, family member, co-worker, etc.)*

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

If unable to contact, call:

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

Person(s) to inform: *Prioritize your preferred notification.*

1st Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

2nd Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

3rd Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

4th Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

5th Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

Additional Clarification Regarding the Playing of Taps at Firefighter Funerals

Title 10 of the US Code requires the Department of Defense to provide at least a two person funeral detail to any US veteran for the purpose of conducting a flag folding and presentation and to play taps, which the code authorizes to be done electronically and does not require a live bugler. The US Code does NOT specifically say that taps may be played ONLY at military funerals.

Further, a little bit of history, Taps was originally used to signal the end of the day and/or lights out. It had been used for that purpose, beginning in 1862, for 12 years before being adopted by the US Army for funeral service. Many organizations, including the Boy Scouts, Girl Scouts have long used the song to signal the end of their day. I found many colleges and universities that use taps as part of a local ceremony honoring their comrades.

The US Army field manual does NOT recognize “echo” or “silver” taps, the playing of taps with two buglers, one playing three notes behind the other, and in fact specifically calls this unauthorized in military funerals.

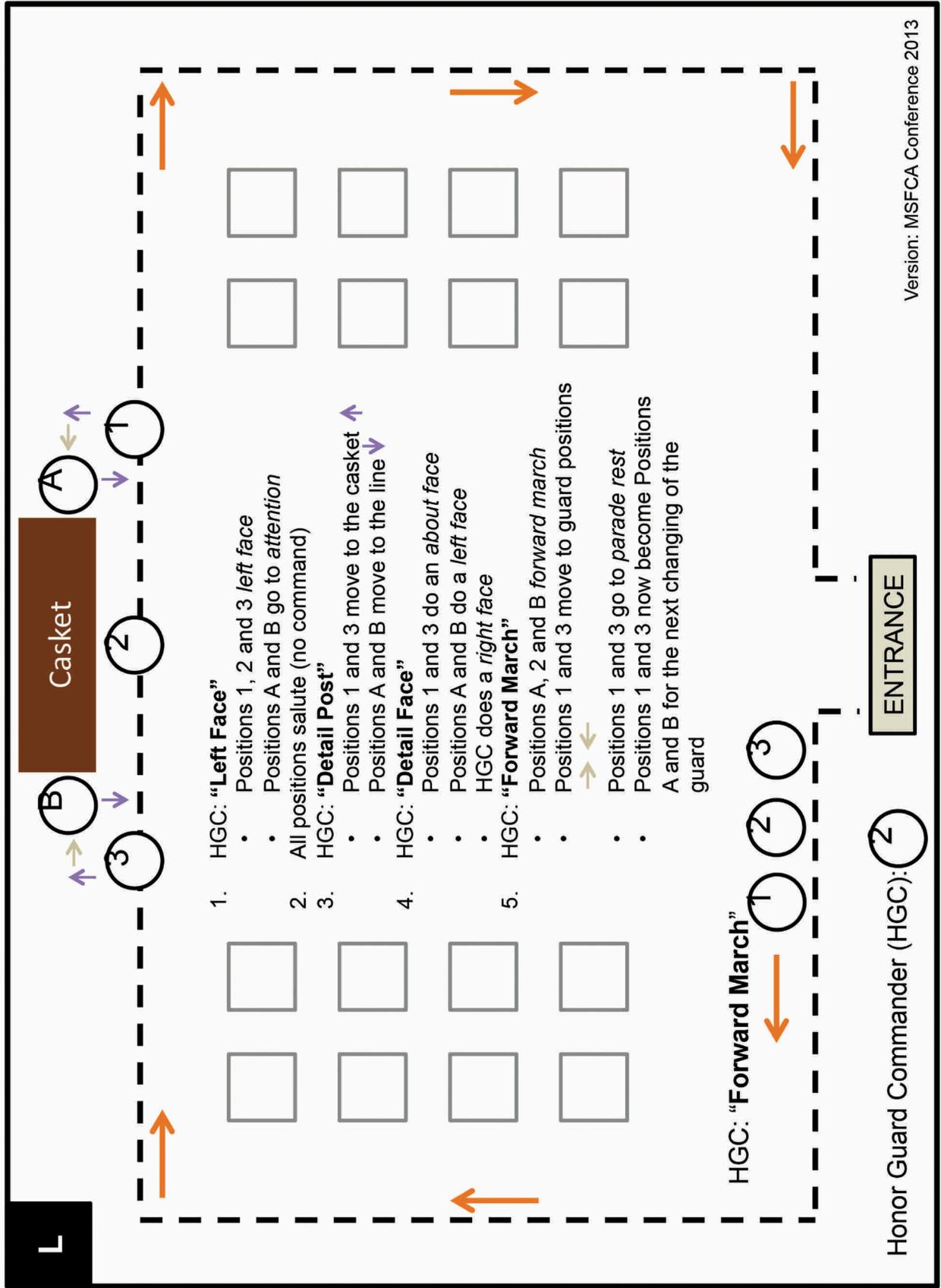
As paramilitary organizations, police and fire agencies have long incorporated taps into funeral services for those who have “served.” Similar to adopting the ceremony of folding and presenting a US flag to the next of kin, taps is a routine component of funerals and memorials for law enforcement and firefighters nationwide.

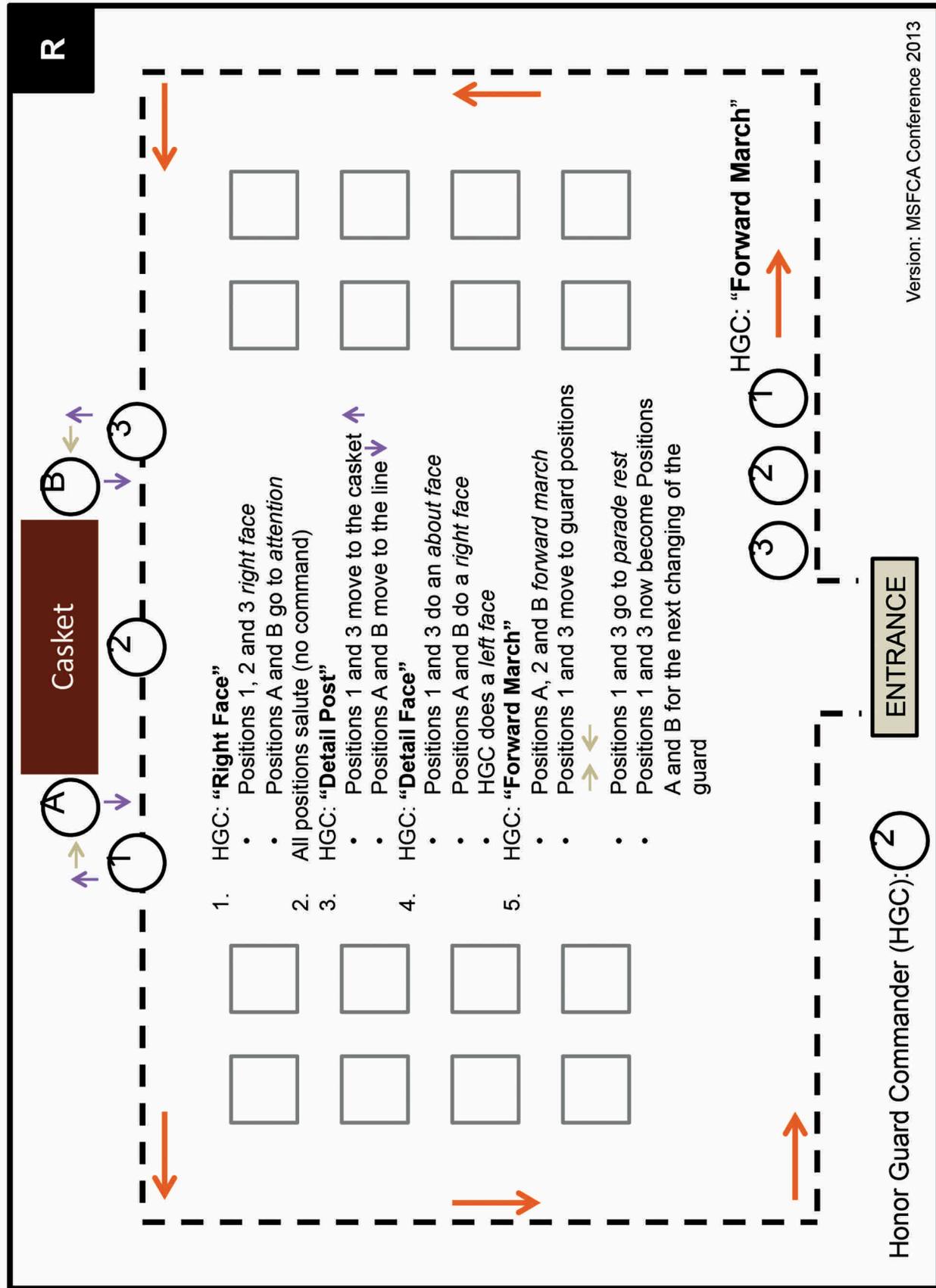
The Minnesota Public Safety Ceremonies & Protocols Guidebook recognizes several authorities in its quest to provide the fire service some leadership in these areas;

- US Army Ceremonies Manual
- US Code
- MN Fire Service Foundation
- MN Law Enforcement Memorial Association
- MN Fallen Firefighters Memorial Association
- National Fallen Firefighters Association
- IAFF Fallen Firefighter Memorial Association
- Federation of Fire Chaplains

Not one of these organizations defines taps as a military ONLY ceremony. All six of the fallen organizations listed above incorporate taps into their memorial service.

Bottom line, in the absence of a federal regulation that prohibits the playing of taps, the fact that we are a paramilitary organization and the custom of six “fallen” organizations setting the precedent, the use of taps is both appropriate and warranted.





Minnesota Fire Service Funeral Planning Checklist

KEY:

- 1 Within two (2) hours of death
- 2 Day of Death
- 3 At least three (3) days prior to funeral
- 4 At least two (2) days prior to funeral
- 5 Day before Funeral
- 6 Day of Funeral
- 7 Following all Services

	Due	Task	Assigned To	Completed
	1	Secure scene (LODD)	IC	
	1	Secure all turnouts and SCBA of deceased (LODD)	Fire Chief	
	2	Notify MN State LAST	Fire Chief	
NOTIFICATIONS	1	Family/Next of Kin Notification	Fire Chief	
	2	Notify State Fire Marshal	Fire Chief	
	1	Notify Entire Department	Fire Chief	
	1	Notify City Leadership	Fire Chief	
	2	Notify Local CISM Organization (LODD)	Fire Chief	
	2	Notify MN Dept of Labor/OSHA	City HR	
	2	Notify State Chief's Association	Fire Chief	
	3	Regional and Statewide Funeral notice		
HUMAN RESOURCES	2	Notify Human Resources	Fire Chief	
	ASAP	Insurance Coverages	HR	
	ASAP	Worker's Compensation	HR	
	ASAP	Social Security Filings	HR	
	ASAP	Vacation, sick time settlement	HR	
	ASAP	Final Paycheck	HR	
	ASAP	Survivor Benefits: State and Federal	HR	
PRESS	2	Notify Public (social media, website)		
	2	Press Briefings Location and Set Up		
	2	Interviews Schedule and PIO		
	2	Establish Mourning Period (LODD)	Fire Chief	
	2	Appoint Family Liaison	Fire Chief	
	2	Set initial meeting with Family		
	2	Request FAST Deployment (Footnote 2)	Fire Chief	
	2	Determine Attendance List for funeral services		
	2	Establish Family Escort/Support Unit		
	2	Develop and Implement FE/SU Staffing Schedule		
	2	Develop and Implement Station Standby/City Coverage Plan		

3	Request State Honor Guard assistance	Fire Chief	
3	Convene Funeral Planning Team	Fire Chief	
3	Fill Organizational Structure Roles	Fire Chief	
3	Drape Station Bunting (LODD)		
3	Lower Flag(s) to half staff (Footnote 1)		
3	Activate Department Honor Guard		
3	Develop Planning Schedule		
3	Inventory/Order mourning bands and bunting		
3	Begin Order of Service Planning with Family		
3	Schedule Funeral Home, Church and Cemetery Recon visits		
3	Arrange for Crossed Ladders and Flag		
3	Order Pipe/Drums and Bugler		
3	Arrange Air Care Fly-By (LODD)		
3	Meet with Law Enforcement to develop parking and traffic plan		
3	Acquire Presentation Flag		
3	Arrange for Bell Ceremony		
3	Finalize Honor Guard Assignments		
3	Secure lodging for out of town guests		
3	Plan after-service meal/reception		
3	Develop Supply List for Planned Activities		
3	Determine/order food/beverage for assigned funeral personnel		
3	Begin Vehicle Processional Planning		
4	Finalize routes of travel		
4	Finalize Vehicle Processional and Walking Escort		
5	Convene Command Staff Meeting	Fire Chief	
5	Convene Department Briefing	Fire Chief	
5	Schedule walk-through of all activities		
5	Wash/Prep all Apparatus to be used in Funeral		
5	Assemble Honor Guard for Practice		
6	Identify and Prep Caisson Engine		
6	Drape Engine with Bunting		
6	Impose Traffic/Road Closures		
6	Establish Staging Officer for Apparatus		
7	Determine Final Disposition of Locker and Personal Items	Fire Chief	
7	Assist Family with Benefit Applications		



OTHER DUTIES AND TASKS				



1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201x – MSFCA Ceremonies & Protocols
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6. Current Organization (fill in names as assigned)

Ceremonial Coordinator (IC)

—	Public Information Officer	<input style="width: 100%; height: 20px;" type="text"/>
—	Operations Chief (OG)	<input style="width: 100%; height: 20px;" type="text"/>
	Color Guard Unit	<input style="width: 100%; height: 20px;" type="text"/>
	Casket Team Unit	<input style="width: 100%; height: 20px;" type="text"/>
	Casket Detail Unit	<input style="width: 100%; height: 20px;" type="text"/>
—	Liaison Chief	<input style="width: 100%; height: 20px;" type="text"/>
	Family Liaison	<input style="width: 100%; height: 20px;" type="text"/>
	Funeral Home Liaison	<input style="width: 100%; height: 20px;" type="text"/>
	Church Liaison	<input style="width: 100%; height: 20px;" type="text"/>
	Cemetery Liaison	<input style="width: 100%; height: 20px;" type="text"/>
—	Planning Chief (OG)	<input style="width: 100%; height: 20px;" type="text"/>
	Documentation Unit	<input style="width: 100%; height: 20px;" type="text"/>
	Resource Unit	<input style="width: 100%; height: 20px;" type="text"/>
	Casket Detail Unit	<input style="width: 100%; height: 20px;" type="text"/>
—	Logistics Chief	<input style="width: 100%; height: 20px;" type="text"/>
	Supply Unit	<input style="width: 100%; height: 20px;" type="text"/>
	Ground Support Unit	<input style="width: 100%; height: 20px;" type="text"/>

8. Incident Communications; Contacts Log				
Assigned Position/Agency Liaison	Name (Last, First)	Primary Number	Alt. Contact Method	Notes
IC				
Ops Chief				
Logs Chief				
Plans Chief				
Liaison Chief				
Safety				
Funeral Home				
Church				
Cemetery				

9. Radio Channel Utilization				
Radio Type/Cache (UHF/VHF/800mhz)	Channel	Function	Frequency	Assignment
		Command		
		Apparatus Staging		
		Law Enforcement		Traffic Control

Minnesota Fire Service Funeral Notification

ANYTOWN FIRE DEPARTMENT



It is with great sadness that we announce the untimely and sudden passing of Anytown Firefighter Jeffrey Jones. Jeffrey worked for Business Name as a Manager of their Jackson site. He was not married at the time of his death and leaves behind both parents, a brother and two sisters, along with a step-father, step-brother and a step-sister, all with whom he enjoyed spending time. He joined the fire service in 2000. He was also a member of the Anytown Rural Ambulance Service.

Funeral and Visitation Information

MN TYPE II: Active Non-LODD

VISITATION:

Date	Sunday, March 24, 2013
Time	4:00 pm – 8:00 pm
Location	Smith Funeral Home, 906 10 th Av N, Anytown, MN 56081
Uniform	Class A or B Requested
Mourning Bands	Anytown Fire Department Personnel Only

FUNERAL:

Date	Monday, March 25, 2013
Time	10:30 am, with Graveside Service immediately following
Location	St. James Catholic Church, 707 4 th Street, Anytown, MN 56081
Uniform	Class A or B Requested
Mourning Bands	Anytown Fire Department Personnel Only

GRAVESIDE:

Date	Monday, March 25, 2013
Time	Immediately following faith service
Location	Lord Our Savior Cemetery, CR 27, Anytown, MN
Uniform	Class A or B Requested
Mourning Bands	Anytown Fire Department Personnel Only

All Minnesota Firefighters are invited to support Firefighter Jones' family and celebrate his life. There will be seating available for visiting firefighters at the church. There will be a Sea of Uniforms at the church followed by a processional to the cemetery where a flag presentation will take place. Arriving apparatus should meet at Anytown Fire Station, 315 1st Street S, Anytown, MN by 0900 Monday morning and will depart for the church together at 0930.



Minnesota Fire Service Foundation Line of Duty Death Application

Due by June 1 to be eligible for inclusion in annual ceremony
held the last Sunday in September

General Information:

The Minnesota Fire Service Foundation is a non-profit 501c (3) organization comprised of constituent board members from the Minnesota Professional Firefighters Association, Minnesota State Fire Department Association, and the Minnesota State Fire Chiefs Association. The Foundation oversees the Fallen Firefighter Memorial located on the Capitol Grounds in Saint Paul, Minnesota; awards annual scholarships the children of current and deceased firefighters, and provides honor guard service to Line of Duty Death events as well as non-fire related active firefighter deaths.

Process:

By June 1st of the calendar year submit completed application along with all requested documents and any additional documents establishing eligibility as prescribe in the LODD Determination Policy available on our web page at www.mnfireservicefoundation.org

Applications can be submitted by the Chief of the Department, Mayor or Township Supervisor, or at least three members of the organization.

Name of fallen firefighter _____

Date of Birth _____ Date of Death _____

Fire Department or Organization _____

Rank _____ Occupation _____

Date of Injury _____ Cause of Death _____

Primary Relative Name and Contact Information

Secondary Relative Name and Contact Information

Required Documents to be submitted:

National LODD determination letter

OR ALL OF THE FOLLOWING

Certified Copy of Death Certificate

Department or Organization Employment Record/Document

Incident Report

Chief of Department Attestation that death was related to acts as detailed in policy

(NOTE: Not required if application submitted by three members)

Optional Documents to submit

News articles

Accident investigation reports

Supplemental Fire Department Reports

High Resolution/Quality photograph

Name of Applicant _____

Relationship to fallen _____

Phone _____ Email _____

Address _____

S. 459

One Hundred Eighth Congress of the United States of America

AT THE FIRST SESSION

*Begun and held at the City of Washington on Tuesday,
the seventh day of January, two thousand and three*

An Act

To ensure that a public safety officer who suffers a fatal heart attack or stroke while on duty shall be presumed to have died in the line of duty for purposes of public safety officer survivor benefits.

*Be it enacted by the Senate and House of Representatives of
the United States of America in Congress assembled,*

SECTION 1. SHORT TITLE.

This Act may be cited as the “Hometown Heroes Survivors Benefits Act of 2003”.

SEC. 2. FATAL HEART ATTACK OR STROKE ON DUTY PRESUMED TO BE DEATH IN LINE OF DUTY FOR PURPOSES OF PUBLIC SAFETY OFFICER SURVIVOR BENEFITS.

Section 1201 of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796) is amended by adding at the end the following:

“(k) For purposes of this section, if a public safety officer dies as the direct and proximate result of a heart attack or stroke, that officer shall be presumed to have died as the direct and proximate result of a personal injury sustained in the line of duty, if—

“(1) that officer, while on duty—

“(A) engaged in a situation, and such engagement involved nonroutine stressful or strenuous physical law enforcement, fire suppression, rescue, hazardous material response, emergency medical services, prison security, disaster relief, or other emergency response activity; or

“(B) participated in a training exercise, and such participation involved nonroutine stressful or strenuous physical activity;

“(2) that officer died as a result of a heart attack or stroke suffered—

“(A) while engaging or participating as described under paragraph (1);

“(B) while still on that duty after so engaging or participating; or

“(C) not later than 24 hours after so engaging or participating; and

“(3) such presumption is not overcome by competent medical evidence to the contrary.

S. 459-2

“(1) For purposes of subsection (k), ‘nonroutine stressful or strenuous physical’ excludes actions of a clerical, administrative, or nonmanual nature.”.

Speaker of the House of Representatives

*Vice President of the United States and
President of the Senate.*

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Public Safety Officer's Death Benefit Application Packet



Minnesota Department of Public Safety
Commissioner's Office
445 Minnesota Street
Suite 1000, Bremer Tower
St. Paul, MN 55101-5000
651-201-7160

2006

Public Safety Officer's Benefit Fund Responsibilities Death Claim

State Statutes: 299A.41 Public Safety Officer's Survivors Benefits Definitions
 299A.42 Public Safety Officer's Benefit Account
 299A.43 Eligibility Determination: Contested Case
 299A.44 Death Benefit
 299A.45 Education Benefit
 299A.46 Rules
 299A.47 Claims Limitation

Responsibility: Minnesota Department of Public Safety
 Commissioner's Office
 445 Minnesota Street
 Suite 1000, NCL Tower
 St. Paul, MN 55101-5000

Phone: 651-201-7160

FAX: 651-297-5728

State Statutes: 299A.45 Educational Benefit

Responsibility: Minnesota Higher Education Services Office
 1450 Energy Park Drive, Suite 350
 St. Paul, MN 55108-5227

Phone: 651-642-0567 Ext. 3417

Contested Cases: Minnesota Attorney General's Office
 Public Safety and Gambling Enforcement Division
 445 Minnesota Street, Suite 1800
 St. Paul, MN 55101

Phone: 651 296-6196

Public Safety Officer's Death Benefits

299A.41 Definitions.

Subdivision 1. **Scope.** The definitions used in this section apply to sections 299A.41 to [299A.46](#).

Subd. 2. **Dependent child.** A "dependent child" means a person who is unmarried and who was either living with or was receiving support contributions from the public safety officer at the time of death, including a child by birth, a stepchild, an adopted child, or a posthumous child, and who is:

- (1) under 18 years of age;
- (2) over 18 years of age and incapable of self-support because of physical or mental disability; or
- (3) over 18 years of age and a student as defined by United States Code, title 5, section 8101.

Subd. 3. **Killed in the line of duty.** "Killed in the line of duty" does not include deaths from natural causes. In the case of a peace officer, "killed in the line of duty" includes the death of an officer caused by accidental means while the peace officer is acting in the course and scope of duties as a peace officer.

Subd. 4. **Public safety officer.** "Public safety officer" includes:

- (1) a peace officer defined in section [626.84](#), subdivision 1, paragraph (c) or (f);
- (2) a correction officer employed at a correctional facility and charged with maintaining the safety, security, discipline, and custody of inmates at the facility;
- (3) an individual employed on a full-time basis by the state or by a fire department of a governmental subdivision of the state, who is engaged in any of the following duties:
 - (i) firefighting;
 - (ii) emergency motor vehicle operation;
 - (iii) investigation into the cause and origin of fires;
 - (iv) the provision of emergency medical services; or
 - (v) hazardous material responder;
- (4) a legally enrolled member of a volunteer fire department or member of an independent nonprofit firefighting corporation who is engaged in the hazards of firefighting;
- (5) a good samaritan while complying with the request or direction of a public safety officer to assist the officer;
- (6) a reserve police officer or a reserve deputy sheriff while acting under the supervision and authority of a political subdivision;

(7) a driver or attendant with a licensed basic or advanced life support transportation service who is engaged in providing emergency care;

(8) a first responder who is certified by the emergency medical services regulatory board to perform basic emergency skills before the arrival of a licensed ambulance service and who is a member of an organized service recognized by a local political subdivision to respond to medical emergencies to provide initial medical care before the arrival of an ambulance; and

(9) a person, other than a state trooper, employed by the commissioner of public safety and assigned to the state patrol, whose primary employment is the enforcement of commercial motor vehicle laws and regulations.

Subd. 5. **Spouse.** "Spouse" means a person legally married to the decedent at the time of the decedent's death.

299A.42 Public safety officer's benefit account.

The public safety officer's benefit account is created in the state treasury. Money in the account consists of money transferred and appropriated to that account.

299A.43 Eligibility determination; contested case.

A challenge to a determination of eligibility by the commissioner of public safety must be heard as a contested case, except that the decision of the administrative law judge is binding on the parties to the proceeding. The order of the administrative law judge is the final decision of the commissioner. The hearing must be conducted according to sections [14.56](#) to [14.62](#) and is subject to appeal according to sections [14.63](#) to [14.68](#).

299A.44 Death benefit.

Subdivision 1. **Payment required.** (a) On certification to the governor by the commissioner of public safety that a public safety officer employed within this state has been killed in the line of duty, leaving a spouse or one or more eligible dependents, the commissioner of finance shall pay \$100,000 from the public safety officer's benefit account, as follows:

- (1) if there is no dependent child, to the spouse;
- (2) if there is no spouse, to the dependent child or children in equal shares;
- (3) if there are both a spouse and one or more dependent children, one-half to the spouse and one-half to the child or children, in equal shares;
- (4) if there is no surviving spouse or dependent child or children, to the parent or parents dependent for support on the decedent, in equal shares; or
- (5) if there is no surviving spouse, dependent child, or dependent parent, then to the estate of the decedent.

(b) If there are both a spouse and one or more dependent children under age 18, the spouse, at the spouse's discretion, may spend a maximum of one-third of a child's share on medical or dental treatment for the child or the child's education. Expenditures under this paragraph on behalf of a child do not diminish the shares of any other children. In addition, a spouse, at the

spouse's discretion, may expend money from a child's share to pay state and federal taxes on any interest accrued on the share.

Subd. 2. **Adjustment of benefit.** On October 1 of each year beginning after July 1, 1995, the commissioner of public safety shall adjust the level of the benefit payable immediately before October 1 under subdivision 1, to reflect the annual percentage change in the Consumer Price Index for all urban consumers, published by the federal Bureau of Labor Statistics, occurring in the one-year period ending on June 1 immediately preceding such October 1.

299A.45 Education benefit.

Subdivision 1. **Eligibility.** Following certification under section [299A.44](#) and compliance with this section and rules of the commissioner of public safety and the higher education services office, dependent children less than 23 years of age and the surviving spouse of a public safety officer killed in the line of duty on or after January 1, 1973, are eligible to receive educational benefits under this section. To qualify for an award, they must be enrolled in undergraduate degree or certificate programs after June 30, 1990, at an eligible Minnesota institution as provided in section [136A.101](#), subdivision 4. Persons who have received a baccalaureate degree or have been enrolled full time or the equivalent of ten semesters or the equivalent, whichever occurs first, are no longer eligible.

Subd. 2. **Award amount.** (a) The amount of the award is:

(1) for public institutions, the actual tuition and fees charged by the institution; or

(2) for private institutions the lesser of (i) the actual tuition and fees charged by the institution or (ii) the highest tuition and fees charged by a public institution in Minnesota.

(b) An award under this subdivision must not affect a recipient's eligibility for a state grant under section [136A.121](#).

Subd. 3. **Payment.** On proof of eligibility for this program, an eligible institution, on behalf of the student, shall request payment of the award from the higher education services office. An institution must not request payment unless the student is enrolled in or has completed the term for which the payment is intended.

Subd. 4. **Renewal.** Each award must be given for one academic year and is renewable for a maximum of eight semesters or the equivalent. An award must not be given to a dependent child who is 23 years of age or older on the first day of the academic year.

299A.46 Rules.

The commissioner of public safety may adopt rules under chapter 14 to implement, coordinate, and administer sections [299A.41](#) to [299A.44](#). The higher education services office may adopt rules to implement, coordinate, and administer section [299A.45](#).

299A.47 Claims limitation.

Claims for benefits from the public safety officer's death benefit account made by or on behalf of a survivor of a public safety officer must be filed within two years after the date of death of the officer.

General Instructions

If you complete a claim form, be sure to have the form notarized, and please send Medical Records, certified copies of reports, certificates and affidavits along with the form. Please note that the following required documents are applicable for both Officer's and Firefighter's Killed in the Line of Duty and/or Disabled in the Line of Duty.

1. Medical reports/medical autopsy reports
2. Death Certificate
3. Birth and marriage certificates
4. Adoption decrees
5. A statement/certificate from the employer which verifies the decedent's/disabled's employment
6. An affidavit that provides proof that the dependent spouse and decedent were legally married at the time of the officer's or firefighter's death.
7. An affidavit that shows proof that the decedent had custody or guardianship of all listed dependent children
8. An affidavit showing proof of dependency of claimed dependent children over 18 years of age
9. Workers Compensation
First Report of Injury
10. PERA Letter confirming disability or death
11. Fire or Police Department Incident Report

If you have questions or problems relative to criteria, completion of the forms, etc., telephone 651-201-7160. Please return all the required information and forms to the following address:

Minnesota Department of Public Safety
Commissioner's Office
445 Minnesota Street
Suite 1000, Bremer Tower
St. Paul, MN 55101-5000

ELIGIBILITY CHECKLIST

PUBLIC SAFETY OFFICER'S BENEFIT FUND

In order to be eligible for death benefit funds:

- A. A claim for the benefit must be made within two (2) years of the date of death of the public safety officer.

Date of Death _____

Date of Application _____

- B. The decedent must be a public safety officer as described in one of the following eight categories (please check the appropriate category):

1. A peace officer defined in Section 626.84, subd. 1, paragraph (c) or (f) [an employee or elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Peace Officer Standards and Training Board, charged with the prevention or detection of crime and the enforcement of the general criminal laws of the state and who has the full power of arrest, and shall also include the Minnesota State Patrol and state conservation officers as defined in Section 84.028, Subdivision 3.] _____
2. A correction officer employed at a correctional facility and charged with maintaining the safety, security, discipline, and custody of inmates at the facility. _____
3. An individual employed on a full-time basis by the state or by a fire department of a governmental subdivision of the state, who is engaged in any of the following duties:
 - a. Firefighting _____
 - b. Emergency Motor Vehicle Operation _____
 - c. Investigation into the Cause and Origin of Fires _____
 - d. The Provision of Emergency Medical Services _____
 - e. Hazardous Material Responder _____
4. A legally enrolled member of a volunteer fire department or member of an independent nonprofit firefighting corporation who is engaged in the hazards of firefighting. _____
5. A good samaritan while complying with the request of direction of a public safety officer to assist the officer. _____
6. A reserve police officer or a reserve deputy sheriff while acting under the supervision and authority of a political subdivision. _____

7. A driver or attendant with a licensed basic or advanced life support transportation service who is engaged in providing emergency care. _____
8. A first responder who is certified by the Commissioner of Health to perform basic emergency skills before the arrival of a licensed ambulance service and who is a member of an organized service recognized by a local political subdivision to respond to medical emergencies to provide initial medical care before the arrival of an ambulance. _____
9. A person; other than a State Trooper, employed by the Commissioner of Public Safety and assigned to the State Patrol, whose primary employment is the enforcement of Commercial Motor Vehicle Laws and Regulations. _____

C. The claim must be submitted on behalf of one or more persons included in one or more of the following categories (Please check all appropriate categories):

1. Dependent Child(ren)

A dependent child means an unmarried person either living with or receiving support contributions from the public safety officer at the time of death, including a child by birth, a stepchild, an adopted child, or a posthumous child, and who is:

- a. under 18 years of age; _____
- b. over 18 years of age and incapable of self support because of physical or mental disability; _____
- c. over 18 years of age and a student defined by United States Code, Title 5, Section 810: _____

An individual under 23 years of age who has not completed 4 years of education beyond the high school level and who is regularly pursuing a full-time course of study or training at an approved institution: _____

2. Spouse _____

A spouse means a person legally married to the decedent at the time of the decedent's death.

3. Dependent Parent(s) _____

Dependent parent means a parent of the decedent who was at the time of the death dependent on the decedent for support.

4. Estate of the Public Safety Officer _____

EMPLOYMENT VERIFICATION

A representative of the below listed individual has made application for benefits under the Public Safety Officer's Benefit Program. As part of our review of the claim, we must have information about and verification of the decedent's employment or membership under your supervision. Please provide all the information requested; sign and notarize the form; and return it as soon as possible to:

Department of Public Safety
Public Safety Officer's Death Benefit Program
445 Minnesota Street
Suite 1000, Bremer Tower
St. Paul, MN 55101-5000

Name of Decedent _____

Address _____

Social Security Number _____

Name of Employer _____

Address _____

Phone _____

Supervisor's Name _____

Title _____

Address _____

Phone _____

Description of Job Duties _____

Employer/Supervisor Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____

CLAIM FORM

Public Safety Officer's Benefit Fund

DECEASED OFFICER (DECEDENT) INFORMATION

Name of Officer

Social Security Number

Address

Job Title

City

State

Zip Code

Date and Time of Death

DESCRIPTION OF CAUSE OF DEATH AND HOW IT OCCURRED

DECEDENT'S EMPLOYMENT INFORMATION

Name of Employer

Decedent's Title

Supervisor's Name

Supervisor's Title

Supervisor's Address

Supervisor's Phone Number

Labor Organization (Name, Contact Person, Address, Phone)

LIST ALL DEPENDENTS OF THE DECEDENT

Name

Relationship to Decedent & Date of Birth

Address

Phone Number

Social Security Number

Name

Relationship to Decedent & Date of Birth

Address

Phone Number

Social Security Number

Name

Relationship to Decedent & Date of Birth

Address

Phone Number

Social Security Number

Name

Relationship to Decedent & Date of Birth

Address

Phone Number

Social Security Number

Name (printed) and Signature of Individual Requesting Benefits

Date

This box will apply if your claim for benefits is denied. If you consent, the commissioner of public safety will give notice of a denial to the deceased officer's employer and Labor organization. If you do not consent or if you leave this box blank, the commissioner will not give notice of denial to the deceased officer's employer and Labor organization.

I consent/do not consent (circle one) to giving of notice of denial to the deceased officer's employer and Labor organization.

Signature of Claimant

Subscribed and sworn to before me this _____ day of _____, 20_____.
Notary Public _____ Commission Expires _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I give permission to any hospital, doctor, law enforcement agency, employer, welfare or social agency, or any federal, state or local government agency to release all records and information that will help the Minnesota Department of Public Safety to process my claim for benefits under the Public Safety Officer's Benefit Fund and to allow copies of such records to be made and to answer any questions made by or on behalf of the Department of Public Safety. I also agree to execute any additional authorizations requested by the Department of Public Safety should the need arise.

I understand that after receiving this form the Department of Public Safety will perform whatever investigation that is necessary to process my application for benefits, and I consent to such investigation. This authorization is valid for one year from the date given below.

I agree to notify the Department if I retain an attorney to represent me with regard to this claim for benefits.

I certify that I have read and understand the statements above and that the information I give will be true and correct to the best of my knowledge and belief.

Signature of Applicant _____

Date _____

11/06

PUBLIC SAFETY OFFICERS' BENEFITS
DEATH BENEFITS PROGRAM



Checklist

FILING A PSOB DEATH CLAIM

U.S. Department of Justice



The Public Safety Officers' Benefits (PSOB) Office extends its condolences to you on the loss of your colleague. This checklist is designed to streamline the PSOB filing and review process for the fallen officer's survivors and you. Do not hesitate to contact the PSOB Office toll free at 1-888-744-6513 for assistance with any part of the PSOB claim.

— STEP 1 —

Collect the following information regarding the officer's line-of-duty death from your agency records.

- PSOB Report of Public Safety Officer's Death form, completed and signed by the head of the public safety agency. The form is available at www.ojp.usdoj.gov/BJA/grant/psob/death_claim.pdf.
- Detailed Statement of Circumstances from the initiation of the incident to the officer's death, on agency letterhead and signed by department head or designee.
- Investigation, Incident, and/or Accident Reports.
- Death Certificate.
- Autopsy Report, or a statement signed by the head of the public safety agency or the medical examiner noting that no autopsy was performed.
- Toxicology Report, or a statement signed by the head of the public safety agency or the medical examiner noting that no analysis was performed.
- When the cause of death is a heart attack or stroke: Refer to the [Hometown Heroes Checklist](http://www.psob.gov) available at www.psob.gov.
 - A statement, on agency letterhead and signed by the agency head or designee, accounting for the 24-hour period prior to the onset of the officer's heart attack or stroke, noting the hours within this period that the officer was on duty, and all on-duty actions during that time.
 - All investigation, incident, and/or accident reports for the officer's on-duty activities in the 24 hours prior to his or her heart attack or stroke.
- Medical documents about any response to the heart attack or stroke (like an ambulance run sheet) and any treatment of the officer prior to his or her death.
- VOLUNTEER FIREFIGHTERS (VFD) ONLY:** Supporting documentation of department's volunteer status, *if applicable*.
 - If VFD is a nonprofit/chartered corporation:
 1. A statement on letterhead, signed by an elected official such as a mayor, county commissioner, etc., . . . and notarized, which states:

"The [insert name of VFD] is legally organized and is authorized by the [insert name of government agency] to act on its behalf by providing fire services, as its primary function, to the community of [insert name of jurisdiction]."
 2. A certified copy of the charter or minutes of the government agency's meeting establishing the VFD as that government agency's VFD.
 - If VFD is a unit of government that utilizes volunteers:
 1. A statement on letterhead, signed by an elected official and notarized, which states:

"The [insert name of VFD] is a unit of [insert level of government] government using volunteer firefighters."

— STEP 2 —

Collect the following information regarding the officer's surviving family and potential beneficiaries.

For officers with surviving children, use the "Children At-A-Glance" chart on the back of this checklist for the documents to include with the claim packet.

- PSOB Claim for Death Benefits* form, completed and signed by the survivor or claimant.
- Officer's current marriage certificate, *if applicable*.
- Divorce decrees for all the officer's and current spouse's previous marriages, including references to physical custody of any children, *if applicable*.
- Death certificates for all the officer's and current spouse's previous marriages, if any of the marriages ended in death, *if applicable*.

— STEP 3 —

Submit the above information to the PSOB Office, keeping a complete copy for your records.

- Mailing Address:**
Public Safety Officers' Benefits Office
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW.
Fourth Floor
Washington, DC 20531
- E-mail:** AskPSOB@usdoj.gov
- Fax:** 202-616-0314

SHOULD TRAGEDY STRIKE

- Contact the PSOB Office at 1-888-744-6513. The PSOB Call Center is open Monday through Friday from 7:00 a.m. to 7:00 p.m.
- Download death claim forms at www.psob.gov.
- When in doubt regarding the eligibility of a claim, always contact the PSOB Office to discuss.

Because every PSOB case is unique, additional information may be requested by the PSOB Office to help clarify or establish the eligibility of claims and beneficiaries according to the PSOB Act and its regulations.

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS BUREAU OF JUSTICE ASSISTANCE PUBLIC SAFETY OFFICERS BENEFITS PROGRAM WASHINGTON, D.C. 20531 REPORT OF PUBLIC SAFETY OFFICER'S DEATH		FOR DOJ USE ONLY CASE NUMBER _____ DATE RECEIVED _____																								
This information is being requested pursuant to the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3796), and the disclosure is voluntary. This form will be used by the Department of Justice to determine eligibility of a claimant for the payment of benefit and the information may be disclosed to Federal, State and local agencies to verify eligibility for benefits. Disclosure of an individual's Social Security number is mandatory. Failure to supply requested information may result in a delay in processing this form and receipt of benefits. PLEASE PRINT CLEARLY OR TYPE.																										
1. NAME OF OFFICER (Last, First, Middle)		2. OFFICER'S TITLE																								
3. SOCIAL SECURITY NUMBER	4. DATE OF INJURY	5. DATE OF DEATH																								
6. NAME AND PHYSICAL ADDRESS OF EMPLOYING AGENCY, ORGANIZATION OR UNIT IN WHOSE SERVICE DEATH OCCURRED (Include zip code)																										
PART I: NOTICE OF LINE OF DUTY DEATH OF PUBLIC SAFETY OFFICER																										
7. AT THE TIME OF INJURY THAT RESULTED IN DEATH WAS THE OFFICER WORKING A REGULAR SHIFT OR AN ASSIGNED OVERTIME SHIFT? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, ATTACH AN AFFIDAVIT EXPLAINING THE OFFICER'S DUTY STATUS. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>AS A</u></td> <td style="width: 50%; border: none;"><u>IN THE SERVICE OF</u></td> </tr> <tr> <td style="border: none;">LAW ENFORCEMENT <input type="checkbox"/></td> <td style="border: none;">STATE GOVERNMENT <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">CORRECTIONS OFFICER <input type="checkbox"/></td> <td style="border: none;">LOCAL UNIT OF GOVERNMENT <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">PROBATION OFFICER <input type="checkbox"/></td> <td style="border: none;">FEDERAL GOVERNMENT <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">PAROLE OFFICER <input type="checkbox"/></td> <td style="border: none;">LEGALLY ORGANIZED VOLUNTEER FIRE, AMBULANCE OR RESCUE SQUAD, DEPARTMENT</td> </tr> <tr> <td style="border: none;">FIRE FIGHTER <input type="checkbox"/></td> <td style="border: none;">ORGANIZED, CHARTED OR FORMED BY A PUBLIC AGENCY TO ACT ON ITS BEHALF</td> </tr> <tr> <td style="border: none;">JUDICIAL OFFICER <input type="checkbox"/></td> <td style="border: none;">IN PROVIDING FIRE OR RESCUE SERVICES TO THE PUBLIC <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">AMBULANCE AND RESCUE SQUAD MEMBER <input type="checkbox"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">OTHER (Specify) <input type="checkbox"/></td> <td style="border: none;">OTHER (Specify) <input type="checkbox"/></td> </tr> </table>		<u>AS A</u>	<u>IN THE SERVICE OF</u>	LAW ENFORCEMENT <input type="checkbox"/>	STATE GOVERNMENT <input type="checkbox"/>	CORRECTIONS OFFICER <input type="checkbox"/>	LOCAL UNIT OF GOVERNMENT <input type="checkbox"/>	PROBATION OFFICER <input type="checkbox"/>	FEDERAL GOVERNMENT <input type="checkbox"/>	PAROLE OFFICER <input type="checkbox"/>	LEGALLY ORGANIZED VOLUNTEER FIRE, AMBULANCE OR RESCUE SQUAD, DEPARTMENT	FIRE FIGHTER <input type="checkbox"/>	ORGANIZED, CHARTED OR FORMED BY A PUBLIC AGENCY TO ACT ON ITS BEHALF	JUDICIAL OFFICER <input type="checkbox"/>	IN PROVIDING FIRE OR RESCUE SERVICES TO THE PUBLIC <input type="checkbox"/>	AMBULANCE AND RESCUE SQUAD MEMBER <input type="checkbox"/>		OTHER (Specify) <input type="checkbox"/>	OTHER (Specify) <input type="checkbox"/>	8. OFFICER'S EMPLOYMENT STATUS WHEN INJURY OCCURRED. FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> OTHER <input type="checkbox"/>						
<u>AS A</u>	<u>IN THE SERVICE OF</u>																									
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AMBULANCE AND RESCUE SQUAD MEMBER <input type="checkbox"/>																										
OTHER (Specify) <input type="checkbox"/>	OTHER (Specify) <input type="checkbox"/>																									
9. WAS INJURY CONTRIBUTED BY: <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 40%;"></td> <td style="width: 15%; text-align: center;">YES</td> <td style="width: 15%; text-align: center;">NO</td> <td style="width: 30%; text-align: center;">UNKNOWN</td> </tr> <tr> <td>OFFICER'S GROSS NEGLIGENCE?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>OFFICER'S INTENTIONAL MISCONDUCT?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>OFFICER'S INTENT TO BRING ABOUT HIS OWN DEATH?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>OFFICER'S VOLUNTARY INTOXICATION?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ANY PERSON WHO MAY BE ENTITLED TO BENEFIT?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> (Attach explanations for any "yes" answer.)				YES	NO	UNKNOWN	OFFICER'S GROSS NEGLIGENCE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFFICER'S INTENTIONAL MISCONDUCT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFFICER'S INTENT TO BRING ABOUT HIS OWN DEATH?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFFICER'S VOLUNTARY INTOXICATION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANY PERSON WHO MAY BE ENTITLED TO BENEFIT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	UNKNOWN																							
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OFFICER'S VOLUNTARY INTOXICATION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
ANY PERSON WHO MAY BE ENTITLED TO BENEFIT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
PART II: INFORMATION CONCERNING POSSIBLE CLAIMANTS: Provision of this information does not constitute a finding for or against an interim Payment of Benefits or Final Award of Benefits. If the officer was not married at the time of his death, but was cohabiting with another person in what could be construed as a common-law marriage, please indicate that relationship below.																										
10. NAMES, RELATIONSHIP, AND ADDRESS OF PERSONS IN PRECEDENCE ORDER AND APPLICABILITY CATEGORY AS FOLLOWS:																										
SURVIVING SPOUSE OR COHABITANT																										
NAME (Last, First, Middle)		SOCIAL SECURITY NO.																								
MAILING ADDRESS (Include zip code)																										

PART II CONTINUED			
CHILDREN: NATURAL, ADOPTED, STEPCHILDREN, POSTHUMOUS, OUT OF WEDLOCK, REGARDLESS OF AGE OR DEPENDENCY STATUS			
10a. NAME (Last, First, Middle)	DATE OF BIRTH	SOCIAL SECURITY NO.	Marital status regardless of age
			Married <input type="checkbox"/> Single <input type="checkbox"/>
Address (if different from item 11, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER	
10a. NAME (Last, First, Middle)	DATE OF BIRTH	SOCIAL SECURITY NO.	Marital status regardless of age
			Married <input type="checkbox"/> Single <input type="checkbox"/>
Address (if different from item 11, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER	
Please attach a separate sheet of paper if there are additional children.			
10.b IF THE DECEDENT IS SURVIVED BY NEITHER SPOUSE NOR ELIGIBLE CHILDREN, PROVIDE A COPY OF THE OFFICER'S MOST RECENT DEPARTMENTAL LIFE INSURANCE POLICIES, INCLUDING BENEFICIARY DESIGNATION PAGE.			
PLEASE NOTE: The decedent's family will be asked to provide the most recent private insurance policies.			
BENEFICIARIES:			
NAME (Last, First, Middle)		SOCIAL SECURITY NO.	
MAILING ADDRESS (Include zip code)			
NAME (Last, First, Middle)		SOCIAL SECURITY NO.	
MAILING ADDRESS (Include zip code)			
PART III: INFORMATION CONCERNING OTHER CLAIMS			
11. TO YOUR KNOWLEDGE HAS OR WILL A CLAIM BE FILED FOR BENEFITS UNDER:			
A) Federal Employees Compensation Act, Section 8191 title 5, U.S. Code? YES <input type="checkbox"/> NO <input type="checkbox"/>			
B) D.C. Retirement and Disability Act of September 1, 1916, Section 4-622? YES <input type="checkbox"/> NO <input type="checkbox"/>			
PART IV: CERTIFICATION A false answer to any question in this Statement may be grounds for non-payment of benefits and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All the information you give will be considered in reviewing the claim and is subject to investigation.			
12. EMPLOYING ORGANIZATION - To the best of my knowledge and belief, the above stated information is true and complete.			
ORGANIZATION	TYPED NAME & TITLE OF EMPLOYING AGENCY HEAD	SIGNATURE OF EMPLOYING AGENCY HEAD	
ADDRESS (Include zip code)	PHONE NO.	E-MAIL ADDRESS	DATE
13. IS THERE A RETIREMENT/DISABILITY BOARD, WORKERS COMPENSATION BOARD, COURT, OR OTHER ENTITY THAT WILL CONSIDER OR HAS BEEN CONSIDERED THE FACTS OF THIS CASE IN ORDER TO DETERMINE ELIGIBILITY FOR OTHER BENEFITS? YES <input type="checkbox"/> NO <input type="checkbox"/>			
14. WAS A FAVORABLE DECISION RENDERED? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If "yes," on a separate sheet of paper please give address and telephone number for each entity.			
Public Reporting Burden			
Paper Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and that impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is 2½ hours per application. If you have comments regarding the accuracy of this claim, or suggestions for making this claim form simpler, you can write to the Public Safety Officers' Benefits Program, Bureau of Justice Assistance, 810 7 th Street, NW, Washington, D.C. 20531 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20530.			

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS BUREAU OF JUSTICE ASSISTANCE PUBLIC SAFETY OFFICERS BENEFITS PROGRAM WASHINGTON, D.C. 20531 CLAIM FOR DEATH BENEFITS				FOR DOJ USE ONLY CASE NUMBER _____ DATE RECEIVED _____	
This form should be filed by a surviving spouse, child/children, insurance beneficiary and/or parent(s) of the deceased public safety officer. This claim may be prepared by someone on behalf of these individuals. If you are filing on behalf of others, you must attach evidence of your authority to do so. PLEASE PRINT PLAINLY OR TYPE					
1. NAME OF OFFICER (Last, First, Middle)			2. OFFICER'S TITLE		
3. SOCIAL SECURITY NUMBER		4. DATE OF INJURY		5. DATE OF DEATH	
6. NAME AND PHYSICAL ADDRESS OF EMPLOYING AGENCY, ORGANIZATION OR UNIT IN WHOSE SERVICE DEATH OCCURRED (Include zip code)					
INSTRUCTIONS: To ensure payment to all eligible individuals, attach valid documentation (such as notarized, certified, or attested to documentation) regarding marriage, divorce, separation decrees, death certificates, birth certificates, adoption papers, custody agreements, or other evidence of parent-child relationship, as appropriate for any claimant in Parts I and II					
PART I INFORMATION ON SURVIVING BENEFICIARY	If at the time of an officer's death the officer was survived by a husband, wife, or parent(s), Part I should be completed. If there are children of the officer, regardless of age or dependency, Part II must be completed. (Attach certified copies of marriage license, all divorce decrees (including custody agreements), or separation agreements as applicable to marital relationship with the officer and certified copies of children's birth certificates.) If the decedent is survived by neither spouse nor eligible child, provide a copy of the officer's most recent life insurance policies. PLEASE NOTE: The decedent's employing agency will be asked to provide departmental insurance policies.				
7. ELIGIBLE BENEFICIARY Spouse <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other beneficiary <input type="checkbox"/>					
NAME (Last, First, Middle)				SOCIAL SECURITY NO.	
MAILING ADDRESS (Include zip code)					
NAME (Last, First, Middle)				SOCIAL SECURITY NO.	
MAILING ADDRESS (Include zip code)					
8. MARITAL STATUS OF OFFICER AT TIME OF DEATH. MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED <input type="checkbox"/> OTHER <input type="checkbox"/> DIVORCED <input type="checkbox"/> (Please identify)		9. DO YOU HAVE REASON TO BELIEVE THAT THE OFFICER WAS MARRIED AT ANY TIME TO ANYONE ELSE? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> If yes, please list number of marriages and submit documents to show dissolution of prior marriages, such as death certificates or divorce decrees. _____		10. DO YOU HAVE REASON TO BELIEVE THAT THE OFFICER HAD A CHILD(REN) FROM A PREVIOUS MARRIAGE OR RELATIONSHIP? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, include in Part II or explain on a separate sheet of paper and attach to this form.	
Attach necessary documentation such as marriage certificates, all divorce decrees and custody agreements, or separation agreements.		9a. List number of times surviving spouse was previously married. _____			
PART II SURVIVING CHILDREN INFORMATION	If the officer was survived by a natural, out-of-wedlock, adopted or posthumous child, or stepchild (or children) at the time of death, complete this part. All surviving children should be listed regardless of age or dependency status at the time of the officer's death. Attach a certified copy of birth certificates, adoption papers, DNA results, or other evidence of parent-child relation, as appropriate.				
11. NAME (Last, First, Middle Initial)		Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
				Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> N/A <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/>
Address (if different from item 7, above) and Telephone Number			PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		

PART II CONTINUED				
11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> N/A <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/>
Address (if different from item 7, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		
11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> N/A <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/>
Address (if different from item 7, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		
11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> N/A <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/>
Address (if different from item 7, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		
Please attach a separate sheet of paper if there are additional children.				
PART III	<p>STATEMENTS AND CLAIM: All claimants are required to complete this Part. The purpose of this claim is to establish survivorship eligibility and assert the rights to benefits under the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3796). The filing of this claim does not constitute a determination by the Department of Justice that benefits will or will not be awarded to the claimant(s).</p> <p>This claim may be prepared by a person acting on behalf of the claimant(s) such as a parent, legally appointed guardian, other legal representatives, or duly designated representatives of the claimant(s). Evidence of authority to represent claimant(s) should be attached.</p>			
<p>A. STATEMENT ON OTHER CLAIMS FILED WITH THE UNITED STATES GOVERNMENT AND/OR THE DISTRICT OF COLUMBIA: Has claim been filed for benefits under (1) Federal Employees Compensation Act, Section 8191 title 5, U.S. Code? YES <input type="checkbox"/> NO <input type="checkbox"/> (2) D.C. Retirement and Disability Act of September 1, 1916, Section 4-622? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>B. STATEMENT OF FINANCIAL NEED: If an immediate financial hardship has been incurred as a result of this death, an interim payment of \$3000 may be made. If you are experiencing an immediate financial hardship, please attach a statement of financial circumstances and need. This statement must include all financial responsibility, all benefits that you are eligible for, and the benefits that you have received to date. If all documents required to complete this claim are received an interim payment may not be necessary.</p> <p>This form will be used by the Department of Justice to determine eligibility of a claimant for paying death benefits. The information may be disclosed to Federal, State, and local agencies to verify eligibility for benefits. We must have Social Security Numbers to process payments.</p> <p>I certify that the above information is correct and complete to the best of my knowledge. I certify further that I am not aware of any potential claimant for this PSOB death benefit other than those listed above. I know of no facts or circumstances that would render the above-listed persons ineligible for this benefit. I understand that a false or incomplete statement or a failure to fully disclose pertinent information concerning this claim may be grounds for non-payment of benefits or for prosecution for a false statement under 18 U.S.C. § 1001.</p> <p>All the information you give will be considered in reviewing the claim and is subject to investigation.</p>				
SIGNATURE OF CLAIMANT OR AUTHORIZED REPRESENTATIVE (If representative, provide claimant's affidavit granting power of attorney)			DATE	
			E-MAIL (If available)	
Home number. (Including Area Code)	Work number (Including Area Code)	Alternate number (Including Area Code)		
<p>Public Reporting Burden</p> <p>Paper Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and that impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is 90 minutes per application. If you have comments regarding the accuracy of this claim, or suggestions for making this claim form simpler, you can write to the Public Safety Officers' Benefits Program, Bureau of Justice Assistance, 810 7th Street, NW, Washington, D.C. 20531 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20530.</p>				

PUBLIC SAFETY OFFICERS' BENEFITS
"CHILDREN" AT-A-GLANCE

	Birth Certificate	Signature on PSOB Claim Form	Statement from child that he/she was capable of self-support when the officer passed away	Statement from school confirming child's status as a full-time student for the term when the officer passed away	Statement from child's parent that, when the officer passed away: <ul style="list-style-type: none"> • the child's principal residence was the home of the officer, OR • the child did not live at the officer's home but was dependent on the officer's income for more than one-half of the child's support, OR • the officer accepted the child as his/her own (include affidavits from two non-family members stating that).
Natural child, age 18 or under when the officer passed away?	✓	Parent or Guardian of Child			
Stepchild, age 18 or under when the officer passed away?	✓	Parent or Guardian of Child			✓
Natural child, age 19–22, and a full-time student when the officer passed away?	✓	Child		✓	
Natural child, age 19–22, and not a full-time student when the officer passed away?	✓	Not Required	✓		
Stepchild, age 19–22, and a full-time student when the officer passed away?	✓	Child		✓	✓
Stepchild, age 19–22, and not a full-time student when the officer passed away?	✓	Not Required	✓		
Natural or stepchild over the age of 22 when the officer passed away?	✓	Not Required			

While the PSOB Office hopes that no agency ever requires our services, we stand ready to assist you throughout the claim process. Thank you for your own public safety efforts that serve to keep America safe.



PUBLIC SAFETY OFFICERS' BENEFITS OFFICE
 U.S. Department of Justice • Office of Justice Programs • Bureau of Justice Assistance
 810 Seventh Street NW., Fourth Floor, Washington, DC 20531
 Web site: www.psob.gov • Toll free: 1-888-744-6513 • E-mail: AskPSOB@usdoj.gov



FIREFIGHTER CODE OF ETHICS

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the [Fire Service Reputation Management White Paper](#), the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.



FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers