

FUNERAL/MEMORIAL SERVICE POLICY
(No. 159 December 2011)

1039

REFERENCE(S)
(No. 159 December 2011)

1039.1

[Various Bargaining Unit \(BU\) Memoranda of Understanding \(MOU\)](#)
[1500 Uniform and Identification Procedures Handbook, Section 1526](#)
[8300 Aviation Handbook, Section 8362](#)
[California Code of Regulations 599.636](#) and [599.636.1](#)

INTENT OF THE DEPARTMENT
(No. 159 December 2011)

1039.2

The intent of this policy is to provide a protocol checklist and guide to organize participation in funeral/memorial services. Whether a death is expected or unexpected, the conditions that prevail will require specific assignments in the organization to meet the desires of the family and the direction of the Department. CAL FIRE will carefully consider resources requested for funeral/memorial services to determine whether they are appropriate prior to commitment.

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

This policy provides direction and guidelines to ensure:

1. Moral and emotional support to family members and affected Department personnel.
2. The family members' requests and needs are met (when appropriate).
3. Proper Departmental organization, coordination and policies are applied.
4. Open communication between the family, the Department and any additional cooperators are maintained.
5. Flexibility throughout the process.
6. Proper distribution of workload/responsibilities of involved CAL FIRE personnel in the planning of and participation in funeral/memorial services.

STATEMENT

1039.3

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CAL FIRE shall (to the extent appropriate), in accordance with family wishes:

1. Provide appropriate representation at funeral/memorial services of active and retired employees.
2. Participate in funeral/memorial services in accordance with Department policy and labor agreements.
3. Offer to coordinate one funeral/memorial service.

FUNERAL/MEMORIAL SERVICE TYPES

1039.4

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

TYPE I: LINE OF DUTY DEATH

1039.4.1

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

TYPE II: ACTIVE HONORS DEATH

1039.4.2

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

TYPE III: OFF-DUTY/ACTIVE/RETIRED/FORMER MEMBER DEATH **1039.4.3**
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The death of a uniformed employee which occurs off-duty and is not job related; including a retired uniformed employee. The Director will determine if a former uniformed employee who transferred from the Department prior to retirement is eligible under this provision.

TYPE IV: NON-UNIFORMED PERSONNEL OR IMMEDIATE FAMILY MEMBER DEATH **1039.4.4**
(No.159 December 2011)

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

PROFESSIONAL RELATIONSHIPS **1039.4.5**
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The Director or his/her designee shall determine the level of participation by CAL FIRE for the funeral/memorial service of an individual with emotional or professional ties to the Department and to whom the Department desires to pay tribute (i.e., Legislator, City Manager, Fire District Board Member).

ATTENDANCE AT FUNERAL/MEMORIAL SERVICE **1039.5**
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Employee attendance while on-duty at any funeral/memorial service shall be authorized by the appropriate Deputy Director, Region Chief or Unit Chief. The Deputy Director, Region Chief or Unit Chief should be cognizant of the total number of on-duty personnel attending a funeral/memorial service to ensure mission responsibilities continue to be met.

The following must be approved by the Deputy Director, Region Chief or Unit Chief when attending funeral/memorial services while on-duty:

1. Services outside the Unit when it is within the geographical limits of the Region or in adjacent areas of another Region.
2. Utilization of State vehicles by personnel. Personnel attending while off-duty may utilize vacant seating space in State vehicles.
3. Attendance by employees at funerals/memorial services of other agencies.

4. Assigned staff is entitled to actual hours worked. Assigned staff is not entitled to immediate response status.

Nothing in this policy shall be construed to restrict the number of personnel attending funeral/memorial services on their own time, provided the needs of the Department are met. Any employee has the right to refuse to attend any funeral/memorial service. Off-duty personnel are authorized to wear the uniform for this purpose, but will not be compensated for their time.

FISCAL RESPONSIBILITY

1039.6

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The following tables identify the authorized elements and staffing levels for funeral/memorial services by Type. The costs of the appropriate elements by Type, identified in the ELEMENTS table below, will be the responsibility of the decedent’s family and/or CDF Firefighters (CFFF), unless otherwise noted. CAL FIRE will support the costs associated with the staffing levels identified in the STAFFING table below, including unplanned overtime for those assigned and post coverage behind them. Travel costs will also be supported except where otherwise noted. Departmental costs will be charged to the organizational level where the employee worked, in accordance with the policy (i.e., Region, Unit, Program).

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

ELEMENTS	FUNERAL/MEMORIAL SERVICE TYPE			
	TYPE I LINE OF DUTY DEATH	TYPE II ACTIVE HONORS DEATH	TYPE III OFF-DUTY ACTIVE/RETIRED/ FORMER MEMBER DEATH	TYPE IV NON-UNIFORMED PERSONNEL OR IMMEDIATE FAMILY MEMBER DEATH
Burial in Uniform	X	X	X	n/a
Fire Service Procession	X	X	n/a	n/a
Flags at Half Staff (See 8100 Command and Control Handbook, Procedure #115)	X (Statewide with Director's approval)	X (Local option with Unit Chief/Program Manager approval)	X (Local option with Unit Chief/Program Manager approval)	X (Local option with Unit Chief/Program Manager approval)
Uniformed Ushers	X	X	X	n/a
Transportation for Immediate Family	X (State vehicle may be used)	X (State vehicle may be used)	X	X
Clergy/Chaplain/Officiate	X	X	X	X
Burial Site	X	X	X	X
Ash Scattering	X	X	X	X
Memorial Location	X	X	X	X
Reception/Post Service Reception Location	X	X	X	X
Parking/Staging	X	X	n/a	n/a
Flowers	X	X	X	X
Obituaries	X	X	X	X
Food/Meals/Lodging for Immediate Family	X	X	X	X
Tables and Chairs	X	X	X	X
Death Certificates	X	X	X	X
Limousine for Immediate Family	X	X	X	X
Transportation of Casket in State Vehicle	X	X	n/a	n/a
Photography/Video/Audio Visual	X (May be provided by CAL FIRE based upon availability of resources)	X (May be provided by CAL FIRE based upon availability of resources)	X	X
Printed Materials/Programs	X	X	X	X
Fly Over (See 8300 Aviation Handbook, Section 8362)	X	n/a	n/a	n/a
Engines/Vehicles	X (Provided by CAL FIRE)	X (Provided by CAL FIRE)	X (Provided by CAL FIRE, limited to static display)*	X (Provided by CAL FIRE, limited to static display)*
Flags	X	X	X	X
Box for Flags	X	X	X	X
Helmets	X	X	X	n/a
Doves	X	n/a	n/a	n/a
Badges	X (Provided by CAL FIRE)	X (Provided by CAL FIRE)	X (Provided by CAL FIRE)	n/a

*Amount and type of static display apparatus should be representative of the relationship of the decedent to the Department.

STAFFING	FUNERAL/MEMORIAL SERVICE TYPE			
	TYPE I LINE OF DUTY DEATH	TYPE II ACTIVE HONORS DEATH	TYPE III OFF-DUTY ACTIVE/RETIRED/ FORMER MEMBER DEATH	TYPE IV NON-UNIFORMED PERSONNEL OR IMMEDIATE FAMILY MEMBER DEATH
Day One				
Agency Administrator	1	1	1	1
Incident Commander	1	1	1	1
CAL FIRE Family Liaison Officer	1	1	1	1
CDFF Family Liaison Officer ¹	1	1	1	1
CDFF Funeral Liaison ¹	1	1	1	1
CDFF Honor Guard Representative ¹	1	1	1	1
CDFF Administrator ¹	1	1	1	1
Public Information Officer	1	1	1	1
Technical Specialist - Critical Incident Stress Management	1	1	1	n/a
Sentinel ¹	8	n/a	n/a	n/a
Day Two				
Staff Assigned on Day One, plus:				
Operations Section Chief	1	1	1	1
Planning Section Chief	1	1	1	1
Finance Section Chief	1	1	1	1
Logistics Section Chief	1	1	1	1
Technical Specialist - Protocol	1	1	1	1
Day Three				
Staff Assigned on Day Two, plus:				
Color Guard	5	5	5	5
Pallbearers/Flag Folding	8	8	8	8
Rifle Firing Team (Peace Officers only)	4	4	n/a	n/a
Day Four and Day Five				
Staff Assigned on Day Three, plus				
Bugler (Military Honors only)	1	1	1	1
Pipes and Drums ¹	Up to 25	17	10	3
Safety Officer	1	1	1	1
Liaison Officer	1	1	1	1
Staging Area Manager	1	1	1	n/a
Family Escorts	2	2	2	n/a
Usher Detail	1	1	1	n/a
Silent Guard ¹	n/a	8	8	n/a

¹Employees salary will be funded by the Department. Travel and per diem costs will be funded through CDFF.

FUNERAL/MEMORIAL SERVICE PROCEDURES
(No.159 December 2011)

1039.7

NOTIFICATION AND REPORTING
(No.159 December 2011)

1039.7.1

The following are specific actions to be taken upon notification of a death in which Department participation may be included:

1. Immediately notify the Sacramento Duty Chief, through channels, when the death of an active employee occurs and provide the following information:
 - Name, rank and employment status of deceased.
 - Date and cause of death (if known and appropriate).
 - Name, address and telephone number of spouse, next of kin or designee(s).
 - Length of State service, most recent location and current assignment.
2. A conference call to include the Director or designee, Deputy Director of Communications, Deputy Director of Management Services, Sacramento Duty Chief, CDFF President or designee, Deputy Director, Region Chief or Unit Chief or designee to determine the Type of funeral/memorial service and assignment of Agency Administrator.
3. A second conference call with available Funeral/Memorial Service Team Members to make appropriate funeral/memorial service arrangements.

ROLES AND RESPONSIBILITIES
(No.159 December 2011)

1039.7.2

DIRECTOR

The Director or designee, when appropriate:

1. Participate in the conference call originating after notification of a death which may include Department participation.
2. Approve the appropriate Type of funeral/memorial service, in accordance with CAL FIRE policy.
3. Determine the responsibility for the coordination of funeral/memorial service procedures (e.g., Sacramento Headquarters, Region, or Unit).

DEPUTY DIRECTOR, REGION CHIEF OR UNIT CHIEF

The Deputy Director, Region Chief, Unit Chief or designee shall, when appropriate:

1. Participate in the conference call originating after notification of a death which may include Department participation.
2. Contact the spouse/next of kin to express sympathy and support of the Department.
3. Confer with the Director or designee on the appropriate level of participation by the Department and confirm the associated fiscal responsibilities.

4. Authorize and approve expenditures, resource commitments and related activities according to Departmental policy and protocols.
5. Prepare a letter of condolence to the spouse/next of kin for the Director's signature. The letter should be immediately electronically transmitted to the attention of the Personnel Officer. In the case of a line of duty death, forward a copy of the letter to the Governor's Office with the employee's cause of death and length of service typed at the bottom. This will initiate a letter of condolence from the Governor.
6. Determine the need to maintain periodic contact with the family while the State death benefits are being provided, or until the Deputy Director, Region Chief or Unit Chief believes further contact is not appropriate.
7. Coordinate with affected BU(s) to:
 - Participate in the conference call originating after notification of the death.
 - Determine appropriate participation.
8. Designate the Family Liaison Officer.

FUNERAL/MEMORIAL SERVICE TEAM

1039.7.3

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When requested, a Funeral/Memorial Service Team may consist of the following:

1. The Agency Administrator is appointed by the Deputy Director or Region Chief. The Agency Administrator will work with the assigned Incident Commander to determine the extent of CAL FIRE's involvement. The Agency Administrator will determine the fiscal and personnel requirements for the funeral/memorial service.
2. The Incident Commander is responsible for the total oversight of the funeral/memorial service operations and reports to the Agency Administrator. The Incident Commander will appoint subordinate positions as needed.
3. The CAL FIRE Family Liaison Officer serves as the Department's representative to the family.
4. The Public Information Officer coordinates with the Incident Commander to prepare and disseminate all press releases and media contacts.
5. The Critical Incident Stress Management (CISM) Branch Director coordinates peer counseling needs of the incident and the affected Unit or Program. The Branch Director will place orders to staff the CISM Branch appropriately.
6. The Protocol Officer is assigned by the Honor Guard Representative to assist the Incident Commander with all internal and external protocol standards.
7. The CDFP Family Liaison Officer serves as CDFP's representative to the family.
8. The CDFP Funeral Liaison Officer serves to coordinate CDFP funded items and activities.
9. The CDFP Agency Administrator will authorize all funding on behalf of CDFP.
10. The CDFP Honor Guard Representative reports to the Incident Commander and assures that all activities and functions will be coordinated with the Incident Commander.

11. Clergy/Chaplain/Officiate (*Handbook policy pending*).
12. The following Incident Command Systems positions are also recommended, depending on the level of involvement and complexity of the incident:
 - 1) Operations Section Chief, 2) Finance Officer/Chief, 3) Logistics Officer/Chief, 4) Agency Administrator, 5) Liaison Officer, 6) Safety Officer and 7) Staging Manager.

The Funeral/Memorial Service Team shall coordinate with the appropriate labor organization(s) throughout this process to arrange participation of labor organization resources.

POSITION CHECKLISTS
 (No.159 December 2011)

1039.7.4

AGENCY ADMINISTRATOR

1. Receive briefing from Deputy Director, Region Chief or Unit Chief.
2. Contact Incident Commander.
3. Coordinate, as necessary, with CDFD Administrator.
4. Authorize staffing needs.
5. Establish fiscal parameters.

INCIDENT COMMANDER

1. Ensure family is involved in planning.
2. Contact CAL FIRE Family Liaison Officer.
3. Determine scope of Department involvement and consult with Agency Administrator.
4. Determine staffing needs.
5. Maintain fiscal accountability.
6. Coordinate funeral/memorial service (See [Funeral/Memorial Service Format](#)).
 - Coordinate with CDFD Funeral Liaison and CDFD Agency Administrator.
 - Coordinate with Chaplin/Clergy/Officiate (when appropriate).
 - Coordinate with cemetery site.
 - Coordinate procession line-up/procession route.
 - Coordinate with law enforcement agencies that may be impacted.
 - Assist in service planning.
 - Arrange Caisson Vehicle (if appropriate).
 - Conduct practice sessions as needed.
 - Coordinate order of service with family.
 - Ensure the employee's badge is presented to spouse/next of kin in accordance with [1500 Uniform and Identification Procedures Handbook, Section 1526](#).

CAL FIRE FAMILY LIAISON OFFICER

1. Receive assignment from Deputy Director, Region Chief or Unit Chief.

2. Determine direct contact information (i.e., Incident Commander or Deputy Director, Region Chief or Unit Chief).
3. Report to deceased's residence or treating facility to meet with family. Please note, the family may not wish to immediately discuss issues.
4. Offer support to the deceased employee's family.
5. Determine the family's wishes for the funeral/memorial service arrangements and Department/labor involvement.
 - Advise the family of the parameters of support the Department will commit to for the funeral/memorial service, based on the circumstances.
6. Assist family and coordinate with the Incident Commander on funeral/memorial service arrangements.
 - Mortuary.
 - Order of service.
 - Clothing to be buried in.
 - Retrieve deceased badge to have "In Memoriam" rocker affixed in accordance with [1500 Uniform and Identification Procedures, Section 1526](#).
 - Accompany family to funeral/memorial service.
7. After funeral/memorial service, remain in contact with the family for the amount of time deemed appropriate.

PUBLIC INFORMATION OFFICER

1. Receive assignment and reporting details.
2. Contact Incident Commander.
3. Assist Incident Commander with media contacts.
4. Prepare press releases for Incident Commander approval.
5. Assist with Department notification process for funeral/memorial service information.

CISM BRANCH DIRECTOR

1. Ensure there is common communications between all personnel in the CISM Branch, by way of cell phones, radios, etc.
2. Determine the psychological and emotional state of the personnel involved in the incident operations and assess the need and level of CISM interventions.
3. Ensure operational and support Units involved in the response have timely access to CISM interventions.
4. Organize CISM Branch each operational period to meet the CISM needs for the incident.
5. Ensure proper listing with the Command Center of all CISM Branch members and their necessary contact telephone numbers while stationed in the area.
6. Establish and maintain working relationship with the family support group to cross reference needs of responders and their families.
7. Provide for CISM access to assigned personnel's family members (e.g., spouses, children and significant others) to assess the need and level of CISM interventions.
8. Attend all staff briefings and planning meetings as required.

9. Ensure adequate numbers of CISM personnel are present at all times to allow for rest, exercise and proper rotation of CISM personnel not more than 10 days on-site.
10. Ensure CISM Branch members are adequately debriefed following their involvement with the CISM response.
11. Maintain an accurate daily log of all activities, including dates, times and places where CISM activities occurred. Maintain [Unit/Activity Log \(ICS 214\)](#).

PROTOCOL OFFICER

1. Receives assignment from the Honor Guard Representative.
2. Assist the Honor Guard Representative on protocols for:
 - Procession.
 - Interior details.
 - Exterior details.
 - Flag presentation.
 - Guest book.
 - Parking (Static Display).
 - Ushers.
3. Assist Honor Guard Representative with rehearsals.
4. Assist attending members with protocols as needed (See [Commands and Shrouding](#)).

FUNERAL/MEMORIAL SERVICE FORMAT

1039.7.5

(No.159 December 2011)

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

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

VISITATION

1039.7.6

(No.159 December 2011)

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

Items to be offered to the family:

- The deceased's fire apparatus on display.

- Chaplin/Clergy/Officiate (*Handbook policy pending*).
- Pre-posting of colors “Honor Guard.”
- Two Sentinel Guards next to casket. For all other Types of funeral/memorial services, use Silent Guards.

VEHICLE PROCESSION-FUNERAL/MEMORIAL SERVICE **1039.7.7**
 (No.159 December 2011)

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

- Funeral/memorial service motorcycle escort.
- Hearse or engine bearing casket.
- Family vehicles (Immediate family only).
- Honorary Pallbearers.
- Designated staff vehicles, such as Director, Deputy Director, Region Chief or Unit Chief's vehicle.
- Family escort vehicle.
- CDFP Honor Guard Pallbearer's vehicle.
- Marked vehicles to bring up rear of procession.

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

WALKING PROCESSION **1039.7.8**
 (No.159 December 2011)

- Funeral/memorial service motorcycle escort.
- Color Guard “Honor Guard.”
- Pipes and Drums.
- Hearse or engine bearing casket.
- Pallbearers.
- Family vehicles (immediate family only).
- Honorary Pallbearers vehicle.
- Designated staff vehicles, such as Director, Deputy Director, Region Chief or Unit Chief's vehicles.

ORDER OF SERVICE AT FUNERAL/MEMORIAL SERVICE

- Fire personnel, family and friends arrive.
- Fire personnel put in formation (Sea of Blue).
- Outside procession begins.
- Family taken to staging room.
- Family, friends and fire personnel seated.
- Color Guard and Bugler, Pipes and Drums post the colors.
- Casket and family enter chapel (family behind casket).

- Two Sentinel Guards next to casket (all other Types of funerals/memorial services, use Silent Guards).
- Chaplain/Clergy/Officiate begins service.
- Eulogy is delivered.
- Music, poems and readings where appropriate.
- Chaplain/Clergy/Officiate invites speakers, if family desires.

DEPARTMENT/HONOR GUARD SERVICE

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

RECESSION

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

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

VEHICLE PROCESSION-INTERMENT

1039.7.9

(No.159 December 2011)

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

- Funeral motorcycle escort.
- Hearse or Engine bearing casket.
- Family vehicles (immediate family only).
- Honorary Pallbearers.
- Designated staff vehicles, such as Director, Deputy Director, Region Chief or Unit Chief's vehicle.
- Family escort vehicle.

- Honor Guard Pallbearers vehicle.
- Engines from the Unit where the deceased was assigned.
- CAL FIRE engines.
- Engines from other departments.
- CAL FIRE and other department marked vehicles.
- Civilian vehicles.
- Marked vehicles to bring up rear of procession.

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

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

ORDER OF SERVICE AT INTERMENT SITE

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

CDFF HONOR GUARD SERVICE

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

COMMANDS

1039.7.10

(No.159 December 2011)

Employees attending services should be completely familiar with all the commands, positions and movements that personnel perform at a service. When CAL FIRE personnel are attending a funeral/memorial service, the Protocol Officer will brief all uniformed CAL FIRE personnel and determine the appropriate formation.

ATTENTION

1039.7.11

(No.159 December 2011)

1. On the preparatory command, "UNIFORMED PERSONNEL," personnel will ready themselves for the execution command, stop talking and listen.
2. On the execution command "ATTENTION," smartly bring your left heel against the right.
3. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching. Your legs should be straight, but not stiff at the knees. (See Figure 1)
4. Keep your hips and shoulders level and your chest lifted. (See Figure 2)
5. Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs and fingers joined in their natural curl. (See Figure 3)
6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly. Silence and immobility are required.



Figure 1



Figure 2



Figure 3

PRESENTATION OF COLORS
(No.159 December 2011)

1039.7.12

When the national colors are being presented, or a casket draped with the national colors is presented, the Protocol Officer or the senior CAL FIRE individual will call the formation to ATTENTION. This will immediately be followed by executing the appropriate Hand Salute commands as the colors or draped casket are presented and pass.

When placing uniformed personnel in a position of rest, all rest commands are executed from the position of attention. The commands are PARADE REST; AT EASE; REST and DISMISSED.

REST COMMANDS
(No.159 December 2011)

1039.7.13

PARADE REST

1. On the preparatory command "PARADE," shift the weight of your body to the right leg without noticeable movement.
2. On the command of execution "REST," and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back (See Figure 4). The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required. The only command you may receive while at parade rest is "ATTENTION."



Figure 4

AT EASE

On the command "AT EASE." It is executed in one count. Keep your right foot in place (See Figure 5). You may move, but must not talk. You may also be given this command when not in ranks. In this case, it means cease talking, but continue whatever you were doing before the command. When in ranks, the only command you may receive while at ease is "ATTENTION."



Figure 5

REST

On the command "REST." It is executed in one count. At the command, you may move and talk; however, you must keep your right foot in place. The only command you may receive while at rest is "ATTENTION."

DISMISSAL COMMANDS

1039.7.14

(No.159 December 2011)

"DISMISSED" signals the end of the official ceremony and releases all personnel; but personnel must be returned to attention prior to dismissal:

1. On the preparatory command "UNIFORMED PERSONNEL," personnel will ready themselves for an execution command, stop talking and listen.
2. On the execution command "ATTENTION," all personnel will come to a position of "ATTENTION" as described above.
3. On the next preparatory command "UNIFORMED PERSONNEL," personnel will prepare to be dismissed
4. On the command "DISMISSED," all personnel will be released.

HAND SALUTES
(No.159 December 2011)

1039.7.15

The purpose of the hand salute is to demonstrate respect to a higher ranking officer and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time or seated in a vehicle. The command is "PRESENT ARMS." To return to the position of attention the command is "ORDER ARMS."

PRESENT ARMS

1. On the preparatory command "PRESENT," personnel will ready themselves for a salute.
2. On the execution command of, "ARMS," raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye (See Figure 6). Your fingers should be extended straight and joined with the thumb along the forefinger (See Figure 7). You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.

ORDER ARMS

1. On the preparatory command "ORDER," personnel will ready themselves to release the salute.
2. On the execution command of "ARMS," personnel will return to attention. Move your hand smartly in the most direct manner back to its normal position by your side. These commands ensure simultaneous execution of the second movement of the hand salute when troops are in formation.



Figure 6



Figure 7

SHROUDING OF APPARATUS AND BADGES
(No.159 December 2011)

1039.7.16

WREATH AND BUNTING OF EQUIPMENT

The fire apparatus upon which the deceased employee was assigned should be the only Unit to bear a black wreath and bunting. The wreath should be attached to the front of the apparatus (See Figures 8 and 9). The bunting should wrap around the fire apparatus (See Figure 10). The wreath and bunting is reserved for Type I, Type II and Type III funerals/memorial services only. For shrouding of the CAL FIRE logo on the door of the apparatus, use electrical tape (See Figure 11). All Units attending the funeral/memorial service can shroud the logo on the door.



Figure 8



Figure 9



Figure 10



Figure 11

SHROUDING OF BADGES
(No.159 December 2011)

1039.7.17

The Director or designee may authorize the shrouding of badges.

In the event of a line of duty death, the badge shall be shrouded from the time of death until time of burial or interment. Badges shrouded for other than line of duty deaths shall be shrouded for the day of the funeral/memorial service only.

A badge shroud shall be constructed of either 1/2-inch black silk ribbon or 1/2-inch polyester elastic braid.

The badge should be shrouded from the topside of the shoulder diagonally down to the sternum on the opposite side of the heart (See examples below).



Gold Shield Badge



Silver Shield Badge



Peace Officer Badge

[\(See next section\)](#)

[\(See HB Table of Contents\)](#)

[\(See Forms or Forms Samples\)](#)