

# National Volunteer Fire Council

## Funeral Procedures for Firefighters

A Resource Manual

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Seaford, Delaware

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Wellsburg, West Virginia

## **Introduction**

Firefighting continues to be one of the nation's most hazardous professions. According to the United States Fire Administration, about 100 firefighters die in the line of duty each year in the United States. It is only fitting, given the heroic efforts of fire

service personnel, both paid and volunteer, that they be given the final respect they deserve.

The National Volunteer Fire Council has received numerous requests for information about how to properly conduct funeral services. Volunteer fire service personnel face the same risks as their counterparts in the career service, but because of the limited time individual volunteers have to give, many volunteer departments do not have funeral procedures worked out. No one wants to face this issue until it arises. Departments are then caught with no procedures to follow and no time to develop any. They need a reference that can be used on short notice. For that reason, coupled with the importance of this subject, the Communications Committee of the National Volunteer Fire Council has made this report available as a guide for the fire service, volunteer and career alike. This manual not only addresses the funeral itself, but also other activities in connection with a firefighter fatality, e g., investigation of the death and the state and federal fire agencies to notify.

Please keep in mind that the guidelines in this resource manual are furnished as examples only. The basic procedures probably are acceptable for all types of *firefighters*, but some of the ideas will have to be altered, or omitted altogether, depending on your department's particular situation and size. Also, the member's ethnic or religious affiliation may dictate certain customs; the organizer of the funeral should be sensitive to the particular situation and to the wishes of the family or household involved.

The manual is arranged in accordance with the sequence of a funeral's events and describes in detail the job responsibilities of each person assigned to handle particular aspects of the funeral. After a department reviews this manual and decides which tasks and assignments it wants to include in its own formal funeral procedures, it can adopt or adapt the relevant guidelines here as a checklist to follow in the event of a member's death.

### Who Is Usually Honored with a Fire Department Funeral

There are six types of circumstances that generally entitle a fire department

member or an individual affiliated with a department to receive a fire service funeral. The circumstance categories are used by the department to decide whom it wishes to honor with a department funeral and the type of funeral appropriate. The six categories are as follows:

- Type 1 - Line-of-Duty Death

Any on-duty fire personnel who suffers a trauma or series of events that causes rapid deterioration from a healthy state to death.

- Type 2 - Line-of-Duty Death

Any on-duty fire personnel who suffers a series of events that causes a gradual deterioration from a healthy state to death.

- Type 3 - Off-Duty Incident Death

Any off-duty incident involving a trauma or a series of events to fire personnel that causes a rapid or gradual deterioration from a healthy state to death.

**The following categories are optional and should be decided by department policy.**

- Type 4 - Current or Past Member's Death

A member or honorary member of the department or Volunteer Association who is currently active or who has retired in good standing and suffers an event or series of events that results in his or her death.

- Type 5 - Affiliate of the Department

An individual who has served in some capacity with the department, such as a Commissioner, Chief, Dispatcher, or other job function and does not meet any of the above criteria, but suffers an event or series of events that results in his or her death.

- Type 6 - Non-Fire Fighting Individual Honored by the Department

A non-fire fighting individual who through employment, Volunteer Association, professional or emotional tie suffers an event or series of events that results in his or her death. This may be applied to an individual the department or Volunteer Association wishes to pay a special tribute to for their contribution to the department and/or fire service. This may also be used when an immediate relative of a department member dies.

A matrix is given in Appendix A which is an "at-a-glance" summary of what funeral details would apply to various ranking members or affiliates of a fire department. A blank form is included to help you develop a matrix of your department's own policies.

## **Types of Funeral Services**

Generally, there are four types of funeral services, as described below. These descriptions should serve as general guidelines only and may be changed according to individual situations. It is most important to follow the family's wishes and give full respect to their expressed concerns.

- Formal Funeral Service

This type of service includes the use of apparatus, pallbearers, a color

guard (optional), and a funeral detail composed of fire personnel in Class A uniforms. This type of honor is usually reserved for a line-of-duty death. (Circumstance Types 1 and 2)

- Semi-Formal Service

This type of service includes the use of pallbearers, color guard (optional), and a funeral detail composed of fire personnel in Class A uniforms. This type of honor is usually reserved for an off-duty death of a current member or an affiliate. (Circumstance Types 3, 4, and 5)

- Non-Formal Service

This type of service includes the use of a funeral detail of fire personnel in Class A uniforms. This type of honor is usually reserved for any non-fire fighting personnel, a retired member or affiliate of the department or Volunteer Association or an immediate relative of a department member. Also included in this category would be an individual the department or Volunteer Association wishes to recognize for their contributions. (Circumstance Type 6)

- o Private Service

This is a service closed to any outside participation with the exception of the immediate family. Usually this type of service is at the request of the family.

## **Preparations**

Being prepared for a funeral in the event of a death of a member or affiliate of the department can provide the members of the department as well as the surviving family members with emotional support by making it possible to smoothly and successfully handle the numerous details that will arise. In addition to having selected an overall procedure for funerals (such as described here), the following are suggested as preparations that can be made at any time and are recommended by the departments who use them.

### **Personal Information Sheets**

It is suggested that each member of the department complete a preplan or personal information sheet for use in case of death. This is an inventory of information designed to organize the member's personal affairs. Examples appear in Appendix B. Annual updates are encouraged. This information will help the surviving family and the department to be aware of the individual's desires and the location of important documents. Each member should keep this information in a semi-private place where it is readily available (*not in a Safe Deposit Bar*) and notify loved ones that it exists and where it will be kept. A sealed copy should be kept in the member's fire department personnel file, to be opened only in the event of death. Members should also be

encouraged to have a will prepared by a competent attorney. *This preplan is not a substitute for a will.*

## **Photographs**

The department should maintain a current set of photographs of its members for media use. The release of the photos will be at the expressed desire of the surviving family.

## **Resumes**

A current resume should be maintained describing educational background, work experience, professional affiliations, and awards received. This can be kept in your department personnel file and will be helpful in the event of death to write an obituary, eulogy, or aid in the selection of readings. (It also is useful for other situations.)

## **Department Identification Cards**

These cards should be provided to all members of the department as a means of identification.

## **Employee Benefits**

Every department should be familiar with items that need to be closed out in the event of a death. The surviving spouse may look to the department for assistance with these matters. Some of these items are: 1) autopsy report; 2) final paycheck; 3) outstanding debts; 4) insurance policies; 5) Social Security (survivor's benefits); 6) special benefits (vacation pay, holiday/personal days' pay); 7) Association benefits; 8) Federal death benefits (Public Safety Officers' Benefits (PSOB); see Appendix C); and 9) continuation of medical coverage for the surviving spouse and dependents.

## **Uniform for Burial**

Many departments will provide a uniform for burial. Whether a person wishes to be buried in uniform should be clearly expressed in the personal information sheet or by the surviving family.

### **Inventory of Necessary Equipment for Funeral**

The following is a list of supplies that may be needed during a funeral service and/or mourning period. These may be kept on hand in the fire department stockroom:

- Color guard standards
- Flag for casket (Some states have passed a Firefighters' Memorial Flag Act to honor firefighters who have died in the line-of-duty and have issued a directive prescribing standards and requirements for the *use*, display, distribution, and return of the Firefighters' Memorial Flag. Consult your state firefighter's association or local officials to see if this applies in your jurisdiction.)
- Black 3/4" plastic tape or elastic bands; and round-tipped scissors
- Black bunting
- White gloves
- Signs that read "Fire Department Courtesy Car" (approximately 6 should be inventoried)
- Black ascots (local option)
- Black berets (local option)

The above supplies may be obtained from the following sources:

- Flags: City Hall, or identify closest supplier
- Color Guards: American Legion or VFW
- Additional white gloves: Army and Navy Store or identify closest supplier
- Additional vehicles: City, borough, township, police department, car dealers, members of the department
- Signs: Identify a local sign painter who would be available on short notice

- Black bunting: Identify a local supplier

If a band is desired, it may be obtained from a school or other local group.

## **Funeral Directors**

Local Funeral Directors play a major role in the funeral-planning process. They should be made aware of the existence of any established departmental funeral policies or traditional guidelines.

## **Florists**

Florists should be informed of special arrangements they may be called upon to develop for a firefighter funeral. Some suggestions are:

- Maltese cross
- Member department's logo/patch
- Broken rung ladder
- Crossed pike pole and axe
- Helmet

## **Initial Actions**

Any of a wide variety of scenarios can directly or indirectly cause the death of a firefighter. The death may occur at a variety of locations and a variety of times. The department may have to react to one of the following situations:

- Death at the scene.
- Dead on arrival at the hospital.
- Alive upon arrival at the hospital, but expires later.
- Injuries or distress not detected at the scene and the individual dies later.

In all cases, a series of steps must be taken to insure that the cause *of* death is accurately reported and investigated. These need to be implemented by the on-scene Incident Commander as soon as possible. The immediate steps include the following. -

- Secure the scene
- **DO NOT** make statements to the media about the individual's name or personal information until the next of kin has been notified
- Notify the following individuals *by telephone*, to insure confidentiality:
  - Chief and Chaplain(s)
  - Direct supervisor (if applicable)

- Investigation team (Department investigator, law enforcement officer, safety officer)
- Department photographer

**NOTE:** All radio traffic relating to the incident should be kept to a minimum. This will help to insure that the next of kin is not notified by an unofficial source, but rather by the Chief or his designee and the department's Chaplain.

- **Activate an investigation team.**
- **Appoint a liaison to the hospital** (if appropriate).
- **Assign the ranking officer available and the department's Chaplain** to obtain the individual's Personal Information Sheet, review it, and follow any specific directions in notifying the next of kin.
- **Assign the PIO** to obtain from the investigative team the information needed to draft a preliminary news release concerning the incident. Remind the PIO to have the information approved by the Incident Commander and that the notification of next of kin has occurred before releasing any information about the victim to the news media.
- **Activate a Critical Incident Stress Debriefing team**, if appropriate. The death of a firefighter is psychologically traumatic for the members of the department. Reaction to such emotional stress can affect each individual differently. It has been demonstrated that psychological counseling shortly after a traumatic incident can be extremely beneficial. The debriefing is primarily an educational session, emphasizing that unusual dreams or emotions are probably normal reactions to abnormal situations.
- **Initiate any appropriate measures necessary to activate** all Federal, State (Workmen's Compensation), and departmental (insurance) death benefit payments.

#### **Additional Areas of Departmental Support (Optional)**

- **Provide the family transportation to the hospital.**
- **Assign an officer to serve as the communication link** between the department and the family. It is the responsibility of this "Family Liaison Officer" to communicate the family's wishes to the department regarding their wishes concerning the department's level of involvement in the funeral service. An immediate issue is whether the family wants to deal with the media and what they want said to the press. The department should defer to the family's wishes regarding personal information about the deceased as much as possible and provide support as needed.
- **Assign an officer to serve as the coordinator** for the implementation of the department's involvement in the funeral service. It is the responsibility of this "Funeral Officer" to manage the logistics of the funeral service with the cooperation of the funeral home director.

## **Initial Roles of Personnel**

### Hospital Liaison

One person should be appointed as *a Hospital Liaison*, who reports directly to the hospital and acts as liaison between the hospital and Incident Commander via telephone. This person should accept the following responsibilities:

- If death occurs, request that blood gases be drawn as soon as possible
- Insure that no sensitive information is released to the news media
- Collect all personal articles if family is not yet present at the hospital
- Keep Incident Commander apprised of the condition of the individual

If death should occur, it is imperative that the cause is accurately reported. An autopsy should be requested along with a request for a toxicological examination with a test for specific levels of carbon monoxide (CO) in the blood expressed in an *exact percent* (as opposed to "CO present" or "Trace of CO"). This is absolutely critical in the event of a collapse of a member at or following an incident without a physical injury present. (This test may not be performed if the individual has been hospitalized for more than a few days under heavy medication, as the result will be inconclusive.)

If an individual is admitted to the hospital with injuries sustained in the line-of-duty or reasonably connected with line-of-duty, a request should be made upon admission

for a blood test with a specific test for carbon monoxide expressed in an *enact percent*. This is critical if there is any possibility of a coronary involvement, even if it is not obvious at the time of admission. If the individual dies, a CO level of 10% or more (15% for smokers) detected upon admission, will be considered a "physical injury" *which* resulted in death under the Public Safety Officers' Benefit Law. (See Appendix C for more information on PSOB.)

### Public Information Officer

The *Public Information Officer* (PIO) obtains from the investigative team the information necessary to document the facts of the incident and begin a preliminary news release concerning the incident. *Under no circumstances* should the PIO release any information about the individual until the next of kin has been notified and until the information has been approved by the Incident Commander. The PIO role carries with it the following responsibilities:

- Gather all facts pertaining to the incident
- Gather background information pertaining to the firefighter
- Prepare a brief statement
- Wait for approval and notification of next of kin *before* releasing any information to the news media. This point cannot be overemphasized.

The roles of both the Hospital Liaison and Public Information Officer should be maintained until instructions are received from the Incident Commander or the Chief.

The activation of department support will be contingent upon the specific situation and expressed desires of the family. The department should provide support to accomplish the goals of the funeral service and to the surviving family members without assuming financial responsibility for the funeral service.

## **Procedures for Notification**

### **Notification Officer**

*Prompt notification of the next of kin cannot be stressed enough in the case of a line-of-duty death.* No one wants to hear of the death of a loved one over a television or radio broadcast. That notification, most certainly, should be made *in person* by the *Notification Officer*, who is normally the Chief or his designee, and who is accompanied by the Chaplain. Notification by some other form of communication other than in person, say by telephone, is acceptable only in **exceptional** cases. Extreme emotional trauma is not uncommon when one is notified of the death of a loved one, and care should be taken to ensure that the next of kin are not alone at this time. The official notification serves a three-fold purpose: assures the next of kin that the information is valid; provides a knowledgeable source of information concerning the death; and assures the next of kin that assistance is available at a time when they need it most. The Notification Officer and Chaplain should be prepared to stay with the next of kin until a family member or friend arrives. As soon as is appropriate, they should determine if the family has a particular person, preferably a close family friend and department member, to act as Family Liaison Officer.

Prior to visiting the survivors, the Notification Officer should be familiar with the circumstances of the death and the personal data concerning the individual. Be sure the Notification Officer has official fire department identification in his/her possession. Also be absolutely certain of the status of the firefighter, check and double check with the hospital, and insist on an official pronouncement of death before proceeding. Clear the release of information with the Incident Commander to be certain your information is correct.

If the next of kin arrives on the scene, it is a good idea to provide them with some type of identification, such as an armband or something similar. Tell them that this is to assist the department in locating them if they are needed. This also is to alert emergency personnel to be careful of making comments when the next of kin are nearby.

After notification of the next of kin, the Public Information Officer, Emergency Command Center, and religious affiliations will need to be notified. The Chief will give instructions to dispatch the death announcement. Usually, station flags are lowered to half staff, and the front of the station is draped in black bunting for seven days after the funeral. A news conference should be arranged to ensure that the media obtain the most factual information.

In addition to the above, others need to be notified:

- State Fire Marshal's Office
- State Worker's Compensation Board (within 48 hours)
- Department's Worker's Compensation Board
- National Fire Academy/U. S. Fire Administration
- State Fire Incident Reporting System
- Federal Public Safety Officers' Benefit Program (PSOB).

#### Description of Funeral Options

The family of the deceased or the deceased's own personal information sheet should help

to make the decision about how simple or elaborate the funeral will be. The department may *offer* certain options for the family to consider, but ultimately, it is the family who makes the final decisions. Among the options to consider are the following: (The full responsibilities of the individuals and groups listed are described in more detail in the following Chapter, Job Responsibilities.)

## **Honor Guards**

If an honor guard is requested by the family, it becomes the responsibility of the funeral director and the department to assure that the request is honored. Ideally, a list of honor guards or members comprising an honor guard will be available. Typically, the honor guards are to report in their dress uniforms and outfitted in white gloves. If two honor guards are used (a fire department and military honor guards), they are to be placed at the head and foot of the casket.

## **Pallbearers**

If the family chooses to use fire department personnel as pallbearers, it must be determined which firefighters the family would like to have in the service; usually six to eight are needed. They wear dress uniforms and white gloves; berets are optional.

The pallbearers are exempt from following the majority of orders given to the remainder of the formation because of the specific responsibility they are assigned. The instructions to the pallbearers on the removal, handling, and transporting of the casket should be given by the Funeral Director.

Sometimes, at the discretion of the member's fire department, a piece of fire apparatus is used as a caisson to carry the casket. In this case, the pallbearers would be assigned to drive and ride on the apparatus from the beginning to the end of the funeral procession.

Traditionally, the casket is draped with an American flag for veterans and all uniformed personnel, but this is only an option. If this is done, three of the pallbearers need to remove, fold, and present the flag(s) to the widow and mother (if present) at the cemetery. Two pallbearers are assigned to fold the flag by military standards and present it to the third pallbearer who, in turn, presents it to the next of kin. At the time of the funeral, it must be determined who will accept the expense of the flag, the department or the family. (See Appendix C, Military Standards, for instructions on folding the flag.)

## **Transportation**

A department vehicle and driver may be offered to the immediate next of kin during the viewing and funeral period. This is entirely at the discretion of the department.

## **Meals**

With the amount of arrangements that have to be dealt with and the emotional distress that accompanies a death, meals are often a matter of aggravation for the deceased's family. Traditionally, family and friends provide food, or unions or associations may be able to provide for these needs, including preparation, delivery and financial support. Should these arrangements be needed, the Chief should appoint someone to coordinate these efforts.

## **Child Care**

If child care presents a problem for the family during the viewing and funeral period, this need should be identified and assistance provided.

## **Survivor Action Officer**

This is the person, often the Chief, who assigns and oversees all activities necessary to assist the next of kin and family, manages the fire department's involvement in the funeral, and takes care of administrative matters relating to the firefighter's death.

## **Family Liaison Officer**

A Family Liaison Officer should be identified to act as a link between the family and the department. This person, who should be on-call 24 hours, provides assistance to the family during the funeral process and determines how much involvement the department will have, again, according to the family's wishes.

## **Funeral Officer**

The Funeral Officer is responsible for implementing the wishes of the family as expressed through the Family Liaison Officer in regard to the fire department's involvement in the funeral itself. This position is assigned by the Survivor Action Officer at the beginning of the funeral planning process.

## **Procession Officer**

The Procession Officer coordinates the transportation arrangements and funeral procession from the funeral home to the church and to the cemetery.

## **Chaplain**

The amount of involvement the Chaplain has will depend upon the family's wishes and/or religion. One option that can be proposed is a shared responsibility between the clergy of the family's choice and the department Chaplain. Here again, the family's wishes prevail.

Areas handled by the Chaplain will be:

- Initial notification of next of kin, with the Chief or his designee
- Comfort and counseling of surviving family members
- Prayer service in the home
- Church services
- Cemetery interment
- Follow-up counseling for the surviving family members.

### **Procession**

The family may indicate the desire for a procession from the funeral home and/or church to the cemetery. The procession process starts with the staging of vehicles at the funeral home prior to the funeral beginning and ends upon arrival at the cemetery. Specifics usually are under the direction of the Funeral Director with the cooperation of the Procession Officer, the Church Officer, and the Cemetery Officer. Among the options to consider:

- Use of department vehicle(s) as caisson, flower car, and/or miscellaneous transportation.
- Procession route, which may include a drive or walk by the deceased's fire station or home, or other special considerations.
- Is a static display of apparatus requested or appropriate on the procession route?
- Are crossed ladders or aerial equipment requested or appropriate at the cemetery entrance?

A pumper may be appropriate as a caisson to carry the casket. Should this option be exercised, the apparatus will have to be taken out of service for a period of time, cleaned, draped in bunting, and retrofitted or adapted to easily accept the casket.

### **Flower Apparatus**

A piece of fire apparatus can serve as a flower vehicle in the procession. It will have to be taken out of service, cleaned, draped in bunting, and retrofitted to carry flowers.

### **Last Alarm Service**

A traditional bell ringing ceremony at the end of the church service may be exercised, signifying the firefighter's last alarm. A short reading accompanies the ringing of the bell.

### **Musical Arrangements**

Here again, the family selects the musical arrangements for the service and cemetery, to include choirs, bands, bagpipes, singers, organ arrangement, etc. These are coordinated through the Family Liaison Officer.

### **Readings**

The family should decide the appropriate Scripture readings or verses and who will read them. Arrangements are made with the family church and clergy involved for both the church and cemetery services. (See Appendix E for sample readings.)

### **Eulogy**

Typically, the family decides what, when, and where the eulogy will be presented. This may be appropriate at any one of the steps in the entire ceremony, at the funeral home, the church, or the cemetery. A clergy member, family member, or friend from the department may perform this task. The Family Liaison Officer makes the appropriate contacts with the Church and Cemetery Officers, along with the Funeral Director. (See Appendix F for sample eulogies.)

### **Crossed Aerial Ladders**

Should the family wish to have crossed aerial ladders at the cemetery entrance, the Family Liaison Officer should forward this request to the Survivor Action Officer for coordination and approval. The implementation of this request is handled by the Procession Officer.

### **Static Equipment Display of Outside Equipment**

The family may choose to exercise a static display of department apparatus with fire personnel at attention and saluting the passing casket, during the procession. This final tribute may be set up anywhere; however, it is usually at the church, fire station on the procession route, or at the cemetery entrance. The Procession Officer is responsible for handling the placement of all vehicles during the procession.

### **Burial in Uniform**

The department usually provides the uniform should the family wish to bury the

deceased this way. The Family Liaison Officer will deliver the clothing to the Funeral Director upon request.

### **Closed Casket**

If the family wishes a closed casket, a picture of the deceased in uniform and the deceased's clean helmet may be placed on top of the casket or displayed **on a small table** near the casket during the viewing. These can later be presented to the family.

### **Walk Through**

A scheduled walk through paying tribute to the deceased may be exercised either at the church or the funeral home as a form of paying tribute from fellow firefighters. This should be coordinated with the Funeral Director and the Funeral Officer. If this is done, the fire personnel line up single file by rank and agency. The formation then files through single file past the casket, stopping briefly to pay respects. The contingent then exits the chapel.

### **Refreshments or Post Services Reception**

Should the family approve, an after-services reception may be held at a church hall, school cafeteria, or fire station. The Survivor Action Officer should coordinate the event, calling upon affiliated agencies to assist in donating food for the service.

### **Bunting**

Station and apparatus bunting should be available for a department to use with short notice. It may be appropriate to purchase it on a regional basis. The front of the station will be draped with black bunting until seven days after the funeral. Should fire trucks be used for caissons or flower carts, they too should be bunted.

### **Half Staff Flags**

American flags can be brought to half mast from the time of notification that a department member has passed away until 1700 hours the day of the funeral and interment. When a flag is at half mast, no other flags should be flown on the same halyard.

### **Badge Shrouding**

Shrouding of a badge is accomplished by placing a 1/2" to 3/4" piece of black material horizontally at the badge's midpoint entirely around the badge. The shroud should be placed on badges at the time of notification of the death and may remain on the

badge for a 30-day mourning period.

## **Job Responsibilities**

The following describes the roles of the various job assignments involved in carrying out the funeral procedures: the Survivor Action Officer, the Family Liaison Officer, the Funeral Officer, the Funeral Detail, the Procession Officer, the Church Officer, the Cemetery Officer, and the Transportation Officer. If the Department is small or is playing a lesser role in the family's funeral plans, one department member may take on the responsibilities of more than one of these positions.

### **Survivor Action Officer**

It is recommended that the Chief assume or delegate the position of the Survivor Action Officer to oversee liaison to the next of kin and all funeral-related activities. Typically, the Survivor Action Officer is a special staff assignment. As a direct representative of the Fire Chief, the Survivor Action Officer should receive the full cooperation of the entire department.

The Survivor Action Officer coordinates the activities of a number of personnel assigned to handle specific aspects of the funeral arrangements and to assist the surviving family. His/her principal concern is the ongoing welfare of the next of kin. It is his/her responsibility to ensure whatever assistance is necessary is provided to assist the family through the crisis, conduct the funeral, and settle the affairs of the deceased member.

Additional duties of the Survivor Action Officer are as follows:

- Confirm that the next of kin has been notified.
  - Notify all department personnel of the death.
  - Confirm the notification of all outside agencies and vacationing personnel.
  - Arrange to have flags lowered to half mast and bunting placed on station(s) as appropriate.
- 
- Assure that the Emergency Command Center has been notified.
  - Follow up contacts when funeral arrangements have been determined.
  - Personally collect all of the deceased's personal items from the station and forward in person to the Family Liaison Officer.
  - Conduct a coordination meeting with the "task force" of officers as soon as possible (Family Liaison and Funeral Officer) so that all key individuals will be instructed to make the appropriate contacts and when the next meeting will be scheduled.
  - Be a key contact person for outside agencies, news media and other departments in relation to the death and subsequent ceremony. (The PIO might play this role instead of or in addition to the Survivor Action Officer.)
  - Make appropriate arrangements for a post funeral meal and facility to handle a large group of people with the family's approval through the Liaison Officer.
  - Call a final meeting of the "task force" to establish the department's participation in the funeral services based upon the family's wishes.

Establish a timetable or schedule of events.

Identify times and places for group gatherings in accordance with ceremonies.

Recontact all appropriate people and agencies with the schedule, meeting places, and any special instructions.

- Contact support agencies as appropriate to arrange their assistance through the appropriate key person for bands, honor guards, firing squads, bugler.
- Contact appropriate department personnel to arrange for finalization of required paperwork, forms, etc.
- Obtain six copies of the death certificate and distribute to the personnel department.
- Contact outside agencies for support during the funeral.
- Maintain key coordination and contact position for the remainder of events.
- Establish milestones for future family follow up by the Family Liaison Officer.
- Assure that all department functions return to normal.

A flow chart would be helpful in identifying roles and job responsibilities. The chart on the following pages is the chart that the Southern Manatee Fire & Rescue District of Oneco, Florida uses. You may want to edit this one or use it as a guide to develop your own chart.

### **Family Liaison Officer**

The Family Liaison Officer reports directly to the Survivor Action Officer and is responsible for maintaining a communication link between the family and the department. The Family Liaison Officer provides the logistical support to the family throughout the funeral process and should have a department vehicle assigned to him for the entire time. The duties are as follows:

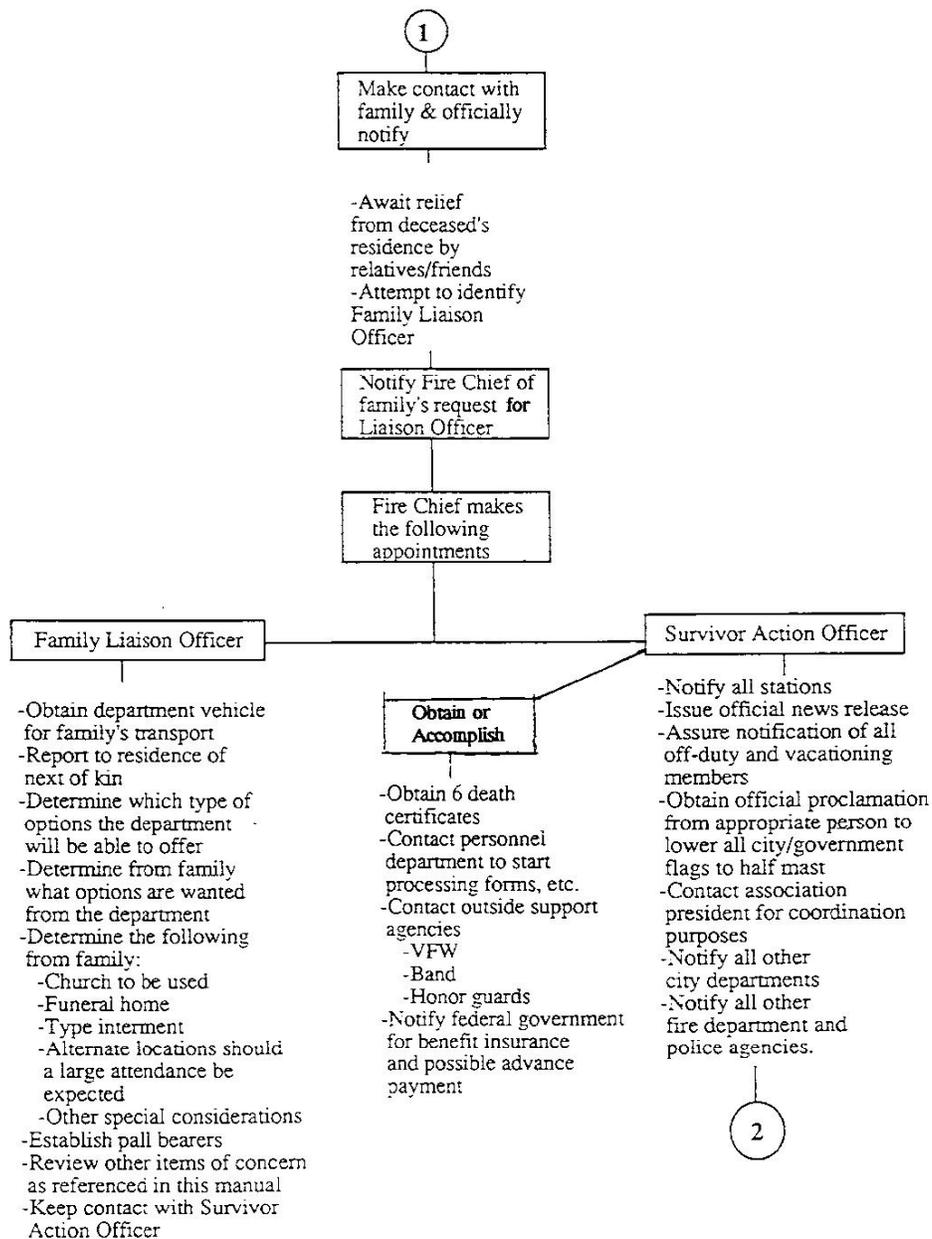
- Along with the Chaplain, provide reassurance and support to the family after the official notification of the next of kin.
- Discuss all aspects of the funeral process and its ceremonies with the family and the funeral director. The Family Liaison Officer must be able to relay information to the department as to what level of involvement the department will have in the funeral process in accordance with the family's wishes.

- Inform the family as to the various traditional fire service funeral options that can be included in a service. This is accomplished with the cooperation of the Funeral Director. These might include readings, music, honor guards and military formations. All of the requests made by the surviving family must be relayed to the Survivor Action Officer for delegation to the "task force" of officers.

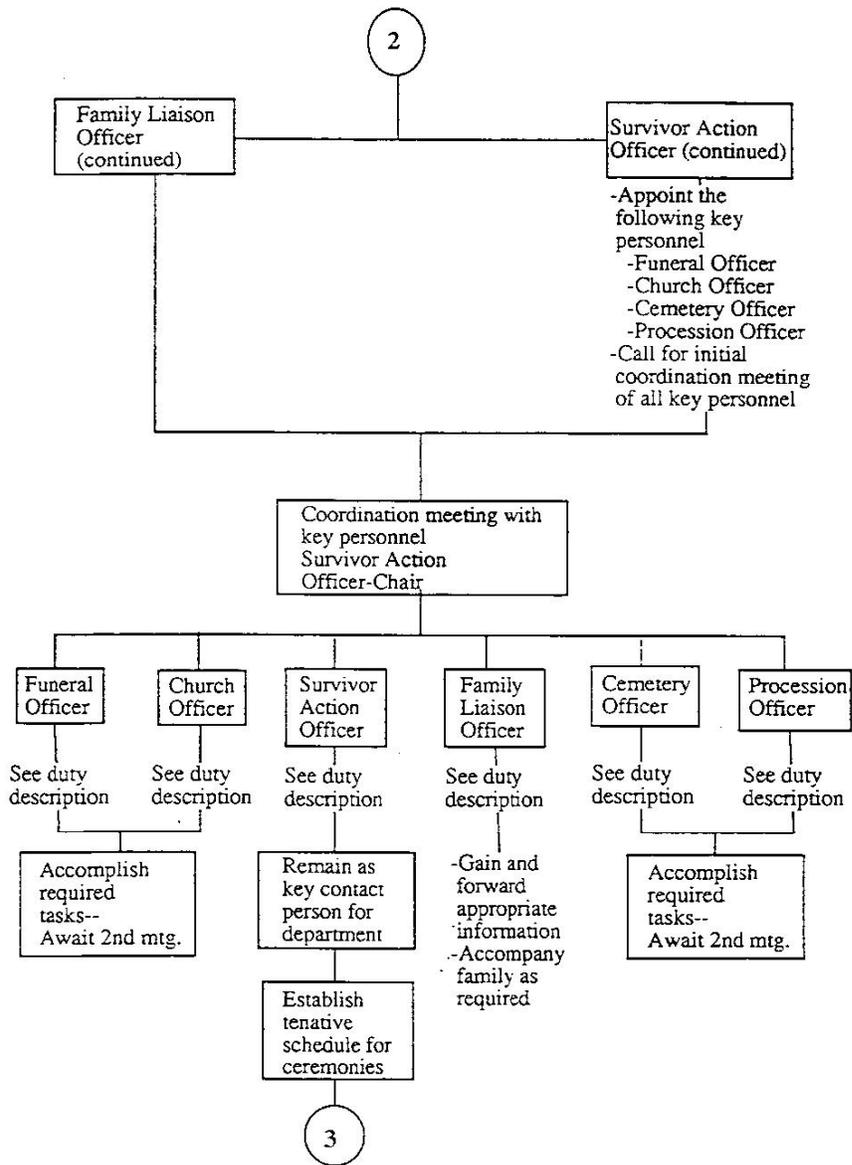
Some of the areas that the Family Liaison Officer will assist the family in determining will be:

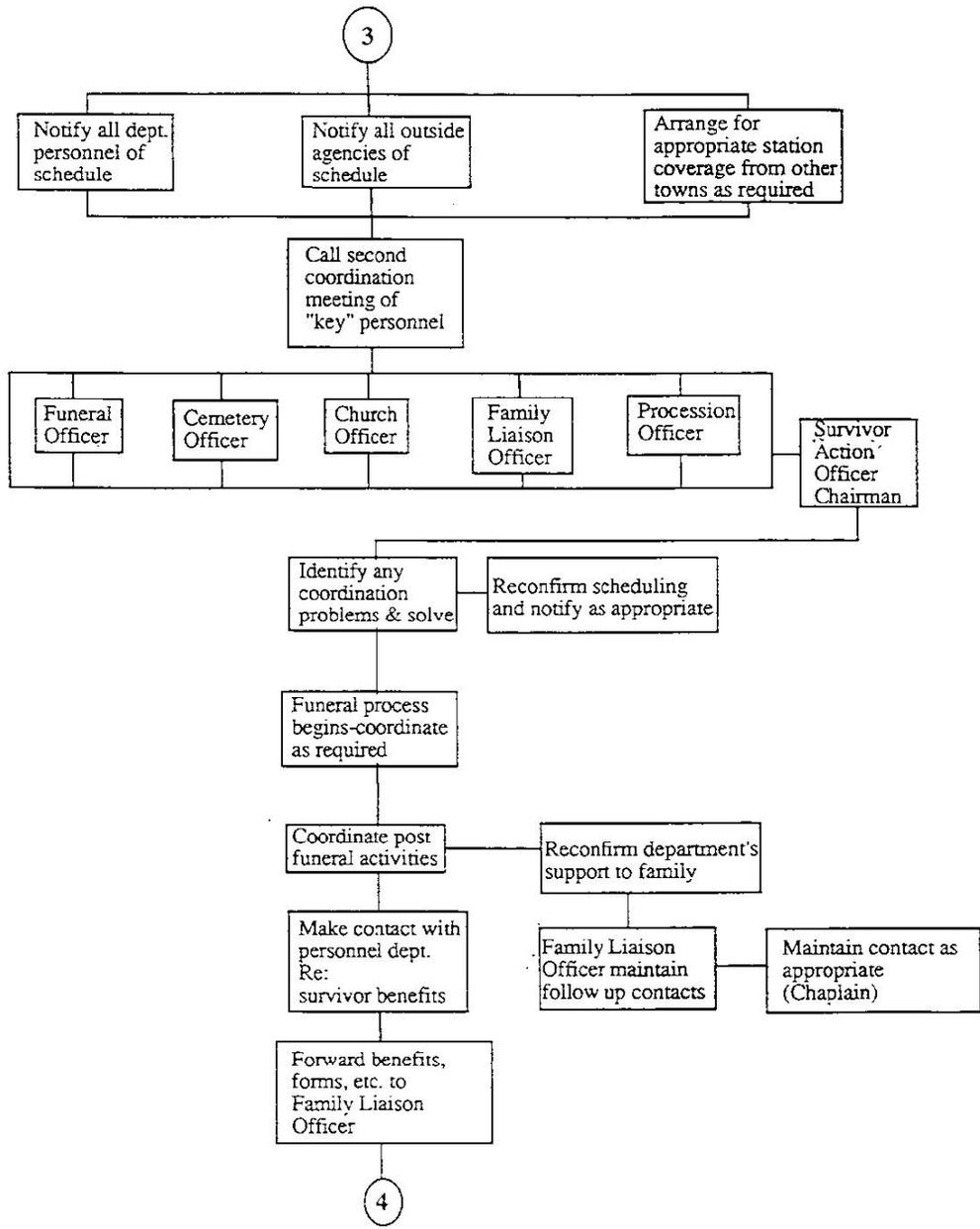
- Type of interment
- Which funeral home will be used
- Which church/large assembly area will be used
- Which clergy will be used, including the department chaplain
- Which cemetery will be used
- If the deceased will be buried in uniform
- Number of primary pallbearers and whether honorary pallbearers will be used
- The length of church service, as well as:
  - Readers of the Scripture
  - What Scripture will be read
  - Music at the church
  - Who will deliver the sermon, eulogy, etc.
  - Ending last alarm bell service.
- The length of the wake (if any) and a tentative schedule
- The ceremonies that will take place at the cemetery:

## Roles and Job Responsibilities for Funeral Planning\*

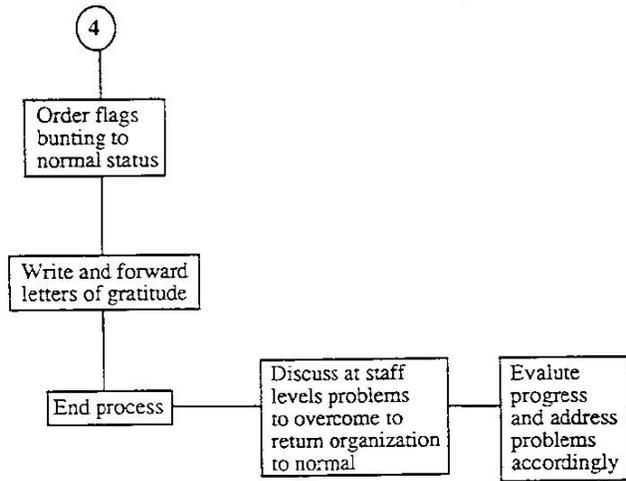


\*Developed by Southern Manatee Fire & Rescue District, Oneco, FL





|



|

- Band
  - Firing squad
  - Readings and who will perform them (see Appendix E for Sample Readings)
  - Eulogy and who will deliver it (see Appendix F for Sample Eulogies)
  - Taps
- Procession Items:
    - Will a pumper be used as a caisson or will a conventional hearse be used instead? (In some departments the engine from the deceased member's most recent duty station is taken out of service and used as the hearse, with minor modifications made to accommodate the casket.)
    - Will a pumper or ladder truck be used as a flower car?
    - Will personnel walk alongside the caisson or drive in the procession?

The Family Liaison Officer also should:

- Obtain all articles of clothing that the deceased will wear (except shoes) and deliver them to the Funeral Director/officer.
- Identify and determine any other special considerations on behalf of the family and the special requests per the individual's personal information sheet.
- Maintain 24 hour contact with the family for their assistance and the same contact with the Survivor Action Officer.
- Obtain a recent photograph of the deceased for the Funeral Director

The Family Liaison Officer may also be asked to address the following items by the family and the Survivor Action Officer:

- Autopsy reports, birth certificates, marriage certificates, death certificates (Workman's Compensation) VA or military records.
- Check the individual's retirement plan - survivor benefits.
- VA widow and children benefits and burial benefits

- Social Security - survivor benefits
- Insurance policies
  - Continue medical plan for the family
  - Life insurance
  - Optional insurance
  - Widows and orphans funds
- W-2 form
- Final paycheck, including sick leave and vacation time
- Income tax report
- Outstanding loans
- Transfer of ownership of property and vehicles to survivors
- Review all outstanding bills. Include the last medical and funeral expenses. Determine what is covered by insurance.
- Advise survivors not to loan money
- Investigate possibility of college scholarships for dependents
- Mortgage insurance
- Workmen's compensation

### **Funeral Officer**

The Funeral Officer's duties include the primary responsibility of insuring that the wishes of the family and the special requests of the individual are coordinated with the Funeral Director and Chaplains. He provides coordination and interaction with the Funeral Director and the church and the cemetery, and arranges and directs the funeral procession. The Funeral Officer reports directly to the Survivor Action Officer and keeps him well informed during the planning process.

Duties include the following:

- Establish a tentative schedule of events and the length of time the mourning and burial process will involve
- Determine which fire department vehicles will be used as caissons or

flower vehicles

- Make arrangements for the surviving family to get from the funeral home to the cemetery.
- Establish an honor guard schedule to stand guard during the viewing at the funeral home. (See page 33 for duties of the Honor Guard.)
- Arrange for honorary pallbearers (family, company officers, retirees). (See page 34 for duties of honorary pallbearers.)
- Arrange for active pallbearers. (See page 34 for duties of active pallbearers.)
- Secure the bugler, color guard(s), band, and firing squad.
- Obtain an American flag. (The Funeral Director secures a flag for veterans only.)
- Coordinate any formal walk through of uniformed personnel during the period of viewing with the agencies and Funeral Director. This includes seating arrangements.
- Coordinate any prayer services to be conducted at the funeral home.
- Develop a schedule and a brief set of instructions for uniformed personnel the day of the funeral. Be sure to coordinate with the funeral home. This includes:
  - Arrival time of uniformed personnel with specific instructions as to where to gather.
  - Briefing and development of formations that will be used when the casket is removed.
  - Briefing of proper protocols for entering and leaving the funeral home. (See Appendix D for Military Standards.)
- Arrange with the department's photographer to record the entire funeral.
- Arrange with the PIO to establish guidelines for TV and press:
  - At the church inside and/or outside.
  - Funeral home inside and/or outside.
  - Cemetery - general photo coverage and/or coverage of the immediate grave.
- Coordinate the vehicle staging with the Procession Officer and include the vehicle

assignments for the department.

- Obtain white gloves for the pallbearers and black bunting for the station(s) and apparatus.

### **Honor Guard**

- At least four honor guards are required.
- One member of the honor guard shall be designated as the Officer of the Guard. He or she shall be responsible for obtaining the necessary equipment and scheduling of the honor guard members.
- Two honor guards, one for the head and one for the foot of the casket, shall be scheduled for 10 minute shifts.
- Honor guard uniforms shall be dress uniform or dark suits, white gloves and black 3/4" tape on official badges.
- Honor guards shall stand at attention at their assigned positions for the duration of the ten minutes tour of duty.
- Honor guards may be used during viewing and prior to the service as custom dictates.

### **Honorary Pallbearers**

- Personnel designated as honorary pallbearers, usually retirees or members of the deceased's company, shall at all times move ahead of the casket as it is moved.
- The honorary pallbearers shall sit together in a designated area in the church during the service.
- Dress for honorary pallbearers:
  - a. Retirees will normally wear civilian clothes
  - b. Active members shall be in dress uniform.

### **Active Pallbearers**

- The Active Pallbearer Detail shall consist of six pallbearers plus an

officer.

- The officer of the detail shall contact the Funeral Officer for details.
- The pallbearers will remain covered at all times while acting in that capacity and will wear white gloves.
- The pallbearers will not salute while acting in this capacity.
- The flag shall be placed over the casket with the blue field at the head over the deceased's left shoulder.
  
- If the casket arrives at the church from the funeral home, then the Active Pallbearer Detail shall position themselves to receive the casket in front of the church.
- During the service the pallbearers will sit together in a designated area in the church with the funeral detail.
- At the cemetery, after placing the casket over the grave site and upon the officer's command, the detail shall raise the flag to waist high over the casket and hold it there during the committal service. After the committal service is read, taps may be sounded. The flag is then folded upon the officer's command in the prescribed military manner (see Appendix D) and presented to the widow (and mother) by the officer of the detail.
- The detail, on orders of the officer, shall take a place with the funeral detail.
- During the graveside service, where the flag is not draped over the casket, the pallbearers, after placing the casket over the grave site, on orders of the officer shall step back with the funeral detail and follow the procedures for the funeral detail.

### **Funeral Detail**

All members of the department not otherwise detailed will act as the Funeral Detail, in dress uniform, no gloves required

- The Funeral Detail will arrive as a group from the staging area prior to the arrival of the funeral coach at the church and take a position in front of the church on the right hand side as indicated in the diagrams in Appendix G, Funeral Formations.

- For formal and semi-formal funerals the Funeral Detail will take a position in front of the church in two facing ranks with senior officers closest to the church.
- As the active pallbearers move the casket from the coach the Funeral Detail will be called to attention by the Officer-In-Charge (OIC). If the casket is draped with the flag the OIC will order a hand salute as the casket passes. The command shall be "Present Arms!" The command to end the salute shall be "Order Arms!"
- After the casket passes the OIC will order "at ease" and the Funeral Detail will file into the church according to rank and sit in a designated area of the church. Head covering is removed upon entering the church.
- After the service the Funeral Detail, on order of the OIC will file out of the church and in the case of a formal funeral take a position on the right of the entry as indicated in the diagram.
- If the services are semi-formal, the Funeral Detail will form facing ranks on both sides of the entry with senior officers closest to the hearse.
- As the flag-draped casket is brought out of the church, the detail is brought to attention and a hand salute is executed on order of the OIC.
- The Funeral Detail rides as a group in designated cars to the cemetery and also between the funeral home and the church.
- The Funeral Detail at the cemetery again forms two ranks according to rank from the location of the hearse to the grave site, with officers closest to the grave.
- As the flag-draped casket is removed from the hearse by the active pallbearers, the Funeral Detail executes a hand salute on order of the OIC, "Present Arms." If the casket is not covered by the flag they stand at attention.
- After the casket is placed over the grave the Funeral Detail forms rank in front of the grave, highest rank on the right.
- If taps are sounded, uniformed members should execute hand salute on order of the OIC.
- During religious grave-side services all personnel will bow their heads at the words, "Let Us Pray."
- All personnel except the active pallbearers while holding the flag will follow the

example of the officiating clergy. If he uncovers they will uncover. If he remains covered, they will remain covered.

In addition to the Funeral Officer, the flow chart on the following two pages shows the sequence of events and the roles of the Procession Officer, Church Officer, and Cemetery Officer. These are described in detail below.

### **Procession Officer**

The Procession Officer has the primary responsibility of coordinating the transportation arrangements and funeral procession from the funeral home to the church and then finally to the cemetery. The following duties fall within his/her responsibility:

- Attend the coordination meeting and determine the following:
  - Names of the funeral home, church, and cemetery
  - Will a pumper or other fire department vehicle be used as a caisson or will conventional methods be used?
  - Tentative time schedules
  - Will the procession involve walking personnel?
    - a. Honor guards
    - b. Band
    - c. Pallbearers
- Establish a simple systematic scheme for staging and coordinating vehicles each location. The scheme should include areas large enough to accommodate large numbers of emergency vehicles. The staging areas should be within a block or two of the funeral home or church preferably at a fire station, school, or park where ample parking and assembly area are available. This group can then "march" as a unit to the church or funeral home to act as a Funeral Detail.
- Obtain sufficient rolls of black plastic tape along with small round-tipped scissors that can be carried in a pocket and made available in the assembly areas for all uniformed personnel to place a horizontal black band over their badges.
- Determine any special considerations the procession may need to consider by

contacting the Family Liaison Officer. These include:

- Will the procession drive past the deceased's home, fire station, or other locations?
- Will a special line-up of equipment be needed at any point in the procession for purposes of showing respect?
- Will crossed aerial equipment be used over the cemetery entrance so the procession will drive under it? If so, the request for the equipment should be forwarded to the

Survivor Action Officer. The actual coordination of the aerals belongs to the Procession Officer.

- Coordinate the vehicle staging at the church and cemetery with the "task force."
- Upon completion of the above tasks, make contact with the appropriate agency (Sheriff's office, police department, etc.) to determine a route and appropriate traffic control.
- Create maps that indicate the route and any other specific instructions to be distributed at the funeral service. These maps and instructions should be handed out at a briefing prior to the beginning of the funeral service. The maps should include locations of: the fire department(s); the funeral home; the church; the Chief Officer and dignitary assembly area; firefighter's assembly area; auxiliary parking areas; motels for out-of-town guests (including phone numbers); vehicles for the funeral procession; the cemetery and grave; and food service areas. It should also map out the route of the funeral procession. On this map or on a separate sheet include a copy of a diagram showing the proper arrangement and movement of personnel to the various sites. Sufficient quantities of the map should be reproduced for anticipated guests.

The protocol for aligning the proper sequence of vehicles in a procession is basically as follows from first to last:

- Lead car (Sheriff's patrol car, police department car, etc.)
- Flower caisson or car
- Hearse or pumper
- Immediate family limousines or cars
- Pallbearers and honor guard in cars
- Fire Chief's car
- Other department vehicles
- Sheriff's office, police department (or other appropriate agency) detail
- Local government officials in cars
- Neighboring and visiting staff vehicles
- Neighboring and visiting apparatus
- Other municipal vehicles
- Friends of the family private vehicles
- Rear car (Sheriff's patrol car, police department car, etc.)

With extremely large funerals line up the vehicles two across.

- o If appropriate, contact the Survivor Action Officer to determine which apparatus will be used as a caisson and/or flower vehicle(s). Once this has been determined the Procession Officer must assure the following items are taken care of:
  - Apparatus are thoroughly cleaned and hose beds stripped
  - Bunting placed on the appropriate apparatus
  - The hose bed adapted to allow for the placement and removal of the casket.

### **Church Officer**

The Church Officer has the primary responsibility of coordinating all of the activities and ceremonies at the church. Additional duties include:

- Attending the coordinating meeting and determining the following from

the Survivor Action Officer and the Family Liaison Officer:

- Tentative scheduling
- Location of the church
- Clergy to be used, including the Chaplain(s)
- Scripture to be read and readers
- Type and length of the service
- What ceremonial items are being requested by the family (e.g, last alarm bell service)
- Musical arrangements to be used (such as the Battle Hymn of the Republic, Bagpipes, or Amazing Grace)
  - Special musical arrangements
  - Who will deliver the eulogy
- Contacting the Procession Officer and coordinating the vehicle staging of the procession.
- Making seating arrangements for those attending the church service. Dedicated seating should be provided for the following:
  - Pallbearers
    - Honor guard
    - Uniformed personnel
- Considering formations and coordinating the same during the arrival and removal of the casket from the church. Reviewing military commands for the formations and issuing them where appropriate. (See Appendix 0 for Funeral Formations.)
- Assuring that specifically assigned medical personnel be provided at the cemetery for the family should they require immediate medical assistance.
- Upon dismissal of the formation, giving instructions as to the location of the post-funeral meal (determined by the Survivor Action Officer and Family Liaison Officer).

**Cemetery Officer**

The Cemetery Officer is primarily responsible for the coordination and preparation of the events from the time the procession vehicles are stopped at the cemetery and the people exit their vehicles. He or she is also responsible for being the liaison with the cemetery staff. Additional duties include the following:

- Attending the coordination meetings and determining from the Survivor Action Officer and Family Liaison Office the following information:
  - What type of interment will be used
    - a. Burial
    - b. Crypt
    - c. Cremation

Does the family wish to have any of the following:

- a. Taps played
- b. Firing squad
- c. What Scripture will be read and who will read it
- d. A band

Upon receipt of this information, the Cemetery Officer should be responsible for the following:

- Scheduling and coordinating the sequence of events for the family. This includes coordinating the requests for special items as mentioned with the Survivor Action Officer.
- Ensuring that the pallbearers are familiar with and understand the process of folding and presenting the flag(s) to the widow (and mother if present).
- Managing the formation of personnel (see Appendix G) and issuing of orders as appropriate and consistent with the Military Standards (see Appendix D).
- Assuring that the cemetery takes care of all the necessary items such as:
  - Overhead protection for the immediate family at the burial site
  - A public address system if one is to be provided

### **Transportation Officer**

The Transportation Officer will be responsible for arranging for the transportation

of all visiting out-of-town guests to and from the airports and funeral service.

-This includes but is not limited to the following:

- Airports
- Hotels, motels
- Funeral services
- Cemetery
- Food service areas

Note: Where there are insufficient fire department cars, consider the use of other municipal cars, surplus sheriff patrol cars and private vehicles. Provide signs for these vehicles approximately 18 inches long by 6 inches high to read "Fire Department Courtesy Car."

Also included in the Transportation Officer's duties is arranging for housing as necessary for any overnight guests. This will include arrangements for transportation to the food service areas for visiting chief officers, dignitaries, and firefighters.

## **APPENDIX A**

### **Sample Matrix of Funeral Protocols**

*The following matrix was submitted by Chaplain Stuart Gates of the Wayne Hose Company No. 1., Inc., of Stony Point, New York. It is an example of an "at-a-glance" summary of what funeral details would apply to various ranking members or affiliates of a fire department. A blank form is included to help you develop a matrix of your department's own policies.*

**APPENDIX B**



**Sample Personal Information Sheets**

**Southern Manatee Fire & Rescue District**

**PERSONAL INFORMATION SHEET**

**CONFIDENTIAL**

This form is being provided to you as a courtesy, by the Southern Manatee Fire & Rescue District. It is not a legal document, but rather an inventory form to assist you in organizing your personal affairs in the event you are unable to communicate or suffer a traumatic incident which results in death. The information contained in this form will be maintained with strict confidence in our personnel files and used only in the event of an emergency in the line of duty. Please take the time to fill out the form as accurately as possible. The information provided may be of extreme comfort to your family and others attempting to follow your wishes. Remember it is up to you to update this information by October 1st of each fiscal year.

PLEASE TYPE OR PRINT ALL RESPONSES:

Name: \_\_\_\_\_ ID No. \_\_\_\_\_

Job Title: \_\_\_\_\_ Rank: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: (\_\_\_\_) \_\_\_\_\_

FAMILY INFORMATION:

Spouse's Name:

Work

Phone No.: ( )

Address and telephone number if different from above:

Names and Ages of Children:

NAME

AGE

NAME

AGE

Please list the addresses and telephone numbers (home and work) of any children who are not living at home:

NAME

ADDRESS

PHONE

AGE

## Southern Manatee Fire & Rescue District



Please list the names, addresses and phone numbers (home and work) of your key relatives (parents, siblings, in-laws) below:

If you are divorced or separated and wish your ex-spouse to be notified, please provide the following information: (Optional)

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### **PERSONAL INFORMATION:**

Name of Your Physician: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Your Dentist: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Your Attorney: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Your Accountant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_



# Southern Manatee Fire & Rescue District

Name of Your Bank: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

Name of Your Bank: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

Name of Your Bank: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Checking Account No. \_\_\_\_\_

Savings Account No. \_\_\_\_\_

Credit Card Accounts: \_\_\_\_\_

NAME ACCOUNT NO. PHONE NO.

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### Mortgage or Loans Outstanding:

NAME ACCOUNT NO. PHONE NO.

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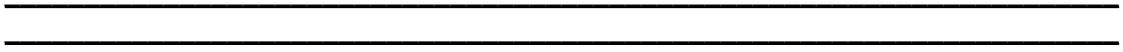
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Other Information:

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## Southern Manatee Fire & Rescue District

### PERTINENT INFORMATION:

In the event of your death, whom would you prefer to inform your immediate family?

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Do you have a will? \_\_\_\_\_ If yes, where is it located? \_\_\_\_\_

List any insurance policies you may have:

Company	Policy No.	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

List memberships or affiliations in any organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a veteran of the U. S. Armed Services? \_\_\_\_\_

Which branch? \_\_\_\_\_

Do you wish to have a military funeral? \_\_\_\_\_

Do you wish to have a fire fighter's funeral? \_\_\_\_\_

Do you wish your remains to be buried or cremated or family decides?

Do you wish to be buried in uniform or civilian clothes or family decides?

Do you own a cemetery plot? \_\_\_\_\_ Where? \_\_\_\_\_ Plot No. \_\_\_\_\_

List your educational background:

---

---

---

List any significant awards, decorations or achievements:

---

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**Southern Manatee Fire & Rescue District**

PERTINENT INFORMATION CONTINUED: (Optional)

In the event of your death, do you wish to become an organ donor? \_\_\_\_\_

Do you wish to leave this decision to a family member? \_\_\_\_\_

If yes, please name that member: \_\_\_\_\_

In the event you are unable to communicate after a serious accident, do you wish extraordinary efforts to be used to prolong your life? \_\_\_\_\_

Do you wish to leave this decision to a family member? \_\_\_\_\_

If yes, please name that member: \_\_\_\_\_

Do you wish flowers to be omitted in lieu of contributions to a charity?  
\_\_\_\_\_

If yes, please list the charity: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Checklist:**

1. Make a will and keep it up to date.
2. Invest in a fire proof home safe or a safety deposit box at a local bank.
3. Collect all important documents and place in one area, such as a safe or safety deposit box.
4. Inform my spouse as to the location of important papers.
5. Establish credit in my name and my spouse's name.
6. Review and update insurance coverage.
7. Enjoy life to its fullest.

\_\_\_\_\_

\_\_\_\_\_

Signed

Date

Please place this form in a sealed envelope and clearly mark on the front "TO BE OPENED ONLY IN THE EVENT OF SERIOUS INJURY OR LINE OF DUTY DEATH". On the back of the envelope write your name and identification number, along with additional instructions, such as destroy after a specific date.

**\* THE PREPLAN \***  
**FOR THE FIREFIGHTER'S FAMILY**  
**IN THE EVENT OF DEATH**



---

(NAME)

Compiled on 10-1-90 and provided by  
**CALIFORNIA STATE FIREFIGHTERS' ASSOCIATION,  
INC.**

3246 Ramos Circle  
Sacramento, CA 95827  
(916) 368-2578  
(800) 451-CSFA

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## INTRODUCTION

It is never pleasant to anticipate the inevitable, but it's a wise person who does. We of the "fire service" are employed in this nation's most hazardous profession. Therefore, we strongly urge you to take the time and effort to complete this Preplan booklet with your spouse NOW! Once completed, inform your loved ones that it exists and where it will be kept. Then update it periodically.

Upon the event of your death, you will have provided your family with specific information about your financial affairs, assets, obligations, etc., and perhaps most important, *your* personal wishes and desires. Preplanning now will ease the burden of organizing your estate and following your wishes. This will be of great value to your loved ones, as well as those of us who are requested to assist your family at this difficult time.

#### YOUR C.S.F.A. BOARD RECOMMENDS THAT YOU:

1. Review and update this Preplan at least once a year.
2. Keep this Preplan booklet in a semi-private place where it readily available.  
NOT IN A SAFE DEPOSIT BOX!
3. Place a sealed copy in your fire department personnel file, to be opened only in the event of your death, if permitted.
4. Complete only that which pertains to you.
5. Have a will prepared by a competent attorney at your earliest convenience. This document is not a substitute for your will.

VITAL STATISTICS

FULL NAME \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Number) (Street)

(City) (State) (Zip)

TELEPHONE # ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
(Home) (Work)

BIRTH PLACE \_\_\_\_\_ AGE \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ IN STATE SINCE \_\_\_\_\_ COUNTY \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

LOCATION OF BIRTH CERT. OR CITIZENSHIP PAPERS \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Number) (Street)

(City) (State) (Zip) (County)

MAIDEN NAME \_\_\_\_\_ AGE \_\_\_\_\_

MARRIAGE PLACE \_\_\_\_\_ DATE \_\_\_\_\_

MARRIAGE CERT. LOCATION \_\_\_\_\_

PREVIOUS SPOUSE #1 \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Number) (Street)

(City) (State) (Zip) (County)

( ) LIVING ( ) DECEASED MARRIED FROM \_\_\_\_\_ to \_\_\_\_\_

PREVIOUS SPOUSE #2 \_\_\_\_\_

(Last) (First) (Middle)

ADDRESS \_\_\_\_\_

(Number) (Street)

(City) (State) (Zip) (County)

( ) LIVING ( ) DECEASED MARRIED FROM \_\_\_\_\_ to \_\_\_\_\_

PREVIOUS SPOUSE #3 \_\_\_\_\_

(Last) (First) (Middle)

ADDRESS \_\_\_\_\_

(Number) (Street)

(City) (State) (Zip) (County)

( ) LIVING ( ) DECEASED  
MARRIED FROM \_\_\_\_\_ to \_\_\_\_\_

\*\*\*\*\*

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Number) (Street)

(City) (State) (Zip)

DATE HIRED \_\_\_\_\_ POSITION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

PAST EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Number) (Street)

(City) (State) (Zip)

EMPLOYED FROM \_\_\_\_\_ to \_\_\_\_\_

FAMILY MEMBERS

FATHER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_

MAIDEN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

FAMILY MEMBERS (cont.)

RELATIONSHIP \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE ZIP

\_\_\_\_\_ PHONE

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_

PEOPLE WHO CAN HELP

C.S.F.A. REPRESENTATIVE

\_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

LOCAL ASSOC. OR UNION REP. \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

ATTORNEY \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

CLERGY \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

SUPERVISOR OR EMPLOYER \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

ESTATE EXECUTOR \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

ACCOUNTANT \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

INSURANCE AGENT \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

PHYSICIAN \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

- OTHERS -

\_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE # \_\_\_\_\_

RELIGIOUS PREFERENCE

I AM A MEMBER OF THE \_\_\_\_\_ CHURCH.

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PHONE # \_\_\_\_\_

CLERGY \_\_\_\_\_

\*\*\*\*\*

MILITARY SERVICE

BRANCH OF SERVICE \_\_\_\_\_ RANK \_\_\_\_\_

DATE OF ENTRY \_\_\_\_\_ DATE OF DISCHARGE \_\_\_\_\_

SERVICE # \_\_\_\_\_ "C" # \_\_\_\_\_

WAR VETERAN (yes) (no) IF SO, WHAT WAR \_\_\_\_\_

TYPE OF DISCHARGE \_\_\_\_\_

LOCATION OF DISCHARGE PAPERS (DD-214)

\_\_\_\_\_

\*\*\*\*\*

PROFESSIONAL, FRATERNAL AND RELIGIOUS ORGANIZATIONS  
(include membership number)

DOCUMENT LOCATION

BIRTH CERTIFICATE \_\_\_\_\_

MARRIAGE CERTIFICATE \_\_\_\_\_

WILL \_\_\_\_\_

DIVORCE DECREE \_\_\_\_\_

ADOPTION PAPERS \_\_\_\_\_

DISCHARGE PAPERS \_\_\_\_\_

TAX INFO & RETURNS \_\_\_\_\_

INSURANCE POLICIES (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

TRUST DEEDS (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

MUTUAL FUNDS (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

STOCKS & BONDS (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

TRUST FUND \_\_\_\_\_

PINK SLIPS \_\_\_\_\_

RETIREMENT PAPERS \_\_\_\_\_

PLOT DEEDS \_\_\_\_\_

SAVINGS BOOKS \_\_\_\_\_

OTHER IMPORTANT DOCUMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSURANCE INFORMATION  
(medical, life, disability, auto, homeowners)

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF INSURANCE \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

BENEFICIARY \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF INSURANCE \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

BENEFICIARY \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF INSURANCE \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

BENEFICIARY \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF INSURANCE \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

BENEFICIARY \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF INSURANCE \_\_\_\_\_

POLICY NUMBER

BENEFICIARY \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

## SAFE DEPOSIT BOX

Some important records, papers and documents cannot be replaced if lost or destroyed. A safe deposit box is a good means of protection. However, CERTIFIED copies should be made and kept in the home or another safe and accessible place.

### SAFE DEPOSIT BOX LOCATION

---

BOX NUMBER \_\_\_\_\_ KEY NUMBER \_\_\_\_\_

### LOCATIONS OF KEYS

---

### NAME OF PEOPLE HAVING ACCESS TO MY SAFE DEPOSIT BOX:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

CONTENTS AS OF \_\_\_\_\_ (date)

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INTERESTS IN REAL ESTATE

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH \_\_\_\_\_

CO-OWNER (s) \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH \_\_\_\_\_

CO-OWNER(s) \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH \_\_\_\_\_

CO-OWNER (s) \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH \_\_\_\_\_

CO-OWNER(s) \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH \_\_\_\_\_

CO-OWNER(s) \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH \_\_\_\_\_

CO-OWNER(s) \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

MORGAGED WITH  
CO-OWNER(S) \_\_\_\_\_

## DEFINITIONS OF TYPES OF PROPERTY

Listed below are simple definitions and not the full text of the laws that apply:

**COMMUNITY PROPERTY:** Property, whether real or personal property, that is common owned in common husband and wife as a marital partnership. All property acquired during marriage from earnings while residing in California is community property.

**SEPARATE PROPERTY:** In California, a type of property owned "separately" by either husband or wife which is not community property. All property owned by either the husband or the wife BEFORE marriage or which was acquired after marriage by gift or inheritance is separate property.

**QUASI-COMMUNITY PROPERTY:** In California only, it is that property which is defined in Section 201.5 of the Probate Code, or that property which was acquired by a married couple while living outside California, and which, if acquired in California, would have been community property.

**JOINT TENANCY:** A form of ownership by two or more persons, sometimes expressed as "joint tenants with the right of survivorship." When a joint tenant dies, his interest in the property **AUTOMATICALLY** passes to the surviving joint tenant **OUTSIDE OF PROBATE AND BEYOND THE POWER** of the will of the deceased joint tenant.

**TENANCY IN COMMON:** A form of ownership to real or personal property by two or more persons (not necessarily husband and wife). At death, a tenant in common has the right to dispose of his interest by his will to any one he./she chooses. Compare this to joint tenancy where, on the death of one tenant where, on the death of one tenant, the title automatically vests in the surviving tenant(s).

FINANCIAL PROFILE  
(list checking, savings, securities, bonds, trust, etc.)

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ACCT. \_\_\_\_\_ ACCT. # \_\_\_\_\_

**PERSONAL DEBTS**  
(loans, credit cards, revolving credit, etc.)

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

COMPANY \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ ACCT. # \_\_\_\_\_

## DISABILITY AND DEATH BENEFITS

On the next few pages we are providing a partial list of benefits to which you, your spouse and/or designated beneficiaries may be entitled. There is space available to add any benefits that you may have from your job or a private carrier. Remember that usually all benefits must be filed for and are not automatic. Many thousands of dollars in benefits are lost each year because the beneficiaries are not aware of a benefit or did not file for it.

When filing for benefits, contact your local representative, C.S.F.A. representative and/or lawyer to assist you in taking all of the proper steps and filing for all entitlements.

As fire service personnel our employer must provide you with workers' compensation whether they contract with a state agency or are self-insured. This is a very complicated process and we recommend that you contact legal assistance as soon as possible. Below are the workers' compensation/retirement attorney recommended by C.S.F.A.

**\* DO NOT GIVE OR SIGN STATEMENTS ABOUT AN INJURY  
WITHOUT LEGAL COUNSEL.\***

William T. Hays  
3700 Campus Dr. #207  
Newport Beach, CA 92660  
(714) 752-8686

Arnold S. Petersen  
1638 E. 17<sup>th</sup> Street, Ste. H  
Santa Ana, CA 92701  
(714) 972-3000

Scott O' Mara  
2330 3<sup>rd</sup>. Ave.  
San Diego, CA 92101  
(619) 239-9885  
(800) 247-1222

Richard Elder  
3107 Clayton Rd.  
Concord, CA 94519  
(415) 676-7991  
(800) 242-COMP

## Procedures to follow in case of injury:

1. Prepare and file all proper reports with your employer as soon as possible after the injury even if there was no medical attention or time off.
2. Keep a copy of all reports and statements for your own files.
3. Use caution when discussing the specifics of the injury with anyone without consulting legal advise. Be as brief as possible with your statements.
4. Be sure that all injuries are noted in daily journals.

## DISABILITY AND DEATH BENEFITS (cont.)

5. Keep notes as to the events surrounding the incident (i.e., dates, expenditures, etc.).
6. Contact your local/C.S.F.A. representative or attorney if you need to file a claim.

### IF JOB RELATED

If disabled due to job-related injury or disease, your employer, if a county or local agency, is required to provide you with up to one year of full salary for each injury (Labor Code Section 4850). During the year, the employer may opt to retire you on a disability when your condition stabilizes, or you may be returned to work when cleared by a physician. If retired on disability, you may use such accumulated sick leave, vacation or comp time as local rules provides. You may also be entitled to:

- Workers' compensation settlement
- Long term disability (from employer, CSFA or private)
- Accidental death & dismemberment (same) PERS (retirement or death benefit allowance) .
- Retraining by employer
- Federal death benefits
- Benefits from outside party responsible for disability.
- Social Security benefits.

Volunteer firefighters, disabled or killed as a result of job related injury or disease, will be entitled to some but not all of above benefits.

### NON-JOB RELATED

If disabled off the job, you may use your sick leave, vacation, comp time. You may

also be entitled to:

- PERS ordinary disability retirement or balance of contribution
- Long term disability (from employer, CSFA, or private)
- Accidental death &.dismemberment (same)

#### IN THE EVENT OF DEATH

In the case of a member's death, the family or beneficiary should immediately contact a local or CSFA representative to assist with arrangements, benefits, etc. No statements should be given out as to the specifics of the death before consulting with a representative. Your local department or organization should be committed to assist. You should have available this Preplan and all of the documents referred to herein.

DISABILITY AND DEATH BENEFITS (cont.)

DEATH BENEFITS

The following is a list of the possible death benefits available to qualified personnel.

\*\*\*\*\*

AGENCY: State Workers' Compensation (local address & phone #)

\_\_\_\_\_  
\_\_\_\_\_  
\_( )\_\_\_\_\_

SUMMARY: Insurance provided by your employer through a state agency or self-insured that is required by state law. This benefit is often coordinated with the PERS benefits.

BENEFITS:	2 or more dependents	\$115,000.00
	1 total & 1 or more partial, 595,000 plus 4 times annual contribution to a maximum of	\$115,000.00
	1 total & no partials	\$ 95,000.00
	1 or more partials, 4 times annual contribution to a max of burial allowance	\$ 95,000.00 \$ 5,000.00

- One or more totally dependent minor children will receive death benefits the age of 18 or the full death benefit is paid, whichever is greater.
- A spouse is considered totally dependent if the spouses earnings were 530,000 or less in the 12 months previous to the death.

Death benefits will be paid at a minim. rate of \$224.00 per week.

\*\*\*\*\*

AGENCY: Public Employees' Retirement System (PERS)  
P.O. Box 942711  
Sacramento, CA 94229-2711

SUMMARY: Retirement system that is funded by contributions by employees and employers. Most common system used by firefighters.

BENEFITS: Call for booklet regarding your individual situation

(i.e., safety or non-safety; 2% @ 50 or 2 1/2% @ 55)

DISABILITY AND DEATH BENEFITS (cont.)



SUMMARY: Account set aside in CSFA budget for member's death benefit up to age 65.  
BENEFITS: \$100.00

DISABILITY AND DEATH BENEFITS (cont.)

AGENCY: Social Security Administration (local office)  
(800) 234-5772

SUMMARY: Federal agency set as a retirement supplement. Not all employees pay into this fund with present employer but may have in the past so benefits are possibly available.

BENEFITS: Death benefit for spouse only \$255.00  
Children under age 16 will be paid according to contributions made by employee up to age 55. Children will be paid up to graduation from high school unless disabled.

• \*\*\*\*\*

AGENCY: Veterans Administration (local office)

SUMMARY: A benefit provided by the federal government through a V.A. for veterans with wartime service.

BEFITS: Death benefit \$1,500.00  
Burial benefit for plot & marker\* 150.00

• Or placement in a veterans cemetery

• \*\*\*\*\*

AGENCY: U.S. Department of Justice  
Public Safety Officers Program 633 Indiana Ave., NW Washington,  
D.C. 20531  
(202) 307-0635

SUMMARY: A benefit provided by the federal government of firefighters who die in the "line of duty." (see following pages)

BENEFITS: \$100,000.00 plus cost of living each year (see following pages)  
Spouse, no children 100% to spouse  
Spouse w/children 50% to spouse & 50% split between children

100% split between children 100% to parents No benefits

Children, no spouse

No spouse or children

No spouse, children or parents

#### PUBLIC SAFETY OFFICERS BENEFITS PROGRAM (PSOB) PUBLIC LAW 94-430

The Public Safety Officers Benefit (PSOB) program is designed to provide a benefit from the Department of Justice to those public safety officers who die or suffer a catastrophic injury "in the line of duty." This program was passed by the 94th Congress (HR 366) in 1976 to amend the omnibus Crime Control & Safe Streets Act of 1968.

"In the line of duty" is defined as "any actions which an officer whose primary function is..., the suppression of fire, is obligated by rule, regulation, condition of employment or service or by law, to perform, including social, ceremonial or athletic functions to which he/she is assigned."

The key to this definition is that the officer is performing authorized duties when the event took place.

A public safety officer (PSO) is described as "all fire service personnel authorized to engage in the suppression of fire, including any individuals serving as an officially recognized or designated member of a legally organized volunteer fire department." Also covered are emergency medical service and rescue personnel that are employed by a "public" agency, paid or volunteer, and only during an emergency response.

The automatic designation of benefits to the eligible survivors was also revised. The order of benefactors are as follows:

Spouse, no children	100% to spouse
Spouse with children	50% to spouse 50% to split between children
Children, no spouse	100% split between children
No spouse or children	100% to parents
No spouse, children, parents no benefits	

A child is defined as "any natural, illegitimate, adopted, or posthumous child or stepchild of a deceased PSO who, at the time of death is:

- A. eighteen years of age or under;
- B. over eighteen years of age and a student as defined in Section 8101 of Title 5, U.S. Code; or
- C. over eighteen years of age and incapable of self-support because of physical or mental disability.

These benefits are paid to authorized personnel who have died on ,he job due to a "traumatic injury" that has had a "direct and proximate result" to the death or are left permanently and totally disabled by a line of duty injury. This may include a physical

blow such as a blunt or sharp object, bullet, explosives or fall. It may also include electricity, infectious diseases, radiation, bacteria, ingestion, absorption or inhalation of toxins including carbon monoxide. If death is due to carbon monoxide poisoning it must be shown that the PSO had high enough levels of the gas in the blood stream to cause death. This is done by immediate blood tests after every trauma or death, preferably before oxygen therapy. The required levels are 10% or higher, except for smokers where the level is then increased to 15% or higher.

If the death of the PSO is due to a heart attack, some form of external force must be demonstrated. This may include a blow to the chest, a clot from another injury, toxic gases or climatic conditions.

Effective October 1, 1990, the Public Safety Officers Benefit was increased to \$114,235.

There may be some exclusions involved that could eliminate the payment of any benefits.

1. suicide
2. gross negligence
3. intentional misconduct
4. voluntary intoxication or substance abuse

In the event of the death of a PSO, certain steps should be taken. They are as follows:

1. The police department should be notified immediately if there is a possible crime scene.
2. The fire investigation unit should be notified immediately to determine cause of fire and any assistance as to the cause of death.
3. Blood gases should be drawn as soon as possible and an autopsy ordered.
4. Contact the local workers' compensation board office by phone to get a case number and instructions. (Contacting a workers' compensation attorney is recommended.)
5. Contact the PSOB program in Washington, D.C., by phone for a case number and appropriate forms with complete instructions (examples to follow). The number is (202) 307-0635.
6. Contact any supplementary insurance companies for claims forms.
7. Do not make unnecessary statements of claims as to the cause of death.
8. Gather all related paperwork to support the claim; i.e., police/fire reports, investigation reports, autopsy reports, affidavits, etc.

INITIATING A CLAIM UNDER  
PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM

The following information should be submitted to this office to enable us to request appropriate supporting documentation when we furnish you claim forms and filing instructions:

1. Decedent's full name
2. Decedent's occupation
3. Date of injury and date of death
4. City and state where death occurred \_\_\_\_\_
5. Cause of death and brief explanation of circumstances surrounding the officer's death \_\_\_\_\_
  
6. Name and address of surviving spouse: \_\_\_\_\_
  
7. Number of times surviving spouse and decedent were previously married
  
8. Names and ages of children from all marriages (natural, step, adopted, posthumous, illegitimate) regardless of age or dependency: \_\_\_\_\_
  
9. Name, address and telephone number of the head of the decedent's employing agency (Chief, Superintendent, Commissioner, etc.) as well as the person who will be handling the claim (contact person):
  
10. If the decedent was single or divorced and had no children, please provide the names and addresses of the decedent's parents: \_\_\_\_\_

Please provide the above requested information in writing or by telephone. Immediately upon receipt, we will send claim forms and filing instructions. We will also assign a claim number.

M. Kathleen Greene  
Public Safety Officers' Benefits Program U.S.  
Department of Justice/BJA 633 Indiana Avenue,  
N.W. Washington, D.C. 20531  
(202) 307-0635

## PREPARATORY CONSIDERATIONS:

There are certain items that should be considered before a tragic event occurs. The following items are those that can be established during day to day business and will eliminate much of the confusion and emotional trauma in the event a tragedy strikes. We wholeheartedly suggest that each item be weighed and adopted where appropriate by individual fire departments.

1. A current photograph of each member of the department is advisable. This may be contained in each persons file and will be needed for news releases.
2. Each employee should have his/her personnel file periodically updated to include a historical profile of his/her career and personal accomplishments. This may include:
  - Career profile
  - Promotions
  - Educational background
  - Personal accomplishment
  - Professional/personal affiliations
  - Family profile
3. Contacts should be made with local funeral directors so that they understand, that a local funeral protocol for the fire department exists and what it is.
4. Local florists should be aware of some of the special floral arrangements that may be called for when a firefighter dies. Some examples of special arrangements are:
  - Maltese cross
  - Fire department badge
  - Fire Department patch
  - Broken rung ladder
  - Fire department bell
  - Crossed axes
5. Each department should appoint a Family Liaison Officer who can coordinate all necessary details between the fire department and the family. This liaison can also assist with any requirements through the department agency. Some of the items to be considered:
  - Final paychecks
  - Workers' comp.
  - Vacation/holiday time
  - Clothing allowance
  - Retirements benefits
  - Widows/orphans benefits
  - Counseling assistance
  - Dept./agency insurance agencies
  - Social Security benefits
  - Sick leave
  - Educational benefits
  - Association/union benefits
  - Medical plans

- Returning of F.D. equipment  
FUNERAL SERVICES (cont.)

Oftentimes the member, family and/or fire department requests that a "firefighter's" funeral be arranged. This type of funeral service varies depending on the department. The Family Liaison Officer should make any guidelines available to the family and assist with its implementation if applied. All or part of the services may be used. If no guidelines are used in a department, some or all of the following may be considered.

- Fire department honor guards
- Department personnel as pallbearers
- Fire department chaplain
- Funeral procession with fire equipment
- Gun salute
- Sounding of last alarm (bell or siren)
- Fire department personnel reading eulogy
- Flower car (fire engine)
- Fire department personnel information
- Post services reception
- Family transportation
- Representatives from other departments or agencies

FUNERAL ARRANGEMENTS

I HAVE MADE OR WOULD LIKE ARRANGEMENTS MADE

WITH: (name of mortuary, crematory, etc.)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

PERSON IN CHARGE OF ARRANGEMENTS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

MY CEMETERY PLOT IS AT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

MY CEMETERY DEED IS IN NAME OF \_\_\_\_\_

SECTION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ PLOT \_\_\_\_\_

THE PLOT IS PAID IN FULL ( ) yes ( ) no

CEMETERY DEED IN FILED AT \_\_\_\_\_

I WISH TO HAVE: (check all that applies)

( ) TRADITIONAL BURIAL

Type of coffin \_\_\_\_\_

Open casket: yes ( ) no ( )

Crypt ( ) Vault ( )

( ) CREMATION

Disposition of ashes \_\_\_\_\_

OTHER \_\_\_\_\_

FUNERAL ARRANGEMENTS (cont.)

I BELONG TO (Lodge/Organization) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

I WISH TO HAVE A SPECIAL SERVICE FROM THEM      yes ( )      no ( )

I WOULD LIKE MEMORIAL CONTRIBUTIONS IN MY NAME SENT TO:

\_\_\_\_\_  
\_\_\_\_\_

I WOULD LIKE THE FOLLOWING AT MY  
FUNERAL:

( ) Vocals: ( ) male ( ) female      NAME \_\_\_\_\_

Vocal selections \_\_\_\_\_

( ) Organ music:

Organ selections \_\_\_\_\_

( ) Hymns

Hymn selections: \_\_\_\_\_

( ) Flowers:

Type of arrangements \_\_\_\_\_

CLOTHING INSTRUCTIONS: \_\_\_\_\_

OTHER INSTRUCTIONS: \_\_\_\_\_

## A LIVING WILL

A living will is designed instructions as to your wishes should you become unable to make any decisions due to illness or trauma. It is not designed to be used after death. Only a standard will can do this. A living will can be used to determine your financial path, care for your children or use of life support. If a living will is made, it is best to consult an attorney for proper wording. The following is some considerations to be made for make a living will.

1. Sign and date before two witnesses not related to yourself by blood or marriage and who would not be entitled to any portion of your estate upon your death under any will or codicil thereto then existing, or at the time of the execution of this directive, by operation of law then existing. In addition, a witness to this directive shall not be the attending physician, an employee of the attending physician or a health facility in which you are a patient, has a claim against any portion of your estate upon your death. (This is to insure that you signed of your own free will and not under duress.)
2. If you have a doctor, give him/her a copy of your medical file and discuss it with him/her to make sure he/she is in agreement. Give copies to these most likely to be concerned "if the time comes when you can no longer take part in decisions for your own future." Enter their names on the bottom line of the Living Will. Keep the original nearby, easily and readily available.
3. Above all, discuss your intentions with those closest to you, ASAP!
4. It is a good idea to look over your Living Will at least once a year and redate it and initial the new date to make it clear that your wishes are unchanged.
5. Under current California statutes, in order for a Living Will to continue its effectiveness it must be redone and signed anew each five years.

\* The next page is an example of a Living Will.

A LIVING WILL (cont.)

Directive made this day of \_\_\_\_\_, 19 \_\_\_\_\_

I, \_\_\_\_\_ being of sound mind, willfully, and voluntarily make known my desire that my life shall not be artificially prolonged under the circumstances set forth below, do hereby declare:

1. If at any time I should have an incurable injury, disease or illness certified to be a terminal condition by two physicians, and where the application of life-sustaining procedures would serve only to artificially prolong the moment of my death and where my physician determines that my death is imminent whether or not life-sustaining procedures are utilized, I direct that such procedures be withheld or withdrawn, and that I be permitted to die naturally.

2. In the absence of my ability to give directions regarding the use of such life-sustaining procedures, it is my intention that this directive shall be honored by my family and physician(s) as the final expression of my legal right to refuse medical or surgical treatment and accept the consequences from such refusal.

3. I understand this directive shall have no force or effect five years from the date filled in above.

4. I understand the full import of this directive and I am emotionally and mentally competent to make this directive.

(signed) \_\_\_\_\_

Resident of \_\_\_\_\_  
(city, county, state)

The declarant has been personally known to me and I believe him/her to be of sound mind.

Witness \_\_\_\_\_

Witness \_\_\_\_\_

WILL INFORMATION

A will is beneficial in directing what becomes of your estate, your children and how your estate is handled in the event of your death. By not having a will you in effect elect the courts to handle these decisions for you. A will can afford you the following advantages.

The efficient and economical settlement of your estate. Property distribution according to your wishes. Estate administration by persons of your choice. The selection of who will care for your minor children. Proper handling of your children's finances.

Therefore it is our recommendation to contact an attorney and begin pulling together a will with a contingent trust for your family.

In addition to the advantages cited above, this type of Will gives your entire estate to your wife if she survives you and it avoids unnecessary loss if you both die in a common disaster. If your wife does not survive you, your estate will be placed in trust for the benefit of your children. The trust will pay income to your children and will permit the use of principal for their education as well as for emergencies. Finally, it will provide for the ultimate distribution of your property to your children at the age you feel is correct. I (HAVE) (HAVE NOT) MADE A WILL.

LOCATION OF WILL \_\_\_\_\_

COPIES ARE WITH

\_\_\_\_\_  
\_\_\_\_\_

ATTORNEY WHO DREW WILL \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF WILL \_\_\_\_\_

MY WILL NAME THE FOLLOWING:

AS EXECUTORS AND TRUSTEES

\_\_\_\_\_

AS GUARDIANS OF MINOR CHILDREN

\_\_\_\_\_

## LIVING TRUSTS

A living trust is created when a person who owns property (the Trustor), during his/her lifetime, transfers that property into the name of another (the Trustee) for the benefit of a third party (the Beneficiary). The big advance is that you don't need to have three different people to create one. All the parties can be one person, thus never giving up legal or equitable title to his property and will retain total control.

At first glance, it seems to be foolish to make such a transfer since no real ownership interest has been changed by the creation of the trust. Nevertheless, the creator of the trust has established a vehicle which can by-pass probate.

If a person uses a Will to distribute his/her property upon death, generally a judicial action will have to be started to enforce the terms of the Will. The process of enforcing the Will by using the previously mentioned judicial procedure is called probate. There are certain cases where a person is entitled to use a relatively inexpensive summary probate procedure to distribute his/her property. Nevertheless, if a person has circumstances which would not qualify his/her for summary probate, a full judicial probate of the person's property would be required.

Probate expenses are established by statute. In addition to filing fees and publication costs, the attorney and the executor of an estate are both entitled to fees based upon the value of the deceased person's assets as follows:

Four percent of the first	\$ 15,000.00
Three percent of the next	85,000.00
Two percent of the next	900,000.00
One percent of the next	9,000,000.00
One-half percent of the next	15,000,000.00

and for all property value above \$25,000,000.00, a reasonable amount to be determined by the court.

For example, a regular fee computation on a \$272,358.00 estate would be:

Four percent first \$15,000.00	S	600.00
Three percent of next 585,000.00		2,550.00
Two percent of next \$172,358.00		3,447.00
	S	6,597.00

The fee in the example above would be paid to the attorney and also to the executor (unless the executor waived the fee) for a total cost to the estate \$13,197.00 (\$6597.00 X 2 = \$13,194.00). One can quickly see that a relatively simple estate containing only an interest in real property located in the Southern California area could generate thousands of dollars of unnecessary probate expenses.

Property in a living trust by-passes the probate process avoiding the probate expenses explained above. By transferring all or almost all of his/her property into a living trust, the creator of the trust dies with little or nothing in their name. Consequently, there is almost no property to probate and, therefore, little or no probate expense.

When the creator of the trust dies, the terms of the trust often provide for distribution of the property remaining in the trust at that time. At this point distribution of the property

could occur just as if a person had a will. The person who is responsible to distribute the property is a successor trustee who is appointed in the trust document by the creator of the trust.

Another key advantage is that a trust can provide for control over assets given to minors and young adults. A living trust also provides for increased flexibility for a person who is or might become disabled.

Although a living trust is not for everyone, but you should seek the advice of counsel who specializes in estate planning to see if a living trust meets your needs. Prices do vary from attorney to attorney, so check around for prices.

## A FIREFIGHTER'S PRAYER

We call upon You for strength and guidance.

Look kindly upon us in our needs.

Teach us to look always to You for assistance, as our fellow  
citizens look to us.

Give us courage, that we may impart courage to others. Make us studious,  
and give us pride and joy in our work.

When the gong sounds, calling us to duty, give us speed and efficiency.

As our siren wails, ride with us through the city streets, shielding us from  
danger.

On the fire scene, may our officers and men always work as an honorable,  
courageous and victorious team.

Walk with us through the terror of flame and explosion.

May our hearts be always ready if we should be summoned before our Eternal Chief  
in the midst of our labors.

Through our ministrations to our suffering fellowmen, we dedicate our lives humbly to  
Your praise and glory.

In joy or sorrow, we ask only that You may be pleased with our service, that when the  
Last Alarm shall have sounded for us, we may receive our eternal assignment  
with you.

AMEN

- Author Unknown

**APPENDIX C**  
**Public Safety Officers' Benefits**  
**(PSOB) Information**

## **REDUCTION OF BENEFITS**

State and local benefits should not be reduced by benefits received under PSOB statute. The PSOB benefit is not reduced by any benefit that may be received at the state or local level. The benefit is reduced by certain payments made under the District of Columbia Code and may reduce benefits under Section 8191 of the Federal Employees' Compensation Act.

## **INTERIM PAYMENT**

When the U.S. Department of Justice determines upon a showing of need and prior to taking final action that a death benefit will probably be paid, an Interim benefit payment not exceeding \$3,000 may be made to the eligible survivor(s).

## **ATTACHMENT. TAX EXEMPTION**

The act ensures that the benefit will not be subject to execution or attachment by creditors. The Internal Revenue Service has ruled that the benefit is not subject to federal income tax (Revenue Ruling No. 77-235, IRB 1977-28) or to federal estate tax (Revenue Ruling No. 79-397).

## **ATTORNEY FEES**

The Public Safety Officers' Benefits Act of 1976, Public Law 94.430 (PSOB), authorizes the Department of Justice (DOJ) to prescribe the maximum fee that a representative may charge a claimant for services rendered in connection with any claim before the Bureau. Contracts for a stipulated fee and contingent fee arrangements are especially prohibited by the PSOB regulations, 28 C.F.R. 32.22 (b). DOJ assumes no responsibility for payment.

## **FILING A CLAIM**

Eligible survivors or disability claimants may file claims directly with the U.S. Department of Justice, or may instead file through the public safety agency, organization, or unit in which the public safety officer served. Normally, the public safety agency provides the information that enables the U.S. Department of Justice to determine whether the circumstances of the death or permanent and total disability entitle a claimant to a benefit payment. The public safety agency prepares a Report of Public Safety Officer's Death or Permanent and Total Disability to accompany the survivors' or disabled public safety officer's claims.

The U.S. Department of Justice will make the final determination on whether and to whom a benefit should be paid. To expedite initiation and payment of a claim, telephone the PSOB staff on (202) 307-0635 or write to:

Public Safety Officers' Benefits Program Bureau of Justice Assistance 633 Indiana Avenue, N.W. Washington, D.C.  
20531  
FAX g (202) 514-5956



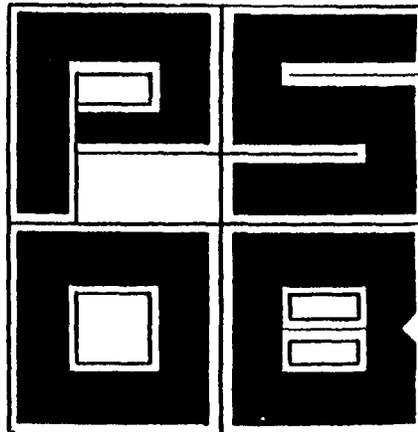
U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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## Public Safety Officers' Benefits Act

U.S. Department of Justice  
Bureau of Justice Assistance  
Public Safety Officers' Benefits Program  
Washington, D.C. 20531

Official Business  
Penalty for Private Use \$300



BULK RATE  
POSTAGE & FEES PAID  
DOJ/BJA  
Permit No. G-91

### BENEFITS

The PSOB Act provides a \$100,000<sup>0</sup> benefit to the eligible survivors of a public safety officer whose death is the direct and proximate result of a traumatic injury sustained in the line of duty. The Act also provides the same benefit to a public safety officer who has been permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty. The injury must permanently prevent the officer from performing any gainful work.

### EFFECTIVE DATES

#### Death Benefits

- State and local law enforcement officers and fire fighters are covered for injuries sustained on or after September 29, 1976.
- Federal law enforcement officers and fire fighters are covered for injuries sustained on or after October 12, 1994.
- Members of public federal, state and local rescue squads and ambulance crews are covered for injuries sustained on or after October 1<sup>st</sup>, 1986.

#### Disability Benefits

Federal, state and local law enforcement officers, fire fighters and members of public rescue squads and ambulance crews are covered for injuries sustained on or after November 29, 1990.

## ELIGIBLE PUBLIC SAFETY OFFICERS

A public safety officer is a person serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, fire fighter or member of a public rescue squad or ambulance crew. Law enforcement officers include but are not limited to police, corrections, probation, parole and judicial officers. Volunteer fire fighters and members of volunteer rescue squads and ambulance crews are covered if they are officially recognized or designated members of legally organized volunteer fire, rescue or ambulance departments.

A public safety officer's death or total and permanent disability must result from injuries sustained on the line of duty. "Line of duty" means any action that the public safety officer is authorized or obligated to perform by law, rule, regulation or condition of employment or service. If law enforcement, fire suppression, rescue or ambulance service is not a person's primary function, then, to be covered by the Act, that person must be engaged in his or her authorized law enforcement, fire suppression, rescue or ambulance duties when the fatal or disabling injury is sustained.

## PUBLIC AGENCY

"Public agency" means the United States, any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any territory or possession of the United States, or any unit of local government, combination of such states or units, or any department, agency, or instrumentality of any of the foregoing.

## ELIGIBLE SURVIVORS

Once the U.S. Department of Justice approves a claim for death benefits, the benefit will be paid in a lump sum as follows:

- (1) If there is no surviving child of the deceased officer, to the surviving spouse;
- (2) If there is a surviving child or children and a surviving spouse, one-half to the child or children in equal shares and one-half to the surviving spouse;
- (3) If there is no surviving spouse, to the child or children of the officer in equal shares;
- (4) If none of the above, to the parent or parents of the officer in equal shares.

A public safety officer must be survived by an eligible survivor for a benefit to be paid.

Public safety officers cannot name their own beneficiaries under the Act.

Under the Act, "child" means any natural, illegitimate, adopted, or posthumous child or stepchild of a deceased public safety officer who, at the time of the public safety officer's death is -

- 18 years of age or younger.
- 19 through 22 years of age, who has not completed four years of education beyond high school, and who is pursuing a full time course of study or training.
- 19 years of age or over and incapable of self support because of a physical or mental disability.

## LIMITATIONS AND EXCLUSIONS

No benefit can be paid -

- (1) If the death or permanent and total disability was caused by the intentional misconduct of the public safety officer by such officer's intention to bring about his or her own death or permanent and total disability.
- (2) If the public safety officer was voluntarily intoxicated at the time of death or permanent and total disability.
- (3) If the public safety officer was performing his or her duties in a grossly negligent manner at the time of death or permanent and total disability.
- (4) To a claimant whose actions were a substantial contributing factor to the death of the public safety officer.
- (5) To military law enforcement officers, fire fighters, rescue squads, ambulance crews, or to any of their survivors.

Deaths or permanent and total disabilities resulting from stress and strain, occupational illness, or chronic, progressive or

congenital disease such as heart or pulmonary disease, are not covered by the Act, unless there is a traumatic injury which is a substantial fact, in the death or permanent and total disability. Medical proof of the traumatic injury, such as a blood test for carbon monoxide, may be essential for coverage in such cases.

§ 1201

PART L--PUBLIC SAFETY  
OFFICERS'  
DEATH  
BENEFITS  
PAYMENTS

42 U.S.C. 3796 Sec. 1201. (a) In any case in *which* the Bureau of Justice Assistance (hereinafter in this part referred to as the "Bureau") determines, under regulations issued pursuant to this part, that a public safety officer has died as the direct and proximate result of a personal injury sustained in the line of duty, the Bureau shall pay a benefit of \$100,000 adjusted in accordance with subsection (g) as follows:

(1) if there is no surviving child of such officer, to the surviving spouse of such officer;

(2) if there is a surviving child or children and -a surviving spouse, one-half to the surviving child or children of such officer in equal shares and one-half to the surviving spouse;

(3) if there is no surviving spouse, to the child or children of such officer in equal shares: or

(4) if none of the above, to the parent or parents of such officer in equal shares.

(b) in accordance with regulations issued pursuant to this part, in any case in which the Bureau determines that a public safety officer has become permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty, the Bureau shall pay, to the extent that appropriations are provided, a benefit of up to \$100,000, adjusted in accordance with subsection (g), to such officers: Provided, that the total annual benefits paid under this section may not exceed \$5,000,000. For the purposes of making these benefit payments, there are authorized to be appropriated for each fiscal year such sums as may be necessary: Provided further, that these benefit payments are

subject to the availability of appropriations and that each beneficiary's payment shall be reduced by a proportionate share to the extent that sufficient funds are not appropriated.

§ 1201

~~(b)~~ (c) Whenever the Bureau determines upon showing of need and prior to final action that the death of a public safety officer is one with respect to which a benefit will probably be paid, the Bureau may make an interim benefit payment not exceeding \$3,000 to the individual entitled to receive a benefit under subsection (a) of this section.

~~(e)~~ (d) The amount of an interim payment under subsection ~~(b)~~ (c) shall be deducted from the amount of any final benefit paid to such individual.

~~(d)~~ (e) Where there is no final benefit paid, the recipient of any interim payment under subsection ~~(b)~~ (c) shall be liable for repayment of such amount. The Bureau may waive all or part of such repayment, considering for this purpose the hardship which would result from such repayment.

~~(e)~~ (f) The benefit payable under this part shall be in addition to any other benefit that may be due from any other source, except-

(1) payments authorized by section 12(k) of the Act of September 1, 1916, as amended (D.C. Code, sec. 4-622); or

(2) benefits authorized by section 8191 of title 5, United States Code. Such beneficiaries shall only receive benefits under such section 8191 that are in excess of the benefits received under this part.

~~(f)~~ (g) No benefit paid under this part shall be subject to execution or attachment.

~~(g)~~ (h) On October 1 of each fiscal year beginning after the effective date of this subsection, the Bureau shall adjust the level of the benefit payable immediately before such October 1 under subsection (a) , to reflect the annual percentage change in the Consumer Price Index for All Urban Consumers, published by the Bureau of Labor Statistics, occurring in the 1-year period ending on June 1 immediately preceding such October 1.

§ 1201, 1202

~~(h)~~ (i) The amount payable under subsection (a) with respect to the death of a public safety officer shall be the amount payable under subsection (a) as of the date of death of such officer."

(j) (1) The amount payable under subsection (a) with respect to the death of a public safety officer is a benefit is payable under this part with respect to the disability of such officer.

(2) No benefit is payable under this part with respect to the disability of a public safety officer is a benefit is payable under this part with respect to the death of such public safety officer.

#### **LIMITATIONS ON BENEFITS**

42 U.S.C. 3796a

Sec. 1202. No benefit shall be paid under this part--

(1) if the death or catastrophic injury was caused by the intentional misconduct of the public safety officer or by such officer's intention to bring about his death or catastrophic injury

(2) if the public safety officer was voluntarily intoxicated at the time of his death or catastrophic injury

(3) if the public safety officer was performing his duties in a grossly negligent manner at the time of his death or catastrophic injury

(4) to any individual who would otherwise be entitled to a benefit under this part if such individual's actions were a substantial contributing factor to the death or catastrophic injury of the public safety officer; or

(5) to any individual employed in a capacity other than a civilian capacity.

§§ 1203, 1204

NATIONAL PROGRAMS FOR  
FAMILIES OF PUBLIC SAFETY  
OFFICERS WHO HAVE DIED IN  
THE LINE OF DUTY

42 U.S.C. 3796a-1 Sec. 1203. The Director is authorized and directed to use up to \$150,000 of the funds appropriated for this part to establish national programs to assist the families of public safety officers who have died in the line of duty.

## DEFINITIONS

42 U.S.C. 3796b

Sec. 1204. As used in this part--

(1) catastrophic injury means consequences of an injury that permanently prevent an individual from performing any gainful work.

~~(1)~~ (2) "child" means any natural, illegitimate, adopted, or posthumous child or stepchild of a deceased public safety officer who, at the time of the public safety officer's death, is

(i) 18 years of age or under;

(ii) over 18 years of age and a student as defined in section 8101 of title 5, United States Code; or

(iii) over 18 years of age and incapable of self-support because of physical or mental disability;

~~(2)~~ (3) "firefighter" Includes an individual serving as an officially recognized or designated member of a legally organized volunteer fire department and an officially recognized or designated public employee member of a rescue squad or ambulance crew: who was pending to a fire, rescue or police emergency;

~~(3)~~ (4) "intoxication" means a disturbance of mental or physical faculties resulting from the introduction of alcohol into the body as evidenced by--

§§ 1204, 1205

(i) a post-mortem blood alcohol level of .20 per centum or greater; or

(ii) a post-mortem blood alcohol level of at least .10 per centum but less than .20 per centum unless the Bureau receives convincing evidence that the public safety officer was not acting in an intoxicated manner immediately prior to his death; or resulting from drugs or other substances in the body;

~~(4)~~ (5) "law enforcement officer" means an individual involved in crime and juvenile delinquency control or reduction, or enforcement of the laws, including, but not limited to, police, corrections, probation, parole, and judicial officers;

~~(5)~~ (6) "Public agency" means the United States, any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin islands of the United States, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States, or any unit of local government, department, agency, or instrumentality of any of the foregoing; and

~~(6)~~ (7) "Public safety officer" means an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, a firefighter, \* or a rescue squad or ambulance crew."

#### ADMINISTRATIVE PROVISIONS

42 U.S.C. 3796c

Sec. 1205. (a) The Bureau is authorized to establish such rules, regulations, and procedures as may be necessary to carry out the purposes of this subchapter. Such rules, regulations, and , procedures will *be* determinative of conflict of laws issues arising under this subchapter. Rules, regulations, and procedures issued under this subchapter may include regulations governing

\*Change enacted in Pub. L. 99-591, 100 Stat. 3341-56, Oct. 30, 1986).

§§ 1205, 1304

the recognition of agents or other persons representing claimants under this subchapter before the Bureau. The Bureau may prescribe the maximum fees which may be charged for services performed in connection with any claim under this subchapter before the Bureau, and any agreement in violation of such rules and regulations shall be void.

(b) In making determinations under section 3796 of this title, the Bureau may utilize such administrative and investigative assistance as may be available from State and local agencies. Responsibility for making final determinations shall rest with the Bureau.

PART M--REGIONAL INFORMATION  
SHARING SYSTEMS GRANTS

42 U.S.C. 3796h  
SHARING

Sec. 1304. REGIONAL INFORMATION

SYSTEMS GRANTS.

(a) The Director of the Bureau of Justice Assistance is authorized to make grants and enter into contracts with State and local criminal justice agencies and nonprofit organizations for the purposes of identifying, targeting, and removing criminal conspiracies and activities spanning jurisdictional boundaries.

(b) Grants and contracts awarded under this part shall be made for

(1) maintaining and operating information sharing systems that are responsive to the needs of participating enforcement agencies in addressing multijurisdictional offenses and conspiracies, and that are capable of providing controlling input, dissemination, rapid retrieval, and systematized updating of information to authorized agencies;

(2) establishing and operating an analytical component to assist participating agencies and projects in the compilation, interpretation and presentation of information provided to a project;

## PREREQUISITE DISABILITY CERTIFICATION

The Public Safety Officers' Benefits Program (PSOB) will examine and validate the following prerequisite disability certifications prior to review of a claim for determination of benefits eligibility under the statute, regulations and policies of the PSOB disability program. PSOB's validation of the following disability certifications, therefore, is prerequisite to initiation of eligibility determination procedures and award or denial of the prescribed PSOB disability benefit:

The employing agency's official, certified\* award to the claimant public safety officer of its maximum disability finding and compensation, including the officer's permanent and complete separation from the employing public safety agency.

If the employing agency does not itself make such disability awards, then an official, certified\* award to the claimant public safety officer by the cognizant judicial, political or administrative agency or body of its maximum disability finding and compensation, including the officer's permanent and complete separation from the employing public safety agency.

**\*Certification:** The above-described maximum disability award(s) must be certified by the document's official custodian. The official custodian must affirm that the document in question is a true and exact copy of the original, official record. Additionally, if the certifying official's signature is not accompanied by the agency's raised seal, a notary public's seal and signature are also required as witness to the certifying official's signature.

## **APPENDIX D**

### **Military Standards**

## **MILITARY STANDARDS**

### **Position of Attention**

- Assume the position of attention on the command "Fall In" or the command "Attention."
  - To assume this position bring your heels together smartly so that the heels are on the same line with the toes pointing out equally, forming an angle of 45°.
  - Keep your legs straight without locking your knees.
  - Hold your body erect with your hips level, chest lifted and arched, and your shoulders square and even.
  - Let your arms hang straight, without stiffness, along your sides with the back of the hands outward: curl your fingers so that the tips of the thumbs are alongside and touching the first joint of your forefingers.
  - Keep your thumbs straight and along the seams of your trousers with all fingertips touching the trouser legs.
  - Keep your head erect and hold it squarely to the front with your chin drawn in so that the axis of your head and neck is vertical.
  - Look straight to the front.
  - Rest the weight of your body equally on the heels and balls of your feet.
  - Remain silent except when replying to questions or when directed otherwise.

### **Rest Positions at The Halt**

- **Parade Rest**
  - Typically, "Parade Rest" is commanded from the position of attention only. The command for this movement is "Parade, Rest".
  - On the command of Rest, move your left foot ten (10) inches to the left of your right foot.
    - Keep your legs straight, resting your weight equally on the heels and balls of both feet.

- Simultaneously, place your hands at the small of your back and centered on your belt.

- Be sure to keep the fingers of both hands extended and joined, interlocking your thumbs so that the palm of the right hand is outward.

- Hold your head and eyes facing front.

- Remain silent and do not move.

- Change in position may be to return to attention or at ease for dismissal.

Note: On the preparatory command for attention, immediately assume Parade Rest when at the position of at ease. If for some reason, a subordinate element is already at attention they remain so and do not execute parade rest on the preparatory command nor does the subordinate leader give a supplementary command.

- **Stand at Ease**

The command for this movement is "Stand At Ease". On the command of execution, "Ease" execute parade rest, but turn your head and eyes directly toward the commander. "At Ease" or "Rest" may be commanded from this position.

- **At Ease**

The command for this movement is "At Ease". On the command "At Ease" you may move; however, you must remain standing and silent with your right foot in place. "Rest" may be commanded from this position.

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- **Rest**

The command for this movement is "Rest". On the command "Rest" you may move, talk, smoke, or drink unless otherwise specified. You must remain standing with your right foot in place. "At Ease" may be commanded from this position.

## **Facing at the Halt**

- **Facing to The Flank**

Facing to the flank is a two (2) count movement. The command is "Left (Right) Face".

- On the command of execution, "Face" slightly raise your right heel and left toe, and turn 90 degrees to the left on your left heel, assisted by a slight pressure on the ball of your right foot.

-Keep your right leg straight without stiffness.

-On the second count, place your right foot beside your left foot, resuming the position of "Attention".

-Hold your arms as at "Attention" when executing this movement.

- **Facing to The Rear**

Facing to the rear is a two (2) count movement. The command is "About, Face".

- On the command of execution, "Face" move the toe of the right foot to a position touching the ground approximately one-half the length of your foot to the rear and slightly to the left of the left heel.

- Rest most of your weight on the heel of the left foot, and allow your right knee to bend naturally.

- On the second count, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position of attention.

- Hold your arms as at "Attention" when executing this movement.

## **Hand Salute**

- **Present Arms**

The hand salute is a one count movement. The command is "Present, Arms".

- On the command of execution, "Arms" raise the right hand to the headdress and with the tip of the forefinger, touch the rim of the visor slightly to the right of the right eye.

- The fingers and thumb are extended and joined, palm down.

- The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front.

- The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight.

- **Order Arms**

Order arms from this salute is a one count movement. The command is "Order Arms".

- On the command of execution, "Arms" return your hand smartly to your side, resuming the position of Attention.

- **Execution of Hand Salute**

When uncovered or when wearing a headdress without visor, the hand salute is executed in the same manner as previously described, except the tip of the forefinger touches the forehead (near the eyebrow) slightly to the right of the right eye.

## **ALIGNING THE SQUAD**

Note: The squad leaders should command the squad to the appropriate interval prior to giving the command for alignment.

- **How to Align The Squad**

To align the squad to "Normal Interval", the commands are Dress Right, Dress, and Ready, Front. These commands are given only when the men are at "Order" or "Sling Arms".

- On the command of execution, "Dress" each man except the right flank man turns his head and eyes to the right and aligns himself on the right flank man.
- Each man (except the left flank man) extends his left arm and positions himself by short right or left steps until his right shoulder touches the fingertips of the man on his right.
- On the command of execution, "Front" each man lowers his arm smartly to his side. At the same time he turns his head and eyes to the front and resumes the position of "Attention".

Note: If the squad leader desires exact alignment, he marches (on the command of execution, Dress) by the most direct route to a position on line with the squad, "Halts" one step from the right flank man, and "Faces" down the line. From this position, he verifies the alignment of the squad, as necessary, calling them by name or number. The squad leader remains at "Attention" taking short steps to the right or left as necessary, he faces to the half right in marching, returns parallel to the formation, faces to the left, and commands Ready, Front. These procedures also apply when aligning the squad at close or double interval.

- **Aligning the Squad at Close Interval**

To align the squad at "Close Interval", the commands are "At Close Interval Dress Right", "Dress" and "Ready, Front".

- The movement is executed in the same manner prescribed for alignment at normal intervals, except the squad members obtain close interval.

- **Aligning the Squad at Double Interval**

To align the squad at "Double Interval" the commands are "At Double Interval Dress Right", "Dress" and "Ready, Front".

- These commands are given only when the troops are "Unarmed" or at "Dress", each man (except the right flank man) turns his head and eyes to the right and aligns himself on the right flank man.

- At the same time, each man (except the right flank man) turns his head and eyes to the right and aligns himself on the right flank man.
- At the same time, each man (except the right and left flank man) extends both arms and positions himself by short right or left steps until his fingertips are touching the fingertips of the men on his right and left.
- The right flank man raises only his left arm and the left flank man raises only his right arm.

- **Aligning The Squad in Column**

To align the squad in column, the command is "Cover".

- On this command, each man (except the number one man) raises his left arm to a horizontal position, fingers extended and joined, -palm down, and obtains an arm's length plus approximately six inches (from the fingertips) to the back of the man to his front.
- At the same time, each man aligns himself directly behind the man to his front.
- To resume the position of attention, the command "Recover" is given.
- On this command, each man lowers his arm smartly back to his side.

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## **Marching The Squad**

- For short distances only, the squad may be marched forward while in a line formation.
- When marching long distances, the squad is marched in column.
- To form a column formation from a line formation, the command is "Right Face."
  - When a column formation is originated from a line formation at close interval, the squad may be marched for short distances at the half step with less than correct distance.
  - To obtain correct distance while marching with less that correct distance, the command is "Extend, March".
    - On the command of execution, "March", the number one man takes one more 15 inch step and then steps off with a 30 inch step.
    - All other members begin marching with a 30 inch step at the

approximate same point as the number one man or as soon as correct distance has been obtained from the man to their front.



Attention



Parade Rest

Figure 1. Positions of attention and parade rest.



Start



Count One

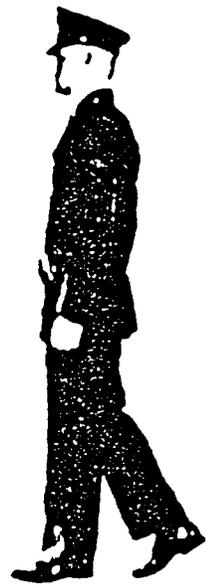


Count Two

Figure 2. Left face.



Start



Count One



Count Two

Figure 3. About face.

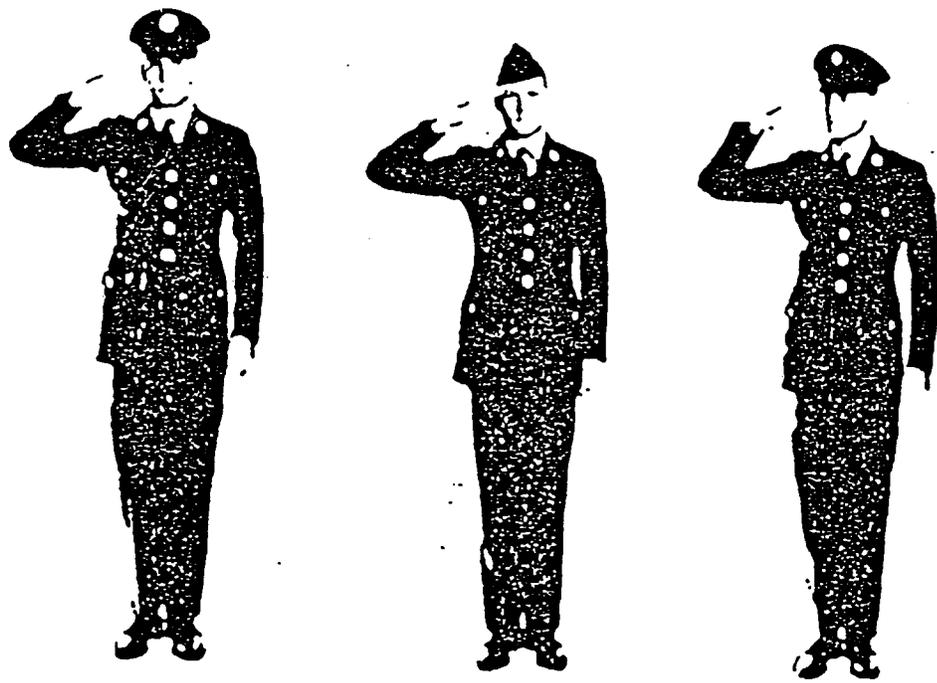


Figure 4. Hand salute

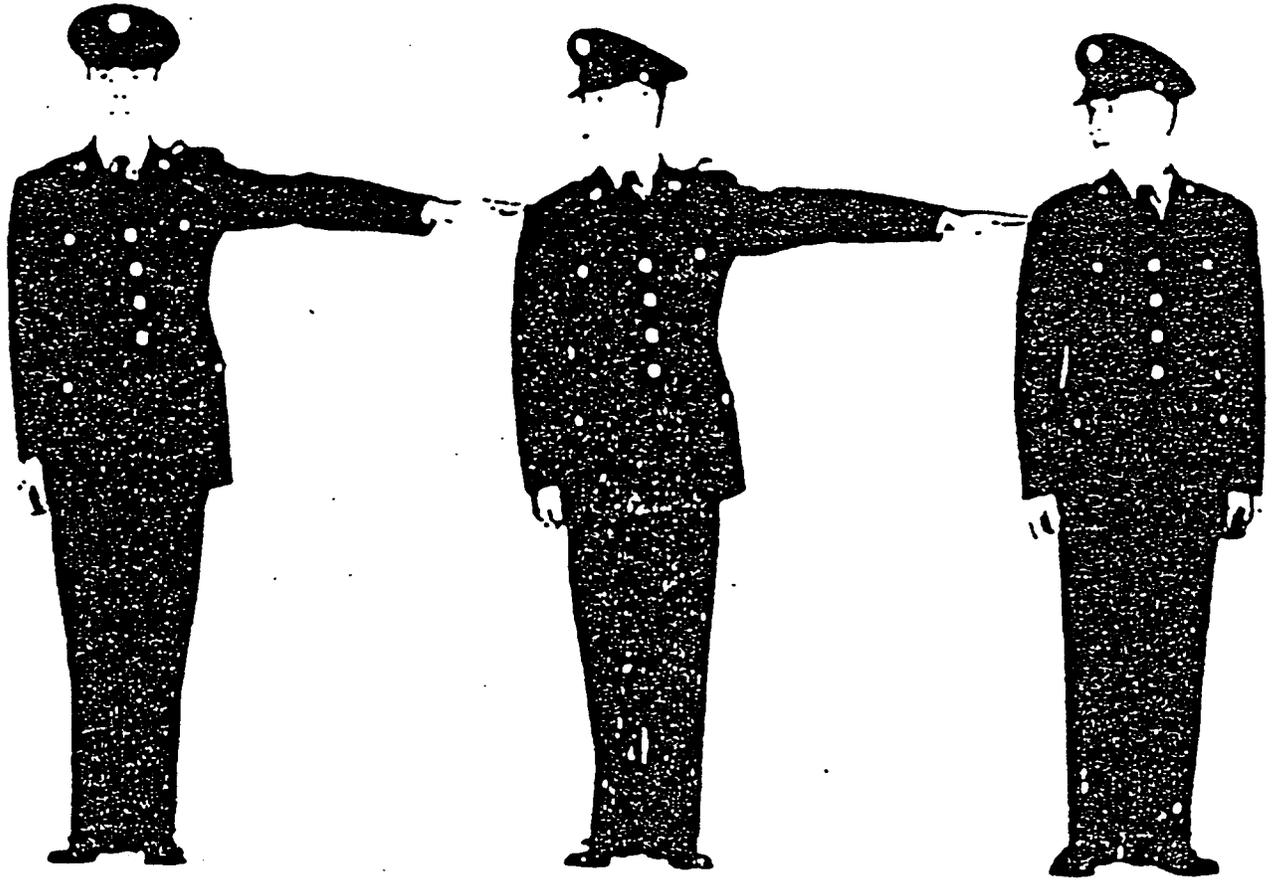
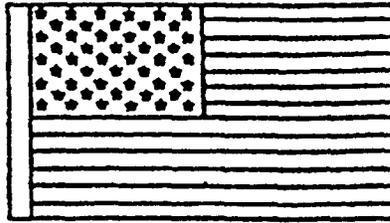
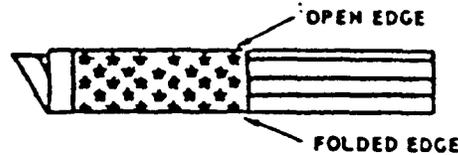


Figure 5. Alignment at normal intervals.

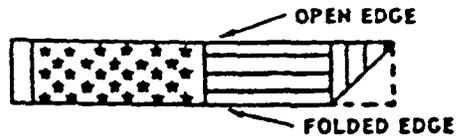


FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD.



FOLD THE FOLDED EDGE OVER TO MEET THE OPEN EDGE.

START A TRIANGULAR FOLD BY BRINGING THE STRIPED CORNER OF THE FOLDED EDGE TO THE OPEN EDGE.



FOLD THE OUTER POINT INWARD PARALLEL WITH THE OPEN EDGE TO FORM A SECOND TRIANGLE.



CONTINUE FOLDING UNTIL THE ENTIRE LENGTH OF THE FLAG IS FOLDED INTO A TRIANGLE WITH ONLY THE BLUE FIELD AND MARGIN SHOWING.



TUCK THE REMAINING MARGIN INTO THE POCKET FORMED BY THE FOLDS AT THE BLUE FIELD EDGE OF THE FLAG.



THE PROPERLY FOLDED FLAG SHOULD RESEMBLE A COCKED HAT.



**CORRECT METHOD FOR FOLDING THE AMERICAN FLAG**

## **APPENDIX E**

### **Sample Readings for Funeral Services**

## READINGS

### Scripture to Read at Time of Loss

1. John 14:1-9, 27, 28

"Do not let your hearts be troubled. Trust in God, trust also in me. In my Father's house are many rooms: if it were not so, I would have told you. I am going there to prepare a place for you. And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am. You know the place where I am going." Thomas said to him, "Lord, we don't know where you are going, so how can we know the way?" Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me. If you really knew me, you would know my Father as well. From now on, you do know him and have seen him." Philip said, "Lord, show us the Father and that will be enough for us." Jesus answered: "Don't you know me, Philip, even after I have been among you such a long time? Anyone who has seen me has seen the Father. How can you say, Show us the Father?"

Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid. You heard me say, "I am going away and I am coming back to you." If you loved me, you would be glad that I am going to the Father, for the Father is greater than I.

John 11:25, 26

Jesus said to her, "I am the resurrection and the life. He who believes in me will live, even though he dies; and whoever lives and believes in me will never die. Do you believe this?"

2. Romans 8:31-39

What, then, shall we say in response to this? If God is for us, who can be against us? He who did not spare his own Son, but gave him up for us all--how will he not also, along with him, graciously give us all things? Who will bring any charge against those whom God has chosen? It is God who justifies. Who is he that condemns? Christ Jesus, who died--more than that, who was raised to life--is at the right hand of God and is also interceding for us. Who shall separate us from the love of Christ? Shall trouble or hardship or persecution or famine or nakedness or danger or sword? As it is written: "For your sake we face death all day long; we are considered as sheep to be slaughtered."

Psalms 27:5

For in the day of trouble he will keep me safe in his dwelling; He will hide me in the shelter of his tabernacle and set me high upon a rock.

Nahum 1:7

The Lord is good, a refuge in times of trouble. He cares for those who trust in him.

3. Psalms 23

The Lord is my shepherd, I shall lack nothing. He makes me lie down in green pastures, he leads me beside quiet waters, he restores my soul. He guides me in paths of righteousness for his name's sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me. You prepare a table before me in the presence of my enemies. You anoint my head with oil: my cup overflows. Surely goodness and love will follow me all the days of my life, and I will dwell in the house of the Lord forever.

4. 1 Peter 5:7

Cast all your anxiety on him because he cares for you.

5. II Corinthians 1:3, 4a

Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves have received from God.

6. Psalms 46:1-3, 10, 11

God is our refuge and strength, an ever present help in trouble. Therefore we will not fear, though the earth give way and the mountains fall into the heart of the sea, though its waters roar and foam and the mountains quake with their surging.

"Be still, and know that I am God; I will be exalted among the nations, I will be exalted in the earth." The Lord Almighty is with us; the God of Jacob is our fortress.

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LEADER

O God, who heals the broken in heart, and binds up their wounds, look in tender pity and compassion upon your servants whose joy has turned to mourning. Leave them not comfortless, but grant that they may be drawn closer to one another and to you by their common sorrow. Fill their souls with the light and comfort of your presence. Grant unto them such a vision of that life wherein all mysteries shall be revealed, and all tears be wiped away, that they may be able to Endure. Dwell with them and be their God, until the day breaks and the shadows flee.

We are gathered here on this occasion to pay our respects to a brother fireman who has answered his final call on this earth. He was a loyal member of this association. He stood forth as a real man, highly regarded by his brother firemen.

Let the words of the 23rd Psalm give comfort:

The Lord is my shepherd, I shall not want: He makes me lie down in green pastures. He leads me beside still waters: He restores my soul. He leads me in the paths of righteousness for his name's sake. Even though I walk through the valley of the shadow

of death, I fear no evil, for you are with me. Your rod and your staff comfort me. You prepare a table before me in the presence of my enemies. You anoint my head with oil, my cup overflows. Surely, goodness and mercy shall follow me all the days of life, and I shall dwell in the house of the Lord forever.

God's message comes to us from the book of Ecclesiastes, Chapter 3:

There is a time for everything: A time for every occupation under heaven . . . A time for giving birth . . . A time for dying . . . A time for planting . . . A time for uprooting what has been planted . . . A time for suffering . . . A time for healing . . . A time for tears . . . A time for laughter . . . A time for mourning . . . A time for dancing . . . A time for loving . . . A time for hating . . .

What does man gain for the effort that he makes? I contemplate the tasks that God gives to mankind for labor. All that he does is apt for its time: But though He has permitted man to conserve time in its wholeness, man cannot comprehend the work of God from beginning to end. I know there is no happiness for man except in pleasure and enjoyment while he lives. And when man eats and drinks and finds happiness in his work this is a gift from God.

MINISTER:

Let us pray . . .

O Lord, we implore you to grant this mercy to your departed servant that he who in his desires served his fellow man may not receive punishment for his misdeeds: So that as charity and love unite him with us on earth, your mercy may unite him with you in heaven. Amen.

Let us consider the words of Psalm 90:

Lord, you have been our dwelling place in all generations, before the mountains were brought forth or ever you had formed the earth and the world. From everlasting to everlasting you are God. You turn man back to the dust and say "Turn Back O Children of Men". For a thousand years in your sight are but as yesterday when it is past, or as a watch in the night. You sweep men away: They are like a dream, like grass which is renewed in the morning: In the morning it flourishes and is renewed: In the evening it fades and withers.

For we are consumed by your wrath; we are overwhelmed. You have set our iniquities before you, our secret sins in the light of your countenance. For all our days pass away under your wrath, our years come to an end like a sigh. The years of our life are three score and ten, or even by reason of strength fourscore: Yet their span is but toil and trouble: They are soon gone and we fly away. Who considers the power of your anger, and your wrath according to the fear of you? So teach us to number our days, that we may get a heart of wisdom. Return, O Lord, how long? Have pity on your servants: Satisfy us in the morning with your steadfast love, that we may rejoice and be glad all our days. Make us glad as many days as you have afflicted us, and as many years as we have seen evil, let your work be manifest to your servants, and your glorious power to their children. Let the favor of the Lord our God be upon us, and establish you. the work of our

hands upon us.

Our second scripture reading is taken from St. Matthew:

When the son of man comes in his glory escorted

all the angels then he will take his seat on his throne of glory.

All the nations will be assembled before him and he will separate men one from another as the shepherd separates sheep from goats. He will place the sheep on his right hand and the goats on his left. Then the king will say to those on his right hand, "Come you whom my father has blessed": Take for your heritage

the kingdom prepared for you since the foundation of the world. For I was hungry and you gave me food: I was thirsty and you gave me drink: I was a stranger and you made me welcome: Naked and you clothed me: Sick and you visited me: In prison and you came to me. Then the virtuous will say to him in reply: "Lord, when did I see you hungry and feed you: Thirsty and gave you drink?" "When did I see you a stranger and make you welcome: Naked and clothe you: Sick or in prison and go to see you?" And the king will answer, "I tell you solemnly, in so far as you did this to one of the least of these brothers of mine, you did it to me."

MINISTER: Let us pray

..

O God, who said as long as you did it for one of these, my children, you did it for me, grant a fitting reward to your fireman who has given his time and energy for the good of others. To him who gave up his rest at all hours of the day and night, grant eternal rest: To him who has answered his final alarm on earth, grant a place of refreshment, joy and peace . . . Amen.

LEADER:

Because of this man and other firemen, our lives are free: Because of them our families live: Because of them our homes are blessed. Let us not enshroud their memory with thoughts of sorrow. Tears or words of sympathy cannot bring back the comfort of those loving hands. Only the solemn pride of service to others is theirs who live to remember.

Firemen and friends, let us here pledge ourselves anew to united service, to consecrate and dedicate our work by a devotion to mutual helpfulness in the protection of those left behind. And finally, to you, the family, the relatives, and the intimate friends of our departed fireman, we realize how futile are mere words to express our deep and abiding sympathy in your loss. May you be consoled with our promise for continued devotion to firefighting and for the protection of property and life of our fellow men.

The words of the poem, "The Abiding Love," are significant: It singeth low in every heart, we hear it each and all--The song of those who answer not, however we may call: They throng the silence of the breast, we see them as of yore--The kind, the brave, the sweet, who walk with us no more.

"Tis hard to take the burden up, when these have laid it down: They brightened all the joy of life, they softened every frown:

But o, 'tis good to think of them, when we are troubled sore! Thanks be to God that such have been, although they are no more. More homelife seems the vast unknown since they have entered there: To follow them were not so hard, wherever they may fare, They cannot be where God is not, on any sea or shore: Whate'er betides, thy love abides, our God, forever more.

MINISTER:

And now, let us pray together The Lord's Prayer ...

LEADER:

Holy Father, in these moments of remembrance, lift our hearts and minds above the shadowy darkness of death to the light of your presence. We thank you for the life of our comrade now removed from our association. We are grateful for his devotion to a fireman's duty, for his dedication to the preservation of life and property, for the way he faced danger in his service to the community.

We ask the comfort of your blessing upon his family. May they be sustained by pleasant memories, a living hope, the compassionate friends, and the pride of duty well done. Grant them peace and freedom from fear. Finally, we pray your guidance and strength for those who continue to battle the fiery foe. Grant safety to those who engage in the constant war against the destructive force of the flame and explosion. Keep them who devote themselves to the work of a fireman in your hands. So may men be free of the danger of fire . . . Amen.

MINISTER:

The blessing . . .

The Lord bless you and keep you,

The Lord make his face shine upon and give you peace, The Lord lift up  
the light of his presence upon you,

Now and always . . . Amen.

-Cumberland County Volunteer Fireman's  
Association

## A Firefighter's Prayer

Dear Lord:

We call upon You for strength and guidance.

Look kindly upon us in our needs.

Teach us to look always to You for assistance, as our fellow citizens look to us.

Give us courage, that we may impart courage to others.

Make us studious, and give us pride and joy in our work.

When the gong sounds, calling us to duty, give us speed and efficiency.

As our siren wails, ride with us through the city streets, shielding us from danger.

On the fire scene, may our officers and men always work as an honorable, courageous and victorious team.

Walk with us through the terror of flame and explosion.

May our hearts be always ready if we should be summoned before our Eternal Chief in the midst of our labors.

Through our ministrations to our suffering fellowmen, we dedicate our lives humbly to Your praise and glory.

In joy or sorrow, we ask only that You may be pleased with our service, that when the Last Alarm shall have sounded for us, we may receive our eternal assignment with You.

AMEN

Author Unknown

## A Fire Chief's Prayer

(In memory of L. Marvin Mokma, Chief, Holland Fire Dept.)

I am called to many duties, Lord  
And now I've been called home.

I've had to leave the ones I love  
To stand before your throne.

I'll not complain, it's not my way  
But there are some things I'll ask

And please, Lord, grant them to me  
For the loved ones I hold fast.

I dare to ask because I know  
How you've blessed in the past.

I've learned to trust your grace, O Lord  
That's how I've come this far

So now, O God, I humbly pray,  
Hear this Fire Chiefs prayer.

Bless my wife and family--so often left alone,  
They knew where I was going and  
Trusted you to bring me home.

Well, now I'm home and wait for them

Keep them within the faith--that one day,

Someday, we'll be together in this place.

And O dear God, bless my men  
I trained them as best I could.

I tried to do your will with them  
And lead them as You would.

I need to know You're with them Lord  
Or else how can I stay  
And peacefully enjoy this place of endless day.  
This heaven where there is no night,  
No fire to kill and burn  
I guess that's why it's now my rest, my place, my turn.

And Lord, be with my community

And keep it safe as it can be  
For all its folks are special, and very dear to me.

They are all my friends, and by your grace  
I served them as best I could

So hear this Fire Chiefs prayer, O Lord  
And grant it please--I already knew You would.

AMEN!

Dennis B. Wilcox  
Chaplain, Holland Fire Dept.

Firemen's Funeral and Graveside Services:

(X) (X) (X)

Three (3) strokes on the gong or chimes the gong has sounded

In His infinite wisdom, the Supreme Chief of the Universe has one more sounded to last alarm, and our brother has answered his last call to duty.

When the hour of death comes, it is faith and knowledge that alleviate our sorrow and that comfort us; faith in God and knowledge that He has called our brother home.

God sent our brother into our midst so that we might enjoy his love, his friendship, and his loving devotion--so that we might know his virtues, and bury his imperfections.

Because of these things, we cling to the memory of our pleasant associations with our brother and cherish the hope that when the Supreme Chief sounds that last alarm for us, we shall answer that call to our Father's home and there find our brother waiting to welcome us once more.

\_\_\_\_\_ was born \_\_\_\_\_ .  
(Name) (Date)

He was appointed to the \_\_\_\_\_ Fire Department on  
\_\_\_\_\_ as a \_\_\_\_\_ on \_\_\_\_\_

He retired on \_\_\_\_\_ and answered his last alarm on  
\_\_\_\_\_  
(Date)

(or answered his last alarm while performing his duty to his fellow men on  
\_\_\_\_\_) . His departmental record shows \_\_\_\_\_ years, \_\_\_\_\_ months,  
\_\_\_\_\_ days of faithful service. He leaves to mourn: \_\_\_\_\_, \_\_\_\_\_.

We give our love and heartfelt sympathy to the bereaved family and loved ones.

## LET US PRAY

Almighty God, Supreme Chief of the Universe, we humbly bow before Thy Sovereign will, as in Thy providence. Thou hast seen fit to call our brother home. We submit to Thy divine will, and draw our comfort from Thy promises contained in Thy Holy Word, assuring us of immortality. Our brother has responded to the higher call and Thou has promoted him to the celestial ranks where he may more fully serve Thee. We are mindful of the life of service and the good deeds of our departed brother.

He faithfully and unselfishly gave of his time, talents, and energy in the safety and protection of the life and home of his fellowmen. We praise Thee for his life and example, and would emulate his virtues.

Now that his earthly career has been completed, we implore Thee to receive his soul, and grant to him a glorious entrance into that eternal home of bliss and everlasting joy.

May thy comforting spirit minister to the family and relatives bereaved; console them in their sorrow, cheer them in their grief, and provide for them in the days to come. May they find comfort in the memory of the happy days of association with their loved one now departed, and may they look with hope and trust to that day when they shall meet again. For Thy Name's Sake. AMEN

THREE (3) STROKES ON THE GONG OR CHIMES: (X) (X) (X)

### Presentation of the Emblem:

\_\_\_\_\_ it is an honor that  
(Name of nearest of kin)

I have the privilege of presenting to you an emblem of the Department of which our late brother was a member; this emblem symbolizes the esteem we held for him. May the memory thereof always bring happiness.

## **GRAVESIDE SERVICES**

Reverently we commit the body of our brother to the grave (flames, if cremation). "Earth to Earth" -- "Ashes to Ashes" and "Dust to Dust." Though our brother has passed beyond our mortal view, through our faith in God we know that we can leave him in the hands of the Supreme Chief of the Universe who doeth all things well, who is glorious in His holiness, wonderful in His power and boundless in His goodness and love to His children.

Now my brother, with a firm faith in God, we know we shall meet again in our Father's house and until then - my brother - farewell.

The Lord bless thee and keep thee; The Lord make his face to shine upon thee and be gracious to thee; The Lord lift up the light of countenance upon thee and give thee peace.  
AMEN.

The life of a firefighter is closely associated with the ringing of a bell.

As he begins his hours of duty it is the bell that starts it off and so through the day and night, each alarm is sounded by a bell, which calls him to fight fire and to place his life in jeopardy for the good of his fellow man.

And when the fire is out and the alarm has come to an end, the bell rings three times to signal the end.

And now-- \_\_\_\_\_ --has completed the task, his duties well done and the bell rings three times.

## **PRAYER**

Chaplain:

Almighty and Merciful God! Father of all! Amidst these monuments of the dead we see Thy hand.

In the depth of our sorrow we realize the truth of the inspired words: "I am the resurrection and the life, he that believeth in Me, though he were dead, yet shall be live."

As comrade after comrade departs we march on with the ranks grown thinner.

Help us to be faithful unto Thee and to one another.

We beseech Thee, look in mercy upon all of us here assembled and, with Thine own tenderness, console and comfort those bereaved by the hand of death.

Give them the "oil of joy for mourning, the garment of praise for the spirit of heaviness."

Heavenly Father, bless our country with freedom, peace and righteousness, and through Thy Sovereign and Holy Spirit's favor, may we all meet at last before Thy throne of Grace in Heaven. And to Thy Great Name shall be praise forever and forever.  
Amen.

**(All comrades repeat Amen and assume position of "at ease.")**

**(If a choir, quartet or soloist is present an appropriate hymn will be sung, preferably "Sleep, Soldier Boy.")**

**(Commander will read the following or he may extemporize):**

One by one, as the years roll on, we are called upon to fulfill these sad duties of

respect to our departed comrades.

The present, full of the cares that beset all nations whether engaged in war or peace, fades away as we look back on the day this comrade left his home to defend his country. Imbued by a spirit of devotion and inspired by an undying love of this native land, he gladly went forth and joined with comrades both young and old to preserve our heritage of freedom.

We trust that the example set by our comrade will prove a glorious beacon to the youth of our country, who may be called to uphold the honor of our flag.

As the years roll on, we, too, shall have finished our fight, shall be laid to rest, and our souls follow the long column to the realms above, as all-enfolding death, hour by hour, shall mark his recruits.

Comrades, let us so live that when the Keeper of the Eternal Records shall have called our names for the last time, those we leave behind may say of us, as we say now true-hearted comrade, and, a fearless defender of his country and flag."

Commander: Officers, you will now perform the last duties of your stations.

1. Junior vice-commander places a sprig of evergreen upon the casket and repeats: On behalf of \_\_\_\_\_ Post No. \_\_\_\_\_, Veterans of Foreign Wars of the United States, I present this tribute as a symbol of our undying love for our comrade."
2. Senior vice-commander, placing white flowers upon the casket, repeats: "I place this symbol of purity upon this casket, and may each future generation emulate the unselfish devotion to duty of the lowest of our comrades."
3. Officer of the day, placing a laurel wreath upon the casket, repeats: "We place this last token of affection from his comrades in arms upon the casket of our departed comrade and crown his mortal dust with this symbol of victory."
4. Commander, gently holding up one corner of the regulation flag covering the casket, or placing a small Flag of the United States on the casket if there is none on it already, repeats: "On behalf of our glorious republic, for whom integrity our comrade of the Veterans of Foreign Wars enlisted and served, we place upon his casket this emblem of our country, a country whose arms are always open to shelter the oppressed."

**(If casket is to be interred the small flag if used, will be placed at the head of the grave--never to be covered with earth.)**

**(Address by chaplain. The chaplain shall here repeat the following, or may make an address of the same length):**

The march of our comrade is over and he lieth down in the house appointed for all the living.

This grave reminds us of the frailty of human life and the tenure by which we hold our own. "In such an hour as ye think not, the final summons may come which no one disobeys."

It seems fitting that we should leave our comrade to rest under the arching sky, as he did when he pitched his tent or laid down in days gone by, weary and footsore by the roadside, or on the field of battle.

Our departed comrades of the navy no longer hear the sound of the waves or float upon the bosom of the deep, no longer sail beneath peaceful skies, nor are driven before the angry storm.

May each of us, when our voyages and battles of life are over, find a welcome in that region of the blest where there is no more storm tossed sea, nor scorching battlefield.

Our comrade is in the hands of our Heavenly Father, and "God giveth His beloved sleep."

He will be laid to rest, but let us cherish his virtues and learn to imitate them, reminded by the place he fills no more, that our ranks are thinning. Let each one be so loyal to every virtue, so true to every friendship, so faithful in the remaining marches, that he will be ready to fall out and take his place in the great review hereafter; not in doubt, but with faith that the merciful Captain of our Salvation will call him to that fraternity which on earth and in heaven remains unbroken.

## **COMMITTAL**

**(The chaplain or minister in charge will then recite the following committal service):**

The Master saith: "Thy brother shall rise again. I am the resurrection and the life."

**(This paragraph to be used at discretion of Post.)**

I

Dust shall be returned to dust and the spirit to God who gave it.

Earth to Earth, ashes to ashes, dust to dust and the spirit unto the Great Spirit, that watcheth over the lives and souls of men. Amen.

All Comrades: Amen.

## **BENEDICTION**

May the blessing and benediction of heaven upon us and our comrades wherever dispersed the world over. Amen.

(At the grave, the commander gives the signal to the firing squad, which fires three volleys. Commander then commands right hand salute.)

The bugles sound Taps; the Post colors only, drooping full, fly over the grave. At the last note commander calls "attention."

War department regulations governing the conduct of a military funeral provide that at the conclusion of Taps body bearers shall fold the interment flag and present it to the cemetery representatives or funeral director for transmittal to the next of kin.

When the graveside services are concluded the chaplain remains to render any assistance required by the family. The band, escort and firing party, color guard, body bearers, honorary pallbearers and other V.F.W. comrades leave the scene.

### SPECIAL NOTICE

(When the services are held elsewhere than at the grave (without burial) formations will be maintained as nearly as possible to those of the foregoing burial ritual, and the commander shall omit the committal service beginning with the words "the Master saith."

A short, appropriate address should be given by the chaplain followed by the benediction, or an assisting minister may give this address and benediction.

Note: The commander and his staff must exercise judgment to fit the services in this Ritual to the occasion in all instances, varying only as exceptional circumstances demand. If the prescribed formation *cannot* be used owing to setting of the casket the commander will inform his members where to take station before the exercises begin. No man should take part unless he can render it creditably. Rather appoint a substitute who can do it well. If volley firing is objected to omit that part of the ceremonial. Always conform to the wishes of the relatives in charge. Let no mistake mar the solemnity of this beautiful service.

Every Post should have on hand at all times copies of the V.F.W. memorial song, "Sleep, Soldier Boy," for use at all funerals and on all commemorative occasions. Get copies from National Headquarters, high or low key or for mixed quartet.)

### CREMATED REMAINS

When remains are cremated and the ashes interred with military honors, the foregoing instructions will govern, with necessary modifications.

Military regulations provide that where the cremated remains are carried by hand one man will be detailed to carry the receptacle containing the ashes. Four (4) other men will function as bearers of the Flag of the United States.

When the receptacle containing the ashes is carried from the conveyance into the chapel, from the chapel to conveyance, or from the conveyance to the grave, the flag bearers follow with the flag folded in proper manner and carried by the leading flag bearer on the right.

When the receptacle has been placed on the stand before the chancel of the chapel, or in the conveyance, the folded flag is placed beside the receptacle. If the caisson is equipped with casket container for the receptacle, the open flag is laid upon the container as prescribed for a casket.

When the remains of the deceased are conducted to a crematory and the ashes are to be interred with military honors later, the ceremony consists only of the escort to the crematory. Arms are presented as the remains are borne into the crematory. The firing of volleys and the sounding of Taps are omitted. However, if the funeral ceremony is held at the crematory and no further military honors are anticipated, the volleys may be fired and Taps sounded at discretion of the commanding officer.

### **CEREMONY FOR DRAPING CHARTER**

After motion from floor, the Commander requests ceremony:

Commander: Officer of the Day, you will obtain drape in preparation for draping charter.

**(Officer of the Day obtains drape, proceeds to the altar and salutes Commander.)**

Commander: **(Raps gavel twice)** Members rise and face charter at attention. Officer of the Day you will now drape our charter in memory of our beloved Comrade . . . who has passed on.

**APPENDIX F Sample Eulogies**

**EULOGY EXAMPLE**

The following is an example of an eulogy read by a dear friend and fellow firefighter of the deceased. - The deceased was a twenty-five (25) year old volunteer firefighter who gave his life while attempting to rescue a young boy. In the process, the boy was rescued through the deceased's efforts.

"Tragedy" is an event that many people assume to become routine for the professionals of fire fighting. This past Thursday, many of us suddenly recognized new meaning to that term.

The scales that we weigh success with, the measures we pose to determine our efforts, the evaluations we use to score our potential, and the graphs we form to portray our triumphs, all crumbled as we viewed with vivid reality this tragic moment in our lives. The entire community, friends, and fellow firefighters were shocked as the news quickly spread.

This morning as we gather here to pay our respects, share the sorrow, and express our appreciation for \_\_\_\_\_, I want us to focus on the purpose and efforts of his life as well as the circumstances of this fateful dilemma.

\_\_\_\_\_ was born \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_. He spent most of his early life in the city. When he married, it was his desire to live in the rural atmosphere. He moved to \_\_\_\_\_ and became interested in blueberry farming. He also worked for the \_\_\_\_\_ school system. He was totally involved, with his family, in the civic events of this community. On his application to the fire department he wrote, I have a desire to serve the people of this area, and become involved in helping others." I did not have to search long for a term that described as I prepared for today. To me, he was a very Selective Man. He carefully chose the people he wanted to be his friends. He carefully considered what he wanted to do and how his time was going to be spent.

As you talked with \_\_\_\_\_ you would notice he was cautious with his responses. He would often hesitate with answers as if he might be evaluating how they would affect everyone else involved. On occasions some of us might have been quick, sharp, unkind, or even nasty, toward a given situation. \_\_\_\_\_ attitude would have appeared much more sympathetic.

\_\_\_\_\_ loved his family and spent time doing things they enjoyed, as he found pleasure in his own life. A couple of weeks ago I spent the early hours one morning with him on the tennis

court. As we finished and were walking together he said, "It sure is a beautiful day." I don't remember my reply, and then he said, "I don't understand people who hate to get up in the morning." It was an expression that showed his love for being able to do things.

A few months ago \_\_\_\_\_ was faced with a decision that would have

limited his opportunities to serve the fire department. We discussed the situation at great length. His final comment went something like this: "I've got to decide where I can do the most good for others, even if I can't be the happiest." Again this showed the selectivity of his attitude.

When the alert was sounded for this water rescue, I'm sure \_\_\_\_\_ realized more than most what was ahead, as he thought to bring his diving gear to the scene, and did not hesitate to prepare himself to do all he could disregarding the hazards. Every emergency incident carries with it certain risk factors. However, it never entered any of our minds that this would be \_\_\_\_\_ Last Alarm.

The dilemma which the combined crews faced last Thursday at times.. appeared to have no comprehensible solution and yet a constant vigil and unrelenting efforts came from so many people. What at one moment appeared as a stopping point suddenly seemed to take on new stamina, as everyone surged to a revitalized purpose, as we realized the sacrifice one of our people had made.

The family of \_\_\_\_\_ asked me to express their greatest appreciation for the efforts made by everyone, as they too, feel the pain all of us share in losing Firefighter \_\_\_\_\_. Chief and the firefighters of this community express their gratitude for the cooperation and assistance extended to them and for your courtesies this day.

When I first talked with \_\_\_\_\_, his wife, after revealing what had happened, she asked, "How is the boy doing?" I gave her a brief report and she said, " \_\_\_\_\_ certainly would be pleased to know he is going to be O.K."

All of us have to deal with uncertainties in life. You who are involved in emergency services realize and have to face them routinely. But I want to remind all of you, that for each of us, our days are numbered; death is a certainty, an event that all our living moments prepare us for. We need to utilize each opportunity as a preparation for our final day. \_\_\_\_\_ years were short here on earth, only twenty-five (25), but he was given opportunities some of us will never have, and we will have occasions that never came his way. Each of us must use our situations as we prepare our own lives for eternity.

I would like to quote for you a Fireman's Prayer by an unknown author. It has reminded many of us of the certainties and the inevitables as well as the unsure and fateful occasions we face.

When I am called to duty God,  
Where ever flames may rage,  
Give me the strength to save some life,  
What ever be its age.  
Help me embrace a little child,  
Before it is too late,  
Or save an older person from

The horror of that fate.  
Enable me to be alert,  
And hear the weakest shout,  
And quickly and efficiently  
To put the fire out.  
I want to fill my calling Lord,  
To give the best in me.  
To guard my every neighbor and  
Protect his property.  
And if according to my fate.  
I am to lose my life,  
Please bless with your protecting hand,  
My children and my wife.

In my closing remarks, I would like to say thank you to \_\_\_\_\_wife \_\_\_\_\_,  
his \_\_\_\_\_children, \_\_\_\_\_ and \_\_\_\_\_, to his parents and other  
relatives, and to God, his creator, for having shared a portion of his life with each of us.  
Thank you. Thank you. Thank you.

-Duane L. Goss

## **APPENDIX G**

### **Funeral Formations**

#### **Fire Department Funerals *(Continued)***

##### **Guidelines For Funeral Formations *(According to Military Etiquette)***

The funeral formation is formed before the caskets is moved and the casket is then carried through the formation followed by the family and friends.



CHAPLAIN



HONORARY PALLBEARERS  
(Numbers indicate order of rank)



BODY BEARERS



BUGLER



FUNERAL DIRECTOR OR  
CEMETERY REPRESENTATIVE



MEMBERS OF THE  
FIRING PARTY



COLOR GUARD



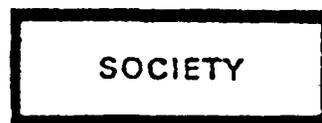
ESCORT



BAND



FAMILY



SOCIETY



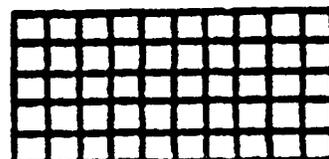
CASKET



HEARSE

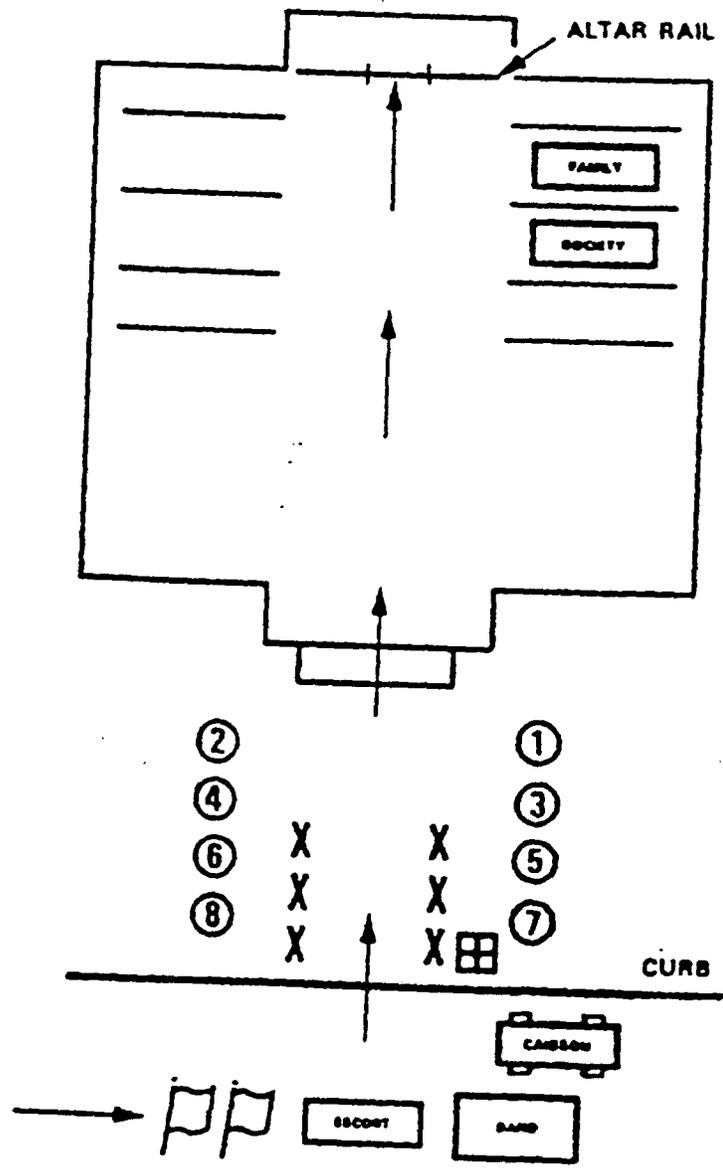


CAISSON

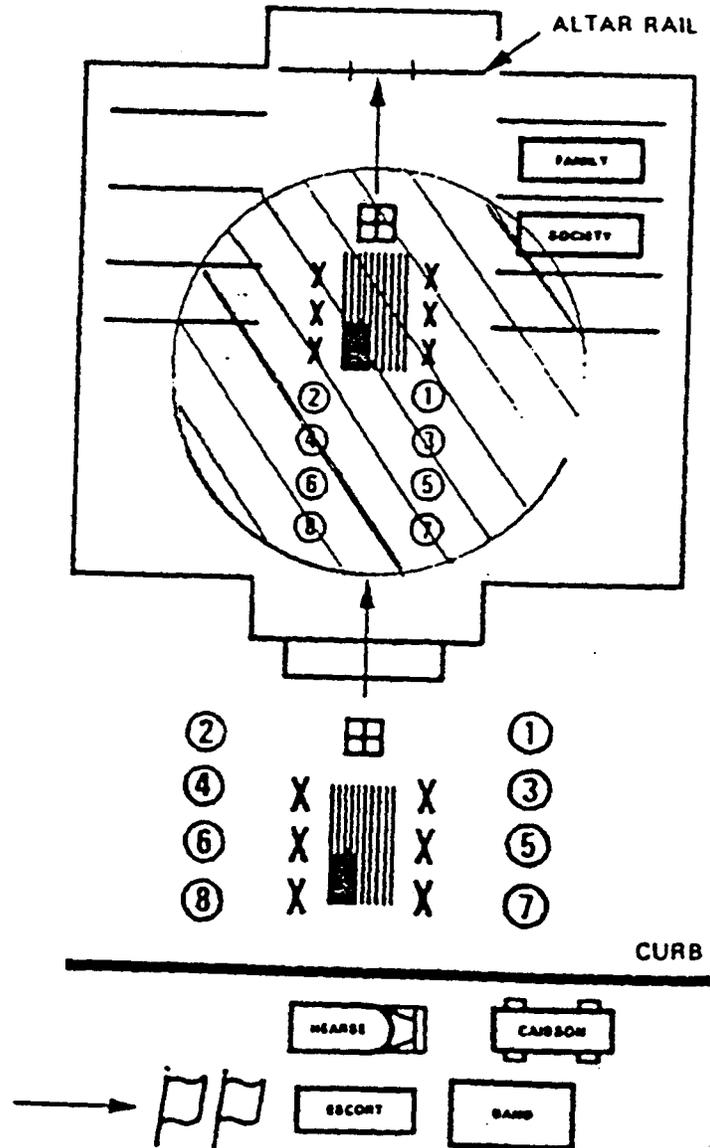


GRAVE

Key to symbols used in ceremonial diagrams

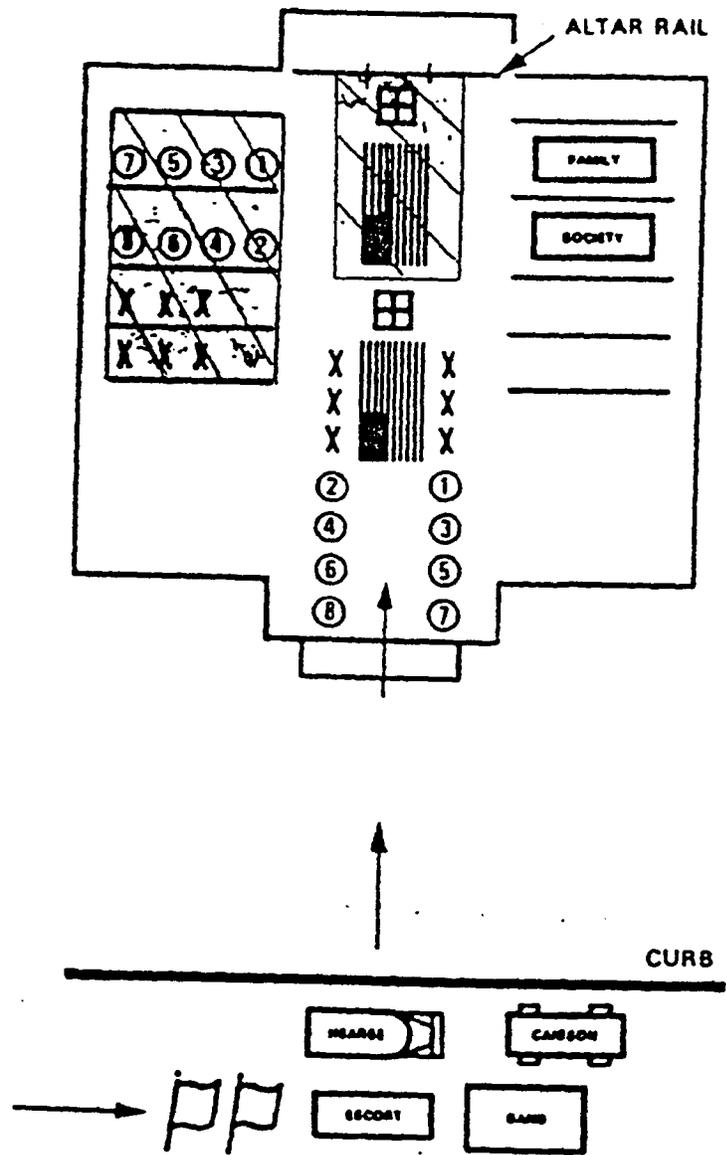


Position of ceremonial elements at the chapel before the casket is received.



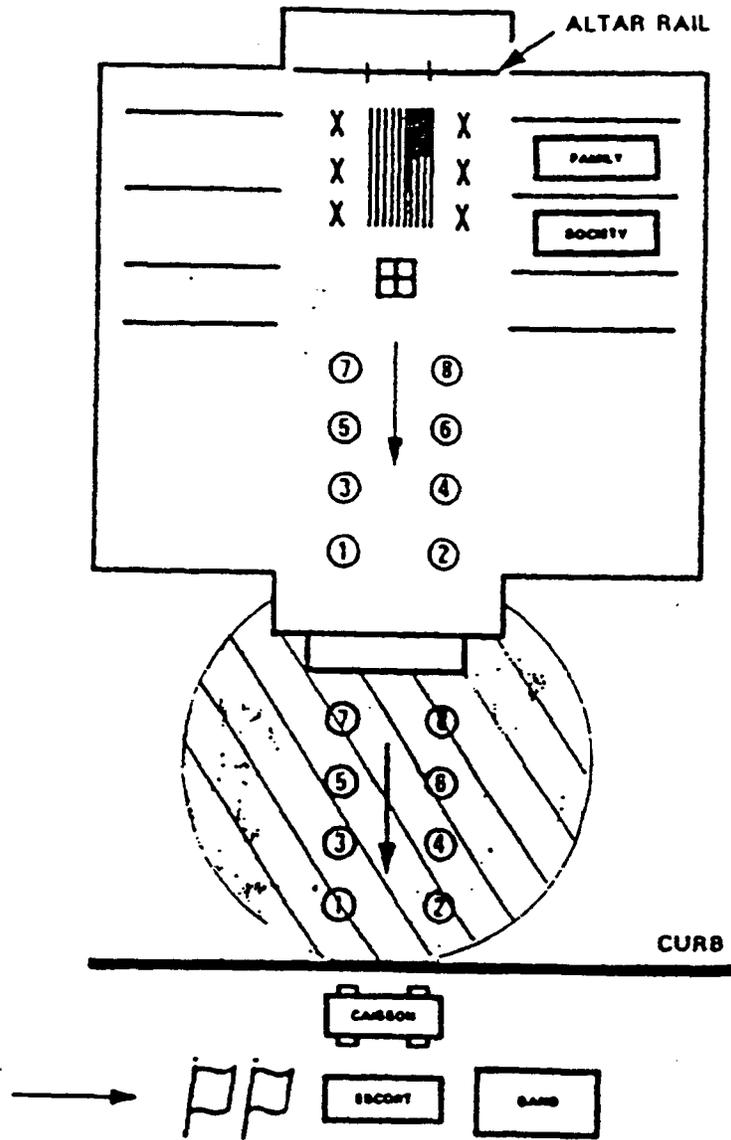
Position of ceremonial elements as the casket is carried into the chapel.

(Hatched area indicates the position of the elements as the casket is carried to the chancel)



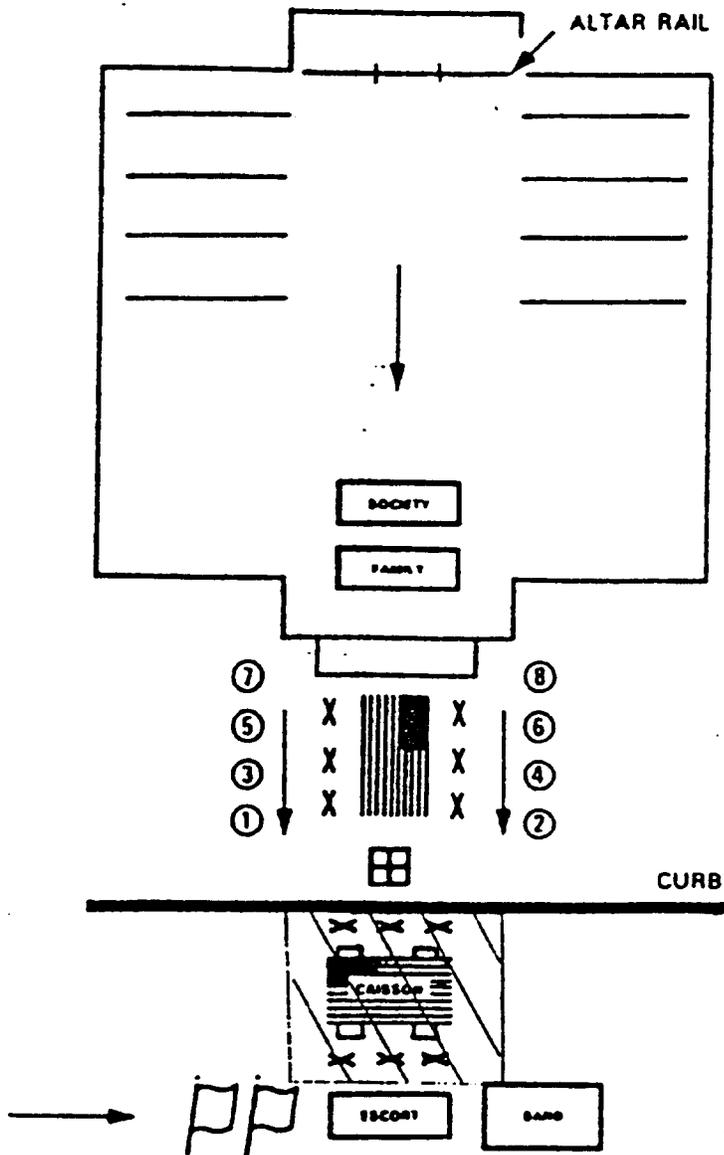
Position of ceremonial inside the chapel

(Hatched areas indicate position of elements during the chapel service)



Position of ceremonial elements as casket is carried out of the chapel.

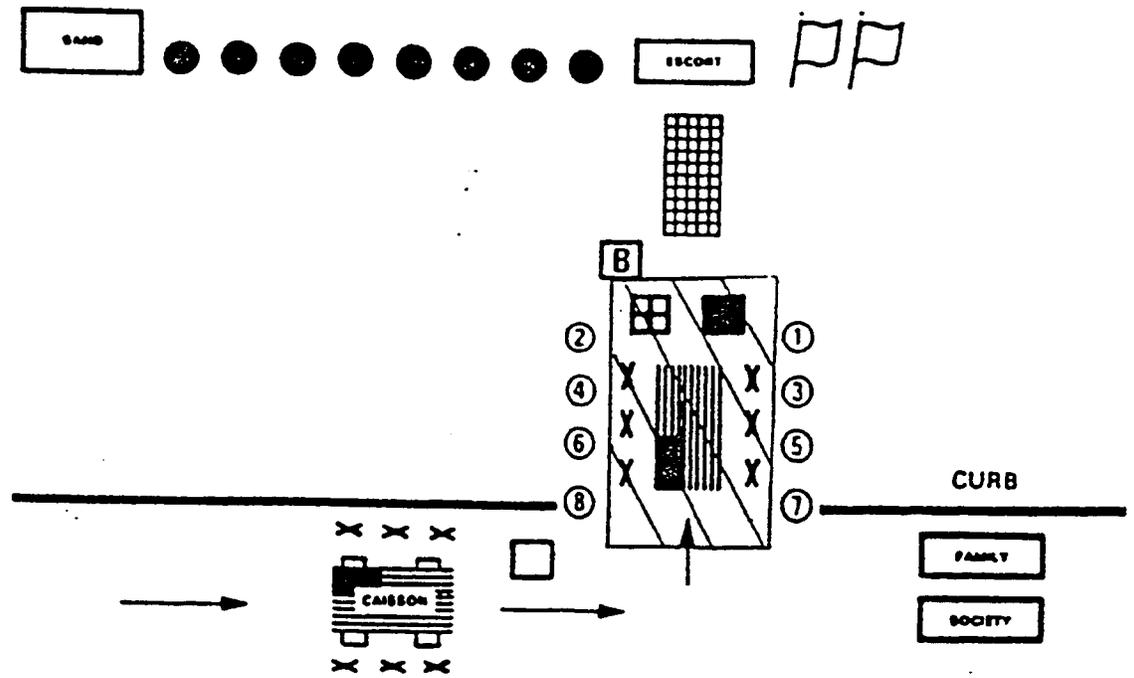
(Hatched area indicates the position of honorary pallbearers in front of the chapel.)



Position of ceremonial elements as casket is carried to the caisson.

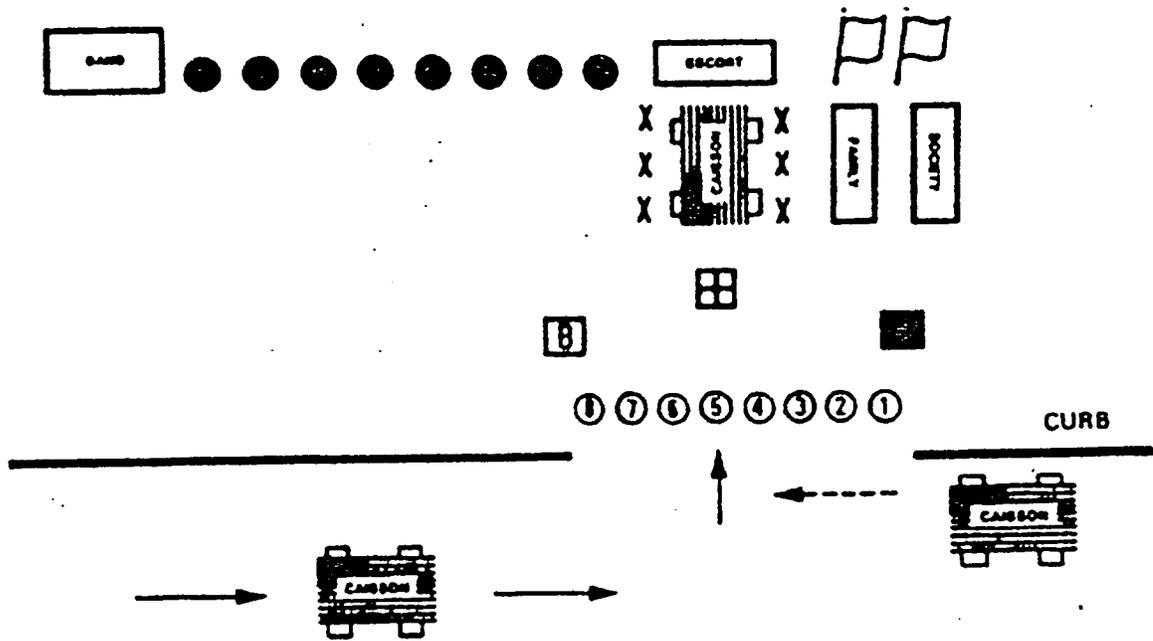
(Hatched area indicates the position of the body bearers while the casket is being placed on the caisson.)





Position of ceremonial elements as casket is carried to the grave.

(Hatched area indicates the movement of the casket through the two facing ranks of honorary pallbearers.)



Position of ceremonial elements during the graveside committal service