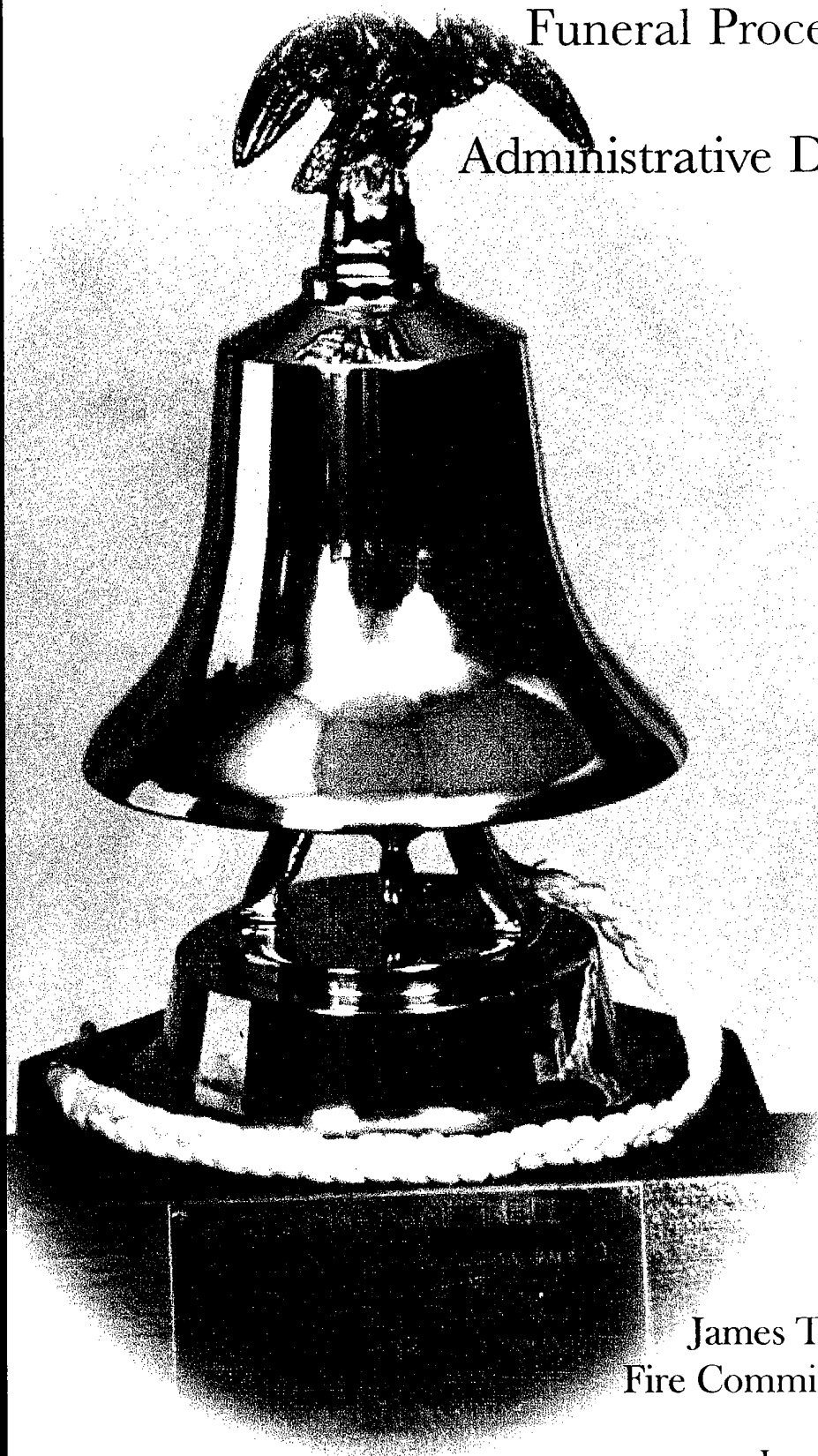


# Funeral Procedure & Administrative Duties



James T. Joyce  
Fire Commissioner

January 2002

*Section 1*

*Funeral*

*Procedure*

# **FUNERAL PROCEDURE**

## **Contents**

<b><u>Item</u></b>		<b><u>Page</u></b>
	<b>Contents .....</b>	<b>II</b>
	<b>Preface .....</b>	<b>III</b>
<b>1.</b>	<b>Fire Department Funeral Service Participation</b>	<b>1</b>
<b>2.</b>	<b>Responsibilities of Fire Commissioner's Staff</b>	<b>2</b>
<b>3.</b>	<b>Wake/Visitation .....</b>	<b>4</b>
<b>4.</b>	<b>Ceremonial Pipers .....</b>	<b>4</b>
<b>5.</b>	<b>Assembly Outside Place of Worship/Funeral Home</b>	<b>5</b>
<b>6.</b>	<b>Details on the Procession .....</b>	<b>6</b>
<b>7.</b>	<b>Funeral Ceremony Assembly/Place of Worship</b>	<b>6</b>
<b>8.</b>	<b>Ceremonial Bell, Taps, Recessional .....</b>	<b>7</b>
<b>9.</b>	<b>Procession to the Cemetery .....</b>	<b>8</b>
<b>10.</b>	<b>At the Cemetery .....</b>	<b>9</b>
<b>11.</b>	<b>Drill and Ceremonial Protocol .....</b>	<b>10</b>
	<b>Appendix A – (Funeral Detail Assembly) .....</b>	<b>11</b>
	<b>Appendix B -- (Place of Worship Diagram) ....</b>	<b>12</b>
	<b>Appendix C – (Positioning of Ushers) .....</b>	<b>13</b>
	<b>Appendix D – (Flag Procedures) .....</b>	<b>14</b>

## **PREFACE**

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**The purpose of this updated edition of the Chicago Fire Department's Funeral Procedure, which contains revisions and additional information for personnel, is to clarify the responsibilities of fire department members when participating in funeral ceremonies for deceased members who have lost their lives in the line of duty.**

**The Funeral Procedure also includes a guideline for member participation at funeral services for active and retired Chicago Fire Department members as well as at services for members of other departments who have lost their lives in the line of duty.**

**The contents of this edition, when pertaining to place of worship services and/or religious ceremonies, is intended to be universal. In cases when a deceased member's religious denomination calls for a particular protocol/religious ceremony, members of the Chicago Fire Department who will be participating in the funeral service will be informed well in advance of changes in procedure.**

**Consideration of the deceased member's family shall be kept utmost in the minds of Chicago Fire Department personnel participating in the funeral services. The family members of the deceased shall be treated with dignity and respect during this sorrowful time in their lives.**

# **1. Fire Department Funeral Service Participation**

**The following categorizes a member's loss of life. It establishes a guideline for the Chicago Fire Department's participation at the funeral service:**

- Line of Duty Death**
- On Duty Death**
- Death of an Active Member**
- Death of a Retired Member**
- Deaths of Members, out of City/Town Departments**

## **1.1 Line of Duty and On Duty Deaths**

**Upon notification of a line of duty or an on duty death, the Fire Commissioner will designate a Ceremonial Officer. The Ceremonial Officer, the Chaplain and the Employee Assistance Counselor, will contact the deceased member's family. The degree of participation of the Chicago Fire Department will be based on the requests of the deceased member's family.**

*outlined*

**The Ceremonial Officer and the Chaplain will advise the family of the various funeral ceremonies that are available. Additionally, the Ceremonial Officer will provide the deceased member's family with a booklet, prepared by the CFD Division of Personnel's Employee Assistance Section, relating to funeral services and insurance claim information.**

## **1.2 Death of an Active Member**

**Following the death of an active member, the Fire Commissioner will designate a Ceremonial Officer. The Ceremonial Officer, the Chaplain and Employee Assistance Counselor will contact the family. The family will be offered an honor guard, pall bearers, apparatus for use as a flower car and representation by the Ceremonial Officer or a staff officer at the funeral.**

**If the family wishes Chicago Fire Department participation, the Ceremonial Officer shall inform the funeral director making the necessary arrangements for the funeral services. The Ceremonial Officer shall be responsible for the performance and conduct of uniformed personnel in attendance at the funeral.**

## **1.3 Death of a Retired Member**

**There is no formal Chicago Fire Department participation following the death of a retired member. This does not preclude voluntary uniformed honor guards or pallbearers. In special cases, when the fire department is involved, the Ceremonial Officer will coordinate activities and offer such services as appropriate.**

#### **1.4 Death(s) of Members from Other Departments**

**The Chicago Fire Department will participate in ceremonies of other departments when deemed proper. The Fire Commissioner and Ceremonial Officer will arrange for department vehicles or other transportation as required.**

## **2. Responsibilities of the Fire Commissioner's Staff**

### **2.1 Ceremonial Officer**

**Upon notification of the death of an active member, the Fire Commissioner shall select a member of his staff or an Assistant Deputy Fire Commissioner of Operations to be the Department Ceremonial Officer. The Ceremonial Officer shall be the officer in charge and will be responsible for the coordination of all ceremonies, formations, parades, etc. The Ceremonial Officer shall pass out funeral arm bands to all officers who have been assigned specific duties, and shall also be responsible for the retrieval of the Chicago Fire Department badge. When necessary, the Ceremonial Officer will designate another senior officer to act in his/her capacity.**

### **2.2 District Chief/Deputy Chief Paramedic**

**The district chief/deputy chief paramedic of the deceased member's district shall act directly with the Ceremonial Officer. District chiefs shall be assigned specific duties and responsibilities by the Ceremonial Officer. The district chief/deputy chief paramedic in conjunction with the Ceremonial Officer, shall ensure that uniform regulations are observed. They shall issue seasonal uniform guidelines as designated by the Fire Commissioner.**

### **2.3 Control Officer**

**If there is a need for the movement and coordination of a large number of personnel, the district chief/deputy chief paramedic, under the direction of the Ceremonial Officer, shall appoint "Ceremonial Control Officer(s)". District chiefs will select primary and supernumeraries from their particular districts according to needs. For uniformity purposes, these details will be as permanent as possible and within the constraints of district manning needs. The control officer(s) will be trained and act directly under the Ceremonial Officer and will be responsible for specific segments of the ceremony. Participation of units other than those of the Chicago Fire Department, (i.e., the ceremonial pipers) shall be under the supervision of a control officer.**

## **2.4 Coordinator of Special Events**

**The Coordinator of Special Events from the 1<sup>st</sup> Deputy Fire Commissioner's Office, shall do the following:**

- notify the 100 Club of Cook County of a line of duty death;**
- contact the Special Events Division of the Chicago Police Department to assist in coordinating funeral preparations, (i.e. assistance with traffic control at the funeral home, place of worship and cemetery along with assistance with escort cars for the funeral processions);**
- notify the ceremonial pipers;**
- appoint a control officer to explain the significance of the bell, the playing of taps and the sounding of the bell for the final alarm.**

## **2.5 Director of Training**

**If a member dies in the line of duty, the Director of Training shall:**

- be responsible for the training and transportation of pallbearers;**
- coordinate the proper bunting of fire apparatus;**
- ensure the availability of two cotton City of Chicago and American flags with elastic (to secure the flags) bands;**
- ensure that a wheel truck is available at the funeral home;**
- ensure that two members fold the flag; (See Appendix D)**
- be responsible for designating an officer to lead the procession from the place of worship and to replace/retrieve the flag.**

## **2.6 Deputy Fire Commissioner, Bureau of Operations**

**The Deputy Fire Commissioner, Bureau of Operations shall make arrangements for an engine to be used as the hearse. It will be properly equipped to carry a coffin. The Deputy Commissioner shall also make necessary arrangements for the reassignment of apparatus to permit the training of pallbearers and bunting of the apparatus.**

## **2.7 Deputy Fire Commissioner, Bureau of Fire Prevention**

**The Deputy Fire Commissioner, Bureau of Fire Prevention will be responsible for assigning and training the ushers. The Deputy Commissioner will ensure the proper seating arrangement in the place of worship during the funeral, and that a command officer is assigned to the cemetery to guide the funeral procession from the main entrance to the location of the grave site/chapel.**

## **2.8 Assistant Deputy Commissioner/Operations, EMS**

**The Assistant Deputy Commissioner/Operations, EMS will assign one ambulance to the funeral during the funeral procession and, if necessary, during visitation hours. The ambulance will be on special duty for emergency service and shall be positioned so as to be free to transport, if necessary. Ambulance personnel assigned to the funeral shall wear the dress uniform as designated by the Fire Commissioner.**

# **3. Wake/Visitation**

**Upon the death of an active duty member, the district chief of the member's district shall coordinate the honor guard at the funeral home. The honor guard will be on a voluntary basis. If necessary, additional members will be assigned. The honor guard will stand in position for half-hour periods. They will be relieved in an orderly manner by other honor guard members. The honor guard shall be under the direction of a control officer and the uniform of the day will be designated by the Fire Commissioner.**

# **4. Ceremonial Pipers**

**The ceremonial pipers shall be notified by the Coordinator of Special Events as soon as possible to allow the director sufficient time to contact members.**

**The pipers should meet the funeral procession as it reaches the nearest intersection. A designated officer should then take the following steps to ensure a uniformed approach:**

- halt the procession and direct the flower car/hook & ladder to proceed to a position past the front entrance of the place of worship;**
- direct the CFD official cars around the hearse/pumper to prearranged parking so that chief officers can be in position when the hearse/pumper arrives;**
- direct the family cars to prearranged parking so they may be in position when the hearse/pumper arrives;**



- direct the pipers so they may be in position to lead the procession to the front of the place of worship;
- direct the CFD Color Guard to a position directly in front of the hearse/pumper, following the pipers.

The Ceremonial Officer shall establish a designated area near the front of the place of worship for the pipers. The pipers shall continue playing until the casket has been taken inside the place of worship.

After the casket has been brought into the place of worship, the Ceremonial Officer or his designee shall confer with the pipers to coordinate the playing of the recessional march.

*(Note: The Ceremonial Officer shall ensure that a warm-up room is available for the bag pipers if the weather is inclement and/or the temperature is under 50 degrees.)*

## **5. Assembly Outside Place of Worship/Funeral Home**

A department simulcast and department memo will serve to notify members as to the time of the services, assembly location, uniform requirements and other pertinent information necessary to ensure a coordinated ceremony.

The Ceremonial Officer shall designate a district chief to ensure that all uniformed personnel are in formation opposite the place of worship prior to the arrival of the funeral procession. Adjustments to the formation may be necessary as uniform personnel arrive from the procession.

The Ceremonial Officer will ensure the proper formation of exempt ranks from the Chicago Fire Department, the Chicago Police Department and city officials. The Ceremonial Officer shall also ensure that all other members assemble on the street in a military manner, facing the funeral home or place of worship.

The Ceremonial Officer will coordinate the formation at the entrance to the place of worship for the command staff and dignitaries. The Fire Commissioner and the Mayor will take a position closest to the hearse on the left side of the entrance door with the descending rank order prevailing at the entrance of the place of worship. The Chicago Police Department exempt rank personnel shall be positioned on the right side of the entrance door of the place of worship. (See Appendix A for proper formation)

*(Note: All apparatus will be shut down prior to the off-loading and reloading of the casket.)*

**The Ceremonial Officer, in coordination with the designated district chief, will ensure that the two ranks of command staff have entered the place of worship before the order to dismiss is given.**

## **6. Details on the Procession**

**The Ceremonial Officer will designate a district chief to coordinate with the police detail to ensure that the street is cleared prior to the arrival of the procession. Exempt rank vehicles must have specific parking places in order to lead the procession to the cemetery. Consideration must also be given to where the family vehicles will park and how they will enter the procession to the cemetery. Sufficient space must also be provided in case the engine, used as a hearse, has to be turned around or repositioned.**

- 6.1 The district chief of each district shall be assigned specific responsibilities and segments of the overall operation. If extreme weather conditions are anticipated, a designated officer will make shelter provisions for uniformed personnel who are unable to be seated for the funeral services.**

## **7. Funeral Ceremony Assembly Inside Place of Worship**

**The Fire Prevention Bureau District Chief shall be responsible for the detail inside the place of worship and will be under the supervision of the Ceremonial Officer. He/she will appoint control officers as necessary in order to ensure a dignified and orderly ceremony.**

**The Fire Prevention Bureau District Chief will make arrangements to meet with the proper minister or representatives of the place of worship for familiarization of the building layout and to explain and clarify various aspects of the ceremony such as:**

- delaying the start of the service until all have been seated and the ushers have proceeded to the rear of the place of worship;**
- making Fire Department ushers available to direct the worshipers if there is a communion service;**
- locating an area on or near the altar for the fire bell;**
- explaining the final prayer, the sounding of the bell and the playing of taps.**

**The usher detail, under the direction of the Fire Prevention Bureau District Chief or a designated control officer, will coordinate the seating arrangements. Several rows of seats will be reserved for the command staff and dignitaries. Traditionally, the department has been seated (facing the sanctuary/altar) to the left and friends to the right. (See Appendix B)**

**When the casket and family are moving to the front of the place of worship, city officials, department heads, deputy fire commissioners and the Gold Badge Society should be directed down a side aisle to their seats. This is done so that the Mayor and Fire Commissioner can offer condolences to the family at the beginning of the service while maintaining the rank order of command. (The Mayor normally sits in the front seat of the center aisle opposite the family. His bodyguards should be seated directly behind the Mayor.)**

## **8. Ceremonial Bell, Playing of Taps and Recessional**

**Two officers, designated by the Ceremonial Officer, are needed to perform the “Return to Quarters” sounding of the ceremonial fire bell at a Duty Death Service. These officers should meet with the proper minister before the funeral service to determine where they can be positioned to conduct this part of the ceremony.**

**At the conclusion of the service, taps are played. One officer will explain that the playing of taps is a sign of reverence for a fallen comrade. Then he will say the following:**

**“In the Chicago Fire Department’s Code of Signals, 3-3-5 indicates that a company has returned home. With the sounding of this bell (insert rank and name of the deceased) has returned home”.**

**The second officer will then sound 3-3-5 on the fire bell.**

**Upon completion, the first officer makes the following announcement:**

**“This concludes the services. All uniformed personnel are now requested to reassemble outside. Thank you all for coming.”**

**The Fire Department usher detail should be in place the length of the center aisle when the ceremonial bell is sounded. When the announcement is made that the service is over, the uniform personnel will “reform” ranks outside the place of worship. Uniformed personnel will exit the place of worship beginning at the rear. The ushers will hold the civilians in place until the uniformed members have left the place of worship. This procedure will permit the ranks that have to reform farthest from the place of worship to exit first. The exempt ranks and the Mayor will take a position on the steps, or immediately in front of the place of worship.**

**The immediate family will remain in their seats until the casket is about to be taken from the place of worship. The Director of Training, or a designee, will come to attention at the casket, make an about face and lead the funeral procession from the place of worship in the following order:**

**Director of Training (or a designee)  
Honor Guard  
Clergy  
Casket  
Family  
Friends**

**This arrangement has proven to be orderly and provides uniform presence until all members leave the place of worship.**

*(Note: Since funeral ceremonies differ in format, the Director of Training, or a designee, will be responsible for coordinating with the clergy and funeral director regarding placing/removing of the flag over the casket. Some ceremonies require this to be done at the funeral home while other ceremonies require it to be done at the rear of the place of worship.)*

## **9. Procession to the Cemetery**

**The Fire Prevention Bureau District Chief with the district chief of the district where the funeral takes place will coordinate, assign and supervise the order of the procession to the cemetery after the casket is placed on the hearse/pumper. The latter district chief will supervise the procession once it has started and will take a position at the rear of the procession.**

*(Note: It is important that traffic control situations are addressed to ensure an orderly procession.)*

**The order of procession is as follows:**

**Police Officer/Safety Officer  
CFD Exempt Rank Vehicles  
Suburban Fire Vehicles  
Pallbearers - Ambulances  
On Duty Ambulance**

**Chaplains**

**1<sup>st</sup> Deputy Fire Commissioner**

**Fire Commissioner**

**Flower Car/Truck**

**Hearse/Engine**

**Director of Training**

**Family**

**Gold Badge Society**

**All Others**

**Safety Officer**

**District Chief**

## **10. At the Cemetery**

**There will be a uniformed formation at the cemetery when the funeral procession arrives. Uniformed members will assemble at the grave site/chapel or at a location designated by the officer in charge.**

- 10.1 If the service is at the grave site, uniformed members shall line up on each side of the grave when the Ceremonial Officer, or a designee, issues the command, "Detail, Fall In!".**

**The Fire Commissioner, or ranking chief officer, shall be positioned first in line at the right side of the grave site. Other uniformed officers, in rank order, shall then be positioned accordingly to greet the casket.**

**As the casket is removed from the hearse/pumper, the Ceremonial Officer, or a designee, shall issue the command.."Detail, Attention!"...**

**As the casket proceeds toward the grave site, the Ceremonial Officer, or a designee, shall give the command, "Detail, Hand Salute!", at which time all uniformed members shall render a salute until the casket has been placed on the grave lowering device.**

After the casket has been positioned, the command "Detail, Order Salute!" shall be given. The uniformed members will drop their salute and remain at attention until the order "Dismissed!" is given.

- 10.2 If the service is at the chapel, the Fire Commissioner or the ranking officer shall be positioned first in line on the right side of the chapel door to greet the casket. Officers and firefighters will assemble in a military fashion, facing the chapel.

The commands given at the chapel will be the same as those at the grave site.

After the order to dismiss is given, the officer in charge will provide for an orderly departure from the grave site/chapel to the member's vehicles.

## **11. Drill and Ceremonial Protocol**

When the ceremonial officer gives the command, "Detail, Fall In!", uniformed members shall position themselves in straight line ranks.

When the command "Attention!" is given, the body should be erect, hips level, chest lifted and arched and shoulders square and even.

The head should be straight looking forward. The chin should be drawn in so that the axis of the head and neck are vertical. The arms should hang straight without stiffness and the fingers curled so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trousers, with the first joint of the fingers touching the trouser legs.

The legs should be straight without locking the knees and the heels shall be brought together sharply with the feet forming a 45 degree angle.

Members in the position of attention shall remain silent and motionless unless otherwise directed by the ceremonial officer.

At the command, "Detail, Hand Salute!", uniformed members will render and hold a smart, hand salute.

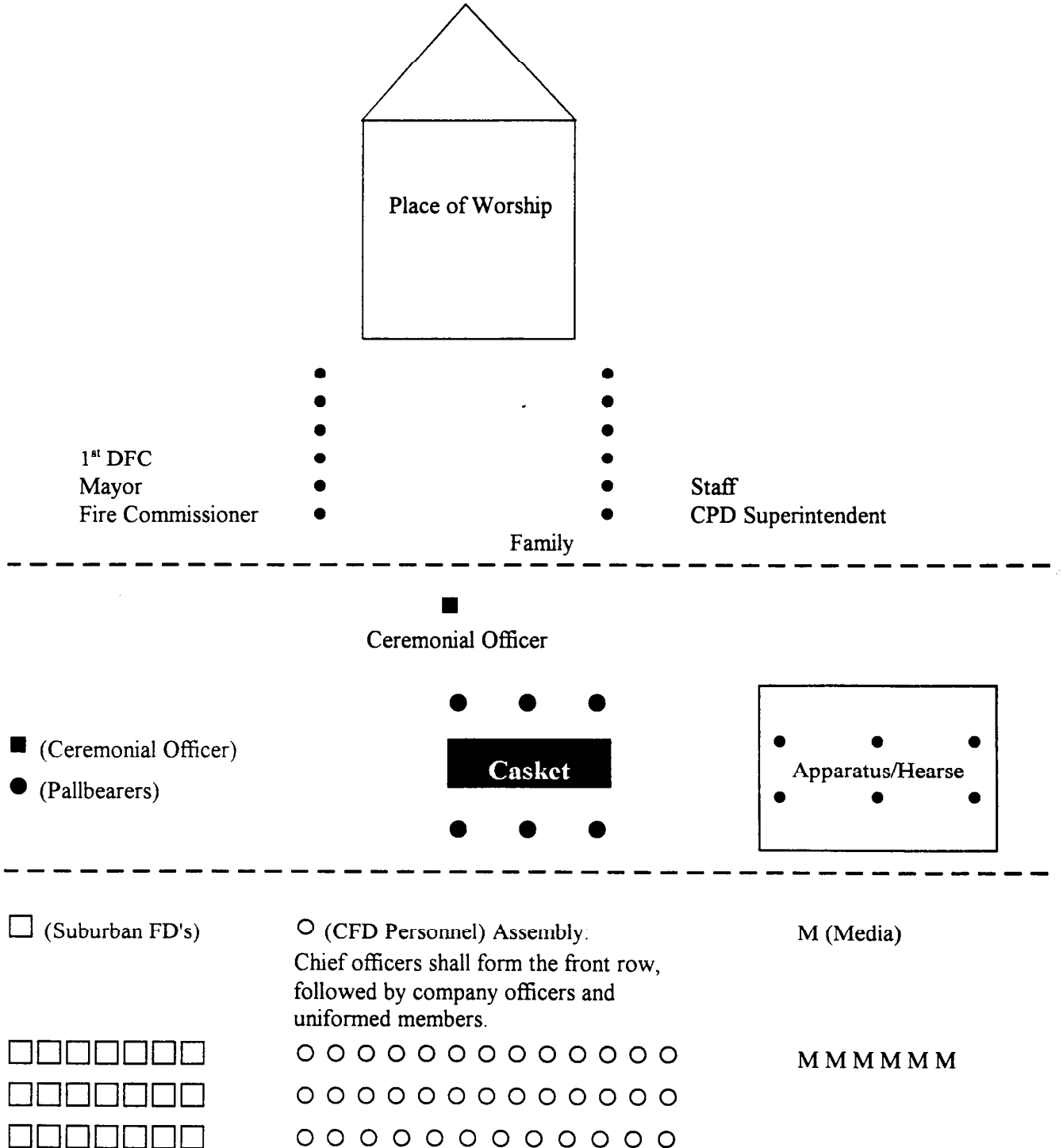
At the command, "Detail, Order Salute!" the hand salute shall be dropped in a smart, snappy manner.

At the command, "At Ease!", uniformed members will bring their legs out in a straight line, shoulder width apart and place their hands behind their backs, right hand inside the left hand.

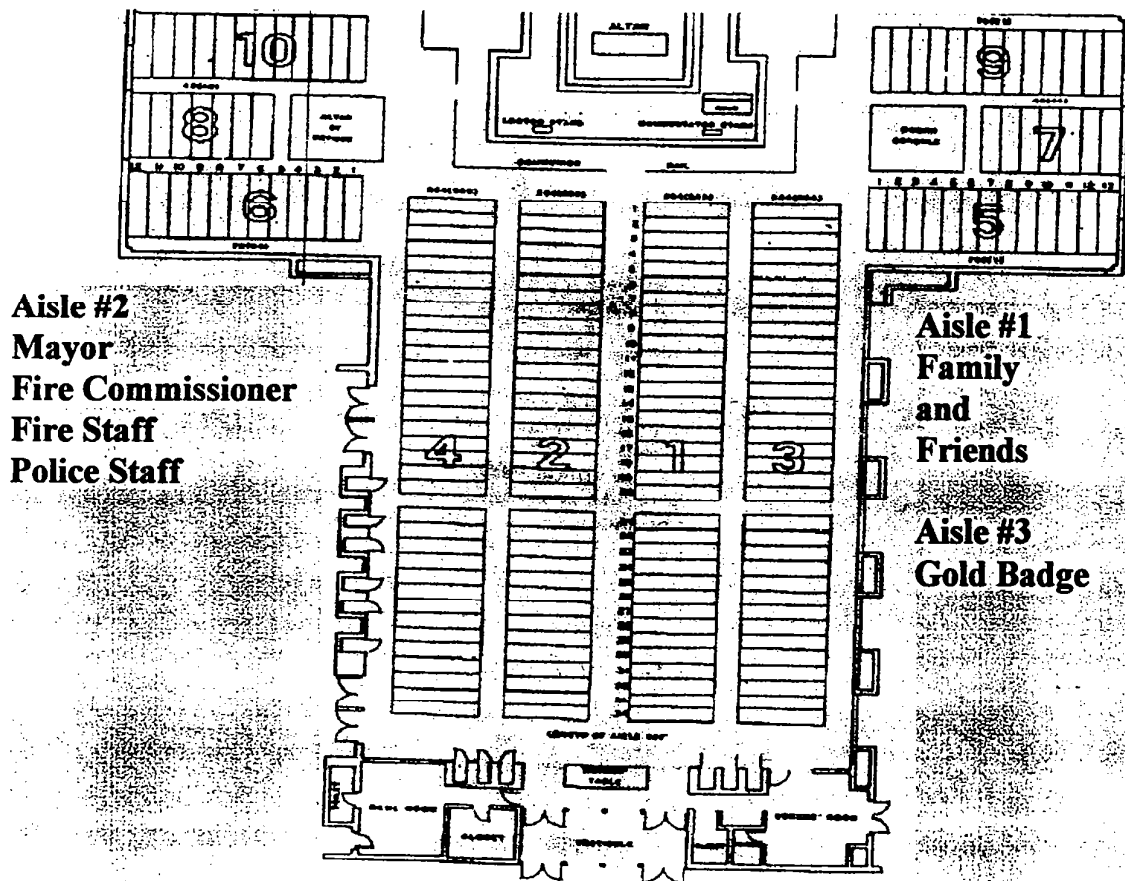


# Chicago Fire Department Detail Assembly

## Appendix A



# Place of Worship



## Appendix B



# **Positioning of Ushers**

## **APPENDIX C**

**The usher detail inside the place of worship shall be comprised of approximately thirty personnel from the Fire Prevention Bureau. Personnel assigned will report to the Fire Prevention Bureau District Chief or designated Control Officer one hour before the start of the funeral service. The uniform of the day will be designated by the Fire Commissioner.**

**The suggested positioning of ushers is as follows:**

- one usher to be inside of each door of the place of worship, excluding rear doors. Ushers will remain in place throughout the service and will not permit anyone to enter (for security purposes);**
- one usher to be at each vestibule door of the place of worship directing participants to proper aisles;**
- honor guards to be in the center aisle, one usher on each side of the aisle, ten to fifteen pews apart depending on the width and length of the aisle;**
- one usher to be posted in front of the right and left side aisles to direct seating of pallbearers;**
- two or three ushers to be located in the middle aisle to direct participants to their pews;**
- ushers to be at the front, left of the main aisle to keep the first portion of the second pew available for the Mayor's security detail.**

**When all participants are seated, the Fire Prevention Bureau District Chief or designated Control Officer will go to the front of the center aisle, bow, make an about face and lead all ushers to their seats at the rear of the place of worship.**

**If requested, ushers will assist in directing people at the communion service.**

**Following the final prayers and the playing of taps, the officer in charge will direct the ushers to their original position in the place of worship.**

**After fire department and city officials leave the place of worship, ushers from all locations except those in the main aisle will go to the inside rear of the place of worship and form an honor guard.**

**The ushers in the main aisle will follow the officer in charge, leading the casket and family to the entrance of the place of worship, then will join the other ushers to form one large honor guard.**

**The uniformed cemetery detail will report to the officer in charge at the cemetery approximately one half hour before the cortege leaves the place of worship.**

# **Flag Procedures**

## **APPENDIX D**

**The Director of Training will designate an officer to remove the City Flag or American Standard from the coffin. The fire officer, with an assistant of a lesser rank, will fold the flag in a military manner (see below). Upon completion of the folding, the assistant will render a hand salute to the fire officer.**

**The officer will carry the flag to the Fire Commissioner (or his designee) and hand him the flag with the point of the flag facing out. The officer will then render a salute to the Fire Commissioner. The Fire Commissioner will in turn, present the flag to the deceased member's family.**

### **Flag Folding Procedures**

**Folding of the colors can be done as a four, six or eight man fold. Commands are usually accomplished with eye contact or a nod from the leader of the fold team. This person is located at the head of the casket above the field of stars.**

**Members will post at the four corners of the casket once the pallbearers have placed the casket and pallbearers have cleared the area. Members will stand guard over the casket throughout the graveside services.**

**Once the time has come to fold the flag, the team leader will use eye contact or nod slightly. This tells the other team members to reach down and remove the cord that is securing the flag to the casket. The cord is gathered by one team member and placed on the ground in an out of the way spot.**

**The second indication/nod tells the team members to grasp the corners of the flag and pull them taut.**

**The third indication/nod tells the team to side step so that the flag is between the audience and the casket. This is the time when other team members may enter to aid with the folding of the flag. They will position themselves evenly down each side of the flag.**

**The fourth indication/nod starts the first fold. Remember, stripes over stars, stars over stripes. Each member slides his inside hand to the center of the flag. Then the edges are brought up and together. The stripe side is then turned up.**

**The fifth indication/nod starts the second fold. The inside hands are again brought to the middle and the edges are brought up and together. When the flag is flattened, the stars are now showing (thus, stripes over stars, stars over stripes).**

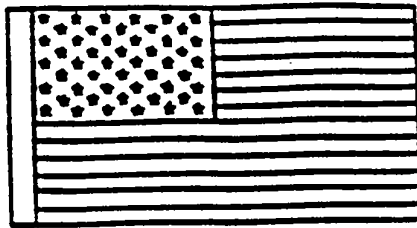
**The sixth indication/nod initiates the beginning of the triangular fold of the flag. One of the team members at the striped end begins by folding the folded edge of the striped end toward the open edge. This will create a pointed end, which is then folded parallel up the open edge to square the end again.**

**This is repeated until the flag reaches the end of the field of stars. The other team member at the striped end will aid the folding member by holding the flag taut against the members at the field end of the flag. If more than four members are folding, all members will hold the flag edge until the fold reaches them. They will then continue the fold toward the blue field of stars. As the fold leaves a member's hands and is passed off, that member will bring his hands down and assume the position of attention.**

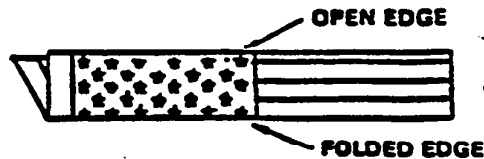
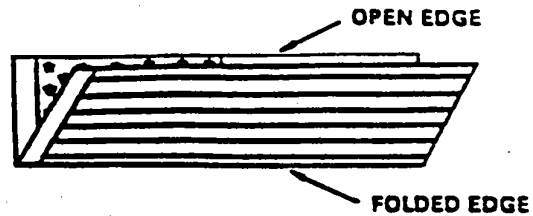
**Once at the end, the remaining margin is folded so that it will tuck into the pocket formed by the folds at the blue field edge of the flag. The team leader then cradles the flag in his arms and allows the rest of the team to salute the flag.**

**The team leader then presents the flag to the Fire Commissioner.**

***(Note: Refer to accompanying diagram for further instructions.)***

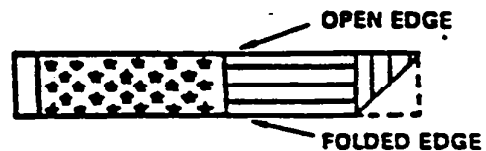


**FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD.**



**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.**



*Section 2*

*Administrative*

*Duties*

# **ADMINISTRATIVE DUTIES**

## **Contents**

<b><u>Item</u></b>		<b><u>Page</u></b>
	<b>Contents .....</b>	<b>IV</b>
<b>1.</b>	<b>Need for Autopsy .....</b>	<b>17</b>
<b>2.</b>	<b>Distribution of Benefits .....</b>	<b>17</b>
<b>3.</b>	<b>Duty Death Defined .....</b>	<b>18</b>
<b>4.</b>	<b>Display of Flags and Ceremonial Bunting.....</b>	<b>18</b>
<b>5.</b>	<b>Ceremonial Officer.....</b>	<b>18</b>
<b>6.</b>	<b>Chaplain .....</b>	<b>19</b>
<b>7.</b>	<b>Employee Assistance Counselor.....</b>	<b>19</b>
<b>8.</b>	<b>Director of Personnel .....</b>	<b>19</b>
<b>9.</b>	<b>Department Inspector.....</b>	<b>19</b>
<b>10.</b>	<b>Media Affairs Office .....</b>	<b>20</b>
<b>11.</b>	<b>District Chief/Deputy Chief Paramedic .....</b>	<b>20</b>
<b>12.</b>	<b>Fire Prevention Bureau .....</b>	<b>20</b>
<b>13.</b>	<b>Uniform of the Day .....</b>	<b>20</b>
<b>14.</b>	<b>Staff Notifications .....</b>	<b>21</b>
<b>15.</b>	<b>Notifications (additional) .....</b>	<b>22</b>
<b>16.</b>	<b>Duty Death (check list) .....</b>	<b>23</b>
<b>17.</b>	<b>Duty Death Reports .....</b>	<b>25</b>

## **1. Need for Autopsy**

**An autopsy will be performed on members who die while on duty to determine the cause of death. The autopsy reviews the deceased member's overall health, blood gas levels, degree of hardening of the arteries, etc., at the time of death. The City of Chicago, State of Illinois and Federal Government will rule on the cause of death after the autopsy has been completed. Their ruling will consequently determine the benefit entitlement for the deceased member's family.**

## **2. Distribution of Benefits**

**The family of a member who succumbs to a violent death receives various grants and insurance benefits from the City of Chicago, State of Illinois and Federal Government.**

**The benefits and ceremonies will differ for a member who dies while on duty due to a non duty illness as opposed to a member who suffers a "Line of Duty Death".**

**The various agencies that grant duty death benefits may or may not use the same criteria in determination of a duty death.**

### **2.1 Line of Duty and On Duty Deaths**

**Upon notification of a line of duty or an on duty death, the Fire Commissioner will designate a Ceremonial Officer. The Ceremonial Officer, the Chaplain and the Employee Assistance Counselor, will contact the deceased member's family. The degree of participation of the Chicago Fire Department will be based on the requests of the deceased member's family.**

**The Ceremonial Officer and the Chaplain will advise the family of the various funeral ceremonies that are available. Additionally, the Ceremonial Officer will provide the deceased member's family with a booklet, prepared by the CFD Division of Personnel's Employee Assistance Section, relating to funeral services and insurance claim information.**

### **2.2 Death of an Active Member**

**Following the death of an active member, the Fire Commissioner will designate a Ceremonial Officer. The Ceremonial Officer, the Chaplain and Employee Assistance Counselor will contact the family. The family will be offered an honor guard, pall bearers, apparatus for use as a flower car and representation by the Ceremonial Officer or a staff officer at the funeral.**

**If the family wishes Chicago Fire Department participation, the Ceremonial Officer shall inform the funeral director making the necessary arrangements for the funeral services. The Ceremonial Officer shall be responsible for the performance and conduct of uniformed personnel in attendance at the funeral.**

### **3. Duty Death, Defined**

**If the death of a Chicago Fire Department member is directly caused from elements during the performance of duty and/or a member dies as a result of injuries received during the performance of duty, it is defined as a “Line of Duty Death”. The designation of a “Line of Duty” death will be determined by the Fire Commissioner or his designee after an investigation has been completed into the cause and circumstances contributing to a member’s death.**

### **4. Display of Flags and Ceremonial Bunting**

**In the event of a duty related death, American and City of Chicago flags shall be flown at half-staff in front of all firehouses.**

**For the death of an active member (not duty related), the flags shall be flown at half-staff at the member’s place of assignment only.**

**The above display shall take place immediately upon the death notification and remain until sundown of the fourth day following the funeral ceremony.**

**Ceremonial bunting shall also be displayed at the deceased members place of assignment for four days following the funeral ceremony.**

### **5. Ceremonial Officer**

**Upon notification of the death of an active member, the Fire Commissioner shall select a member of his staff or the Assistant Deputy Fire Commissioner of Operations to be the Department Ceremonial Officer. The Ceremonial Officer shall be the officer in charge and will be responsible for the coordination of all ceremonies, formations, parades, etc. The Ceremonial Officer shall pass out funeral arm bands to all officers who have been assigned specific duties, and shall also be responsible for the retrieval of the Chicago Fire Department badge. When necessary, the Ceremonial Officer will designate another senior officer to act in his/her capacity.**



## **6. Chaplain**

**The Fire Department Chaplain, Employee Assistance Counselor and Ceremonial Officer will contact the deceased member's family. The Chaplain will advise the family of the various funeral arrangements that are available. The degree of participation of the Chicago Fire Department will be based on the requests of the deceased member's family.**

## **7. Employee Assistance Counselor**

**The Employee Assistance Counselor will contact the deceased member's family and assist them with the various claim forms which must be completed.**

## **8. Director of Personnel**

**The Director of Personnel will supervise the activities of the Employee Assistance Counselor.**

## **9. Department Inspector**

**The Department Inspector will be notified immediately and shall respond to the hospital when a member sustains serious injuries or dies while on duty. The Department Inspector will have sole responsibility for conducting an investigation and, if necessary, shall seek investigative support from the Medical Section, Internal Affairs Division and any other department facility. The Department Inspector will ensure that the proper documentation, including photographs, is completed.**

**In the absence of the Department Inspector, the Deputy Fire Commissioner, Bureau of Operations will designate a command officer to act in that capacity.**

## **10. Media Affairs Office**

**All press releases will go through the Media Affairs Office by authority of the Fire Commissioner. Notifications to other departments and agencies will be the responsibility of the Director of Public Affairs.**

## **11. District Chief/Deputy Chief Paramedic**

**The district chief/deputy chief paramedic of the deceased member's district shall act directly with the Ceremonial Officer. District chiefs shall be assigned specific duties and responsibilities by the Ceremonial Officer. The district chief/deputy chief paramedic in conjunction with the Ceremonial Officer, shall ensure that uniform regulations are observed. They shall issue seasonal uniform guidelines as designated by the Fire Commissioner.**

**The district chief of the deceased member's district shall ensure that the ceremonial bunting is delivered and properly displayed at the deceased members place of assignment. The district chief will also be responsible for returning the bunting to the Fire Academy or First District Headquarters.**

## **12. Fire Prevention Bureau**

**The Fire Prevention Bureau will be responsible for the training and positioning of ushers and the proper seating arrangement inside the place of worship on the day of the funeral. The Fire Prevention Bureau will also assign a command officer to the cemetery to guide the funeral procession from the main entrance to the grave site/chapel.**

***(For the suggested positioning of ushers, see Appendix C of the Funeral Procedure Manual.)***

## **13. Uniform of the Day**

**The Uniform of the Day for all participants will be designated by the Fire Commissioner. It shall include:**

- Uniform cap and cap device**
- Colored shirt as required**
- White gloves**
- Black tie**
- Black uniform shoes and black socks**
- Mourning tribute on badge (Black horizontal band  
over mid-point of badge)**

## **14. Staff Notifications**

**When a member sustains serious injury or dies while on duty, the Fire Commissioner, Deputy Fire Commissioner of the member's bureau and the Department Inspector will be notified through the Office of Emergency Communications to respond to the hospital where the member has been transported.**

**When the death of a member occurs, the following individuals will be identified by the Fire Commissioner or his designee and notified through the Office of Emergency Communications:**

- Chaplains**
- Department Inspector**
- Ceremonial Officer (Asst. Deputy Fire Commissioner, Bureau of  
Operations or senior member of the Fire Commissioner's staff.)**
- District Chief/Deputy Chief Paramedic of member's district**
- Director of Personnel**
- Employee Assistance Officer**
- Medical Director**
- Commander of Medical Section**
- Director of Public Affairs**
- Director of Training**
- Director of Human Resources**
- 1<sup>st</sup> Deputy Fire Commissioner**
- Coordinator of Special Events**
- Deputy Fire Commissioner, Bureau of Operations**
- Deputy Fire Commissioner, Bureau of Support Services**
- Deputy Fire Commissioner, Bureau of Fire Prevention**
- Deputy Fire Commissioner, Bureau of Administrative Services**
- Deputy Commissioner, Bureau of Policy and Management**
- Assistant Deputy Commissioners**

**All individuals will work with the Department's Ceremonial Officer to ensure that the requests and concerns of the family in addition to the needs of the Chicago Fire Department, are coordinated in the best possible manner.**

## **15. Notifications (additional, check list)**

- ☐ **Mayor's Office**
- ☐ **Simulcast to firehouses (includes the order on flying flags at half-mast until sundown of the third day following the funeral)**
- ☐ **National Fire Academy**
- ☐ **Fire Fighters Local 2 (for response to the hospital)**
- ☐ **Firemen's Annuity and Benefit Fund of Chicago**
- ☐ **Firehouse Magazine (for commemoration dedication in next issue)**
- ☐ **The One Hundred Club of Cook County**
- ☐ **Press release**
- ☐ **Department Memo (to include photograph of deceased member)**
- ☐ **Formal Dedications (Mayor, Governor, Department Heads, all aldermen, etc.)**
- ☐ **LEADS and NCIC (message through police communications for suburban and out of state fire departments)**
- ☐ **Chicago Police Department motorcycle escort and traffic control.  
(Written memo to CPD Public and Internal Information  
Section for police command presence at funeral.)**
- ☐ **Suburban Fire Departments (for crossed ladders at entrance to suburban cemetery.)**
- ☐ **Ceremonial pipers for pipes and drums, to be contacted by Coordinator of Special Events.**
- ☐ **Fire Fighter's American Legion Post**

## 16. Duty Death (Check List)

<u>Activity</u>	<u>Person(s) Responsible</u>	<u>Date</u>
Hospital Response	_____	_____
Investigation	_____	_____
Ceremonial Officer appointed	_____	_____
Family Notification	_____	_____
Employee Assistance Booklet	_____	_____
Funeral Home selection & arrangement	_____	_____
Funeral Home Determination	_____	_____
Notifications:		
Report to Mayor's Office	_____	_____
Coordinator of Special Events, CFD	_____	_____
100 Club of Cook County	_____	_____
Other Agencies	_____	_____
Fire Commissioner's letter to other		
Department heads and aldermen	_____	_____
Department Memo	_____	_____
Funeral Home Arrangements	_____	_____
Honor Guard, Control Officers	_____	_____
Flags	_____	_____
CPD Notifications, traffic control	_____	_____
Special Events	_____	_____
Funeral Home/Place of Worship/Procession	_____	_____
Deceased Member's firehouse	_____	_____
Personnel Counseling	_____	_____
Bunting	_____	_____
Removal of personal items from locker	_____	_____
Hearse/Engine used for funeral	_____	_____
Truck used for flower car	_____	_____

**Funeral****Person(s) Responsible****Date****Simulcast of times and places**

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**Training of pallbearers**

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**Training of Honor Guard**

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**Training of Ushers**

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**Last Alarm/Taps**

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**Legion/Pipers requested**

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**Formation of Uniformed Members**

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**Vehicle parking/Procession**

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**Printed Itinerary**

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**Cemetery Detail**

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**Drawing of hearse & position of cars in  
funeral procession given to District Chief**

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**Follow Up****Person(s) Responsible****Date****Department Inspector's report**

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**Coroner's report**

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**Family: Employee Assistance Officer  
(Insurance, claim forms, etc.)**

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**Department Ceremonial Officers**

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**Participants: 'Thank You' letters to  
suburban departments and others as  
required.**

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**Badge to Fire Department Headquarters**

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