



FUNERAL AND MEMORIAL SERVICES

1039

POLICY STATEMENT

The death of a CAL FIRE employee may occur under a variety of circumstances. Three Types of Funeral/Memorial Services (Service) have been identified to accommodate the employee's duty status and the nature of his/her death. A fourth Type is identified for those non-CAL FIRE individuals whose service and contributions were significant at the State, Region, Unit, or Program level.

Regardless of the Service Type, all efforts must be made to determine the family's wishes for their loved one. Family members will have the final decision of the Type of Service if it does not exceed the Type authorized based upon the employee's status and circumstances.

The Department shall carefully consider resources requested for the Service to determine whether they are appropriate prior to commitment. The Department shall provide appropriate representation at the Service, participate, and/or coordinate the Service, as approved by the Director or designee.

DEFINITION(S)

Type I: Line of Duty Death: The death of any Department employee resulting from actions taken while responding to or during an emergency incident. This includes employees immediately hospitalized and succumbed to their injuries as an immediate result of an emergency incident. The Director may, at his/her discretion, authorize a Type I Service for any Department employee returning from an emergency incident.

Type II: On Duty Death: The death of any Department employee where death occurs on-duty, but is not incident related; or, where the death occurs off-duty but due to a job-related presumptive cause. This includes instances where the illness or injury occurs while the employee is on-duty and death occurs within 30 days of onset. Based on the circumstances, the Director may extend beyond the 30 day period at his/her discretion. No prejudice will be made due to the circumstances of death when authorizing a Type II Service.

Type III: Off-Duty, Department Employee or Retired Department Employee Death: The death of any current Department employee which occurs off-duty and is not job related or the death of any retired Department employee. No prejudice will be made due to the circumstances of death when authorizing a Type III Service.

Type IV: Professional Relationships: The death of an individual with professional ties to the Department and to whom the Department desires to pay tribute at the State,



Region, Unit, or Program level for their services and contributions to the Department and/or the fire service (i.e. Fire Department Volunteer, Fire District Board Member, Hired Equipment Supplier (when the death is incident related), or Public Official. A former employee who separated from the Department while in good standing prior to retirement, or a family member of a current employee, is eligible under this provision. A family member for the purposes of a Type IV service is defined as “decedent’s spouse including California registered domestic partner, dependent children and parents of current employee who live within the home”.

AUTHORITY AND RESPONSIBILITIES

Authority	Responsibilities
Director Chief Deputy Director State Fire Marshal	<ul style="list-style-type: none">• Approve Type I or Type II Service and shrouding of badges• May delegate approval of Funeral Type• Participate in Service Conference Call for a Type I or Type II Service
Region Chief/Deputy Director Unit Chief/Program Manager	<ul style="list-style-type: none">• Participate in Service Conference Call• Approve Type III or Type IV Service as appropriate• Ensure Departmental policies and procedures are followed
Agency Administrator	<ul style="list-style-type: none">• Participate in Service Conference Call• Facilitate communication between involved parties and ensure approvals are obtained• Provide notification to appropriate labor organization• Assign a Department Family Liaison
Sacramento Duty Chief Region Duty Chief Unit Duty Chief Program Duty Chief	<ul style="list-style-type: none">• Ensure transmission of known information, schedule and facilitate required conference calls• Participate in Service Conference Call
Department Family Liaison L2881 Family Liaison Other Bargaining Unit Family Liaison	<ul style="list-style-type: none">• Participate in Service Conference Call• Determine the preferences of the Decedent’s family in accordance with Department policy• Obtain appropriate approvals from assigned Agency Administrator• Communicate with Agency Administrator regarding additional requests of the Family• Coordinates closely with all other Family Liaisons



Authority	Responsibilities
CAL FIRE Local 2881 General Vice President	<ul style="list-style-type: none">Confirm Service Type, level of Local 2881 participation, and resources required

RELATED FORM(S) / LINK(S)

[Procedure 1039-1, Type I Funeral or Memorial Service](#)
[Procedure 1039-2, Type II Funeral or Memorial Service](#)
[Procedure 1039-3, Type III Funeral or Memorial Service](#)
[Procedure 1039-4, Type IV Funeral or Memorial Service](#)
[Procedure 1039-5, Service Conference Call](#)
[Procedure 1039-6, Fiscal Responsibility and Payment Mechanism](#)
[Procedure 1039-7, Attendance at Funeral or Memorial Service](#)
[Procedure 1039-8, Honor Guard Pay](#)
[Procedure 1039-9, Post Incident Action Summary](#)
[Exhibit, Vehicle Marking Standards, Memorial Decals](#)
[Exhibit E1039A, CAL FIRE Service Planning Guide](#)

AUTHORITY

[Bargaining Unit \(BU\) 8 Memorandum of Understanding \(MOU\) Section 11.17.2](#)
California Code of Regulations [599.636](#) and [599.636.1](#)

REFERENCE(S)

[Information Policy 0629, Flags at Half-Staff, Flag](#)
[Aviation Handbook, Section 8362, General Flight Rules and Operations](#)
[Uniform & Identification Handbook, Section 1526, Deceased Employee Badges](#)
[Personnel Handbook, Section 1033, Death Benefits](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President

REVISION DATE

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TYPE I FUNERAL OR MEMORIAL SERVICE

1039-1

OVERVIEW

A Type I Service shall be approved by the Director or designee. A Type I Service is reserved for Line of Duty Deaths (LODD) when the death of any Department employee results from actions taken while responding to or during an incident. This includes employees immediately hospitalized and succumbed to their injuries where death resulted as an immediate result of an emergency incident. The Director may at his/her discretion authorize a Type I Service for any Department employee returning from an emergency incident. Review exhibits [E1039-1.1](#) and [E1039-1.2](#) to determine appropriate services.

Upon approval of a Type I Service, Department badges shall be shrouded from the time of death until time of burial or interment unless the length of time between the two events is extended in which case the Director shall determine when badges shall be shrouded. A badge shroud shall be constructed of either ½" black silk ribbon or ½" polyester elastic braid. The badge should be shrouded from the topside of the shoulder diagonally down the sternum on the opposite side of the heart.

The Department must clearly articulate to the Family those Service Elements that are authorized by the Department as identified in the Type I Service Elements Exhibit. The costs associated with Type I Service Elements are the responsibility of the Decedent's Family. The Department shall not obligate funds of others for a Service.

The Department will provide transportation of the Decedent to the last assigned location or the location of the Service. Logistical support of the Decedent's Family Members, including travel costs for a reasonable period, in accordance with the Bargaining Unit 8 Memorandum of Understanding, and/or other appropriate Bargaining Unit, or at the discretion of the Director, will be supported.

The Department will support the associated staff costs for a Type I Service up to the level identified in the Type I Service Elements Exhibit, this includes unplanned overtime for those assigned to the Service and post coverage behind them. When determining staffing for a Service it is imperative to review the Service Planning Guide to assist in assembling a Service Planning Team; many things will need to be considered including the complexity of the Service, the size, type, and location of the venue, specific Family requests, fiscal responsibilities, and internal or external restrictions. Early consultation should be done to ensure adequate staffing; greater staffing allocations may be authorized with Director's approval.

Upon the employee's request, the Incident Commander may recommend a rest period for assigned staff to be approved by the CAL FIRE Agency Administrator.



DEFINITION(S)

Reasonable Period of Time: Up to 30 days after the death of the employee or at the discretion of the Director.

Family Member (For the purposes of travel): Decedent's spouse including California registered domestic partner, dependent children and may include parents of current employee who live within the home at the Directors discretion.

Rest Period: For the purposes of this procedure a rest period shall be 24 hours beginning at 0800 on the day following the Service and shall be inclusive of any travel to the home unit.

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Director Chief Deputy Director State Fire Marshal	<ul style="list-style-type: none">• Approve Type I Service• Approve shrouding of badges and lowering of flags• May delegate approval of Service Type• Provide Letter of Condolence to Family• Notifies Department of Employee's death
Region Chief/Deputy Director Unit/Program Manager	<ul style="list-style-type: none">• Ensure Department policies and procedures are followed
Agency Administrator	<ul style="list-style-type: none">• Facilitate communication between involved parties and ensure approvals are obtained• Notify appropriate labor organization• Assign a Department Family Liaison• Request approval from Deputy Director/Region Chief for Service elements exceeding preauthorized Type I elements• Prepare Letter of Condolence and route through chain of command to the Director• Assign and work in coordination with the Incident Commander and Service Planning Team• Authorize staffing needs• Generate Incident Number• Approve rest periods for assigned staff as appropriate



Person / Program / Function	Actions
Sacramento Duty Chief Region Duty Chief Unit Duty Chief Program Duty Chief	<ul style="list-style-type: none">• Ensure transmission of known information schedule and facilitate required conference calls
Department Family Liaison L2881 Family Liaison Other Bargaining Unit Family Liaison	<ul style="list-style-type: none">• Determine the preferences of the Decedent's Family within the guidelines identified in the Type I Service Elements Exhibit• Obtain appropriate approvals from Agency Administrator• Communicate with Agency Administrator regarding additional requests of the Family• Coordinate with the Incident Commander and other assigned Family Liaisons• Determine the need to maintain periodic contact with the Family while the State death benefits are being provided

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039-1.1, Type I.II Service Element Exhibit](#)
[Exhibit E1039-1.2, Type I.II Service Elements Exhibit](#)
[Exhibit 1039A, CAL FIRE Service Planning Guide](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President

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Last Reviewed: July 2023



TYPE II FUNERAL OR MEMORIAL SERVICE

1039-2

OVERVIEW

A Type II Service shall be approved by the Director or designee. A Type II Service is reserved for any Department employee when the death occurs on-duty but is not incident related; or where the death occurs off-duty but due to a job-related presumptive cause including instances where the illness or injury occurs while the employee is on-duty and death occurs within 30 days of onset, the Director may extend beyond the 30-day period at his/her discretion. Review exhibits [E1039-2.1](#) and [E1039-2.2](#) to determine appropriate services.

Upon approval of a Type II Service, Department badges shall be shrouded, within the affected Unit/Program, from the time of death until time of burial or interment unless the length of time between the two events is extended in which case the Director shall determine when badges shall be shrouded. A badge shroud shall be constructed of either ½" black silk ribbon or ½" polyester elastic braid. The badge should be shrouded from the topside of the shoulder diagonally down the sternum on the opposite side of the heart.

The Department must clearly articulate to the Family those Service Elements that are authorized by the Department as identified in the Type II Service Elements Exhibit. The costs associated with a Type II Service are the responsibility of the Decedent's Family. The Department shall not obligate funds of others for a Service.

The Department will provide transportation of the Decedent to the last assigned location or the location of the Service. Logistical support of the Decedent's Family Members, including travel costs for a reasonable period, in accordance with the Bargaining Unit 8 Memorandum of Understanding, and/or other appropriate Bargaining Unit, or at the discretion of the Director, will be supported.

The Department will support the associated staff costs for a Type II Service up to the level identified in the Type II Service Elements Exhibit, this includes unplanned overtime for those assigned to the Service and post coverage behind them. When determining staffing for a Service it is imperative to review the Service Planning Guide to assist in assembling a Service Planning Team; many things should be considered including complexity of the Service, the size, type, and location of the venue, specific Family requests, fiscal responsibilities, and internal or external restrictions. Early consultation should be done to ensure adequate staffing; greater staffing allocations may be authorized with Director approval.

Upon the employee's request, the Incident Commander may recommend a rest period for assigned staff to be approved by the CAL FIRE Agency Administrator.



DEFINITION(S)

Reasonable Period of Time: Up to 30 days after the death of the safety employee or at the discretion of the Director.

Family Member (For the purposes of travel): Decedent's spouse including California registered domestic partner, dependent children and may include parents of current employee who live within the home at the Directors discretion.

Rest Period: For the purposes of this procedure a rest period shall be 24 hours beginning at 0800 on the day following the Service and shall be inclusive of any travel to the home unit.

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Director Chief Deputy Director State Fire Marshal	<ul style="list-style-type: none">• Approve Type II Service• Approve shrouding of badges and appropriate flag protocol• May delegate approval of Service Type• Provide Letter of Condolence to Family• Notifies Department of employee's death
Region Chief/Deputy Director Unit/Program Manager	<ul style="list-style-type: none">• Ensure Department policies and procedures are followed
Agency Administrator	<ul style="list-style-type: none">• Facilitate communication between involved parties and ensure approvals are obtained• Notify appropriate labor organization• Assign a Department Family Liaison• Request approval from Deputy Director/Region Chief for Service elements exceeding preauthorized Type II elements• Prepare Letter of Condolence and route through chain of command• Assign and work in coordination with the Incident Commander and Service Planning Team• Authorize staffing needs• Generate Incident Number• Approve rest periods for assigned staff as appropriate



Person / Program / Function	Actions
Sacramento Duty Chief Region Duty Chief Unit Duty Chief Program Duty Chief	<ul style="list-style-type: none">• Ensure transmission of known information schedule and facilitate required conference calls
Department Family Liaison L2881 Family Liaison Other Bargaining Unit Family Liaison	<ul style="list-style-type: none">• Determine the preferences of the Decedent's Family within the guidelines identified in the Type II Service Elements Exhibit• Obtain appropriate approvals from Agency Administrator• Communicate with Agency Administrator regarding additional requests of the Family• Coordinate with the Incident Commander other assigned Family Liaisons• Determine the need to maintain periodic contact with the Family while the State death benefits are being provided

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039-2.1, Type II.I Service Elements](#)
[Exhibit E1039-2.2, Type II.II Service Elements](#)
[Exhibit E1039A, CAL FIRE Service Planning Guide](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President

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TYPE III FUNERAL OR MEMORIAL SERVICE

1039-3

OVERVIEW

A Type III Service shall be approved by the Program Deputy Director or Region Chief. A Type III Service is appropriate when the death of any current Department employee occurs off-duty and is not job related or to recognize the death of any retired Department employee. No prejudice will be made due to the circumstances of death when authorizing a Type III Service. Review exhibits [E1039-3.1](#) and [E1039-3.2](#) to determine appropriate services.

Upon approval of a Type III Service, Department badges shall be shrouded, within the affected Unit/Program, on the day of the Service only. A badge shroud shall be constructed of either ½" black silk ribbon or ½" polyester elastic braid. The badge should be shrouded from the topside of the shoulder diagonally down the sternum on the opposite side of the heart.

The Department must clearly articulate to the Family those Service Elements which can be provided by the Department as identified in the Type III Service Elements Exhibit. The costs associated with a Type III Service are the responsibility of the Decedent's Family. The Department shall not obligate funds of others for a Service.

The Department is not authorized to provide logistical support to the Decedent's Family.

The Department will support the associated staff costs for a Type III Service up to the level identified in the Type III Service Elements Exhibit, this includes unplanned overtime for those assigned to the Service and post coverage behind them. When determining staffing for a Service it is imperative to review the Service Planning Guide to assist in assembling a Service Planning Team; many things should be considered including complexity of the Service, the size, type, and location of the venue, specific Family requests, fiscal responsibilities, and internal or external restrictions. Early consultation should be done to ensure adequate staffing; greater staffing allocations may be authorized with Director approval.

Upon the employee's request, the Incident Commander may recommend a rest period for assigned staff to be approved by the CAL FIRE Agency Administrator.

DEFINITION(S)

Reasonable Period of Time – Up to 30 days after the death of the employee or at the discretion of the Director.



Rest Period – For the purposes of this procedure a rest period shall be 24 hours beginning at 0800 on the day following the Service and shall be inclusive of any travel to the home unit.

Retired Local 2881 Members – Local 2881 members in good standing who retired prior to July 1, 2021, will receive union family liaison support and funeral service support funded by Local 2881. Members in good standing who retire post June 30, 2021, must participate with “Active Retiree Membership” to receive union family liaison support and funeral service support funded by Local 2881.

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Director Chief Deputy Director State Fire Marshal	<ul style="list-style-type: none">• Provide Letter of Condolence to Family• Notifies Department of active employee's death
Region Chief/Deputy Director	<ul style="list-style-type: none">• Approve Type III Service• Approve shrouding of badges and appropriate flag protocol at the local Unit level• Ensure Department policies and procedures are followed• Notifies Unit/Program of retired employee's death
Agency Administrator	<ul style="list-style-type: none">• Facilitate communication between involved parties and ensure approvals are obtained• Notify appropriate labor organization• Assign a Department Family Liaison• Request approval from Deputy Director/Region Chief for Service elements exceeding preauthorized Type III elements• Prepare Letter of Condolence and route through chain of command• Assign and work in coordination with the Incident Commander and Service Planning Team• Authorize staffing needs• Generate Incident Number
Sacramento Duty Chief Region Duty Chief Unit Duty Chief Program Duty Chief	<ul style="list-style-type: none">• Ensure transmission of known information schedule and facilitate required conference calls and video conference meetings



Person / Program / Function	Actions
Department Family Liaison L2881 Family Liaison Other Bargaining Unit Family Liaison	<ul style="list-style-type: none">• Determine the preferences of the Decedent's Family within the guidelines identified in the Type III Service Elements Exhibit• Obtain appropriate approvals from Agency Administrator• Communicate with Agency Administrator regarding additional requests of the Family• Coordinate with the Incident Commander and other assigned Family Liaisons

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039-3.1, Type III.I Service Elements](#)
[Exhibit E1039-3.2, Type III.II Service Elements](#)
[Exhibit E1039A, CAL FIRE Service Planning Guide](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President

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TYPE IV FUNERAL OR MEMORIAL SERVICE

1039-4

OVERVIEW

A Type IV Service shall be approved by the Program Deputy Director, Region Chief, Unit Chief, or Program Manager as appropriate. A Type IV Service is appropriate when the death of an individual with professional ties to the Department and to whom the Department desires to pay tribute at the State, Region, Unit, or Program level for their services and contributions to the Department and/or the fire service i.e., Fire Department Volunteer, Fire District Board Member, Hired Equipment Supplier (when the death is incident related), or Public Official. A former employee who separated from the Department while in good standing prior to retirement, or a family member of a current employee, are eligible under this provision.

The Department must clearly articulate to the Family those Service Elements which can be provided by the Department as identified in the [E1039-4, Type IV Service Elements Exhibit](#).

The costs associated with a Type IV Service are the responsibility of the Decedent's Family and/or the Decedent's labor organization unless otherwise noted. The Department shall not obligate funds of others for a Service. The Department is not authorized to provide logistical support to the Decedent's Family.

The Department will support the associated staff costs for a Type IV Service up to the level identified in the Type IV Service Elements Exhibit, this includes unplanned overtime for those assigned to the Service and post coverage behind them. When determining staffing for a Service it is imperative to review the Service Planning Guide to assist in assembling a Service Planning Team; many things should be considered including complexity of the Service, the size, type, and location of the venue, specific Family requests, fiscal responsibilities, and internal or external restrictions. Early consultation should be done to ensure adequate staffing; greater staffing allocations may be authorized with Director approval.

DEFINITION(S)

Reasonable Period of Time: Up to 30 days after the death of the safety employee or at the discretion of the Director.

Rest Period: For the purposes of this procedure a rest period shall be 24 hours beginning at 0800.



Family Member (For the purposes of a Type IV Service): Decedent's spouse including California registered domestic partner, dependent children and parents of current employee who live within the home at the Directors discretion.

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Region Chief/Deputy Director Unit/Program Manager	<ul style="list-style-type: none">• Approve Type IV Service• Approve local shrouding of badges and appropriate flag protocol at the local Unit level• Ensure Department policies and procedures are followed• Notifies Unit/Program of death
Agency Administrator	<ul style="list-style-type: none">• Facilitate communication between involved parties and ensure approvals are obtained• Notify appropriate labor organization• Assign a Department Family Liaison• Request approval from Deputy Director/Region Chief for Service elements exceeding preauthorized Type IV elements• Prepare Letter of Condolence and route through chain of command• Assign and work in coordination with the Incident Commander and Service Planning Team• Authorize staffing needs• Generate Incident Number
Sacramento Duty Chief Region Duty Chief Unit Duty Chief Program Duty Chief	<ul style="list-style-type: none">• Ensure transmission of known information schedule and facilitate required conference calls and video conference meetings
Department Family Liaison L2881 Family Liaison Other Bargaining Unit Family Liaison	<ul style="list-style-type: none">• Determine the preferences of the Decedent's Family within the guidelines identified in the Type IV Service Elements Exhibit• Obtain appropriate approvals from Agency Administrator• Communicate with Agency Administrator regarding additional requests of the Family• Coordinate with the Incident Commander and other assigned Family Liaisons



RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039-4, Type IV Service Elements Exhibit](#)
[Exhibit, E1039A, CAL FIRE Service Planning Guide](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President

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SERVICE CONFERENCE CALL

1039-5

OVERVIEW

A Service conference call will be held to confirm the Typing of the service and discuss the level of participation and static display items requested by the Family. The call also formalizes the request to Local 2881 or other labor organizations for use of staff or resources within their fiscal responsibility.

DEFINITION(S)

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Director Chief Deputy Director State Fire Marshal	<ul style="list-style-type: none">• Participates in Service Conference Call for Type I or Type II Service• Approve Type I or Type II Service• Approve funding source for Service• Approve shrouding of badges and lowering of flags• Approve level of Departmental participation requested
Sacramento Duty Chief Region Duty Chief	<ul style="list-style-type: none">• Review CAL FIRE form 1039-5 Service Conference Call Script• Coordinates Service Conference Call for anticipated Type I or Type II Service with Director's Administrative Assistant• Coordinates Service Conference Call for anticipated Type III Service with Region Chief and Unit Chief / Program Manager• Contact Host Unit and request Incident Number• Create Calendar invite to include all required participants with brief description of the Decedent name and last known work location• Lead the Service Conference Call
Deputy Director Region Chief	<ul style="list-style-type: none">• Participates in Service Conference Call• Approve Type III Service• Approve shrouding of badges and lowering of flags at the local Unit level• Approve use of equipment for static display



Person / Program / Function	Actions
	<ul style="list-style-type: none">• Determine if Service Conference Call is needed for a Type IV Service
Unit/Program Duty Chief	<ul style="list-style-type: none">• Lead the Service Conference Call for a Type IV Service
Unit Chief/Program Manager	<ul style="list-style-type: none">• Submits request to Region Duty Chief to schedule Service Conference Call to confirm Service Type, level of Departmental participation, and resources requested to be provided by Local 2881 and/or other appropriate Bargaining Units• Participates in Service Conference Call• Notify Region Chief of need for Type IV Service• Approve Type IV Service
CAL FIRE Local 2881 General Vice President	<ul style="list-style-type: none">• Determine Bargaining Unit Affiliation, confirm Service Type, level of Local 2881 participation, and resources required

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Service Conference Call Script \(CAL FIRE-1039-5\)](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
Fire Marshal
CAL FIRE Local 2881 General Vice President

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FISCAL RESPONSIBILITY AND PAYMENT MECHANISM

1039-6

OVERVIEW

All costs for the approved logistical support of the Service Planning Team and the Decedent's Family Members shall be coded to the chartfield values from the organizational level where the Decedent worked (i.e. Region, Unit, Program).

All original copies of payment documentation shall be sent to the Administrative Officer (AO) of the Unit or Program where the Decedent worked.

Reference the applicable Service Type Elements Exhibit for items that are preauthorized by the Department. Any preauthorized elements shall utilize the payment mechanisms detailed within this procedure. Not all elements listed here are approved for all Service Types and it is incumbent upon the purchaser to ensure the element is authorized before ordering.

When travel is arranged for Family Members through DGS CalTravelStore, they will be considered a Department VIP for tracking and travel profile purposes. Any Travel Expense Claim (TEC) reimbursement for costs associated with non-CAL FIRE employees will require a CAL FIRE employee, such as the Family Liaison or the Agency Administrator, to pay for the costs and collect the reimbursement on behalf of the Family who will be considered Department VIP's.

All CAL FIRE Service Planning Team members and L2881 Representatives must have an order and request number for the Service Incident Number and must be on travel status for the assignment to incur travel costs as detailed in this Exhibit.

All Departmental purchases must be made in accordance with the State procurement laws and Departmental procurement policies and procedures. This includes, but is not limited to, ethical spending of state funds, achieving fair and competitive purchasing, completing appropriate supporting and payment documentation per dollar thresholds, and ensuring complete processing within FI\$Cal.

DEFINITION(S)

Family Member (For the purposes of travel): Decedent's spouse including California registered domestic partner, dependent children and may include parents of current employee who live within the home at the Directors discretion.

**PERSON / PROGRAM / FUNCTION AND ACTIONS**

Logistical support costs for the Service Planning Team covered by the Department and approved payment mechanisms will include:

Person / Program / Function	Actions
Lodging Costs for Services Planning Team	<ul style="list-style-type: none">• Lodging costs may be paid via the following payment mechanisms:<ul style="list-style-type: none">○ TEC reimbursements(Note: CAL FIRE employees may utilize the Conferma Pay Virtual Card Number option in Concur to avoid incurring out of pocket expense.)<ul style="list-style-type: none">○ A fully executed contract (STD. 213) written by the Business Services Office (BSO), Contracts Section (Contact the BSO Contracts Branch Chief to request the development of an expedited contract.)• Rates must be commensurate with the established CalHR short term lodging rates• P-Card must not be used for lodging costs
Meal Costs for Service Planning Team	<ul style="list-style-type: none">• Meal costs may be paid via the following payment mechanisms:<ul style="list-style-type: none">○ TEC reimbursement○ Meals costs may be incorporated into a fully executed contract (STD. 213) written for lodging costs, if approved by the Branch Chief of Contracts, Grants, and Issuance• Rates must be commensurate with the established CalHR per diem rates• P-Card must not be used for meal costs
Airfare Costs for Service Planning Team	<ul style="list-style-type: none">• Air travel costs are direct charges to the Department, and shall be reserved and paid for through State travel programs• P-Card must not be used for air travel
Rental Car Costs for Service Planning Team	<ul style="list-style-type: none">• Rental car costs are direct charges to the Department, and shall be reserved and paid for through State travel programs including Concur and the DGS Travel Store• P-Card must not be used for rental cars
Fuel Costs for Service Planning Team	<ul style="list-style-type: none">• Fuel costs incurred as a result of travel to/from or during assignment to the Funeral



Person / Program / Function	Actions
	Support may be paid via the following payment mechanisms: <ul style="list-style-type: none">○ Fleet Fuel Card if driving a state-owned vehicle with a designated Fleet Fuel Card○ TEC reimbursement

Logistical support costs for the Decedent's Family Members covered by the Department and approved payment mechanisms will include:

Person / Program / Function	Actions
Lodging Costs for Family Members	<ul style="list-style-type: none">• Lodging costs may be paid via the following payment mechanisms:<ul style="list-style-type: none">○ TEC reimbursements○ A one-time CAL FIRE-93 (Service Order) utilizing a Revolving Fund Check as the payment mechanism. A CAL FIRE-13 must be signed by the BSO Contracts Branch Chief and the total amount cannot exceed \$10,000.○ If the total amount will exceed \$10,000, a fully executed contract (STD. 213) written by the Business Services Office (BSO), Contracts Section (Contact the BSO Contracts Branch Chief to request the development of an expedited contract.)• Rates must be commensurate with the established CalHR short term lodging per diem rates• Daily hotel roster sign-in sheet(s) (AO-341L); immediate family members shall use "VIP" as the request/identification number on AO-341• P-Card must not be used for lodging costs
Meal Costs for Family Members	<ul style="list-style-type: none">• Meal costs will not be paid by the Department
Airfare Costs for Family Members	<ul style="list-style-type: none">• Air travel costs are direct charges to the Department, and shall be reserved and paid for through State travel programs including Concur and the DGS Travel Store• P-Card must not be used for air travel
Rental Car Costs for Family Members	<ul style="list-style-type: none">• Rental car costs are direct charges to the Department, and shall be reserved and paid for through State travel programs including Concur and the DGS Travel Store



Person / Program / Function	Actions
	<ul style="list-style-type: none">• P-Card must not be used for rental cars
Fuel Costs for Family Members	<ul style="list-style-type: none">• Fuel costs incurred as a result of travel to/from or during assignment to the Funeral Support may be paid via TEC reimbursement

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Procedure 1039-1, Type I Funeral or Memorial Services](#)
[Procedure 1039-2, Type II Funeral or Memorial Services](#)
[Procedure 1039-3, Type III Funeral or Memorial Services](#)
[Procedure 1039-4, Type IV Funeral or Memorial Services](#)

SUBJECT MATTER EXPERT(S)

[Deputy Director of Fiscal Services](#)
[Deputy Director of Management Services](#)

REVISION DATE

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ATTENDANCE AT FUNERAL OR MEMORIAL SERVICE

1039-7

OVERVIEW

On-duty employee attendance at any Service shall be preauthorized by management. The total number of on-duty employees attending a Service shall not impact delivery of mission-critical services. Any on-duty employee has the right to refuse to attend a Service. Civilians may not be transported in state-owned vehicles without prior authorization.

Off-duty employees are not restricted from attending the Service on their own time. Off-duty employees are authorized to wear the uniform for this purpose but will not be compensated for their time. Off-duty employees may not utilize state-owned vehicles without prior authorization.

DEFINITION(S)

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Director Chief Deputy Director State Fire Marshal	<ul style="list-style-type: none">• Authorize on-duty employee attendance at out-of-state Service
Region Chief Deputy Director	<ul style="list-style-type: none">• Authorize attendance of on-duty employees and apparatus to Services outside the Region or outside of adjoining Units
Unit Chief Program Manager	<ul style="list-style-type: none">• Determine level of on-duty employee attendance at Service of other agencies• Approve attendance and travel to Services within the Unit or adjoining Units• May delegate authority to approve on-duty attendance within the Unit

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039A, CAL FIRE Service Planning Guide](#)



SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal

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HONOR GUARD PAY

1039-8

OVERVIEW

The Department will pay rank-and-file Honor Guard members (including L2881 Agency Administrator and Liaison) portal-to-portal while they are assigned to a Type I or Type II Service. Excluded employees assigned to the Honor Guard for a Type I or Type II Service will be eligible to receive Incident Command Assignment (ICA) Differential Pay as a management need.

Rank-and-File Honor Guard members (including L2881 Agency Administrator and Liaison) will continue to be paid hour-for-hour when assigned to a Type III or Type IV Service. Excluded employees assigned to the Honor Guard (including L2881 Agency Administrator and Liaison) will be eligible to receive Incident Command Assignment (ICA) Differential Pay as management need when meeting ICA criteria assigned to a Type III.

DEFINITION(S)

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Region Chief Deputy Director	<ul style="list-style-type: none">Review and provide signature approval for ICA pay being submitted
Employee Supervisor	<ul style="list-style-type: none">Review and provide signature approval for pay being submitted
CAL FIRE Employee	<ul style="list-style-type: none">Submit required pay documents

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039A, CAL FIRE Service Planning Guide](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President



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POST INCIDENT ACTION SUMMARY

1039-9

OVERVIEW

A Post Incident Action Summary (PIAS) shall be developed based on the input of all involved in the planning of a Type I/II Service and other Service types as needed. The PIAS will be reviewed by the Assistant Deputy Director of Human Resources to identify recommended changes to the Funeral or Memorial Service policies and procedures.

DEFINITION(S)

PERSON / PROGRAM / FUNCTION AND ACTIONS

Person / Program / Function	Actions
Assistant Deputy Director of Human Resources	<ul style="list-style-type: none">• Review the Post Incident Action Summary
Incident Commander	<ul style="list-style-type: none">• Ensure completion of the Post Incident Action Summary• Distribute completed Post Incident Action Summary to the following individuals/groups:<ul style="list-style-type: none">- Assistant Deputy Director of Human Resources- The 1000 Handbook Owner- The Host Unit or Program
Command and General Staff	<ul style="list-style-type: none">• Provide information for the Post Incident Action Summary

RELATED FORM(S) / LINK(S)

[Policy 1039, Funeral and Memorial Services](#)
[Exhibit E1039A, CAL FIRE Service Planning Guide](#)
[Funeral and Memorial Service Post Incident Action Summary \(CAL FIRE-1039-9\)](#)

SUBJECT MATTER EXPERT(S)

Director
Chief Deputy Director
State Fire Marshal
CAL FIRE Local 2881 General Vice President



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TYPE I.I SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE I.I SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type I.I Service for all Bargaining Unit 8 members and Office of the State Fire Marshal Peace Officers. Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director. Costs associated with a Type I.I Service for non-dues paying Bargaining Unit 8 members will be paid for by the department.

Preauthorized Type I.I Service Elements Provided By Department	
Badge Shrouding	Photography/Video/Audio Visual
Fire Service Procession	Fly Over
Flags at Half Staff	Engines/Vehicles
Lodging for Family Members	Helmets
Transportation of Casket in State Vehicle	Badges
Transportation for Family Members including to and from Service	Wreath and Bunting of Equipment
Sentinels	Flag Folding Detail/Pallbearer
Silent Guard	Taps
Posting of Colors	Badge and Flag Presentation
Last Alarm and Bell Ceremony	(2) Flag Case
Uniformed Ushers	(1) American Flag (1) California Flag
Rifle Volley (CAL FIRE Peace Officer Only)	

The costs associated with any additional Type I.I Service Elements are the responsibility of the Decedent's Family. Final authorization will be given during the Service Conference Call.

Unfunded Type I.I Service Elements	
Mortuary	Food/Meals for Family Members
Blossom of Heroes	Clergy/Chaplain/Officiant
Family Escort	Burial Site
Tables and Chairs	Ash Scattering
Doves	Memorial Location
Burial in Uniform	Reception/Post Service Reception Location
Death Certificates	Flowers
Printed Materials/Programs	Obituaries
Music (Pipes, Drums, and Buglers)	

**PREAUTHORIZED TYPE I.I STAFFING ELEMENTS**

The following staffing elements are approved for a Type I.I Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE or the Vice President of Local 2881, as appropriate.

Preauthorized Type I.I Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Local 2881 Agency Administrator	1	1	1	1	1
Technical Specialist – Critical Incident Stress Management	3	3	3	3	3
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Local 2881 Family Liaison	1	1	1	1	1
Public Information	3	3	3	3	3
Sentinel / Silent Guard	8	8	8	8	8
Honor Guard Representative	1	1	1	1	1
Honor Guard Coordinator	1	1	1	1	1
Operations	N/A	3	3	3	3
Planning	N/A	3	3	3	3
Finance	N/A	3	3	3	3
Logistics	N/A	3	3	3	3
Honor Guard Protocol Officer	1	1	1	1	1
Pipes and Drums Detail Leader	N/A	N/A	2	2	2
Color Guard	N/A	N/A	N/A	6	6
Pallbearers/Flag Folding	N/A	N/A	N/A	9	9
Rifle Firing Team (Peace Officers Only)	N/A	N/A	N/A	4	4
Liaison Officer	N/A	N/A	N/A	1	1
Bugler	N/A	N/A	N/A	N/A	1
Pipes and Drums	N/A	N/A	N/A	N/A	25
Safety Officer	N/A	N/A	N/A	N/A	1
Staging Area Manager	N/A	N/A	N/A	N/A	2
Family Escorts	N/A	N/A	N/A	N/A	2
Usher Detail	N/A	N/A	N/A	N/A	1

Based upon the complexities of the Service or availability of the venue, the timing of staffing elements may need to be adjusted. Honor Guard practice days prior to service



are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.

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TYPE I.II SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE I.II SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type I.II Service for all CAL FIRE members (except Bargaining Unit 8 members and Office of the State Fire Marshal Peace Officers see Type I.I). Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director. All preauthorized costs associated with a Type I.II Service are paid for by the department.

Preauthorized Type I.II Service Elements Provided By Department	
Badge Shrouding	Photography/Video/Audio Visual
Fire Service Procession	Wreath and Bunting of Equipment
Flags at Half Staff	Engines/Vehicles
Lodging for Family Members	Posting of Colors
Transportation of Casket in State Vehicle	Uniformed Ushers
(1) California Flag with Flag Case	Transportation for Family Members including to and from Service

The costs associated with any additional Type I.II Service Elements are the responsibility of the Decedent's Family. Final authorization will be given during the Service Conference Call.

Unfunded Type I.II Service Elements	
Mortuary	Food/Meals for Family Members
Obituaries	Clergy/Chaplain/Officiant
Family Escort	Burial Site
Tables and Chairs	Flowers
Doves	Memorial Location
Reception/Post Service Reception Location	Printed Materials/Programs
Music (Pipes, Drums, and Buglers)	Death Certificates

PREAUTHORIZED TYPE I.II STAFFING ELEMENTS

The following staffing elements are approved for a Type I.II Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE.



Preauthorized Type I/II Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Local 2881 Agency Administrator	1	1	1	1	1
Technical Specialist – Critical Incident Stress Management	3	3	3	3	3
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Public Information	3	3	3	3	3
Honor Guard Representative	1	1	1	1	1
Honor Guard Coordinator	1	1	1	1	1
Operations	N/A	3	3	3	3
Planning	N/A	3	3	3	3
Finance	N/A	3	3	3	3
Logistics	N/A	3	3	3	3
Honor Guard Protocol Officer	1	1	1	1	1
Pipes and Drums Detail Leader	N/A	N/A	2	2	2
Color Guard	N/A	N/A	N/A	6	6
Liaison Officer	N/A	N/A	N/A	1	1
Pipes and Drums	N/A	N/A	N/A	N/A	25
Safety Officer	N/A	N/A	N/A	N/A	1
Staging Area Manager	N/A	N/A	N/A	N/A	2
Family Escorts	N/A	N/A	N/A	N/A	2
Usher Detail	N/A	N/A	N/A	N/A	1

Based upon the complexities of the Service or availability of the venue, the timing of staffing elements may need to be adjusted. Honor Guard practice days prior to service are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.

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TYPE II.I SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE II.I SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type II.I Service for all Bargaining Unit 8 members and Office of the State Fire Marshal Peace Officers. Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director. Costs associated with a Type II.I Service for non-dues paying Bargaining Unit 8 members will be paid for by the department.

Preauthorized Type II.I Service Elements Provided By Department	
Badge Shrouding	Photography/Video/Audio Visual
Fire Service Procession	Engines/Vehicles
Flags at Half Staff	Helmets
Lodging for Family Members	Badges
Wreath and Bunting of Equipment	Posting of Colors
Silent Guard	Flag Folding Detail/ Pallbearer
Badge and Flag Presentation	Taps
Last Alarm and Bell Ceremony	Uniformed Ushers
Rifle Volley (CAL FIRE Peace Officer Only)	(1) California Flag (1) American Flag
Transportation of Casket in State Vehicle	(2) Flag Cases
Transportation for Family Members including to and from Service	

The costs associated with any additional Type II.I Service Elements are the responsibility of the Decedent's Family. Final authorization will be given during the Service Conference Call.

Unfunded Type II.I Service Elements	
Mortuary	Food/Meals for Family Members
Printed Materials/Programs	Parking/Staging
Family Escort	Clergy/Chaplain/Officiant
Obituaries	Burial Site
Burial in Uniform	Ash Scattering
Tables and Chairs	Memorial Location
Death Certificates	Reception/Post Service Reception Location
Flowers	Music (Pipes, Drums, and Buglers)

**PREAUTHORIZED TYPE II.I STAFFING ELEMENTS**

The following staffing elements are approved for a Type II.I Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE or the Vice President of Local 2881, as appropriate.

Preauthorized Type II.I Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Local 2881 Agency Administrator	1	1	1	1	1
Technical Specialist – Critical Incident Stress Management	3	3	3	3	3
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Local 2881 Family Liaison	1	1	1	1	1
Public Information	3	3	3	3	3
Honor Guard Representative	N/A	1	1	1	1
Honor Guard Coordinator	N/A	1	1	1	1
Operations	N/A	3	3	3	3
Planning	N/A	3	3	3	3
Finance	N/A	3	3	3	3
Logistics	N/A	3	3	3	3
Honor Guard Protocol Officer	N/A	N/A	1	1	1
Pipes and Drums Detail Leader	N/A	N/A	2	2	2
Color Guard	N/A	N/A	N/A	6	6
Pallbearers/Flag Folding	N/A	N/A	N/A	9	9
Rifle Firing Team (Peace Officers Only)	N/A	N/A	N/A	4	4
Liaison Officer	N/A	N/A	N/A	1	1
Bugler	N/A	N/A	N/A	N/A	1
Pipes and Drums	N/A	N/A	N/A	N/A	17
Safety Officer	N/A	N/A	N/A	N/A	1
Staging Area Manager	N/A	N/A	N/A	N/A	2
Family Escorts	N/A	N/A	N/A	N/A	2
Usher Detail	N/A	N/A	N/A	N/A	1
Silent Guard	N/A	N/A	N/A	N/A	8

Based on the complexities of the Service or availability of the venue, the timing of staffing elements may need to be adjusted.



Honor Guard practice days prior to service are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.

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TYPE II.II SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE II.II SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type II.II Service for all CAL FIRE members (except for Bargaining Unit 8, and Office of the State Fire Marshal Peace Officers. see Type II.I). Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director. All preauthorized costs associated with a Type II.II Service are paid for by the department.

Preauthorized Type II.II Service Elements Provided By Department	
Badge Shrouding	Photography/Video/Audio Visual
Fire Service Procession	Wreath and Bunting of Equipment
Flags at Half Staff	Engines/Vehicles
Lodging for Family Members	Posting of Colors
Transportation of Casket in State Vehicle	Uniformed Ushers
(1) California Flag with Flag Case	Transportation for Family Members including to and from Service

The costs associated with any additional Type II.II Service Elements are the responsibility of the Decedent's Family. Final authorization will be given during the Service Conference Call.

Unfunded Type II.II Service Elements	
Mortuary	Food/Meals for Family Members
Obituaries	Clergy/Chaplain/Officiant
Family Escort	Burial Site
Tables and Chairs	Flowers
Doves	Memorial Location
Reception/Post Service Reception Location	Printed Materials/Programs
Music (Pipes, Drums, and Buglers)	Death Certificates

**PREAUTHORIZED TYPE II.II STAFFING ELEMENTS**

The following staffing elements are approved for a Type II.II Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE.

Preauthorized Type II.II Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Local 2881 Agency Administrator	1	1	1	1	1
Technical Specialist – Critical Incident Stress Management	3	3	3	3	3
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Local 2881 Family Liaison	1	1	1	1	1
Public Information	3	3	3	3	3
Honor Guard Representative	N/A	1	1	1	1
Honor Guard Coordinator	N/A	1	1	1	1
Operations	N/A	3	3	3	3
Planning	N/A	3	3	3	3
Finance	N/A	3	3	3	3
Logistics	N/A	3	3	3	3
Honor Guard Protocol Officer	N/A	N/A	1	1	1
Pipes and Drums Detail Leader	N/A	N/A	2	2	2
Color Guard	N/A	N/A	N/A	6	6
Pallbearers/Flag Folding	N/A	N/A	N/A	9	9
Rifle Firing Team (Peace Officers Only)	N/A	N/A	N/A	4	4
Liaison Officer	N/A	N/A	N/A	1	1
Bugler	N/A	N/A	N/A	N/A	1
Pipes and Drums	N/A	N/A	N/A	N/A	17
Safety Officer	N/A	N/A	N/A	N/A	1
Staging Area Manager	N/A	N/A	N/A	N/A	2
Family Escorts	N/A	N/A	N/A	N/A	2
Usher Detail	N/A	N/A	N/A	N/A	1
Silent Guard	N/A	N/A	N/A	N/A	8

Based on the complexities of the Service or availability of the venue, the timing of staffing elements may need to be adjusted.



Honor Guard practice days prior to service are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.

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TYPE III.I SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE III.I SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type III.I Service for all Bargaining Unit 8 members and Office of the State Fire Marshal Peace Officers. Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director. Costs associated with a Type III.I Service for non-dues paying Bargaining Unit 8 members will be paid for by the department.

Preauthorized Type III.I Service Elements Provided By Department	
Badge Shrouding	Helmets
Flags at Half Staff	Badges
Photography/Video/Audio Visual	Wreath and Bunting of Equipment
Silent Guard	Badge and Flag Presentation
Posting of Colors	Last Alarm and Bell Ceremony
Flag Folding Detail/Pallbearer	Music (Pipes, Drums, and Buglers)
Transportation for Family Members on Day of the Service	(1) California Flag with Flag Case (1) American Flag (military only)
Engines/Vehicles	Uniformed Ushers

The costs associated with any additional Type III.I Service Elements are the responsibility of the Decedent's Family. Final authorization will be given during the Service Conference Call.

Unfunded Type III.I Service Elements	
Mortuary	Clergy/Chaplain/Officiant
Family Escort	Burial Site
Pallbearer	Ash Scattering
Burial in Uniform	Memorial Location
Taps (Military Honors Only)	Reception / Post Service Reception Location
Death Certificates	Flowers
Printed Materials/Programs	Obituaries
	Tables and Chairs

**PREAUTHORIZED TYPE III.I STAFFING ELEMENTS**

The following staffing elements are approved for a Type III.I Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE or the Vice President of Local 2881, as appropriate.

Preauthorized Type III.I Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Local 2881 Agency Administrator	1	1	1	1	1
Technical Specialist – Critical Incident Stress Management	1	1	1	1	1
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Local 2881 Family Liaison	1	1	1	1	1
Public Information	1	1	1	1	1
Honor Guard Representative	N/A	1	1	1	1
Honor Guard Coordinator	N/A	1	1	1	1
Operations	N/A	1	1	1	1
Planning	N/A	1	1	1	1
Finance	N/A	1	1	1	1
Logistics	N/A	1	1	1	1
Honor Guard Protocol Officer	N/A	N/A	1	1	1
Pipes and Drums Detail Leader	N/A	N/A	2	2	2
Color Guard	N/A	N/A	N/A	6	6
Pallbearers/Flag Folding	N/A	N/A	N/A	9	9
Liaison Officer	N/A	N/A	N/A	1	1
Bugler	N/A	N/A	N/A	N/A	1
Pipes and Drums	N/A	N/A	N/A	N/A	10
Safety Officer	N/A	N/A	N/A	N/A	1
Staging Area Manager	N/A	N/A	N/A	N/A	1
Family Escorts	N/A	N/A	N/A	N/A	2
Usher Detail	N/A	N/A	N/A	N/A	1
Silent Guard	N/A	N/A	N/A	N/A	8

Based on the complexities of the Service or availability of the venue, the timing of staffing elements may need to be adjusted.



Honor Guard practice days prior to service are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.

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TYPE III.II SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE III.II SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type III.II Service for all CAL FIRE members (dues paying Bargaining Unit 8 members and Office of the State Fire Marshal Peace Officers refer to Type III.I). Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director. All preauthorized costs associated with a Type III.II Service are paid for by the department.

Preauthorized Type III.II Service Elements Provided By Department	
Badge Shrouding	(1) California Flag with Flag Case
Flags at Half Staff	Wreath and Bunting of Equipment
Photography/Video/Audio Visual	Engines/Vehicles
Posting of Colors	Uniformed Ushers
	Transportation for Family Members on Day of the Service

The costs associated with any additional Type III.II Service Elements are the responsibility of the Decedent's Family. Final authorization will be given during the Service Conference Call.

Unfunded Type III.II Service Elements	
Mortuary	Food/Meals for Family Members
Obituaries	Clergy/Chaplain/Officiant
Family Escort	Burial Site
Tables and Chairs	Flowers
Doves	Memorial Location
Reception/Post Service Reception Location	Printed Materials/Programs
Music (Pipes, Drums, and Buglers)	Death Certificates

**PREAUTHORIZED TYPE III.II STAFFING ELEMENTS**

The following staffing elements are approved for a Type III.II Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE.

Preauthorized Type III.II Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Local 2881 Agency Administrator	1	1	1	1	1
Technical Specialist – Critical Incident Stress Management	1	1	1	1	1
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Public Information	1	1	1	1	1
Honor Guard Representative	N/A	1	1	1	1
Honor Guard Coordinator	N/A	1	1	1	1
Operations	N/A	1	1	1	1
Planning	N/A	1	1	1	1
Finance	N/A	1	1	1	1
Logistics	N/A	1	1	1	1
Honor Guard Protocol Officer	N/A	N/A	1	1	1
Pipes and Drums Detail Leader	N/A	N/A	2	2	2
Color Guard	N/A	N/A	N/A	6	6
Liaison Officer	N/A	N/A	N/A	1	1
Pipes and Drums	N/A	N/A	N/A	N/A	10
Safety Officer	N/A	N/A	N/A	N/A	1
Staging Area Manager	N/A	N/A	N/A	N/A	1
Family Escorts	N/A	N/A	N/A	N/A	2
Usher Detail	N/A	N/A	N/A	N/A	1

Based on the complexities of the Service or availability of the venue, the timing of staffing elements may need to be adjusted. Honor Guard practice days prior to service are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.



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TYPE IV SERVICE ELEMENTS EXHIBIT

PREAUTHORIZED TYPE IV SERVICE ELEMENTS

The following Service Elements are preauthorized for a Type IV Service, as appropriate. Final authorization will be given during the Service Conference Call. Additional requests for Service Elements exceeding this preauthorized list requires the approval of the Director.

Preauthorized Type IV Service Elements Provided By Department	
Badge Shrouding	Engines/Vehicles
Posting of Colors	Photography/Video/Audio Visual
Flags at Half Staff	Transportation for Family Members on Day of the Service

The costs associated with any additional Type IV Service Elements are the responsibility of the Decedent's Family. Local 2881, other entities, and/or appropriate Bargaining Unit may assist monetarily and will determine support on a case-by-case basis. Final authorization will be given during the Service Conference Call.

Unfunded Type IV Service Elements	
Mortuary	Clergy/Chaplain/Officiant
Obituaries	Burial Site
Tables and Chairs	Flowers
Music (Pipes, Drums, and Buglers)	Memorial Location
Reception/Post Service Reception Location	Printed Materials/Programs



PREAUTHORIZED TYPE IV STAFFING ELEMENTS

The following staffing elements are approved for a Type IV Service. Additional requests for staffing exceeding this preauthorized list requires the approval of the Director of CAL FIRE or the Vice President of Local 2881, as appropriate.

Preauthorized Type IV Staffing Elements					
Position	Day of Death	Immediately Following Approval of Service Type	Four Days Prior to Service	Three Days Prior to Service	Two Days Prior to Service
CAL FIRE Agency Administrator	1	1	1	1	1
Labor Group Agency Administrator	1	1	1	1	1
Incident Commander	1	1	1	1	1
CAL FIRE Family Liaison	1	1	1	1	1
Labor Group Family Liaison	1	1	1	1	1
Public Information	1	1	1	1	1
Honor Guard Representative	N/A	N/A	N/A	1	1
Honor Guard Coordinator	N/A	N/A	N/A	1	1
Operations	N/A	N/A	N/A	1	1
Planning	N/A	N/A	N/A	1	1
Finance	N/A	N/A	N/A	N/A	1
Logistics	N/A	N/A	N/A	1	1
Honor Guard Protocol Officer	N/A	N/A	N/A	1	1
Pipes and Drums Detail Leader	N/A	N/A	N/A	2	2
Color Guard	N/A	N/A	N/A	N/A	6
Pallbearers/Flag Folding	N/A	N/A	N/A	N/A	9
Liaison Officer	N/A	N/A	N/A	N/A	1
Bugler	N/A	N/A	N/A	N/A	1
Pipes and Drums	N/A	N/A	N/A	N/A	3
Safety Officer	N/A	N/A	N/A	N/A	1

Honor Guard practice days prior to service are not to be counted against State Release Time training days as identified in Section 2.7.7 of the BU8 MOU.

REVISION DATE

Revision Date: July 2023
Last Reviewed: July 2023