


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: Membership</b> <b>SUBJECT: Various Services</b>	S.O.P: 102.14
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	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012  <b>Revision Date:</b>

### ***Purpose:***

This S.O.P outlines the guidelines in the event that the chaplain is called to a funeral, memorial service, or any other event requested by the public.

### ***Guidelines:***

1. Memorial services are conducted in a manner to commemorate the deceased. Since a memorial service is sometimes conducted without the deceased being present, it handled somewhat less formally than a funeral service.
2. Funeral services for on duty personnel should include the following:
  - a. Determine if the honor guard is requested. If so then coordinate with the family to select individuals to serve as honor guard.
  - b. Determine if the casket guard is requested. If so, coordinate with the family to select individuals to serve as the casket guard. Then contact the appropriate supervisor to make the request for the personnel. The number of persons used as a casket guard, but no longer than 30-minute intervals will determine the post. Uniform will be Class A uniform accompanied by hat and white gloves.
  - c. Coordinate the order of service with the wishes of the family involved.
  - d. Assure the shift supervisor has coordinated the procession to the cemetery.
  - e. Keep funeral director informed of all functions during the service.
  - f. If an American flag is involved, assure that the flag is properly folded and presented to the family. The Chief usually does presentation to the family.
  - g. Return to the funeral home with the family and determine if any further assistance can be given, at any time.
  - h. Accompany family to the home is necessary.
  - i. Make a follow-up visit approximately two days after the funeral to assist with other matters such as insurance, social security, and death notification, ECT, if necessary.

NOTE: All services conducted by the Chaplains office are to be done in non-denominational nature