

**Stillwater Fire District**  
**Stillwater, New York**

Fire District Policy and Procedure

Policy Number: 3 of 2010

Policy Name: Use of Apparatus and Facilities for Funeral Details

Date Issued: March 8, 2010

Effective: March 8, 2010

Revised: \_\_\_\_\_

Review Date: January 2011

**I. PURPOSE**

A. The purpose of this policy and procedure is to outline the use of facilities and apparatus for funeral details as a result of the death of a member of the fire company.

**II. POLICY**

A. It shall be the policy of the Board of Commissioners of the Stillwater Fire District to allow the use of the facilities and apparatus upon the death of a member of the department.

B. The Quartermaster shall be responsible to keep in stock black mourning bands for shields and white gloves to be used during funeral details.

**III. PROCEDURE**

A. Use of apparatus,

1. All members shall be afforded the use of fire apparatus for a funeral detail at the request of the family or the Funeral Director.
2. The Chief or designee shall offer the use of apparatus to the family during the funeral services.
3. Upon the request of the family the Chief or designee shall make arrangements for the use of the apparatus including the scheduling of personnel. The Board shall be informed of the use.
4. The chief or designee shall appoint a person responsible for the detail if an officer is not in attendance.
5. The Officer of the Detail shall coordinate the use of the apparatus with the funeral director.
6. The staff assigned with the apparatus will check to make sure the apparatus will clear all locations on the procession route.
7. The apparatus shall be made clean and presentable for the detail.
8. Any additional personnel shall be scheduled by the Chief or designee.
9. All personnel shall attend the funeral detail in dress uniform or proper attire which shall consist of at a minimum dress pants, dress shirt and tie. Uniform attire shall include ties, mourning bands on shields and white gloves.
10. If the funeral procession is to pass one of the fire stations, an appropriate tribute in honor of the final alarm will be displayed and the siren sounded

manually if present. If the siren can not be sounded, the station detail shall come to attention and salute the motorcade upon passing.

B. Use of facilities

1. All members shall be afforded the use of fire District facilities for a funeral detail at the request of the family.
2. Fire station use shall be cleared with the Chief Officers and the Board of Fire Commissioners for the purpose of accommodation and coordination.
3. The Chief shall coordinate the detail or assign an Officer of the Detail.
4. The Chief or Officer of the Detail shall be responsible for the coordination of the use of the facilities.
  - a. Each detail of the use of the facility shall be pre planned and documented.
  - b. Staffing for the Detail shall be the responsibility of the Chief or designee including solicitation, notification and scheduling.
  - c. Contingency plans for the location of apparatus and a contingency response plan shall be devised by the Chief or designee.
  - d. A crew shall be recruited and designated during the detail, one for facility support and one for contingency response.
  - e. All members assigned to the detail shall be dressed appropriately for the job to which they have been assigned. Uniform attire shall include mourning bands on shields and white gloves.
  - f. The facility and apparatus used for the detail shall be clean and in a condition which is indicative of the pride of the organization and the fire service.
  - g. The detail shall coordinate all activities through the assigned funeral director.
  - h. Any required purchases associated with the detail shall be approved by the Company or the Board of Fire Commissioners as appropriate.

C. Use of Equipment for Funerals outside the District

1. Apparatus or facilities may be requested by Departments outside of the Stillwater Fire District.
  - a. The use of apparatus or facilities shall be communicated to the Chief, designee or a member of the Board of Fire Commissioners.
  - b. Apparatus may be used to attend funerals outside of the District as appropriate.
  - c. Use of apparatus outside of the District shall be reviewed with the Chief Officers and the Commissioners.
  - d. If the Chief is not in attendance an Officer of the Detail shall be appointed to be responsible for the staff and apparatus.
  - e. All members attending the detail shall be appropriately dressed in uniform or shall be wearing dress slacks, dress shirt and tie.
    - i. Uniform dress shall include white gloves and mourning bands on shields.
  - f. Apparatus being used in the Funeral detail shall be clean and presentable.
  - g. Members of the detail shall act appropriately and represent the District and the Company in a professional manner.

