



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The intent of this guideline is to define the purpose and management of the department's Ceremonial Detail. The purpose of the Detail is to ensure the department has in place a cadre of members who represent the department during special events and formal ceremonies that are civic or social in nature. This may include community parades or similar events and ceremonial gatherings such as funerals where it is appropriate for the department to be represented in a formal way.

POLICY

The Detail shall be composed of no less than twelve (12) active members of the department appointed by the Fire Chief. Membership shall be strictly volunteer. Members who wish to volunteer for the Detail may do so by submitting a formal request in writing through their company officer and battalion chief to the Fire Chief. It is the discretion of the Fire Chief to remove a member from the detail at any time.

The Detail shall be managed by a Coordinator who is appointed by the Fire Chief. The duties of the Coordinator shall include:

- Ensuring the Detail is adequately staffed at all times and in a state readiness at all times
- Identifying equipment and supply needs and submitting related requests to the Fire Chief
- Scheduling and coordinating meetings and training sessions
- Coordinating duties and responsibilities during events and ceremonies
- Assisting in the development of policies and procedures
- Ensuring members dress uniforms are in the proper order and presentable at all times

The Coordinator may temporarily appoint another member of the Detail to serve in their place in the event they are unable to perform their duties during a particular function such as a meeting, training session or event.

Class A dress uniforms shall be worn by the Detail in accordance with 101.10 Uniform and Grooming Policy. Detail shall present themselves in a neat and professional manner at all times. No excessive jewelry or special pins, buttons or related paraphernalia shall be worn with the Class A uniform unless specific permission is granted by the Fire Chief.

Events for which the Detail may participate in include parades, civic, social or cultural ceremonies, and related events the Department has been invited to attend. Suggested guidelines for Detail staffing at these events should be no less than four (4) members. Members shall be present in Class A Uniform during the event.

Approved

Fire Chief



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Services where the Detail may be present include funerals of current, former, and retired members of the Department. Other services where the Detail may be present include funerals of local public figures. Detail staffing levels for funeral services will vary depending on the nature of the service. Minimum guidelines for funeral services are:

Full Fire Department Detail: Offered to families of members of the Department who have died in the line of duty, retirees, current/active members of the Department (non-line of duty). Scope of services can include:

Honor Guard: Minimum of two (2) Detail members flanking casket during wake and/or funeral services.

Pallbearers: Minimum of eight (8) Detail members assigned to carrying the casket per the direction of funeral service representatives (May include members of Honor Guard).

Fire Engine Caisson: A caisson consisting of a fire engine which may carry the casket from wake to services to grave site.

Mourning Bunting: Bunting shall be placed on the outside of all fire stations and upon the fire engine caisson.

Casket Flag: A casket flag may be draped or displayed placed on the casket. An American flag may be provided for those services of current or former members of the U.S. Armed Forces. For others a City of Russellville, fire department or similar flag may suffice.

Badge Shrouds: Detail members as well as all Department members who are present during services shall be provided with a black elastic or tape shroud that shall be placed horizontally over the middle of their coat badge as a reflection of "in mourning".

Department Wreath: A wreath representing the Department may be placed beside or near the casket.

Bugler: A bugler may be present during graveside services to sound taps.

Piper: A bagpiper may be present during graveside services to play appropriate music.

Drummer: A lone drummer may be present to provide a military style drumbeat during the moving of the casket to various locations throughout the service.

Reserved Seating: Special reserved seating may be provided for active and retired members of the Department during church services.

Funeral Procession: As part of the funeral procession from funeral home and/or church to graveside services, the fire engine caisson flanked by the pallbearers may travel past the Central Fire Station to show final respects to the deceased.

Modified Detail: Offered to families of former members of the Department, community dignitaries such as former mayors and other members of the community that were connected to the Department and its programs and services in a significant or special way. Services offered should be limited to the presence of an honor guard during the wake and/or funeral service, wreath placement, reserved seating, and similar features. Consideration should be given to not overemphasize the Department's presence unless specifically requested by the family of the deceased.

Approved

Fire Chief

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