



OREGON FIRE SERVICE HONOR GUARD

**By-Laws and
Operations Manual
2009**

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**OREGON FIRE SERVICE HONOR GUARD
BY-LAWS**

**ARTICLE I
NAME AND PURPOSE**

SECTION 1 - NAME: This organization shall be known as the Oregon Fire Service Honor Guard, herein called the Honor Guard.

SECTION 2 - PURPOSE: The purpose of this Honor Guard is to represent the Oregon Fire Service at ceremonial and memorial services with professionalism and honor. The Honor Guard is a section of the Oregon Fire Chiefs Association.

**ARTICLE II
MEMBERSHIP**

SECTION 1 - INDIVIDUAL MEMBERSHIP: The individual memberships of the Association shall consist of:

- A. Active Members - Active Members shall include the members of an Oregon fire department or regularly organized public, private, governmental or industrial fire departments. Active Members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the constitution. Active Members who become ineligible for membership as the result of the leaving their fire department shall be allowed to maintain Active Membership so long as they remain in the Oregon Fire Service and have the support of their current fire agency or have retired from service.

**ARTICLE III
OFFICERS**

SECTION 1 - ELECTED OFFICERS:

- A. The elected officers of the Association shall consist of a State Commander, Assistant Commander, and a Trainer. The term of office will begin on May 1st of the year in which the officer was elected.
- B. The State Commander, Assistant Commander, and Trainer shall be active members in good standing of the Honor Guard, elected at large by ballot at the Conference, and shall have a term of office for two (2) years. Members seeking election to the office of State Commander shall have

previously served at least one (1) year as the Assistant Commander, or at least three (3) years as a active member of the Honor Guard.

SECTION 2 - NOMINATIONS AND ELECTIONS

- A. Nominations will be forwarded to the State Commander. The State Commander shall determine eligibility of members seeking office and present its report to the membership assembled at the Spring Conference, giving a complete list of the nominations for the elective office of the Honor Guard.
- B. Immediately following the report of the nominations, the State Commander shall call for nominations from the floor for any elective office. Nominations from the floor shall require the nominee's concurrence and a determination of eligibility by the State Commander.
- C. For any office for which there is only one nomination, the State Commander shall call for a motion for a unanimous ballot to be cast for that nominee and declare that nominee elected.
- D. For all offices for which there are two (2) or more nominations, an election, by secret ballot, shall be conducted.
- E. In the election of officers, the candidate receiving the highest number of votes shall be elected. In the event of two consecutive tie votes for any one (1) position, the State Commander Board shall determine the outcome of the election.

SECTION 3 - VACANCIES AND RESIGNATIONS:

- A. In the event of a vacancy occurring in any elected office of the Association, such vacancies shall be filled as follows:
 - 1. If a vacancy occurs in the position of State Commander, such vacancy shall be filled by the Assistant Commander.
 - 2. If a vacancy occurs in either the Assistant Commander or Trainer position, such vacancy shall be filled by appointment by the State Commander.

If none of the eligible officers accept the position, the State Commander shall appoint a qualified member to serve until the next regular election, at which point a regular election shall be held to fill the vacancy through the remainder of the term.

- B. Any person who resigns or from his/her fire department position shall no longer be eligible to serve at his/her elective position unless active with a Oregon fire agency. However, an officer retired for reasons other than personal choice, may, if otherwise qualified, be eligible to continue if so recommended by the State Commander and sustained by a majority vote of the members present and voting at the Conference.

SECTION 4 - MISCELLANEOUS

- A. If any elected member is found guilty of nonfeasance, misfeasance or malfeasance of office, whether in this Honor Guard or his/her own Department, he/she shall forthwith be removed from the position he/she holds.
- B. If any elected member brings discredit on the fire services, he/she may be removed from office by a majority vote of the Membership and the vacancy filled as stated above.

**ARTICLE IV
DUTIES OF OFFICERS**

SECTION 1 - The duties of the elected officers are as follows:

- A. The State Commander shall:
 - 1. Be the official spokesman for the Honor Guard.
 - 2. Preside at meetings of the Honor Guard.
 - 3. Appoint all committees, including those not provided for in the Charter and Bylaws.
 - 4. Performs such other duties as prescribed by the OFCA Board.
- B. The Assistant Commander shall:
 - 1. In the absence or inability of the State Commander immediately assume the duties of the State Commander.
 - 2. Assist the State Commander in conducting the business and carrying out the policies of the Honor Guard.
 - 3. Perform such other duties as prescribed by the State Commander.
- C. The Trainer shall:
 - 1. In the absence or inability of the State Commander and Assistant Commander, immediately assume all duties and responsibilities of the State Commander.
 - 2. Assist the State Commander and Assistant Commander in conducting the business and carrying out the policies of the Association.
 - 3. Perform such other duties as prescribed by the State Commander.

SECTION 2 - No officer or member shall incur any expense or indebtedness of any kind in the name of the Honor Guard without the authorization of the OFCA Board of Directors; except the State Commander, who may expend budgeted funds for normal operation of the Honor Guard. In an emergency, the State Commander may authorize an expenditure of Honor Guard funds.

SECTION 3 - Nothing contained in this Constitution and Bylaws shall prohibit the OFCA Board of Directors from taking action on matters affecting the betterment of the Honor Guard.

ARTICLE V MEETINGS

SECTION 1 - There shall be at least one (1) business meeting of the Honor Guard at the OFCA Spring Conference, location and time approved by the State Commander.

SECTION 2 – Twelve (12) Active Members in good standing of the Honor Guard shall constitute a quorum for the conducting of business at the business meeting

ARTICLE VI DUES

SECTION 1 – There are currently NO membership due requirements from members.

SECTION 2 - The dues year shall correspond with the Association’s fiscal year and shall be payable on or before the first day of the budget year.

SECTION 3 - Members in arrears of dues shall be ineligible to vote. Any member in arrears ninety (90) calendar days shall, after due notice of such arrears, be removed from the membership roll by the State Commander.

ARTICLE VII RULES OF ORDER

SECTION 1 - The presiding officer shall preserve order. All questions of order shall be decided by the presiding officer subject to an appeal to the conference assembled, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reason for the decision given and shall put the question as follows: “Shall the decision of the chair be sustained?” A two-thirds (2/3) majority of those present and voting shall be necessary to reverse the decision of the chair.

SECTION 2 - A member, when speaking or offering a motion, respectfully address the presiding officer, when finished speaking shall, at once, resume seating, and when speaking shall only speak to the question under debate and avoid all personal or indecorous language and, if required, shall put the motion in writing.

SECTION 3 - When two (2) or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

SECTION 4 - A member called to order shall immediately cease speaking and resume his/her seat until the point of order in question has been decided and then shall again be entitled to the floor.

SECTION 5 - A motion to take the previous question shall always be in order (except when a member is in possession of the floor), must be put without debate, and is supported by a majority of the members present. Voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

SECTION 6 - A motion to adjourn shall always be in order, except when a member is in possession of the floor or a vote being taken or it has been decided a vote shall now be taken. A motion to adjourn at a given time is open to debate.

SECTION 7 - Presentation of all proposed amendments in the Constitution, Bylaws, or Rules of Order, of which notice has been given prior to the opening of the conference, shall be on the agenda of the conference.

ARTICLE VIII AMENDMENTS

SECTION 1 - The Honor Guard shall have full powers of any meeting to amend or revise the Constitution and Bylaws, upon four-fifths (4/5) majority vote of the members present and voting shall be required for the adoption of any amendment or revision.

SECTION 2 - All amendments or revisions shall take effect immediately upon adoption by the membership unless otherwise provided. Amendments affecting the OFCA will be presented the OFCA Board of Directors by the State Commander before adoption.

ARTICLE IX POLICIES AND PROCEDURES

SECTION 1 - To provide uniform and consistent accomplishment of the Articles of this Constitution and Bylaws, the OFCA Board and State Commander shall develop and adopt policies clearly describing the methods and procedures.

SECTION 2 - The OFCA Board of Directors shall cause all Honor Guard policies to be reviewed on an annual basis by the State Commander.

SECTION I

OPERATIONAL GUIDELINES

GENERAL

1.1 Mission Statement:

Represent the Oregon Fire Service at ceremonial and memorial services with professionalism and honor.

1.2 Vision:

Honoring the fire service traditions and serving those who have fallen.

1.3 Values “HONOR”:

H: Honor & Integrity.

O: Outstanding commitment to service and delivery.

N: Nurturing personal and professional relationships.

O: Overall consistency to excellence through training.

R: Respect for those we serve and represent.

1.4 Membership:

The goal is to maintain a membership of thirty (30) persons. To be a part of the Oregon Fire Service Honor Guard shall always remain a privilege.

1.4.1 Eligibility:

The Oregon Fire Service Honor Guard is open to active fire service personnel within the State of Oregon. Membership shall be voluntary. It is anticipated that each member’s supporting agency will be responsible for that member’s financial costs. The member will be ultimately responsible for all costs incurred (Travel, lodging, etc.) The OFSHG will not be financially responsible for member’s expenses.

1.4.2 Application Process:

The official OFSHG applications shall be submitted by members wishing to apply. Applications will be accepted year round. Applications will be reviewed by the State Commander once a year before the OFCA spring conference.

The application shall be reviewed, interviews and a determination made by the State Commander.

1.4.3 Probation/Initial Training:

New members shall be considered on “Probation” for the months between the semi-annual training upon being approved for the team. The probation period will start at the OFCA spring Conference and end at the OFCA Fall Conference. During the probation period members will focus on initial training and attend state and/or regional training sessions. During probation

the new member will not actively participate in funerals or memorials. New members are encouraged to attend activations for training purposes; they will serve a support role.

New members are required to complete the Worker's Compensation Agreement.

Members will become familiar with the Oregon Fire Service Honor Guard By-laws, Operations and Training Manual. It is the new member's responsibility to understand and be proficient with all operational procedures and training protocols.

Each member will receive a new member's packet (hard copy or disc) that will include pertinent team information.

To complete probation new members will complete the following:

1. Interview with elected officers.
2. Skills test

The State Commander will approve completion of probation and Active Member status.

1.5 Uniform Purchase:

Upon completion of probation the member will purchase the official OFSHG uniform. The member will be responsible for all costs for the uniform. The new member will purchase the uniform through the honor guard member in charge of uniforms/equipment.

1.6 Participation/Attendance Requirements:

All members are required to be active participating members of the Honor Guard.

It is MANDATORY that all members attend one (1) statewide training and one (1) event per calendar year.

OFCA spring & fall conference opening ceremonies will not count toward the one event requirement if the member was at the previous day's training.

Members not meeting this requirement will be removed from the team. Members not meeting this requirement need to contact the State Commander for exceptions.

Approved Leave of Absence:

Leave of Absence will be granted on a case by case basis. Appropriate absence includes: Military Leave, Illness to self/family, Injury. Leave of Absence must be requested by the member to the State Commander. Members wishing to become active again that are currently on an approved leave of absence will contact the State Commander to request active member status.

At the end of the calendar year the State Commander will review all attendance records. If a member is found to have not met attendance requirements a letter or email will be sent to that individual stating such. The member will be required to contact the State Commander within (30) thirty days of notification.

1.7 Discipline/Removal From Team:

All members are expected to act in a professional manner at all times.

Discipline including removal from the team may include the following:

- Criminal convictions (felonies)
- Stealing/misuse of any State Honor Guard equipment
- Self activation for events
- Insubordination
- Non-compliance of Operations & Training Manual
- Non-compliance with participation/attendance requirements

All discipline matters will be forwarded to the State Commander. The State Commander will consult with the Assistant Commander and make a recommendation to the OFCA. Discipline will be in the form of suspension or removal of the team.

Code of Conduct

No member will accept a reward, fee or gift from any person/organization from any person for services incidental to the performance of duty unless approved by the State Commander. Token gifts of appreciation with little value such as food may be accepted. No member will use their position, uniform or badge at any time to purchase or initiate a discount for any item or services for personal gain not approved by the State Commander.

1.8 Worker's Compensation Coverage

The OFSHG or the OFCA does not carry insurance coverage for its members for events and training. It is required that the member and the supporting agency sign and return an insurance form to the State Commander. Member's not meeting this will immediately be removed from the team, no exceptions.

1.9 Transportation:

Each member/agency shall provide his/her transportation to and from all Oregon Fire Service Honor Guard activities.

1.10 Website:

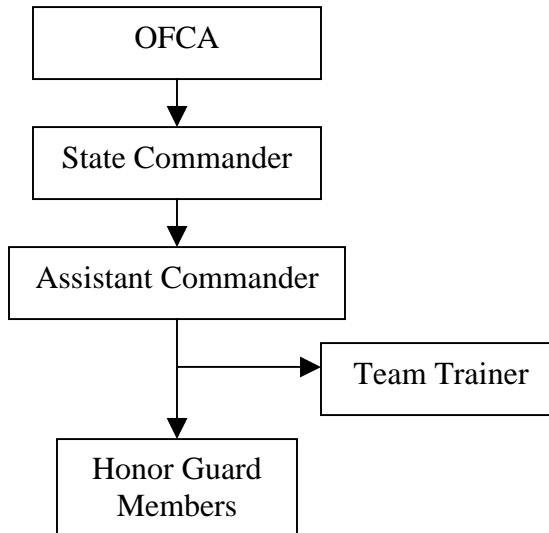
A website will be established and maintained for the OFSHG. The State Commander and OFCA Board will monitor contents of this website.

SECTION II **ORGANIZATION**

2.1 Organization:

The Oregon Fire Service Honor Guard shall fall under the auspices of the Oregon Fire Chiefs' Association (OFCA).

2.1.1 Organizational Chart



2.1.2 Positions

State Commander

The State Commander will be in charge of overall operations within the Honor Guard and will report directly to the OFCA.

Duties include:

- Serve as primary contact for the Honor Guard
- Approve all Honor Guard events/activations
- Manage the Oregon Fallen Fire Fighters Memorial
- Sit as Ex-Officio member of the OFCA Board
- Hold membership on the Meritorious Awards Committee.
- Manage Honor Guard Website
- Manage and report the finances
- Act as the Event Leader at activations
- Designate an Event Leader for activations
- Maintain accurate attendance and training records
- Organize and schedule statewide meetings and elections

Assistant Commander

Duties Include:

- Perform duties assigned by the State Commander
- Act as Event Leader for activations
- Perform State Commander duties when assigned.

Team Trainer

Team Trainer will be in charge of developing, training, and maintaining in regards to all movements and drills performed by the Honor Guard. Team Trainers will serve as the primary trainer at statewide and regional training sessions.

Duties Include:

- Develop training protocol
- Teach drill protocol to new members
- Recommend changes to training manual
- Manage new member initial training through probation

2.2 Elections:

Elected positions are: State Commander, Assistant Commander and Team Trainer.

Elections for all positions will be held every two years on alternating years. Every effort shall be made to maintain continuity by not electing all new positions at one time. Election process shall follow the OFSHG By-Laws.

SECTION III

ACTIVATION

3.1 Activation:

All requests for the Oregon Fire Service Honor Guard shall be made by contacting the OFCA or/ the State Commander. The State Commander will contact the requesting person/agency. The State Commander shall determine whether the request meets the criteria for activation. Once approved the State Commander will notify and activate the team and determine availability.

Activations:

Events appropriate for activation of the Oregon Fire Service Honor Guard:

- LODD Oregon Emergency Service Personnel
- Active Duty Oregon Emergency Service Personnel
- Retiree Funerals
- Memorial Events
- State or National needs deemed necessary by the OFCA.
- Other activities approved by the State Commander

The Oregon Fire Service Honor Guard shall make every effort to facilitate the posting of colors as requested for the following conferences: OFCA, OFMA, OVFA, OFDDA, and State EMS.

Other Activations may be considered by the State Commander.

The State Commander (or Event Leader) will contact the requesting agency to make the necessary arrangements.

The State Commander shall contact the team members when an event is approved. Each member shall then notify the State Commander or designee if they will be attending. The “Level of Honor” Services protocol will be used to determine requirements and ability for all funeral/memorial events. Members will not deviate from this protocol.

The ability to activate at team will be determined using the “Level of Honor” services protocol in this guideline along with the below suggestions:

- Memorial: Two (2) members
- Funeral/Pall Bearers: Seven (7) members
- Flag/Colors Drill: Five (5) members

Self-Activation

The Oregon Fire Service Honor Guard and all members within shall never self-activate. Members found to self-activate will immediately be suspended and dealt with using the discipline guidelines.

Honorarium/Requested Donations:

The OFSHG will request donations for the following events or in kind donations such as rooms and/or meals or fundraising.

Conference Openings: \$200.00

The OFCA spring conference will not be charged for the conference opening ceremonies.

Non funeral/memorial events: \$150.00

This includes events that are not a normal function of the honor guard. The State Commander will make the determination.

If the requesting party does not agree to the honorarium, the State Commander will determine if the team will be activated.

SECTION IV

LEVEL OF HONOR SERVICES

4.1 General:

This guideline defines different levels of honor with corresponding suggested arrangement options. The Oregon Fire Service Honor Guard will follow the below protocol. If the department wants to provide services which are above our protocol the Oregon Fire Service Honor Guard will help with planning but will not participate in that portion of the event.

Before any plan is instituted, the deceased department member's family must agree with the Oregon Fire Service Honor Guard's participation. During the planning process the OFS Honor Guard must consider the family's wishes. The family or the department shall never influence the Oregon Fire Service Honor Guard to provide an inappropriate increase in "Level of Honor" services.

4.2 Definitions:

Line of Duty Death, traumatic injuries (LODD) – able to receive PSOB

The death must be the result of a traumatic injury suffered in the line of duty.

Line of Duty Death, non-traumatic injures (LODD) – able to receive PSOB

A non-traumatic injury that is strongly believed or has been proved to be attributable to the job, i.e. approved cancer, stress, heart attack, stroke, hepatitis, AIDS, suicide

Active Member

An active member with a fire department (career or volunteer), who dies or is killed off-duty, while not duty related.

Retired Member

A retired member of a fire department

Non-Job Related Death

Deaths, natural or traumatic, that are not fire or EMS duty related.

“Level of Honor” Services

4.3 Line of Duty Death, LODD

- American Flag Fold/Presentation
- Badge Shrouds
- Bagpipers
- Bugler
- Bell Ceremony
- Crossed Ladders
- Fire Dept. Eulogy
- Fire Engine Caisson
- Honor Corridor
- Honor Guard
- Casket Watch
- Dispatch Last Alarm
- Pallbearers (FD, Honor Guard)
- Station Bunting, Mourning
- Vehicle Bunting
- FD Vehicle Procession

4.4 Active Duty Death

- American Flag Fold (for military veterans only)
- American Flag Presentation (for non veterans)
- Badge Shrouds
- Bagpipers
- Bugler
- Bell Ceremony
- Fire Dept. Eulogy
- Honor Corridor
- Honor Guard
- Casket Watch
- Pallbearers (FD, Honor Guard)
- Vehicle Bunting (apparatus parked at site)

4.5 Retiree Funeral

- American Flag Fold (for military veterans only)
- American Flag presentation (for non veterans)
- Bell Ceremony
- Honor guard (act as ushers only)

SECTION V **FINANCES/DONATIONS**

5.1 General:

The Oregon Fire Service Honor Guard is a not-for-profit team, relying on support from the OFCA and other sponsoring organizations, individuals, and agencies. Donations are accepted and placed in an account managed by the OFCA and the State Commander. Donations are utilized to fund ongoing activities and maintain supplies for the team. Any request for funds shall be routed through the OFCA office, through the State Commander. An annual budget will be maintained by the OFSHG and presented to the OFCA board on a quarterly basis. The budget will be supplemented by the OFCA when approved. The OFCA board must approve any budget issues affecting the OFCA. The State Commander will work with OFCA secretarial staff regarding finances.

5.2 Donations:

The Oregon Fire Service Honor Guard is funded solely by donations. Members and/or their sponsoring departments are responsible for their own uniforms and upkeep and for their own transportation, room, and food to all honor guard events and activations. Donations shall be used to purchase and maintain each region's kits and other purchases deemed necessary in the approved budget. All donations are to be sent to the OFCA office in Salem, and deposited by OFCA staff into the Oregon Fire Service Honor Guard account.

5.3 Expenditures:

Any request for money from a member will be directed to the State Commander. A phone call may be made to the staff by the State Commander, followed by a written request for funds, to include:

- Amount requested
- Purpose of request
- Any receipts
- Person/organization to whom the check should be written

5.4 Financial Statement:

Each year, at the OFCA spring conference, the State Commander shall present to the OFCA Executive Board a written and oral financial statement listing all donations made, all outlays of money, and the current account balance.

OREGON FALLEN FIRE FIGHTERS MEMORIAL

The Oregon Fallen Fire Fighter Memorial, events and finances will be overseen by the OFSHG. The State Commander will work with OFCA and DPSST regarding annual memorial, other events, and finances.

SECTION VI **TRAINING**

6.1 General:

Training is an intricate part of the Oregon Fire Service Honor Guard. All members must be competent in all levels of drill protocol and appearance.

6.2 Training Sessions:

Statewide Training/Business Meeting

The Oregon Fire Service Honor Guard shall have three (3) statewide training sessions each year in conjunction with the spring and fall OFCA conferences and the day before the Oregon Fallen Firefighters Memorial in September. These will be coordinated by the State Commander and the Team Trainer and will consist of a general business meeting, elections (when appropriate), training session, and to discuss the coming year's agenda. The training before the Oregon Memorial can be open to other agencies and units at the State Commanders discretion.

Other Training

Each member is encouraged to organize their own training on a regular basis.

6.3 Training Manuals:

The Oregon Fire Service Honor Guard Training Manual, the National Honor Guard Academy Manual 2009, the USMC NAVMC 2691 Drill and Ceremony Manuals and the U.S. Army Protocol Manual shall be the recognized references for all ceremonial and procedural operations for the Honor Guard.

6.4 Records:

It is the responsibility of the State Commander, Assistant Commander, or the Team Trainers to record the date, time, and participants at a training session and forward that information to the State Commander.

SECTION VII UNIFORMS

7.1 Purpose:

The purpose of this policy is to define the standard for the Class “A” uniform for the Oregon Fire Service Honor Guard Members to wear during travel, rehearsals, ceremonies and funerals.

7.2 Policy:

Quartermaster

A member designated by the State Commander shall oversee all uniform and equipment purchases/issues on behalf of the OFSHG. All request for items or issues will be forwarded through the Quartermaster.

Travel

When traveling to or from Oregon Fire Service Honor Guard events, members shall wear the travel uniform.

Rehearsals

During rehearsals, members may wear either the travel uniform or the pants and shirt of the Class “A” uniform. Jacket and hat are not to be worn during rehearsals. Gloves may be used for tasks such as flag folding.

Staging Area

A staging area or changing area shall be determined to allow members to change, store personal effects, and stay prior to, during, and after an event.

Conduct in Uniform

During an event, while in full Class “A” uniform, members shall conduct themselves in a professional, courteous and respectful manner consistent with an honor guard team. Prior to and after an event, if any member wishes to visit or socialize with other fire service, emergency personnel or civilians, they may not wear the coat, gloves and hat.

Appearance in Uniform

Each member of the Honor Guard must maintain a high standard of dress and appearance. Each member must present a neat and well-groomed appearance to the public.

Uniforms must be clean, neat, correct in design, and in good condition. Uniform, including pockets, must be buttoned. Shoes must be shined and in good repair. Metallic insignia, badges and nametags must be maintained in a high luster and without scratches. All articles of the uniform must fit properly.

Articles such as pagers, cell phones, pens, pencils, handkerchiefs, combs, cigarettes, cigars or pipes shall not be worn or carried while in uniform. Sunglasses or photosensitive glasses that become dark are prohibited while in formation or performing in detail or ceremony. Only prescription eyeglasses are acceptable. Earrings are prohibited while in uniform. No smoking, chewing tobacco/gum is allowed while wearing the OFSHG Class A uniform. Rings shall be limited to a wedding band. No other visible jewelry is allowed.

7.3 **Travel Uniform:**

- Approved shirt with Oregon Fire Service Honor Guard logo on chest.
- Black jacket with Oregon Fire Service Honor Guard logo on chest.
- Clean, neat pants
- Clean shoes
- Clean, neat shirt with collar
- Black ball cap with Oregon Fire Service Honor Guard logo on the front.
** note when wearing the OFSHG ball cap ***it is not to be worn indoors or when meeting the family or department members at a funeral.***

7.4 **Class “A” Uniform (Lighthouse Uniform Company):**

Uniform Coat: “Classic” Black, double breasted with six (6) gold buttons, badge tab over left pocket, and one black button on the left shoulder. The Oregon Fire Service Honor Guard patch shall be placed on each sleeve, two (2) inches below the seam line in the center. No other patches are to be worn on the coat.

Striping: Red “Trifol” three-looped honor guard striping on each sleeve, to be placed three (3) inches from the bottom of the sleeve. All stripes are to completely wrap the sleeve. There will be no striping to denote rank.

Service Crosses: There will be no service crosses or stars to denote years of service.

Shoulder Button (left): Black shoulder button is to be placed at the center from the neck to the shoulder edge with a minimum of three (3) inches from the shoulder edge.

Dress Shirt: White, long-sleeve, with shoulder epaulets. Department patch may be displayed on left shoulder.

Tie: Traditional, four-in-hand, black tie, with no tie tacks.

T-shirt: Plain white with a v-neck or crew neck. (Optional)

Pants: Naval CPO style, plain black with no cuff and no striping.

Belt: Black leather, basket weave with gold buckle.

Hat: White bell hat with webbed, black sides and black brim, gold chin strap with red pin stripe and gold buttons.

Hat Badge: Oregon Fire Service Honor Guard hat badge.

Overcoat: Double-breasted black uniform long overcoat with epaulettes and waist belt. An OFSHG uniform patch shall be placed on each sleeve, two (2) inches below the seam line in the center.

Socks: Black dress socks with no designs or patterns.

Shoes: Black, polished, patent leather, lace up shoe with round toe.

Badge: Oregon Fire Service Honor Guard badge, worn on the badge tab on the left chest.

Service medals: There shall be no service medals or ribbons displayed on the uniform.

Name tag: Gold, two (2) line name tag with member's name and department name, centered on right chest even with badge. The nametag shall be removed for funerals and memorial services.

Collar insignia: Oregon Fire Service Honor Guard collar insignia to be worn on the shirt collar, centered ½ inch from the tip on a line that bisects the angle of the tip.

Shoulder Braid: Shall have two braids, neither of which will have cords or tips and shall be worn on the left shoulder of the coat or the overcoat. The "Cobra" red and black braid shall be worn at funerals and memorial services. The "Cobra" solid red braid shall be worn at conferences and all other events.

Gloves: Solid white cotton gloves, either with or without gripper dots.

SECTION VIII **EQUIPMENT**

8.1 Regional Kit:

Each region shall maintain a kit that includes the following:

- One (1) American flag w/ pole and base
- One (1) State flag w/ pole and base
- Two (2) parade axes
- One (1) internment flag
- Five (5) sets of cotton gloves
- Ten (10) badge shrouds

The number of kits and their location will be determined according to the current membership's locations.

8.2 Equipment:

Flags

An Honor Guard should carry a minimum of flags to include the U.S. flag and State flag. Extra internment flags should also be carried. Flag size depends on the function you are performing. Flags other than the internment (coffin) flags should have the gold parade fringe around the outside.

Flag Poles

Pole should be adjustable to allow for varying heights and light enough to be easily handled by the individual members.

Pole Caps

Pole caps are attached to the top of the poles. The U.S. flag should be adorned with the likeness of the American eagle; all other flags should have a spearhead, cone or Maltese cross.

Tassel Cords

Tassel cords are approximately nine feet in length, gold in color and should be tied and hung freely from the top of the flagpole.

Pedestals

The diameter of the pedestal should match the diameter of the pole and allow for easy insertion.

Harness

The OFSHG will use/purchase black leather harnesses if needed. The edges should be dyed black in the sizing holes plus the inside of the cup where the flag rests.

Cases

Flag cases are recommended for the protection of flags, poles and bases while traveling or in storage. Cases or axes are also recommended.

Pike Poles & Axes

Pike poles and axes should be clean with a chrome finish to the heads. The ideal height for pike poles is five (5) feet. Weapons should be working and maintained by the individual teams. These weapons are held to guard the flag.

Fire Bell

The bell is generally taken from an old apparatus and mounted to a wood base. This bell is used for ceremonies and ringing of the last alarm either at the church and/or gravesite. (See bell ceremony)

Storage

Duffel bags, garment bags and carry bags work well for carrying uniform items. Individuals are responsible for the storage and maintenance of uniform items. Each regional team should store their respective equipment in a location that can be accessed by other members of the Honor Guard if needed.

SECTION VIII
Funeral ceremony

9.1 Bell Ceremony:

The following bell ceremony script will be used for individuals and memorials.

BELL CEREMONY

It was the bell that signaled the start of duty and through the days and nights,
each alarm was sounded by a bell.

It called the fire fighters to fight fires and place their lives in jeopardy for the
good of their fellow man.

And when the fire was out and the alarm had been completed, it was the bell
that signaled its end.

We seek strong words and symbols that give us a better understanding of our
feelings when we experience a loss, and we use these symbols and words to
reflect that devotion our brothers had for their duties.

The sounding of the bell, a special signal of five rings, three times each,
represented the end of their duties and that they were returning to quarters.

And now, Rank, Name,
Has/have completed his/her/their, duties well done, he/she/they has/have
given his/her/their best.

For our fallen brother his last alarm, he has gone home.

5 * 5 * 5

RETIREE SERVICES

(See 4.3 “Level of Honor” Services)

9.2 Visitation

The Honor Guard will post the colors at the head and foot of the casket. The U.S. Flag will be at the head, local (state) flag at the foot, and an honor guard member will stand silent guard at the head of the casket. The silent guard should start ½ hour after the beginning of visitation and end ½ hour prior to the completion of visitation. Change out the guard every 15 minutes.

Services

Services are generally shorter than the full line of duty services. It can include the Honor Salute and the “Ambition” poem found in Section X. Services will vary according to location, arrangement, family wishes, etc. The Honor Guard must be flexible and allow for and adapt to the situation. Remember we are there to provide the best possible service to the member and his/her family.

Burial

Flag folding will be done for military veterans only as they will be the only retirees with U.S. Flag draped caskets. A U.S. Flag may be folded for a retiree, however the flag will not be draped over the casket. At the gravesite you can present a Bible from the Local or Department. Should the International Veterans Burial Detail be involved, the standard procedure is a rifle salute, blowing of taps and folding of the flag, but only in this order. This is backed up by the U.S. Army 22-5 and the USMC NAVMC 2691 Drill and Ceremony Manuals.

NON LINE OF DUTY CEREMONIES
FOR AN ACTIVE MEMBER OF THE DEPARTMENT
(See 4.4 “Level of Honor” Services)

9.3 Visitation

Visitation should include, but not limited to, posting of colors and the silent guard. Generally for a visitation this is all you will really need to do. Further involvement will follow in the service.

Services

A. The funeral may include a eulogy, the firefighters prayer, a bell ceremony, the use of Local Honor Guard members as pallbearers and the processional.

Burial

A. The Honor Guard should be set up prior to the arrival of the procession. When the hearse passes in front of the Honor Guard the command Present Arms is given. When the hearse passes the last flag by six (6) paces, or if the hearse stops, then the command Order Arms is given. All flags except the U.S. are fully extended for the salute.

B. Before the casket is actually carried to the burial location, all uniformed members should be allowed time to come forward and form a corridor for the casket. This would be an appropriate place and time to render a hand salute.

C. Once the casket is in place, all uniformed members in the corridor should come forward; close up, but still stand in some formation that would be appropriate to its size.

D. A few uniformed members should be available to direct civilians back to one side, thus to allow placement of all uniformed members.

E. Should the member be a veteran of the military, his/her casket will be flag draped and this will fall under the normal protocols of ceremony procedures.

F. It is customary in some locals for a crew member of the deceased to present the helmet and the dress hat to the family. The uniform brass is generally placed in a wooden box and presented to the family. This is often done by the Fire Chief of the department.

The Bagpiper

A. Generally the bagpiper will stand off at a distance, depending on terrain, and finish off the ceremonies by playing two rounds of “Amazing Grace” The bell should be placed close to the piper. It should be rung the appropriate number of times according to dept. traditions.

LINE OF DUTY EVENT

(See 4.5 “Level of Honor” Services)

The following set of procedures and protocols are designed as a guideline for Department/ Local line of duty death. This will include the visitation, the funeral services, the processional and the gravesite services. This section will cover international procedures and protocols, notification requirements, and most important, logistics and tactical strategies for moving several hundred firefighters, numerous large rigs and appropriate vehicles that will be sent by neighboring Departments, their Honor Guards, and of course, the complete participation of the Department. Department procedures and protocols for line of duty death funeral services should be sought out, studied and implemented as much as possible.

9.4 Planning

It is well advised to request from the family and the funeral director an additional day. Traditionally, funerals occur on the third day from the time of death. Because of planning and logistics, and the large number of people in attendance, an additional day is suggested. This will allow you time to make your local, county, state and national notifications. You will also have more time to put together manpower and preplan all the day’s events.

Responsibilities

It is suggested that one Department member be assigned to act as the liaison between family and the department. This will help to alleviate some stress on the family. If the members see that the family is not overly stressed out, their stress levels will fall.

9.5 Visitation

The visitation generally will include the postings of colors by the Honor Guard. This involves more members. Silent guard rotations should occur every 15 minutes. Do not allow a member to stand any longer for fear of them becoming stiff, locking their knees and eventually passing out.

During the posting of colors it is traditional with some departments to include a bagpiper who will pipe the unit in, stop for the posting of the colors and the salute, and then pipe another tune on the way out. Generally, “Bal moral”, “The 79th Farewell to Gibraltar” and other related tunes are most appropriate. However, you must remember that when playing the bagpipes there is no volume control. They are either on or they’re off. This should be something that is absolutely planned with full knowledge of the family. Some small children could become startled because of the volume of the bagpipes. One option would be to place the bagpiper in another room, which would reduce the noise level of the pipes.

At the completion, a final salute can be rendered by returning all members of the Honor Guard that have been standing guard that evening. Form a straight line across the front of the room facing the casket and leave room for the members at the casket on watch and for the relief detail. Once the line has come into place, the relief begins a changing of the watch. When the watch has been changed and the salute completed by the on and of going watch but before they about face they stand fast. The detail commander will then call for an honor salute, recites a pre-approved text then calls “hand salute” and “two”. They can then exit the room. However, for a line of duty event, sometimes you will leave a single or double watch during all hours that the body is lying in state.

It is tradition, that when a fire fighter or a police officer is killed in the line of duty, whether they be a veteran or not, the U.S. Flag is draped over their casket. In doing this you must remember that nothing is to be set on top of the U.S. Flag. It shall be positioned so that the blue field is over the head of the casket and draped over the left shoulder of the deceased. The casket is always carried foot first. These protocols are strict and must be adhered to.

Picture boards are often used. They are an accumulation of pictures of the member during his life and career. Whatever the member was involved in should be recognized in these picture boards. Consideration for the number of these boards should not be an over whelming factor as to what you want to display. Because of the number of people that you may have in attending this ceremony, you may consider using a church or the largest auditorium that would be available. This will allow you ample room to set up as many picture boards as the family deems appropriate.

9.6 Services

Many religions have different procedures and protocols. Any fire fighter involvement should be clear and discussed with the clergy prior to the actual services. Generally clergy will be more than happy to accommodate you. A lot of them have never seen anything like this before, so they will be most interested.

REMEMBER: Decorum, honor. These are most important aspects that you are there to show the family of the member who is about to be laid to rest. Traditions of the department and the local should first be studied and then used to the full extent. In a line of duty event, you will usually have the Mayor and department chief speak in the ceremony. There will be many people who knew and worked with the deceased for years. Because for this they should be given the opportunity to speak but should remember that the more people that speak, the shorter their time should be. Some members can participate in other ceremonies such as presenting helmets, badges, dress hats, or the flag at the gravesite, if appropriate. Other outside organizations that the deceased was a member of may have their own tribute ceremonies and should be given the opportunity to perform.

9.7 The Processional

Before the processional leaves the funeral home for the gravesite, the police department should be contacted so you can pre-plan the police escort, routing traffic control. Generally, for a line of duty event the processional will be very large, you will most likely have a large number of fire department rigs involved. Should the processional be less than a mile long and it is decided and agreed upon by the family to walk or march (walk for family, march for honor guard), from the church to the cemetery, a processional that includes the following can be adapted. (See illustrations).

1. POLICE ESCORT- vehicle speed- 5 to 7 mph with marchers, 15 mph no marchers.
2. EMERGENCY VEHICLES- to include: (2x2 if space allows)
 - a. Ladder companies
 - b. Engine companies
 - c. Squads
 - d. Ambulances
 - e. Chief's car
3. Honor guards from visiting departments/ unions
4. Pipes and drums

- 5. Dignitaries- to include:**
 - a. Department Chief
 - b. Local Union President
 - c. State Association President
 - d. International Association President
 - e. Other appropriate officials

- 6. Clergy with casket**

- 7. Vehicle carrying the casket- to include:**
 - a. Riding pallbearers (with casket, 4 maximum)
 - b. Marching honorary pallbearers (12 maximum)

- 8. Personal colors and escort (if available)**

- 9. Walking family or limousine**

- 10. Fire fighters in mass- to include deceased's fellow members from:**
 - a. Personal rig (if not honorary pallbearers)
 - b. Fire house (if not honorary pallbearers)
 - c. Battalion
 - d. Shift station
 - e. Other department members (column size will depend on the number of fire fighters present and the size of the street)

- 11. Walking civilians**

- 12. Civilian vehicles**

Remember, if you march everybody out there, how are you going to get them back? This will take some logistical planning. You need to ensure that you have members that are knowledgeable in drill and mass movement. Staging of the rigs on the side streets to lead the procession in and out of the gravesite should be arranged with the local police department. If you can get a plan from a previous town parade you can see how they did their staging and what intersections or streets they used. This can easily be altered to your location.

9.8 Burial Ceremonies at the Cemetery

After the casket has been lowered off of the apparatus, some departments will allow the pallbearers to carry it themselves or the members of that department can form a corridor and pass the casket through the middle of them. This is not an easy task and should be considered wholeheartedly before attempting. Remember, the casket is always carried foot first.

Once the casket has been put into place, services at the gravesite will start with the clergy and prayer. When the clergy is done, follow the optional protocol of a rifle salute, blowing of "Taps" and folding of the flag. They don't have to follow one another directly, they just have to follow in that order overall. After the helmet, badge and collar brass have been given to the family, the playing of the bagpipes and the ringing of the bell should follow. All uniformed personnel are then dismissed.

A reception can be provided by the local/ department. This needs to be planned well in advance as soon as notifications are made. Some ceremonies and memorials can be done at the reception if time and location do not allow for these services to be completed during the funeral. Other factors that the unit may need to address are the availability of white gloves, union pins, badge bands and bunting for the fire station, the Union hall and the apparatus. The union needs to determine whether church cards or "Last Alarm" cards are desired. If so, you will need to make arrangements or productions. The manual from the International will include camera ready copies. Also, secure space at your local hotels, remembering that fire fighters will be traveling from throughout the state and country. Select one hotel as a base for your International officers and their staff.

Establishing a liaison with the police department can be very helpful. Request that the police send out on the police blotter, an announcement of the line of duty event to include as much detail as possible. Include funeral arrangements and the union/ department representatives who are responsible for the fire fighters participation in the funeral. You should also request a detail in a marked car be present at the deceased's house during the time the entire funeral period. Invite a police department representative to all the planning meetings, as they can assist with out of town fire fighters' parking and the processional. Plus, their Honor Guard may want to be involved in the ceremonies also. More than likely they will.

FLAG ETIQUETTE AND GENERAL FLAG INFORMATION

10 Meaning of the Colors of the American Flag

1. The color white “signifies purity and innocence.”
2. The color red “signifies hardiness and valor.”
3. The color blue “signifies vigilance, perseverance and justice.”
4. The fifty white stars represent the 50 states of the Union.
5. The stripes symbolize the 13 colonies that originally constituted the United States of America.

American Flag, alternate names

1. Star- Spangled Banner
2. The Stars and Stripes
3. The Red, White and Blue
4. Old Glory

16.4 Order of Precedence of Flags

A. When posting the Colors, there is an order of precedence. The order is as follows:

1. The flag of the United States.
2. Foreign national flags. (Displayed in alphabetical order)
3. Flag of the President of the United States of America.
4. State flags.
5. Military organizational flags.
6. Union flags. (Displayed in order of the local number)
7. Department flags.

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State Commander: Phil Burks