

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures

CEREMONIAL GUIDELINES

M.P. 105.02E	Date Revised: 03/2025
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: MP 105.02 Member Death, MP 105.02D Fire Department Chaplain, MP 102.02 Uniform, Insignias and Hair Regulations	

PURPOSE

To provide direction and guidelines *for all sworn and non-sworn fire department members* for special ceremonies and memorials to include but not limited to line of duty deaths, active and retiree funerals, graduation, and promotional ceremonies. This MP provides standard guidelines addressing how members can properly prepare for, attend, and participate in ceremonies. Members should know how and when to wear their uniform, to include the Class A and Class B. Flag etiquette and protocol is also included in this MP.

Members should make all reasonable efforts to attend funerals, memorials, and ceremonies in support of fellow members and retirees, the families, and crews, as well as those for our neighboring agencies when possible. The appropriate uniform shows respect, unity, and coordination for our fallen, their families, and our fallen members’ crews as well as other department-related ceremonies.

Funeral/ Memorial Attendance

The death of a member, especially in the line of duty, brings many immediate problems for the member’s family that requires the Fire Department and Local 493 to take an active position concerning funeral-related services from death through interment (burial). Local 493 Member Services oversees the Family Liaison and funeral-related services, and adjusts services and processes as needed, in conjunction with the Incident Management Team (IMT).

The Class A uniform (Jacket and Cap) is the appropriate uniform for funerals and memorial services. The following events **require** a badge shroud as well:

- Line of Duty Death
- Active duty member funeral
- Retiree funeral services
- Annual Phoenix City Employees Memorial
- Annual Local 493 Fallen Firefighter Memorial

- Annual PFFA/ Arizona Fallen Firefighter Memorial
- Annual Blue Mass
- Line of Duty Historical Street Marker dedication
- Annual IAFF Fallen Firefighter Memorial in Colorado Springs, CO
- Annual National Fallen Firefighter Memorial in Emmittsburg, MD

General Funeral Guidelines

Each type of funeral should be consistent in overall layout, although each will have some differences and varying level of ceremony, apparatus, manpower, etc. The degree of Department and Union participation and the types of services to be provided is at the discretion and final approval of the family. Local 493 Member Services oversees the general nature of all ceremonial services in coordination with the Incident Management Team and Honor Guard.

The IMT, Union, and Honor Guard will actively coordinate with the church and clergy regarding specific religious protocols that may change or limit procedures.

Honor Watch is provided for Line of Duty Deaths. Any person may sign up for “Honor Watch” from time of death until the start of the funeral, 1+ hour shifts to ensure that the remains of our brother or sister who has died in the line of duty are never left alone. Honor Watch is coordinated by a designated department representative and Local 493 Scheduler. Dress code will be communicated upon sign up for each Honor Watch.

Other components related to funeral services can be found in the funeral matrix used by the Incident Management Team (IMT). The following list is other considerations for funeral services:

- Pallbearers
- Honor cordons/ Formations
- Motorcade/ Procession
- Family Escorts
- Funeral services, Visitation, Church Services, and Interment
- Reception

Other Agency Funerals

PFD members are encouraged to attend other agency funeral-related services. Members may attend in uniform while off duty, on their own time, or at the discretion of their supervisor and battalion chief.

Official representation of the PFD will be determined on a case-by-case basis at the discretion of the Fire Chief, Executive Staff, and Local 493 Member Services. Out of county/ state events will be addressed consistently with the City of Phoenix and PFD Guidelines.

Uniforms and Apparatus

1. Members will wear the highest level of dress for funerals. See the Uniform MP, Volume 1, MP 102.02. Here is a guide for which uniform to wear when;
 - a. Line of Duty Death or Active Duty member funeral; Full Class A is the only acceptable uniform. If you do not have a complete Class A then civilian clothes.
 - b. Retiree funeral; Full class A, or Class B (with tie), or Fatigue uniform with collar.
2. Badge Mourning Shrouds
 - a. Are 3/8" plain black elastic, worn horizontally across the breast badge or ID card
3. Shrouding of any apparatus will be specified by PFD Representative & L493 Member Services and coordinated with the IMT.
 - a. For Line of Duty Death, they are worn until end of day interment (burial)
 - b. For non- line of duty, they are worn from time of death notification until interment (burial)
 - c. For memorial events, they are worn for the duration of the given event.

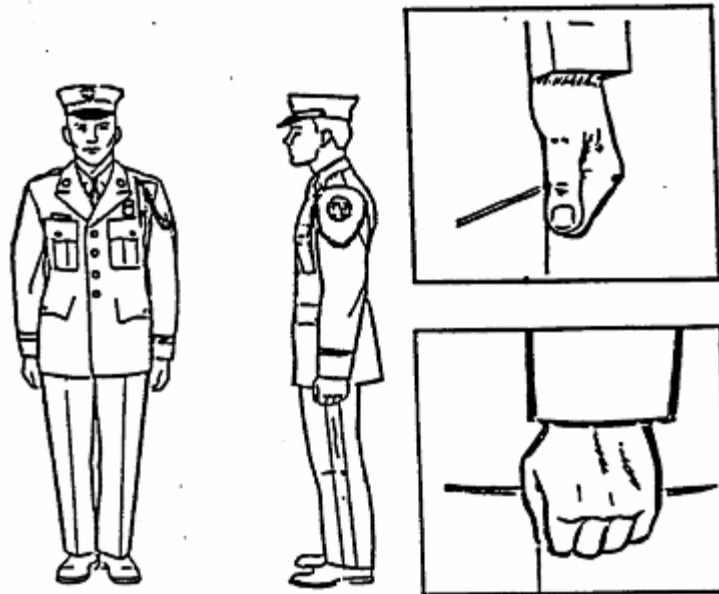
Commands for all PFD Members

Commands are structured to give you a warning of something to come, information as to what to expect, and information to actually do it. Commands will typically be "three part" instructions as follows;

1. "**Designation**," indicates who the commander or leader is addressing, e.g., "UNIFORMED PERSONNEL", or "COLORS DETAIL".
2. "**Preparatory Command**," indicates what movement is about to take place, e.g., "PRESENT", and the speed/tempo/spacing (slow, fast...) at which it is given in conjunction with the command of execution indicates the tempo of your movement (slow, fast, etc.)
3. "**Command of Execution**," indicates further the tempo of your movement and that you will execute it with the same spacing as the pause between the preparatory and the execution, e.g., **ARMS**.
 - Sometimes the Preparatory and Execution commands are separate syllables of the same word.
4. EXAMPLE:
 - UNIFORMED PERSONNEL (Designation)
 - *ATTEN*- (Preparatory)
 - Pause between indicates the pause (rhythm / tempo spacing) you use before you move
 - **-TION** ("shun") (Command of Execution)
 - Pause per the tempo and then Movement

5. Echo Commands. When we participate in a large event, it is sometimes necessary to provide echo commands, where the overall Commander will give the designation and preparatory command, and additional assistant/branch/deputy commanders will echo the preparatory command to ensure all have heard. In this instance you will hear an additional preparatory before the command of execution. EXAMPLE:
 - Commander: UNIFORMED PERSONNEL, *PRESENT*
 - Echo leaders/commanders: *PRESENT*
 - Commander: **ARMS**
 - Execute the movement
6. General Rule. No matter what you have rehearsed, or, in the absence of any rehearsal, always LISTEN to the Commander / Leader and follow what they say, as it may change without notice due to last moment needs of the situation.

Position of Attention



1. Assume the position of attention on the command *FALL, IN* or the command *UNIFORMED PERSONNEL, ATTEN-TION*.
2. On the command of execution –**TION** (SHUN), bring the heels together sharply on line, with the toes pointing out equally and forming at an angle of 45 degrees.
3. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight but never lock the knees.
4. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square. Keep the head erect and the face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.
5. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.
6. Whenever at Attention, remain silent and do not move until otherwise directed.
7. **You may bow your head slightly** for a prayer/ invocation while at attention, parade rest or ceremony rest.

8. During a Bell Ceremony, Taps, Flag Folding and Flag and Streamer presentations, stand at “Attention” (and then ‘present arms’ and ‘order arms’), as directed.

The Salute

When a member wears the dress cover (cap), they must perform the salute properly as described. When indoors and/or the member does not have their cap on, they present arms with right hand over their heart.

How to Salute

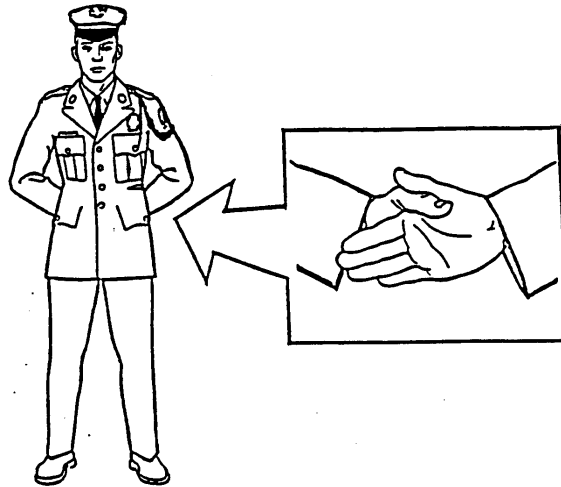


1. The command to salute is *PRESENT, ARMS* (AKA: Hand Salute). On command of **ARMS**, raise the hand across the heart briskly for a snap salute and slowly for a ceremonial salute
 - a. Fingers and thumb extended and joined, palm facing down,
 - b. Place the tip of the right forefinger on the rim of the service cover visor (or if no cover, then the eyebrow) slightly to the right on the right eye.
 - c. Outer edge of the hand is slightly canted downward so that only the back of the hand is clearly visible from the front and never show the palm.
 - d. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal. Practice proper position by placing the hand, forearm and elbow flat on a table.
2. The command to lower the salute is *ORDER, ARMS*. On the command of **ARMS**, return the hand to your side briskly for a snap salute and slowly for a ceremonial salute, resuming the position of *attention*.
3. Two kinds of salutes
 - a. “Snap Salute”, which is the quick salute. Performed to the US Flag. Snap the salute smartly up and down, on commands. If you hear the preparatory command (PRESENT) given quickly, it clues you that it will be a snap salute.
 - b. “Ceremonial Salute”, AKA: Slow Salute, Reverent Salute, Honor Salute. Performed to the remains. Take 3 seconds to reach your brow/brim, hold it until “order arms” and take 3 seconds to lower the salute back to your side. If you hear the command given slowly/drawn out, it clues you that it will be a slow, reverent salute.

When to Salute.

A ceremonial leader will give you advance notice or “commands” indicating that you will need to salute, along the lines of “Uniformed personnel, attention. Present arms (‘present arms’ meaning ‘salute’)”. Military and civilian rules have been changed in recent years to allow saluting in certain circumstances whether ‘covered’, or in uniform or not. Members with caps salute and members without caps present arms with right hand over heart.

Parade Rest



1. The command for this movement is *PARADE, REST*.
2. On the command of **REST**, move the left foot about 10 inches to the left of the right foot.
3. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
4. Simultaneously, place the hands at the small of the back and centered on the belt.
5. Keep the fingers of both hands extended and jointed, interlocking the thumbs so that the palm of the right hand is outward.
6. Keep the head and eyes in position of attention; do not move the head or eyes.
7. Remain silent and do not move unless otherwise directed.
8. We use this a little as possible as it stresses the shoulders, and we prefer ‘Ceremonial Rest’, below.

Ceremonial (Parade) Rest

1. The command for this movement is *CEREMONY(IAL), REST*.
2. On the command of **REST**, move the left foot about 10 inches to the left of the right foot.
3. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
4. Simultaneously, place the hands at the front of the body at belt line, with left hand over right.
5. Keep the fingers of both hands extended and jointed, interlocking the thumbs so that the knuckles of the left hand are outward.
6. Keep the head and eyes in position of attention unless instructed otherwise.
7. Remain silent and do not move unless otherwise directed.

At Ease, or, Stand At Ease

1. The command is *AT* or *STAND AT, EASE*.
2. On the command of **EASE**, you may relax and converse, but remain generally in your same formation, and ready to come back to attention.

Class A Cover (AKA: "Cap")

1. Now that we have this higher level of uniform, we refer to the class A bell cap as the 'cover' to distinguish it from a ball cap, etc.
2. When outdoors, wear the cover at all times while outdoors unless otherwise directed, and always during the Pledge of Allegiance, the U.S. National Anthem and Taps.
3. When sitting, standing or moving with a uniformed group, you should doff (remove) and don (place on) the cover on command and in unison with other personnel. Additional guidelines are as follows;
4. Doff (remove) the hat when crossing the threshold (doorway) of a structure or entering a vehicle, or when eating/ sitting informally at a banquet, etc. The cover stays off while indoors. This typically includes funeral homes, churches, outdoor covered pavilions, tents, apparatus bays, etc., unless a ceremonial leader directs otherwise. You may doff it when you want to put grieving family at ease when in a casual/private moment with them.
5. When carrying the cover hold/carry it as instructed by a ceremonial leader. In absence of directions, use the most practical of these methods;



- a. Right side up, facing forward, laying on top of left hand, fingers slightly cupping it OR
 - b. tucked gently under the left armpit, facing forward.
6. Once removed (doffed) and you are to be seated during a meal, etc., place it in a secure and clean location, either hanging or on a flat surface, and in a manner that it will not become dirty, damaged or knocked to the ground.



- a. On a flat surface, place it right side up

- b. When sitting at a group event such as the annual Blue Mass, place it on your lap, right side up, facing forward, either 1) laying on top of left hand, fingers slightly cupping it, 2) hands on either side, or 3) space permitting, next to you.
7. Rule of Thumb: unless otherwise directed, “Inside Off, Outside On.”

Dismissed. Used when formally dismissed from a particular formation or an event.

1. The command is *DIS-*, **MISSED**. On command of **MISSED**, take one step backward with your left foot, then turn to exit the area.
2. The ceremonial leader/commander will suggest or direct which direction to turn away for exit.

General Flag Regulations, Etiquette, Protocols, Disposal

These are guidelines for the everyday and general use and care of flags.

1. Replace a flag immediately when in poor repair, torn in any manner, faded, or unwashable.
2. As a general rule, no other flag may be to the US Flag’s ‘own right’. If there are three or more outdoor-permanent flag poles, the U.S. may be in the middle or its own right, but it must be in front of the others.
3. Never allow any U.S. Flag to touch the ground.
4. When mounted on *front or rear of a vehicle/* fire apparatus, the US flag shall be on the right (**Captain’s side**) of the apparatus itself. The Arizona or any other approved flag, if displayed, shall be on the opposite side (Engineer’s side) of the U.S.
 - a. A U.S. Flag decal should be placed the same as above, as it would fly in the wind as the vehicle moves forward. This has been interpreted to mean that the US flag is flown on the captain’s side of the front or rear of the apparatus.
5. Fire Station/ facility outdoor flags are nylon ‘storm’ flags (~8 feet x 5 feet) that can be flown in any fair, rainy or inclement weather. Take them down in weather that you believe will damage the Flag.
6. Ensure your fire station / facility floodlight is working to illuminate the U.S. Flag if you fly it at night/ dark/ low light. If there is no light shining on the US Flag in dark, it is expected to be lowered and stowed until daylight.
7. If/when a flag is raised or lowered, have a second person gather the flag so it never touches the ground.
 - a. Flags are always raised briskly, and lowered slowly.
 - b. Flags may be folded in any respectful manner for stowage.
8. U.S. and Arizona Flags are specified under federal and state regulations as to their disposal. Send any flag in disrepair to Resource Management so that they may dispose of them in a respectful fashion according to federal and state guidelines.

Flags at Half Staff

Outdoor U.S. Flags at Department facilities / fire stations are ordered at half-staff by the US President, Arizona Governor, Phoenix Fire Chief or designee within these guidelines;

1. Line of Duty Death of member: MP 105.02, Period of Mourning: Flags will remain at half-staff until sunset of the day of the funeral, and badge shrouds may be worn until day of interment.
2. All other times when the government requires or expects flags at half-staff (see US Code of Federal Regulations 36; <http://www.usflag.org/us.code36.html>), such as when the Governor of Arizona orders flags at half-staff for military or dignitary deaths.

3. Maintain half-staff from time of notification until sunset of the day of burial unless otherwise directed.
4. When the U.S. Flag is put at half-staff, the adjoining state flag (Arizona) is also put at half-staff.