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CITY OF CHARLOTTETOWN FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE: **WAKES AND FUNERALS**

ORIGINATING DATE: **2005**

EFFECTIVE DATE: **JUNE 1, 2005**

REVISION DATE: **JUNE 4, 2015**

REVISION DATE: **SEPTEMBER 30, 2017**

APPROVED BY: **FIRE DEPARTMENT MANAGEMENT TEAM**

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General:

This procedure is to be used as a guideline when addressing the attendance of members at wakes and/or funerals of active members, retired members or the immediate family* of an active or retired member as detailed below.

**Active member's immediate family includes a parent, spouse and common-law spouse or child.*

**Retired members with 10 or more years of service immediate family includes a spouse or common-law spouse.*

Notice:

Members should immediately advise the Fire Chief, Deputy Chief and District Chief of the passing of active member, a retired member or the immediate family of active or retired member.

Wakes:

Members of the Department may be requested to attend in full dress uniform as an assembled group at the wake of an active member, a retired member or the immediate family of an active or retired member. The Fire Chief, Deputy Chief and/or District Chief of the member or retired member shall have an announcement made indicating the deceased name, the time and location of the wake and the assembly time and location for member's who wish to attend.

Funerals:

Members of the Department shall make every effort to attend in full dress uniform as an assembled group the funeral of an active member, a retired member or the immediate family of an active member.

Announcement:

The Fire Chief, Deputy Chief and/or District Chief of the member or retired member shall have an announcement made indicating the deceased name, the time and location of the funeral and the assembly time and location for members who wish to attend.

Honor Guard:

With the approval of the family, the Department may provide an honor guard at the church and/or the cemetery under the direction of the District Chief.

Fire Apparatus:

With the approval of the family the Department may use fire apparatus in the funeral procession as a hearse or as an escort.

** Note: For the purpose of this procedure only, a retired member is, a member with 10 or more years of continuous or combined years of service with the Charlottetown Fire Department.*