	GALENA FIRE DEPARTMENT Policy and Procedure Manual _____ _____ Fire Chief Signature Date	#27 Effective: 01jan14 Revised: Page: 1 of 1

FUNERAL PROCEDURE - GENERAL VISITATION INFORMATION

Out of respect for all GFD Members and Social Members, Galena Fire Department Members are obligated attend the visitation (wake) services, as a group, in Dress Uniform and in a dignified manner, to express personal and collective sympathy to the family members of those listed below, as determined by the Fire Chief, President or designee.

- Active Members and Social Members, their spouses, mothers, fathers, children, brothers and sisters *
- City officials and his/her spouse **
- Rural Fire Protection District Trustees and his/her spouse **
- Fire victims of which the Galena Fire Department responded to the fire in which the fire fatality occurred

  * This arrangement continues until the death of both the member and his/her spouse

  **This arrangement continues until the death of the Trustee or City Official

The President, or designee, will arrange for a spray of flowers for all wakes that the Department has an obligation to attend.

It shall be the duty of all members to notify the Fire Chief or President of wake services for those addressed is this policy.

It shall be the duty of all Executive Officers to contact the social members of all wakes or other functions attended by the Department, as assigned by the President.

GFD attendance at any wake service will be determined at the discretion of the President in collaboration with the Fire Chief.