

MISSOURI EMS FUNERAL RESPONSE TEAM



POLICY AND GUIDELINE MANUAL

Revised and approved by the board of directors this date:

Retroactive: January 1, 2025

Table of Contents

EP-2023-100	Region Setup
EP-2023-101	Regional Response Team Tasks and Responsibilities
EP-2023-102	Command Structure
EP-2024-103	Commander Job Descriptions
EP-2023-099	Response and Fee
EP-2022-104	Member Classifications
EP-2012-105	Assistant Commander Classification
EP-2025-100	Chaplain SOG's (pending)
EP-2012-200	Funeral Expenses
EP-2012-201	Commanders General Account Spending Limits
EP-2012-202	Regional Honor Guard Finance Procedures
EP-2012-300	Funeral Types Protocol
EP-2012-400	Uniform Specifications
EP-2024-500	Awards and Decorations
GP-2012-900	Conduct, Appearance, and Uniform Standards
TR-2019-100	Funeral trailer Protocol
TR-2019-101	Trailer inventory



Missouri EMS Funeral Response Team

Issue Date: 11-1-2012
Effective Date: 11-1-2018
Review/Revised Date: 3-1-2023

Policy - EP-2013-100 REGION SETUP

Purpose

To provide all Funeral Team members with a description and understanding of the Missouri EMS regions and providing a definition of how these regions will be set up and classified.

Attachments

None

Policy

The State of Missouri shall be divided into geographical areas called regions for the purpose of establishing response teams.

Region 1 – Blue

Region 5 – Green

Region 9 – Yellow

Region 2 – Tan

Region 6 – Pink

Region 3 – Neon Green

Region 7 – Gray

Region 4 – Brown

Region 8 – Purple

Each region will supply a regional commander when active to preside over their geographical areas. Please see the policy for commanders in each region.

Each Region will be classified as “Response Team” or “Inactive Response Team”.

Definition: Response Team

A response team is a region that has fulfilled the following minimum requirements:

1. Have at least three active members in the uniformed honor guard or in logistics and support.
2. Have a response team commander assigned.
3. Has been or is being trained to provide full professional honor guard and logistic services.
4. Has achieved or is currently achieving the minimum regional response team tasks and responsibilities – please see EP-2012-101.

Any deviation of the above requirements and the Executive Director, Deputy Executive Director, or State Commander has the authority to reclassify that Region to inactive that does not fulfill the above minimum requirements to a Response Team.

Definition: Inactive Response Team

A region that has not fulfilled or is unable to fulfill the minimum requirements to classify that region as a response team, will be classified as an inactive response team.

An inactive response team may have less than three active members in uniform (region may be low on manpower).

Members of an inactive response team:

1. Will still be asked to respond for funeral training and annual conference.
2. Still participate in fundraising at the state level.
3. Can still hold a fundraiser or an event to boost participation and membership among the region.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2009
Effective Date: 11-1-2018
Review/Revised Date: 3-1-2023

Policy - EP-2013-101

REGIONAL RESPONSE TEAM TASKS AND RESPONSIBILITIES

Purpose

Inform the funeral team commanders of the minimum requirements for each regional response team for them to advance to or maintain their response team status.

Attachments

None

Policy

Each regional response team is tasked with completing the following minimal requirements each funeral team calendar year beginning October 1 and ending September 30:

1. Hold and or attend training as set by the board of directors at the annual board meeting each year. Participation is required for all response team members unless excused by the regional commander. Some training may be required. Training is optional but highly recommended for support and logistic staff members.
2. If requested, Commander and/or a member of the region may be asked to reserve a location for the training day working with the Executive Director/ State Commander and ensure Response team members are aware of its time and location.
3. Regional response team members are to attend the Annual training and annual banquet. Members are welcome to also attend the annual board meeting.
4. Accomplish one Regional Fundraising event each year. This fundraising event does not include any organizational fundraising events that the board of directors initiates.
5. Regions are required to plan and carry out their own fundraiser, with approval. Regions are to fill out a fundraiser form and have it approved by the executive director or board president. On this form regions can request where the funds go in accordance with the policies of the funeral team at that time.

The Missouri EMS Funeral Response Team is a 501 c 3 not for profit organization.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2011
Effective Date: 11-1-2018
Review/Revised Date: 11-1-2024

Policy - EP-2013-101 COMMAND STRUCTURE

Purpose

To provide all funeral team members with a description and understanding of the Missouri EMS Funeral Team formal organizational structure and chain of command within the funeral team.

Attachments

Organizational chart (please see the next page).

Policy

Team members are expected to follow the formal organizational structure of the funeral team.

Missouri EMS Funeral Team Organizational Chart





Missouri EMS Funeral Response Team

Issue Date: 11-1-2009
Effective Date: 11-1-2023
Review/Revised Date: 11-1-2024

Policy – EP-2024-103 COMMANDER JOB DESCRIPTIONS

Purpose

To provide all Funeral Team members with a description and understanding of the Missouri EMS Funeral Team leadership and Commander job descriptions.

Attachments

None

Policy

All members that are promoted to a commander position-that member will hold that position and be on probation for one year. At that time, if the member has performed to the satisfaction of the Deputy Executive Director, and a recommendation from region and/or state commander, the member will be removed from probation. Members unable to fulfil satisfaction to the above-mentioned, that individual will be returned to an active member. A member may ask in writing to the Deputy Executive Director for a 6-month extension to be able to prove themselves in the position they were awarded

Executive Director

Rank: Colonel

Responsibilities and Duties:

1. Responsible for the oversight of all Missouri EMS Funeral Response Team.
2. The writing and implementation of Funeral Team policies and procedures.
3. Working with the organization's attorney, secretary/treasurer, and assisting the board of directors in maintaining of the funeral team's Missouri non- profit, sales tax exemption, Missouri solicitation license, and federal 501 c 3 status.
4. Monitoring of all fundraising activities in the regions.
5. Assist in monitoring of all fundraising activities in the regions
6. Maintains or delegate updating the funeral team website.
7. Obtain recipients for the awards and forward them to the board or committee for review
8. and vote.
9. Creates and distributes the weekly or bi-weekly email newsletter.

10. Responsible for keeping a roster and all contact information for all members
11. Responsible for keeping members' points earned up to date.
12. Responsible for keeping and storing all applications.
13. Responsible for sitting up or overseeing booths at events: MEMSA, MAA, etc.
14. Responsible for all insurance and trailer licensing.
15. Responsible for overseeing trailer updates and work with commanders on trailer upkeep and inventory.
16. Assisting in paying bills in cooperation with the organization treasurer.
17. Responsible for ordering or authorizing purchasing items for the funeral team.
18. Responsible for delegating and working with a conference committee for the annual conference.

Deputy Executive Director

Rank: Colonel

Responsibilities and Duties:

1. Assist in the oversight of the Missouri EMS Funeral team and its regions.
2. Assist in writing and implementation of funeral team policies and procedures.
3. Works in tandem with zone and regional commanders in the training and readiness of the regional response teams.
4. Assist in monitoring of all fundraising activities in the regions.
5. Inspection of all equipment issued to regional response team.
6. The appointing and terminating of all funeral team officers and commanders.
7. Monitors and evaluates all commanders' performances.
8. Assist in obtain recipients for the awards and forward them to the board or committee for review and vote.
9. Fill in when the Executive Director is unavailable.
10. Assist or perform other duties as requested.

State Commander/Assistant State Commander

Rank: Lt Colonel

Responsibilities and Duties:

1. The Primary responsibility is to assist the Executive and Deputy Executive Director with administrative functions of the command team, and to make themselves available to the Executive Director and Deputy Executive Director along with the board of directors.
2. Assists the Executive Director and Deputy Executive Director with the over site of the regions.
3. Assists the Executive & Deputy executive director with the readiness of the members within the Regions.
4. Assists upon request with the writing of Funeral Team policy and procedures.

5. Works closely with zone and regional commanders with operational and fundraising activities.
6. Supervises the zone and regional response team commanders and monitors their performance and report to the Deputy Executive Director.
7. Recommend the promotion of members of the funeral team to the Deputy Executive Director.
8. Notifies the Executive Director of any financial requests made by the Response Team
9. Nominate recipients of all awards given by the funeral team.
10. Any other activity as directed by the Executive and Deputy Executive Director

Failure to abide by the above duties and responsibilities can result in termination of the commanders' position.

Zone Commanders

Rank: Major

Responsibilities and Duties

1. Assist the State and Deputy State Commanders with the overall operations of the organization in their zones and possibly statewide.
2. Assist in the readiness of members within the Zones and Regions you cover.
3. Meet with the Executive Director, Deputy Executive Director, State and Deputy state commanders a minimum of once a year. The annual meeting is to be held Friday afternoon or evening at the annual conference. If this is not possible or additional meetings are needed that cannot be done by email or zoom, members will be reimbursed for travel and motel if required. Such reimbursement does not include the annual meeting at the conference.
4. Abide by the organization's policies and procedures and duties and responsibilities of the zone commander.
5. Work closely with regional commanders with operational and fundraising activities in their zone.
6. Assist the regional commanders and their assistants as needed. Work with logistics for sitting up/participating in visitations and funerals upon request.
7. Respond to a **very** high percentage if not all visitations, funerals, and fundraisers in their zone.
8. Zone commanders will work together -- if requested—to assist with any special projects that other zones or regions may need throughout the state including but not limited to recruitment, fundraising, training, funerals, visitations, memorial services, etc.
9. Required to maintain a minimum points to remain as a zone commander per guidelines set.
10. Must have the capability to pull one of the smaller trailers as needed.
11. Will fill in as a regional commander if a regional commander position is not filled. Will remain till a regional commander is appointed/or removed from that position for cause.
12. Must participate in all statewide fundraisers
13. Agree to e-mail / stay in communications with their regional commanders approximately every 30 days, copying to the executive and deputy executive directors.
14. Additional duties/request may be added at a future time.
15. Failure to abide by the above duties and responsibilities can result in termination of the zone commanders' position.

Regional Commanders

Rank: Captain

Responsibilities and Duties:

1. Oversight and supervision of the response team in their region.
2. Works on the training and readiness of their response teams.
3. Responsible for all fundraising activities in their region and are required to hold at least one regional fundraising event per calendar year.
4. Sets training if required per the board of directors and are responsible for disseminating the times and locations to their response team members in a timely fashion.
5. Responsible for notifying the Executive Director, Deputy Executive Director, State Commander, Zone Commander of all response team events in their region, and to ensure they fill out the online meeting report in a timely fashion.
6. In the event of a funeral request that comes to the regional commander, the Response Team Commander is tasked with notifying the Executive Director, Deputy Executive Director, then the members of their response team to check availability for the request.
7. Maintains and is responsible for all funeral team equipment issued to their Region, including a funeral team trailer assigned to their region.
8. Recommend promotions within their Response Team and sets duties in accordance with that rank, with approval of the Deputy Executive director and board of directors.
9. Participate in all state fundraisers.
10. Attending the annual conference each year.
11. Any other activity as directed by the Deputy State, and State Commander, Executive Director and board of directors.
12. Inspects response team members uniforms regularly for cleanliness, neatness, and order, and assists members with correcting any deficiencies.
13. Maintain the points required to hold the commander's position per set guidelines
14. Failure to abide by the above duties and responsibilities can result in termination of the commanders' position.

Assistant Honor Guard Commander

Rank: 1stLieutenant

Responsibilities and Duties:

The Primary responsibility is to assist the Response Team Commander with the operational, training and administrative functions of the response team.

1. Any activity as directed by the regional response team commanders.
2. Same as above commander duties.
3. Participate in all state fundraisers.

4. Attend the annual conference.
5. Any other activity as directed by the Deputy State and State Commander.
6. Maintain the points required to hold the assistant commander's position.
7. Failure to abide by the above duties and responsibilities can result in termination of the commanders' position.



**Missouri EMS Funeral
Response Team**

Issue Date: 11-1-2010
Effective Date: 3-1-2023
Review/Revised Date: 3-1-2023

Policy – EP-2023-099
RESPONSE AND FEE

The Missouri EMS Funeral Response Team will only respond upon request from the family or the agency. Funeral team members are to promote the organization to ambulance districts, so they are aware of our existence before something happens. But at no time is a team member to call up an organization or family to see if they wish us to respond.

The Missouri EMS Funeral Team will never charge an agency and /or a family for responding to a visitation and funeral in Missouri.

The Missouri EMS Funeral Team, if time and there are personal available, respond outside the state of Missouri if requested. The Missouri EMS Funeral Team may request the asking agency to assist with the expenses of the team. This includes but is not limited to meals, motels, and travel.

The Missouri EMS Funeral Team has a program that they will provide at no cost to organizations in the state. Approximately two hours in length, and shares information about being prepared in case a loss of a worker happens, or they wish to honor one of their own that have served and has passed away.

The Missouri EMS Funeral Team will also provide this class out of state. The team ask for the organization to cover their expense to respond to share the program.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2012
Effective Date: 11-1-2018
Review/Revised Date: 12-1-2024

Policy – EP-2022-104 MEMBER CLASSIFICATIONS RANKING SYSTEM

Purpose

To inform members of the Missouri EMS Funeral Team of the member classifications.

Attachments

None

Policy

Missouri EMS Funeral Response Team members will be classified into one of three levels:

Operations:

1. Honor Guard
2. Logistic
3. Support

The organization will also have the following:

1. Inactive
2. Probationary

Probationary Status

A member of the organization that does not uphold the standards of which are required of them under the guidelines of the position held, that member may be placed on Probation. Each case will be reviewed on a case-by-case basis by the Deputy Executive Director and or State Commander. The Executive Director is to be advised of any decisions on the probationary status of members.

Members placed on probation will have a period to correct the problem, normally six months. Once the requirements are met, the Deputy Executive Director, working with the Regional Commander, may remove the member from probationary status and back into Active status. If unable to do so, that member may face action up to and including removal from the team.

Inactive Status

Active members who are no longer actively participating can be placed on inactive status by the Deputy Executive Director, State Commander, or at the request of the Regional Commander. Active members placed on this status for non-participation will be officially notified by email and notified of their change to inactive status and the member will also be notified on how they can resume an active status or given the option of retiring from the funeral team.

Upon approval of the Deputy Executive Director or State Commander, active members can also request transfer to inactive status at any time. This may include members who cannot participate fully for a short period of time, but do wish to remain on the roster, and have an intent to return to active status in a timely fashion. Once the member is ready to assume their active status, they need to make notification to their Regional Commander, Executive Director, and State Commander. Members can be on inactive status for a period of six months before being asked their status.

Members on inactive status are not required to attend training meetings or funerals but may do so. Members are not eligible for awards while on inactive status.

Once it becomes apparent that the inactive member will not or cannot resume as active status, the Executive Director or State Commander will notify that member and give them a deadline to respond with their intentions. If member does not respond that member is discharge from the funeral team. Members who are discharged or terminated from the funeral team must return uniforms patches and shoulder cords immediately. The Executive Director is to be advised of any action taken on inactive members.

Support Team

Any member can transfer to the support or logistics' team, including new members that specify this status when they join the funeral team. Support members are non-uniformed members of the funeral team. They are asked to purchase a team polo.

The support status is primarily designed to allow those members who do not wish to actively participate in honor guard procedures a chance to support the funeral team in one of the following ways:

1. Financial Support - These members may just want to help with fundraisers, i.e. raffles or work booths.
2. Volunteer Support - Support team members may also respond to visitations and funeral to assist the team and the families with whatever they may need.

Support members may also respond to training. This will help the support members assist the families if the families have questions. Support team members will also be training in logistics procedures so they can assist behind the scenes.

Logistics

Logistic team members will respond and assist the organization with setting up honors for the hero or retiree. They will work together with the organization, funeral director, Regional Commander and support team members to make sure that the honors provided are consistent with the funeral team guidelines.

Team members are asked to go through the training provided for this team. The members will assist in setting up but not limited to:

1. Casket vigil (Line of duty only)
2. Casket guard
3. Procession route
4. Venue parking
5. Procession
6. Cemetery parking
7. Other duties as needed.

Members are asked to attend all trainings in their region and the annual conference. Members are also asked to be a part of fundraising. Members of this team will only be required to have the funeral team polo, dress shirt or blouse, and black pants or slacks. At visitation, members are asked to wear their funeral team polo and dress pants or slacks, and the team's lanyard and tag. On the day of the funeral or memorial service the team members are asked to wear their dress shirt along with black pants or slacks with lanyard and tag. Members may purchase a funeral team uniform and be a part of both the logistic and operational team if they wish, but this is not required.

The Deputy Executive Director will be responsible for getting the polo and dress shirt ordered. Members are responsible for giving their sizes to the Deputy Executive Director as soon as possible. Members will be responsible for getting their own pants/slacks. Members can also order uniform pants if they wish from the companies approved by the organization. Logistic members can always move from Logistic team to operations/honor guard side by purchasing a Class A funeral team uniform or wearing their EMS organizations Class A with our white hat.

Ranking System

The Missouri EMS Funeral team, to promote members and honor their years of service with the team, uses a ranking system. Members are allowed to wear their rank on the white shirt, one on each collar. Collar insignia are black in color except for command staff.

Years of service are determined as of October 1 of each year. Promotions are awarded at the annual conference each year.


The rankings are as follows:

1. Year 1-2 Private

- | | |
|----------------------|----------------------|
| 2. Year 3, 4, 5 | Private First Class |
| 3. Year 6, 7, 8 | Corporal |
| 4. Year 9, 10 | Sergeant |
| 5. Year 11, 12, 13 | Staff Sergeant |
| 6. Year 14, 15 | Sergeant First Class |
| 7. Year 16, 17 | Master Sergeant |
| 8. Year 18, 19 | First Sergeant |
| 9. Year 20 and above | Sergeant major |

Commander Staff:

- | | |
|---------------------------------|-------------------------|
| 1. Regional Assistant Commander | Lieutenant—Silver bar |
| 2. Regional Commander | Captain—2 Silver bar |
| 3. Zone Commander | Major-Gold Leaf |
| 4. State Commander | Lt. Colonel—Silver Leaf |
| 5. Assistant State Commander | Lt. Colonel—Silver Leaf |
| 6. Executive Director | Colonel--Eagle |
| 7. Deputy Executive Director | Colonel--Eagle |

	Missouri EMS Funeral Response Team	Issue Date: 11-1-2018 Effective Date: 11-1-2018 Review/Revised Date: 03-1-2023
	Policy – EP-2012-105 REGIONAL ASSISTANT COMMANDER	

Purpose

To assist the regional commanders to successfully oversee the region in which they are assigned, regional commanders may request an assistant commander. It will be put out for applications for that position. A committee will review the applications, taking the regional commander’s request into consideration.

Attachments

None


Policy

When a response team reaches four members, a regional commander may request an assistant commander or assistant commanders. The guidelines to receive an assistant commander is above. The following guidelines are to be used on the number of assistant commanders a region response team may have.

1. 4-10 members—1 assistant commander
2. 10 and above members—2 assistant commanders

The assistant commander will serve a probationary period for one year. Their participation will be reviewed and if approved, removed from probation.

The assistant commander will be under the direction as stated in the commander’s job descriptions.

	Missouri EMS Funeral Response Team	Issue Date: 1-1-2025 Effective Date: 1-1-2025 Review/Revised Date:
	Policy – EP-2025-100 CHAPLAIN-PASTOR-PEER SUPPORT SOGs (Tentative- being reviewed by pastors)	

This policy Includes SOG’s for the Missouri EMS Funeral Response Team pastors, chaplains, and peer support members.

Chaplains must be certified, and peer support team members must have had a minimum of three levels of training prior to actual involvement in peer support. All must be able to provide documentation upon request.

Introduction

Chaplains, pastors, or peer support members of the Missouri EMS Funeral Response Team (and other departments as requested) are volunteers, but that does not eliminate the need to conduct our responsibilities with professionalism. We do a disservice to EMS providers, along with firefighters, police officers, other first responders, their departments, the victims and the public in general, if we fail to carry out our ministry function in a less than professional manner. This does not mean we cannot be relaxed and casual, but it does mean that we must always operate on a level that engenders respect for our position as well as that of the organization that we serve.

Therefore, we will operate under the guidance of the Missouri EMS Funeral Response Team following Standard Operating Guidelines for chaplains, pastors and peer support members.

Departmental SOG

The Missouri EMS Funeral Response Team will have its own set of SOGs for chaplains, pastors, and peer support members. The Missouri EMS Funeral Response Team’s SOGs may be different in relation to police, fire and other EMS departments. Although both are considered crisis incident first responders and both will often operate at the same incident, both will also have differed ICSs (Incident Command Systems), and SOPs that organize and guide their response to the crisis incident.

Individual departmental ICSs and SOPs can be quite different from those of the Missouri EMS Funeral Response Teams. This will also be true of departments serving the same function. No EMS, fire or police departments are organized or function the exact same way. Therefore, their ICSs and SOPs will vary from department to department.

These differences in ICSs and SOPs, can make our role as a Missouri EMS Funeral Response Team chaplain a bit more confusing and difficult to fulfill. The key for our chaplains is FLEXIBILITY. We must be ready and willing to shift our roles as chaplains to best meet the needs of the families, considering different faiths, and the department we are currently serving.

Many organizations or departments do not have specific SOPs for their chaplain's responsibilities, if they even have a chaplain. Therefore, we will follow the Missouri EMS Funeral Response Team's chaplain SOGs delineated below, keeping in mind that we will need to be flexible and willing to change instantly to accommodate the families and organizations we serve.

CHAPLAIN AND PASTOR'S SOGs

ON SCENE

1. **RULE #1 - We serve under the command of the Missouri EMS Funeral Response Team.** Any requests or directions from any other department must be cleared through the Missouri EMS Funeral Response Team lead chaplain, Executive Director, or Deputy Executive Director if there is any possibility of our service going contrary to the SOGs of our organization. If there is no apparent conflict, we may carry out the request without clearing it with the above-mentioned command. If there is any doubt, get clearance from the individuals above starting with the lead chaplain.
2. **Always Wear Appropriate ID.** The Missouri EMS Funeral Response Team may develop an ID badge or lanyard that will always be easily visible unless advised to conceal the ID. Wearing chaplain shirts, being the funeral teams blue button dress shirt, a cross may be worn on the chaplains left collar and may be worn in place of the ID badge. If a chaplain has a Class "A" uniform, the cross should be worn on the chaplain's left lapel of their jacket. Other approved forms of ID may be worn as each situation warrants.
3. **Report to an event.** If a Missouri EMS Funeral Response Team chaplain is responding to an event, they must notify the sender of the event notification of such response. Upon arrival at the event, the chaplain is asked to check in with the commander in charge. Duties will be assigned.
4. **Supporting families at an event.** One of the tasks that the chaplain may perform is supporting the families at the event and even before. (See off scene involvement below). Although the Missouri EMS Funeral Response Team will run into many different faiths when responding, provide spiritual guidance upon request. Stay aware for signs of traumatic stress or other health issues and contact the event funeral home or the funeral team commander if medical assistance is needed.
5. **Support First Responders.** We do not want to forget the organization and its first responders at a call out. Provide the same comfort for them as we do the families. (See Supporting Families above).

OFF SCENE INVOLVEMENT

If you respond to a family's home, or an organization's base, either for a notification or being with the family or organization before an event, please follow the request below.

1. **Dress Appropriately.** Always dress appropriately for your participation. We always want to represent our organization in a positive way, making the families comfortable around us and know we are there to support them in their darkest hour.
2. **Conduct.** Always conduct yourself in ways that bring honor to the Missouri EMS Funeral Response Team and to the chaplaincy.
3. **ID.** Always wear an approved form of ID at any function.
4. **Location.** Stay out of secure locations. If you are in a home, do not enter any place in the home you are not invited to. If you are at an organization's facility. The same is to be honored.
5. **Spiritual assistance.** If you are in a home or department facility, be mindful of all around you. There will be many faiths that we will encounter. Honor their faith and work together to provide comfort to those that we serve.

PEER SUPPORT


A peer support member is an available resource for all at an event in the absents of a chaplain/pastor or be able to assist a chaplain/pastor.

The purpose of the peer support member is to provide emotional and tangible support throughout an event in the absence of a chaplain/pastor or assist same.

1. Members will not at any time refer to themselves as chaplains.
2. Members that wish to provide peer support must have completed a minimum of three levels of the seven levels of training or equivalent prior to actual involvement in assisting or providing peer support.
3. Members will answer to the lead chaplain and to the Executive Director and Deputy Executive Director.

Supporting families at an event. One of the tasks that the peer support member may be asked to perform is supporting the families at the event. Only upon request should a peer support member provide emotional support. Stay aware of the signs of traumatic stress or other health issues and contact the event funeral home or the funeral team commander if medical assistance is needed.

Support First Responders. We do not want to forget the organization and its first responders at a call out. Provide the same comfort for them as we do the families. (See Supporting Families above).

	Missouri EMS Funeral Response Team	Issue Date: 11-1-2018 Effective Date: 11-1-2018 Review/Revised Date: 12-1-2024
	Policy – EP-2012-200 FUNERAL EXPENSES	

Purpose

To specify the amount commanders are authorized to spend on funerals.

Attachments

None

Policy

Lodging, food, and specific event incidental expenses are allowed to a maximum of \$650.00 per funeral event, if funds are available. If \$650.00 is not enough to cover expenses, the incident commander of the event is tasked with contacting the Executive Director. In the event the Executive Director cannot be reached, the incident commander will contact, in the following order, the Deputy Executive Director, board treasurer, and board members until contacting a board member, who is tasked with approving or not approving the request.

Members will not be reimbursed for fuel unless pulling the funeral team trailer outside of the region in which it is housed. Members must start the trip with their vehicle full of fuel. Receipts must be provided to the Executive Director within fourteen days for reimbursement.

If the funeral team is requested to respond out of state, this policy will be reviewed on a one-on-one basis.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2018
Effective Date: 11-1-2018
Review/Revised Date: 3-1-2023

Policy – EP-2012-201 COMMANDERS GENERAL ACCOUNT SPENDING LIMITS

Purpose

To define the limits of Commanders financial expenses from the General Account

Attachments

None

Policy

The State Commander may purchase discretionary operational needed items at a maximum cost of \$100.00 each purchase from the general account if there are available funds; however, the commanders must contact the Executive Director and obtain authorization for purchases over \$100.00 prior to said purchases.

Regional commanders may not purchase any equipment without the approval of the Executive Director or Deputy Executive Director



Missouri EMS Funeral Response Team

Issue Date: 11-1-2018
Effective Date: 11-1-2018
Review/Revised Date: 6-1-2023

Policy – EP-2012-202 REGIONAL HONOR GUARD FINANCE PROCEDURES

Purpose

To identify the procedures for regions to be able to utilize their regional funds

Attachments

Request of Fundraiser Approval-Provided by Executive Director at the request of the regional commander.

Policy

Regional response teams that participate in regional fundraisers will be able to donate funds as listed in the fundraiser request form. All funds will be deposited in the general account. Twenty percent (20%) of the raised and donated funds will remain in the General Fund for funeral team use.

Regional Commanders are authorized to request funds. To do so they must follow the procedure below:

1. Make a written or email request to the Executive Director detailing how much money they are requesting and for what purpose.
2. If the request is less than \$150.00, the Executive director has the authority to approve the request and can disburse the funds, by check or by having a bill come directly to the funeral team. If the request is over \$150.00, the executive director has the option to disburse the funds or get approval from the board president before disbursement of funds.

Funds requested and spent must be used for operational, training, or fundraising expenses. The Executive Director or board of directors reserves the right to decline all requests that it deems unnecessary for the operation of the Funeral Team. Regional requests that are denied by the Executive Director or board of directors cannot be resubmitted until ninety days after the date of the rejected request.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2018
Effective Date: 11-1-2018
Review/Revised Date: 3-1-2023

Policy – EP-2012-300 FUNERAL TYPES PROTOCOL

Purpose

This policy defines Funeral Types for the Missouri EMS Funeral Response Team.

Attachments

Funeral team guidelines-web site home page

Policy

Type 1 Funeral: LODD

A Line of Duty Death (LODD) funeral applies to uniformed members of an EMS agency who were killed while on duty under the following definition:

1. Death is a direct and proximate result of an injury sustained in the line of duty.
2. A LODD death also includes those that are injured or made ill at the scene and who later die because of these injuries.

This type of funeral involves rendering of full honors from the response team, as well as any special honors. Guidelines for LODD will come from federal and state LODD policies.

Type 1 honors are listed on the web site home page under funeral team guidelines.

Type 2 Funeral

Funeral pertains to uniformed members of an EMS agency who died while not on duty. This type of funeral also applies to uniformed members of other departments. This type of funeral involves rendering of honors from the funeral team guidelines and does qualify for limited special honors.

Type 2 honors are listed on the web site home page under funeral team guideline

Type 3 Funeral

Funeral pertains to non-uniformed and retired members of an EMS agency as well as present or past board members from an EMS agency. This type of funeral involves rendering of some honors by the

funeral team but does not qualify for full honors.

Type 3 honors are listed on the web site home page under funeral team guidelines

Type 4 Funeral

Funeral pertains to the death of a spouse/significant other or child of a member of an EMS agency. This type of funeral involves limited participation by the response team as requested and does not qualify for full honors.

Honor Guard pallbearers, or honorary pallbearers.

Honoring Up-Ambulance as Hearse in Type 2 or Type 3 Funerals

When the response team responds to show honors, it will abide by the guidelines set forth in the Missouri EMS Funeral Team guidelines. If at any time, the requesting organization, expresses the desire to “Honor up”, the funeral team commander or state commander will explain the funeral team’s position to the organization and family as needed.

If the organization still does not wish to abide by the funeral team’s guidelines the funeral team will still attend the visitation and show honors as the honoree deserves, following the guidelines of the team. However:

The EMS funeral team believes that using an ambulance as a hearse is the “ultimate honor” and is reserved for EMS providers that fall in the line of duty. The EMS Funeral team guidelines would be to have the organizations or the honoree ambulance right in front of the hearse-- leading the hearse to the honorees’ final resting place.

If an organization insists that the ambulance be used as a hearse at the funeral, the funeral team, per our funeral team guidelines, will remove themselves and will not be involved with anything to do with transporting the casket to the ambulance, loading in the ambulance, or the removal of the casket from the ambulance. This also includes being pall bearers and calling the “Sea of Blue”. The funeral team will not respond to the cemetery. The funeral team will answer any questions the organization has about this and show all other honors per our guidelines.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2018
Effective Date: 11-1-2018
Review/Revised Date: 12-1-2024

Policy – EP-2012-400 Uniform Specifications

Purpose

Identify the uniform brands and vendors that are authorized to be used to outfit Missouri EMS Funeral Response Team members in a funeral team uniform.

Exceptions

If a member joining has a class “A” uniform from their EMS organization, they may wear it. The organization request however that all members wearing their organization uniform have a white hat. . This keeps uniformity throughout our organization. This applies to the honor guard team members.

Policy

1. Vendors

- a. Leon’s Uniform Company
142 Hanley Industrial Ct.
St. Louis, MO. 63144
314-535-8133
www.leonuniform.com
- b. Glendale Parade Store
192 Paris Ave.
Northvale, NJ. 07647
800-653-5515
www.paradestore.com
- c. LA Police Gear
28704 The Old Road
Valencia, CA 91355
1-866-793-1911
www.lapolicygear.com
- d. Southern Uniform and Equipment
2030 W Fairview Ave
Carthage, MO 64836
417-358-7811
www.southernuniform.com

2. Uniform Items

- a. Dress Coat
Brand: Fechheimer Flying Cross Single-Breasted Dress Coat 100% poly Serge Navy
Men's: Lot #38800, Women's: Lot #38833
Sleeve Braid installed on both sleeves
Honor Guard patch installed on left shoulder region patch installed on right shoulder
Silver "EMS" buttons
Officers only - Open Epaulets for shoulder boards
- b. Overcoat
Leons
No patches or any items placed on overcoat but shoulder boards (if applicable)
- c. Dress Pants
Brand: Fechheimer Flying Cross Trousers 100% poly Navy Trouser Braid installed on both legs
Men's: Lot #38200, Women's: Lot #38233
- d. Blue Polos and dress button down
Contact the Deputy Executive Director
- e. Dress Belt
Brand: Clarino Garrison Belt 1 3/4" Silver Buckle
- f. White Dress Shirt
Brand: Elbeco Button Front Textrop Long or short Sleeve Shirt White
Lot #310-3 (Men's), Lot #9310-3 (Women's)
- g. Hat Emblem
Vendor: Blackington through Leon's Uniform Company
Custom made item, Hookfast style #9766, silver with Medium Blue enamel, screwback attachment (kept in stock in Number 1 funeral team trailer)
- h. Dress Shoes
Brand: Thorogood Poromeric Wedge Sole Oxford
Sku #Thorogood-831-6017
- i. Dress Boots
Brand: Thorogood Cross-Trainer Plus Sku #Thorogood-831-6833
- j. Dress Hat
Brand: Bell Crown White/Navy Band Silver EMS Buttons and Black Band Lot #113-1611

- k. Men's Tie
Brand: Velcro Closure Tie Xtra Long 20" Black Lot# 90129

- l. Women's Tie
Brand: Samuel Boone Cross Tie Black Lot #90156

- m. Nametags
Vendor: Blackington
Line 1 – FIRST AND LAST NAME
Line 2 – TITLE Star-of-Life Seal applied to left-side

- n. Ascot – if requested
Vendor: Glendale Parade Store
Brand: Glendale Military Bib Scarf Royal Blue Lot #015

- o. Shoulder Cord
Vendor: Leons
Brand: Glendale Double Strand Citation Cord Medium Blue/Dark Green Nickle tip Lot #450C2 Kept in stock-trailer #1

Items worn on uniform

In the beginning of the funeral team existence, members were awarded ribbons for their participation in the funeral team. These can still be worn above the name tag of the member.

Today, members are allowed stars above their name tag to be worn; one star for every 5 years a member had been in EMS. Members can wear one or the other on their uniform but not both. Members are to contact the executive director for these stars. No other items can be worn on the uniform without the approval of the board of directors.

Chaplains that carry rank, may wear a silver cross on their class A. This is to be located on the left lapel of their coat.

Logistic team members are required to obtain a polo and dress shirt-along with dress black pants or slacks. Polos and dress shirts to be ordered by the Deputy Executive Director, Command staff may wear their shoulder boards as well.

items worn on white shirt

Beside the name tag and badge, members may wear on their collar the collar insignia of their rank in the Missouri EMS Funeral Team. Collar insignia are to be black in color unless part of the command staff. All collar insignia can be obtained from the Executive or Deputy Executive Director.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2018
Effective Date: 11-1-2018
Review/Revised Date: 12-2-2024

Policy – EP-2024-500 Awards

Purpose

To formally recognize and award Funeral Team members who perform distinct and extraordinary accomplishments while serving as a member of the Funeral Team.

Award Policy

The board of directors will award at the annual banquet or at the annual board meeting:

1. Member of the year
2. Rookie of the year
3. Commander of the year
4. Region of the year
5. Spirit Award
6. Support / Logistic team member of the year
7. Leanna “Dee” Lueckenotte Asclepius Award

The board may also award “Missouri EMS Funeral Team Board of Directors Recognition award. This is done at the discretion of the board.

Members and commanders may nominate any member they feel deserves recognition for their dedication and service to the funeral team. Members being nominated must be active and in good standing.

Any member or commander may nominate a region they feel deserves recognition for the region’s dedication and service. Regions must have met all request set by the board of directors but not limited to:

1. Number of members attending one of the regional trainings
2. Held a regional fundraiser
3. Member’s participation in state fundraisers

Nominations must be sent by e-mail to the Executive director by September 1 of said year. The executive director will forward all nominations that meet the above criteria to the board of directors or a committee for their vote.

Awards will be given at the annual banquet or at the annual board meeting. Members must be present for the recognition to be awarded.

Commander of the Year Award Criteria

Qualifications for the commander of the year award given at the annual conference.

1. Regional, State, and Zone commanders are eligible if the following are met:
 - a. Commanders must have participated in the state raffle fundraiser, selling a min of 2 envelopes (80 tickets).
 - b. If regional commander, have set up a regional get-to-gather from November 1, 2024-September 30, 2025 (The year will change each year of course).
 - c. If zone or state commander, have attended zone training and 1 of the regional get-to-gather in their area.
 - d. Attended the prior year conference. (Does not apply this year only-must attend 2025 conference to be eligible for 2026 award. Special circumstances like deployment, death in family etc. will be looked at on a one-on-one basis).
 - e. Must have a min of 200 points.
 - f. Must be at the annual banquet to receive award.
 - g. Any member of the organization may nominate a commander.

Support or Logistic Member of the Year Award Criteria

1. All S/L members are eligible if the following are met:
2. S/L members must have participated in the state fundraiser, selling a min of 1 envelope.
3. If their region has a fundraiser, they must have participated or assisted.
4. Attending one zone/ regional-get-to-gather **or** a visitation/funeral.
5. Must have a minimum of 150 points.
6. Must be at the annual banquet to receive award.
7. Any member of the organization may nominate a commander.

Leanna "Dee" Lueckenotte Asclepius Award

Presented to an individual that served in EMS, present or past, who has contributed most significantly to EMS here in Missouri, either at the local and or state level. This individual does not have to be a member of the Missouri EMS funeral Response Team.

Rookie of the Year

To be considered for rookie of the year, members must have been on for 3 months and not over 15 months at the time of the annual conference. Shorter time could be considered on a one-on-one basis. Member must be active in any part of the team: Operations, Logistic, or Support. Depending on when the member joined, they must have participated in any fundraiser, state or region that they could have been a part of. If a training has been done in the members' area, the member must have attended if enough time for the member to work into their schedule. (2 months).



Missouri EMS Funeral Response Team

Issue Date: 11-1-2018
Effective Date: 11-1-2018
Review/Revised Date: 03-1-2024

Policy – EP-2012-900 CONDUCT, APPEARANCE, AND UNIFORM STANDARDS

Purpose

To inform members of the Missouri EMS Funeral Response team of the conduct, appearance, and uniform standards that will promote consistency and uniformity within the Funeral Team.

Attachments

None

Policy

Conduct

1. Funeral Team members shall know and abide by the Funeral Team's policy and guidelines manual and the organizational Bylaws.
2. Funeral Team members shall always conduct themselves professionally while operating at a Funeral Team event.
3. Any unprofessional conduct will be reported by the Regional Commanders to the State Commander and/or Executive Director. Or Deputy executive director
4. Unprofessional conduct may result in the loss of the ability of the member to participate in Funeral Team events or may result but not limited to criminal action and dismissal from the Funeral Team.
5. Members cannot be under the influence of drugs or alcohol while wearing the funeral team uniform and doing so will result in the immediate suspension and / or termination of the member from the Funeral Team. (see Alcoholic Beverages below).

Appearance

1. Funeral Team members will always maintain a professional appearance.
2. No smoking, use of chewing tobacco will be permitted in the public eye while in the funeral team uniform.
3. No necklaces or bracelets visible are allowed while in uniform. Female Funeral Team members may wear earrings of a simple style, no dangling earrings.
4. No visible body piercings, including tongue piercings, are permitted in the funeral team uniform.

5. Male funeral team members must be cleanly shaven or with neatly trimmed facial hair.

Uniform

1. While indoors, funeral team members are to remove their hat and carry it under their left arm, unless operating in an Honor Guard formation or event.
2. Uniform pants, shirts, and coats will be pressed and clean. Pants should be pressed with a crease to the center of the front and back of each leg.
3. Replacement of any uniform items shall be at the discretion of the regional or State Commander. Cost of replacement is at the cost of the member unless damaged during a funeral event. This will be looked at on a one-on-one basis.
4. All Funeral Team uniform items are strictly reserved for funeral team usage and will only be worn upon the approval of a Funeral Team State Commander or Executive Director.
5. No items/pins/patches are allowed on the uniform that has not been approved by the executive director or the board.
6. If a member joins the team and they have an EMS Class A from their organization, that member does not have to purchase the funeral team's uniform unless they wish to. The organization does ask that that member have a white hat like the team for uniformity.

Alcoholic Beverages

At a call out, when not actively engaged in honor guard, logistic or support duties, members may partake in an alcoholic beverage. (Evening meal, etc.) Members actively working a visitation or funeral will not have the smell of alcohol on their person. If at any time working during a visitation or funeral a smell on the person or breath of an alcoholic beverage, that member will be dismissed from the team at that call out. The member will then be placed on suspension. That member will have an opportunity to "make things right". This will be reviewed on a case-by-case basis. If it happens again, that member will be terminated from the team.

The only exception to this rule is at the annual banquet. Members may partake in a alcoholic beverage while in uniform, inside the banquet venue. However, if that member becomes intoxicated in uniform or polo, that member will be removed from the team.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2019
Effective Date: 11-1-2019
Review/Revised Date: 10-1-2024

Policy – TR-2019-100 FUNERAL TRAILER PROTOCOL

Trailer Requirements for Regions to House a Trailer in their Region

For a region to house a Missouri EMS Funeral team trailer, the following guidelines regions are asked to be followed:

General information

1. The Missouri EMS funeral team organization will keep insurance on the trailers. It is up to the commander in the region where trailer is stored to make sure the license plate is current, and a current insurance card is inside the trailer.
2. The region is requested to keep the trailer in some type of building, either enclosed or under sometime of covered carport, etc. if possible.
3. The regional commander or their designed member is responsible for the overall care of the trailer. Any issues with the trailer, the regional commander is to contact the state commander or the Executive Director.
4. The regional commander is responsible for making sure the Executive Director has the physical address of the trailer for insurance purpose.
5. The commander or their designated member is responsible for keeping the trailer clean inside and out and stocked according to the inventory sheet provided for that trailer. Any supplies used the commander will notify the state commander or executive director so items can be restocked.
6. The trailer is not to be used for anything, but funeral team call out or event. The commander will contact the state commander or the Executive Director if a request is made for the use of the trailer for approval.
7. No other items are to be stored in the trailer except that is on the inventory sheet provided for trailer.
8. Trailers must be always locked while being housed including a trailer hitch lock.
9. No one is to have access to the trailer except members of the Missouri EMS Funeral team without approval.
10. Trailer is to be housed in the area of the commander so easy excess is available 24/7.

Towing the Trailer

1. If a call out for the trailer is requested for a visitation, funeral, or memorial service, the commander or their designated member will be responsible for getting the trailer to the designated location.
2. Only members of the Missouri EMS Funeral team will be allowed to pull the trailer to a call out unless prior approval is given.
3. If a trailer is needed in another region, it is up to the commander to work with the region that needs the trailer to get the trailer to and from back to its home.
4. Any member pulling the trailer in the region where the trailer is housed, no fuel reimbursement will be approved.
5. If a regional member must pull the trailer outside their region, member must fill their vehicle before leaving. Once member has returned with the trailer, that member must refuel. Sometimes it may be necessary to refuel before the trailer gets back to its home. Receipts must be provided to the executive director for any reimbursement within 14 days. It also may be possible that one member pulls the trailer to the event and another member pull it back. Contact the executive director for questions on this.
6. Some trailers have the weight that they needed to be pulled by a half ton pickup or equivalent. Pulling a trailer with a vehicle that does not have the capability to pull it safely, and there is damage to the pulling vehicle, the Missouri EMS Funeral team will not be responsible for any damage. Individual pulling the trailer must have full coverage on the vehicle that is towing the trailer. Contact the Executive Director or deputy executive director for questions on this.
7. Regional Commander is responsible for making sure that any member pulling the trailer has a current valid driver's license and has the knowledge to pull the trailer safely.
8. Once the trailer returns from a call out, it is up to the commander or their designated member to make sure all equipment is put back in place and the trailer is clean.
9. Any board member, Executive director, deputy executive director, or state commander may pull the trailer from a region if guidelines are not followed, is not being cared for, or the trailer would be better served in a new location.
10. Other guidelines may be added in the future as the organizations see fit.



Missouri EMS Funeral Response Team

Issue Date: 11-1-2019
Effective Date: 11-1-2019
Review/Revised Date: 11-1-2020

Policy – TR-2019-101 FUNERAL TRAILER INVENTORY

Standard inventory for trailers includes but not limited to

3 Flag stands
Mo flag on pole
EMS flag on pole
American Flag on pole
Rifles (trailer 1 &2 only)
Banner
Mourning bands
American casket flag
Practice gloves
EMS casket flag (blue)
Flag carriers
Wheel chocks
Casket gloves
Jack
Tire gauge
American practice flag
Disposable gloves
Toolbox
Supply box

Shoulder cord (Minimum qty 1)
Black tie men's/women's (Minimum qty 1 each)
Casket band
Ascot
Vehicle sign-magnetic
Missouri flags (3x5 folded)
Proper hitch ball/pin
PA stand w/cover
Plastic flag cover (5 x 9)
Casket roller-trailer 1
Pile-Ons
Sample last call
Hitch Lock-Spare tire
Notebook with:

- Charge items price list
- Trailer inventory sheet
- Funeral guidelines
- Funeral / visitation check sheet
- Charge sheets