

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number PRO-003
	Subject Flower and Memorial Fund	
	Special Instructions Replaces ENF-024 dated January 1, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the collection and utilization of a fund upon the death of an active or former employee, member of their immediate family, or a Department volunteer chaplain.

II. POLICY

Funds collected for the Flower and Memorial Fund shall be maintained, and administered by the Superintendent's Office to be used upon the death of an active or former employee, members of their immediate family, or any Department volunteer chaplain, as requested by the family of the deceased.

III. DEFINITIONS (As used in this procedure)

- A. Active employee – Any employee in the regular paid service of the Department, including those employees on disability leave.
- B. Former employee – Any employee who terminated employment with the Department (in good standing) with ten or more years of service.
- C. Immediate family member – Spouse, parent, step-parent, child, or step-child.
- D. Volunteer Chaplain– Any chaplain who is not paid for service to the Department. Only the volunteer and the volunteer's spouse are eligible for benefits from this fund. Benefits will be equal to that of an active duty employee or a retiree.

IV. PROCEDURE

- A. Employees who elect to donate to the fund will be asked to pay an amount deemed appropriate by the Superintendent, when necessary, in order to provide monetary support for the Flower and Memorial Fund. Volunteer chaplains may contribute to this fund.
- B. The fund shall be drawn upon by the Superintendent's Office for the purchase of memorial packages and/or flowers. All bills from the employee's last assigned command shall be submitted to the Superintendent's Office for action.
- C. No more than \$55.00 plus tax shall be expended for each service.
- D. The memorial packages shall be administered by the Department Chaplain's Office.
 - 1. Two (2) memorial packages shall be maintained at each district for immediate distribution.

2. Six (6) memorial packages shall be maintained by the Department Chaplain's Office.
3. Memorial packages may be replaced by contacting the Department Chaplain's Office.
4. Memorial packages may only be presented when the deceased is a current or former employee or volunteer chaplain of the Department.

E. Memorial Contributions (e.g., American Cancer Society, American Heart Association, etc.) may be sent in lieu of a memorial package or flowers, when requested by the family. Actual distribution of memorial contributions shall only be handled by the Superintendent's Office.

F. Responsibility for distribution and eligibility of acknowledgements:

1. **Upon the death of any active employee**, the employee's commanding officer is responsible for fulfilling the request of the family of the deceased, by either:

- a. Ordering Department flowers,
- b. Presenting a memorial package to the family of the deceased employee, or
- c. Notifying the Superintendent's Office of a requested contribution to a designated memorial.

2. **Upon the death of a former employee**, the commander of the employee's last assigned command is responsible for fulfilling the request of the family of the deceased, by either:

- a. Ordering Department flowers,
- b. Presenting a memorial package to the family of the deceased employee, or
- c. Notifying the Superintendent's Office of a requested contribution to a designated memorial.

3. **Upon the death of an immediate family member of any active employee**, the employee's commanding officer is responsible for fulfilling the request of the employee, by either:

- a. Ordering Department flowers, or
- b. Notifying the Superintendent's Office of a requested contribution to a designated memorial.

4. **Upon the death of an immediate family member of any former employee**, the commander of the employee's last assigned command is responsible for fulfilling the request of the employee, by either:

- a. Ordering Department flowers, or
- b. Notifying the Superintendent's Office of a requested contribution to a designated memorial.

G. An e-mail, containing information for the funeral arrangements (10-0 notice), shall be sent by the responsible commander or Protocol Sergeant to all Department installations. The information may also be sent to other appropriate agencies. Included in the e-mail shall be an indication that a memorial package has been presented to the appropriate family member, flowers have been ordered, or a contribution to a designated memorial is requested.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.