

Procession Coordinator –It is the responsibility of the Procession Coordinator to coordinate the procession from the funeral service to the cemetery. Duties include:

1. Coordinating with other departments that will be involved with the procession.
2. Cleaning and preparing Department vehicles.
3. Establishing staging areas for vehicles and apparatus at both the funeral service and at the cemetery.
4. Determining if crossed ladders will be used and obtaining the apparatus.
5. Contacting and working with the Police Liaison Officer in setting up traffic control, directing traffic, and assisting in the staging areas.
6. Determine and placing the procession vehicles in order.
7. Determining the route of the procession, how long the procession will be and is the procession will pass in front of the fire station or other special location.
8. Providing maps and directions to the service.
9. Assigning personnel to assist in parking cars as well as setting up personal vehicles for the processional.
10. During a walking procession, directing individuals into proper placement.