

	<b>Standard Operating Guideline: ADM 1</b>	
	Subject:	Memorial Recognition
	Effective Date:	June 1, 2012
	Revision Date:	March 15, 2017
	Approval:	<i>[Signature]</i>
	EMS Representative:	<i>[Signature]</i>
	Fire Representative:	<i>[Signature]</i>
	Career Representative:	<i>[Signature]</i>
Director:	<i>[Signature]</i>	

**PURPOSE:** To provide a consistence in recognizing services rendered to the County of Franklin and the Franklin County Department of Public Safety by a “Tone Alert” memorial for deceased Public Safety members.

**I. POLICY**

- A. Guidelines for Memorial/Graveside service recognition for deceased Public Safety members.
  - 1. Initiate agency warning tone;
  - 2. Dispatcher shall announce on the primary fire and EMS paging frequency: “Attention all Fire and EMS personnel; In recognition for many years of dedicated service to the Franklin County Department of Public Safety and (**Station Name**), and the citizens of Franklin County by (**name of deceased member**). The County of Franklin respectfully salutes our departed comrade with this personal and final call”
  - 3. Initiate station alert tone (**insert proper tone keys here**) times in succession.

B. Tone Keys.

- 1. One tone salute: Less than 10 years service.
- Two tone salute: 10 – 20 years service.
- Three tone salute: Greater than 20 years service, charter member, lifetime members, inactive or past line officer including Chief/Captain.
- Four tone salute: Active line officer other than Chief/Captain.
- Five tone salute: Active Chief/Captain, Active or past Director or Deputy Director Public Safety.

2. Dispatcher will then announce: "Thank You (**name of deceased member**) for a job well done.
3. FCC License #KAP947      Time: \_\_\_\_\_