ROLL CALLS, FORMATIONS AND RELATED DUTIES

21.1 ROLL CALLS

21.1.1 At 0900 and 1800 hours daily, officers on duty shall assemble members of their units in apparatus quarters and conduct a roll call in accordance with instructions in this chapter.

21.1.2 Members of the incoming platoon shall be inspected for proper work duty uniform, in accordance with chapter 29, and for a neat military appearance and grooming. Special orders or instructions shall be issued by the officer on duty at this time. The form of assembly shall be discretionary with the company commander.

21.1.3 There shall be held in every quarters on alternate Fridays (paydays) at 0900 hours, a special roll call for the incoming platoon conducted in accordance with applicable provisions of section 21.1.7 and 21.1.8. At each of these roll calls, the officer on duty shall inspect each member for:

A. Proper work duty uniform, appearance and grooming as per section 21.1.2.
B. Approved and properly maintained firefighting gear and equipment.
C. Badge.

The officer on duty conducting this roll call shall forward a report to the Division Commander indicating the name of each member inspected, the results of his/her inspection, and any deficiencies noted.

21.1.4 Members may be relieved before roll call for a period not to exceed 60 minutes. Such relief shall be on mutual exchange basis; so that member relieved shall in all instances be required to serve the full time for which he was relieved. Such relief shall be at the discretion of the officer on duty and subject to the following conditions:

A. Entrance of incoming member shall be recorded by the housewatchman.
B. When ready for fire duty, incoming member shall record his readiness, in red ink, in the Company Journal.

In the case of company officers, this entry shall be made by the housewatchman on the orders of the incoming officer.
C. Both incoming and the outgoing members shall then report to officer on duty for approval or disapproval of the exchange

D. If permission is granted, the outgoing member shall record his departure in red ink in the Company Journal.

   In the case of company officers, this entry shall be made by the housewatchman on the orders of the outgoing officer.

E. When only one officer is present in a building housing two or more units in the same or adjoining quarters, such officer shall exercise discretion to permit members attached to such units to be relieved as described above.

F. All entries required by relief exchanges shall be the strict responsibility of the housewatchman.

21.1.5 When units are operating at a fire or emergency, no relief exchanges shall be permitted without authorization of the officer in command of operations.

21.1.6 Each battalion chief shall supervise roll call in his battalion twice each month. Each deputy chief shall supervise roll call in his division once each month.

21.1.7 FORMATION AT FORMAL ROLL CALL:

   A visit to quarters should in no way be the reason for shouting, running or otherwise upsetting the calm demeanor of members.

   All members in quarters are required to assemble at a fixed point in a predetermined formation on the apparatus floor. Members shall respond promptly and without running.

   The point of assembly for roll calls shall, when practical, be in the space between the front doors of quarters and the company apparatus. The company shall face toward the front of quarters when possible, in squad formation.

   The Officer in Command designates a Lieutenant to form the company.

   The Lieutenant gives command, FALL IN (at "close intervals" if conditions warrant), followed by command: 1. COUNT, 2. OFF. Other officers shall fall in, one to the right and the other (if there be one) to the left in alignment with the (front) first squad.

   Lieutenant then gives command: 1. DRESS RIGHT, 2. DRESS (at "close intervals" if conditions warrant), and checks each squad for alignment, returns to three paces in front and to right of company, gives command: 1. READY, 2. FRONT, then proceeds to and reports to Officer in Command that company is formed.
The Officer in Command gives the order "CALL THE ROLL", the Lieutenant faces about, calls the name of each member on the BF-4. Each member as his name is called, shall answer in a clear distinct tone of voice, "HERE". As the roll is being called, the Officer in Command shall note responses and observe any unauthorized absence or duplication of response.

Lieutenant gives command: 1. HAND, 2. SALUTE, faces about, hand salutes, and reports to Officer in Command that all members are present or accounted for, or any absentees. The Officer in Command acknowledges the salute and gives order, "Prepare company for inspection".

The Lieutenant faces about, gives command TWO, "prepare for inspection" 1. OPEN RANKS, 2. MARCH, checks each squad for alignment; returns to three paces in front and to the right of company, gives command: 1. READY, 2. FRONT, and stands fast.

The Officer in Command, followed by the Lieutenant, shall inspect the uniform and personal appearance of each member.

At conclusion of inspection, the Lieutenant standing directly in front of company gives command: 1. CLOSE RANKS, 2. MARCH, and takes position at end in alignment with rear squad.

Officer in Command shall read required official orders and circulars for information of members and, when necessary, issue personal orders and instructions affecting the company. He then gives command: 1. OFFICERS FRONT AND CENTER, 2. MARCH, and designates a lieutenant to drill the company. (Remaining Officers fall out to rear or to side of Officer in Command, while designated officer conducts a close order drill.)

Roll call shall be terminated with the command: 1. COMPANY, 2. DISMISSED.

The above commands, and all other commands given at parades, reviews, funerals, inspections, etc., shall be executed in accordance with Infantry Drill Regulations of the U.S Army. Officers and members shall therefore familiarize themselves with such regulations.

Note: A Fire Department company, according to military regulations, would ordinarily be called a platoon.
21.1.8 PROCEDURES FOR VISITS AND ROLL CALLS

Chief Officers and Visiting Officials

♦ A Chief Officer or other official on entering quarters for any reason shall expect and require that the procedures set forth in this chapter are followed. If a Chief Officer or other official does not desire the procedure to be followed, he may notify the Officer in Command of the unit by phone prior to his arrival or he may send word by his Aide to the Officer in Command of the company.

♦ Chief Officers or other officials shall return the salutes of the housewatchman and identify him/herself to the housewatchman by rank and/or title and name.

Company Commanders

♦ Shall designate and insure proper identification of the point on the apparatus floor for the assembly of the members and the Officer. This point shall if possible be in accord with section 21.1.7.

Officer on Duty in Command of the Company

♦ Shall comply with all of the procedures listed in this chapter.

Members on Duty

♦ On noting signal indicating such visit is taking place, shall report to the apparatus floor in an orderly manner; sliding poles shall not be used.

♦ On reaching the apparatus floor, they shall fall in at attention at the predetermined point in designated formation.

Housewatchman

♦ When a Chief Officer or other official enters quarters the housewatchman shall snap to attention and salute. Salute is held until returned.

♦ After the salute is returned, the housewatchman summons all members to the apparatus floor.

♦ He shall announce in a loud clear voice, the title and name of the visitor, when the officer on duty is on, or reaches the apparatus floor.

♦ During the remainder of the visit, unless otherwise ordered, the housewatchman stands at ease at the housewatch desk and performs his normal function as housewatchman.
21.2 SALUTATIONS

21.2.1 When advance notice is received of a visit by the Fire Commissioner, a Deputy Fire Commissioner, or the Chief of Department, the officer on duty shall align members in apparatus quarters at the point of assembly, in accordance with instructions in this chapter for roll calls. On such occasions members shall wear serge uniforms, uniform caps and white gloves. They shall remain at attention until otherwise ordered by the visiting official or the officer on duty.

21.2.2 The salute, as described in this chapter, shall always be tendered first by the subordinate, and smartly and promptly returned by the superior.

21.2.3 Members in uniform, before addressing a superior officer, or when addressed by him, shall salute before and after the interview.

21.2.4 At fires, members when reporting in, delivering message, or acknowledging orders, shall tender the salute.

21.2.5 The salute shall be tendered to the Fire Commissioner, Deputy Fire Commissioners, and Chief of Department, whether in uniform or not, and to all other officers when they are in uniform.

21.2.6 Except as otherwise specified herein, the salute shall not be tendered to superiors during parades, when working at fires, or when a large number of members is assembled for a specific purpose, except when addressing superiors or being addressed by them.

21.2.7 When an officer enters or leaves quarters, the housewatchman shall salute and remain at attention until the officer leaves, or until otherwise ordered.

21.2.8 Members shall, before entering the office of a superior officer, remove cap, knock upon the door and await order to enter. After entering, members shall salute and remain at attention. At termination of interview, members shall salute, about face and leave.

Subordinate members shall promptly rise, salute, and remain at attention when a superior officer enters any office or room.

21.2.9 Members shall salute the National Color as it passes or is passed on all occasions, as follows:

A. Members passing an uncased Color shall salute at six paces distant and hold salute until they have passed six paces beyond.

B. Similarly, when an uncased Color passes by, they salute when it is six paces away and hold salute until it has passed six paces beyond them.
C. In formation (at a halt or marching) the command shall be brought to "Attention" and prescribed salute executed by the commanding officer, members of the staff, and the officer in command of integral units.

21.2.10 Members shall show respect for the National Anthem or to the Colors (Standard) of the United States, as follows:

A. Outdoors - Whenever and wherever the National Anthem is played (not in formation)
   1. At the first note, all present shall face the music, stand at attention, and salute. The position of salute shall be retained until the last note of the music is sounded.
   2. The above marks of respect are shown the national anthem of any friendly country when played upon official occasions.

B. Indoors - When the National Anthem is played indoors, officers and members shall stand at attention and face the music or Flag, if one is present. They shall not salute unless under arms.

C. At parades, reviews, ceremonies, etc., the commanding officer shall bring the command to position of "Present Arms". The command shall render required salute.

D. In formation (at a halt), a detachment which is not part of a larger formation shall be brought to attention at first note of music and prescribed salute rendered by the officer in command.

21.2.11 Members shall give indication of their respect, during a solemn invocation or benediction, in the following manner:

A. Outdoors - In uniform, with hat on, slightly bow head. Whether members are standing at "Attention" or at "Parade Rest" depends upon conditions.

B. Indoors - In uniform, hat is removed, slightly bow head. Whether members stand or sit depends upon conditions.

21.2.12 Members shall execute THE SALUTE in the following manner:

A. It shall be executed at attention in accordance with Infantry Drill Regulations of the U.S. Army.

B. The salute shall be executed when within six paces of the person saluted, or at nearest point of approach. The salute shall be held until person saluted has passed, or until salute has been properly acknowledged.

C. In passing in review at parades or other formations, the hand salute shall be executed only by the commanding officer, members of the staff, and officers in command of integral units. All others in formation shall, on command, execute "EYES RIGHT" or "EYES LEFT". The hand salute is executed when within six paces of reviewing party, and is held as the march is continued in rigid formation past reviewing party.

D. At six paces beyond reviewing party, arms and hands are snapped to position of attention. Officers in command of integral units shall issue the command "FRONT", at which heads and eyes are turned to normal position, the march
being continued in formation at attention. At formal reviews or parades, boundaries of the reviewing stand are usually marked by guidons.

21.3 FLAG OF THE UNITED STATES, AND DEPARTMENT FLAG

21.3.1 The Flag of the United States, when unfurled from a staff on building, is designated as the National Flag; when carried in any formation, it is designated as the National Color; and when unfurled from a mast on fireboats, is designated as the National Ensign.

21.3.2 When the National Color is carried in Department formations, a color guard shall be provided.

21.3.3 The Flag of the United States shall never be allowed to touch the ground or trail in water. When not displayed, it shall be compactly folded in the form of a triangle, with the "Blue Union" enveloping and protecting the entire flag.

21.3.4 The Flag of the United States, except when used to cover a casket, shall never be used as a drapery of any kind, and no object or emblem shall be placed on or above it.

21.3.5 When flown at half staff, the Flag shall first be hoisted to peak and then lowered to half staff position. Before lowering the Flag for the day, it shall first be hoisted to peak. The Flag shall always be hoisted briskly and lowered slowly and ceremoniously.

21.3.6 The National Color, when carried in any formation with the City Flag, Department Flag, or any other flag or color, shall always be to the right, or in front of all other colors.

21.3.7 The National Color shall never be placed at half staff, nor at any point below the peak.

21.3.8 When the National Color passes in reviews or parades, members in uniform, and not in formation, shall stand at attention and salute. When not in uniform, members shall stand at attention with hat in right hand resting on left breast.

21.3.9 Members carrying the National Color shall not dip it to any person, or upon any occasion.
21.3.10 Marine companies shall salute vessels of the United States Navy by dipping the Ensign when such vessels are passing fireboats moored at their berths.

21.3.11 The Department Flag shall be used in parades, reviews and funerals. It shall also be used to cover the casket of a member who dies in the discharge of duty, and is not a veteran of the armed forces. The company commander of unit to which member was assigned shall procure the department flag from the Ceremonial Officer, Bureau of Training, and provide for its return after the funeral.

21.4 FORMATIONS AT PARADES

21.4.1 The regimental commander prescribes formation. The place where regiment is to form, direction in which regiment will face, hour of forming, location of head of column (or right of the line), and the order in column or line of the headquarters, battalions, special and attached units and vehicles, shall be prescribed in Department Orders.

Staff:
A. The staff of a commander shall form at his rear in one rank at a distance of one and one-half paces. If only one staff officer is present, he is posted one pace to right and one and one-half paces to rear of commander.

Staff officers are usually arranged from right to left in order of rank, the senior on the right, but the commander may cause them to be arranged in any order he desires.

B. When necessary to reduce the front of the staff in marching, it is formed in a column of threes under direction of senior staff officer and follows the commander.

Aides:
A. Aides to battalion commanders shall receive reports of company commanders when companies are properly formed, and report such fact to their respective battalion commanders.

B. The aide to regimental commander shall receive reports of battalion commanders when battalions are properly formed and report such fact to the regimental commander.

Color guard:
When a color guard is provided, the colors shall be carried in the center of the column.
Second officer in command of a Company:
The second officer in command of a company shall assist in aligning their respective companies; see that alignment is maintained at all times; and all commands are executed at Attention. When marching, such officers shall take a position at extreme left of, and in line with, the rear squad.

21.4.2 A squad shall consist of a single line of not more than 12 men.
A company shall consist of two or more squads.
A battalion shall consist of two or more companies.
A regiment shall consist of two or more battalions.

21.5 FORMATIONS AT ANNUAL INSPECTION

21.5.1 At annual inspection, the officer in command shall align his company directly in front of the apparatus facing the front doors, which doors shall be closed. The inspecting officer shall signal for the doors to be opened. The officer in command shall face about and issue the Command: 1. HAND, 2. SALUTE. He shall then face about and salute the inspecting officer. When salute has been acknowledged, the officer in command shall recover, face about, issue the command TWO, faces about and stands at attention, and awaits orders of the inspecting officer.

In companies where a formation in front of the apparatus is not practicable, officers in command shall align their companies so as to face the inspecting officer upon his entry.

21.6 LINE-OF-DUTY FUNERALS

21.6.1 The Ceremonial Unit shall assist in making funeral arrangements and shall supervise the conduct of the funeral. The desires of the deceased member's family are paramount, and shall be given the fullest consideration, however, the funeral shall be conducted according to prescribed protocols.

21.6.2 The Commanding Officer of the deceased member's unit shall:

a. Remain in contact with the Ceremonial Unit and be guided by their instructions regarding family liaison, bunting, apparatus, pallbearers, etc.
b. Relay all information, including the number of eulogies or other special requests from the family to the Ceremonial Unit.
c. Arrange to have eight (8) pallbearers present for both the rehearsal and actual service.
d. Identify a color guard comprised of two (2) officers and four (4) firefighters.
21.6.3 All members in the firehouse of the deceased member shall be detailed to the funeral for the 9x6 tour. They shall be designated as the Honor Company.

21.6.4 Borough Commanders shall provide the necessary staffing to maintain the affected Unit(s) in service for the tour.

21.7 FORMATIONS AT LINE-OF-DUTY FUNERALS

21.7.1 The structure of the formation and assembly areas in front of the church or other place of worship may vary depending on available space, number in attendance, terrain, entrances and exits etc. The Ceremonial Unit will make the final adjustment of the formation after reconnaissance of the church or other place of worship.

21.7.2 The color guard shall be directly in front of and facing the main entrance. The remainder of the formation will be one rank behind the color guard, and on the side where the funeral procession enters. (See diagram)

21.7.3 The formation shall be brought to attention, and the ceremonial officer shall execute the commands 1. "HAND", 2. "SALUTE" when:

1) The casket is completely removed from the caisson by the pallbearers.
2) The casket appears at the threshold of the church or other place of worship at the conclusion of the service.
3) Taps is played.
4) The caisson begins to move and leaves the area in front of the church or other place of worship.

Unless directed by the ceremonial officer, the above shall be the only time a hand salute is rendered.

21.7.4 The Honor Company will assemble on the steps or approach area of the church or other place of worship. The Honor Company shall be limited to available space, not extend past the sidewalk and not be more than two (2) rows deep. If necessary, an additional area in the formation next to the Staff/Deputy Chiefs shall be made available. (See diagram)

21.7.5 The order of entry into the church or other place of worship shall be as follows:

1. Casket/pallbearers.
2. Immediate family
3. Dignitaries (Governor, Mayor, Fire Commissioner, Chief of Department, UFOA &UFA Presidents)
4. Staff and Deputy Chiefs
5. Honor Company
6. VIPs (Deputy Commissioners, Elected Officials, Union Board members, Police Department officials, fraternal organizations)
7. Honor Company wives
8. Friends and congregation (limited).
9. Remainder of formation (if possible)

Depending on the seating capacity and standing room, the Ceremonial Officer will coordinate entry according to the above order.
21.8 LINE-OF-DUTY FUNERAL VEHICLES

21.8.1 The FDNY caisson will only be used for line-of-duty funerals. Ceremonial Unit personnel will operate the caisson, with a member of the Honor Company riding in the cab.

21.8.2 The Honor Company’s apparatus may be in a line-of-duty funeral procession if the service is within NYC limits. Requests should be made through the chain-of command to the Chief of Operations if apparatus is requested for funerals outside NYC limits.

21.8.3 The following is the order of the funeral procession:

1. Police Department motorcycles
2. Pipe & Drum Band
3. Honor Company apparatus
4. Chaplains
5. Caisson
6. Limos and family autos

21.9 NON-LINE-OF-DUTY FUNERALS

21.9.1 Funeral Within NYC Limits: All members of the deceased member’s firehouse shall be detailed to the funeral, released one (1) hour before the funeral, and returned to service one (1) hour after the funeral.

21.9.2 Borough Commanders shall provide necessary staffing to maintain the affected Unit(s) in service for the tour.

21.9.3 Funerals Outside NYC Limits: All members in the deceased member’s firehouse shall be detailed to the funeral for a total of four (4) hours, released one and one-half hours before the funeral and returned to service one and one-half hours after the funeral.

21.9.4 When the 65-2 is announced, the Commanding Officer of the deceased member’s unit shall contact the Ceremonial Unit to relay all family requests.

21.9.5 See section 21.7 for funeral formation (except a hearse is used in place of the caisson).
FUNERAL FORMATION & MEMORIAL

CHURCH / PLACE OF WORSHIP

Press

Friends and Congregation

Honor Company

DOORS

Family

Honor Company

Wives of Honor Company

流程

FORMATION

VIPS

Additional

COLOR

GUARD/F

FLAGS

1. Officer

2. FDNY

3. City

4. State

5. American

6. Officer

DIGNITARIES

1. Governor

2. Mayor

3. Commissioner

4. Chief of Dept.

5. UFOA (President)

6. UFA (President)

STAFF/ DEPUTY CHIEFS

HONOR COMPANY

(If necessary)

Press