

ORLAND CEMETERY DISTRICT
BURIAL POLICY AND PROCEDURES

I. PURPOSE:

The purpose of this Burial Policy is to establish clear, standardized procedures for the preparation and execution of full burials and cremation burials within the Orland Cemetery District. This policy ensures respectful handling of all burials, accuracy in plot location, and safety during grave preparation, while outlining accountability measures for errors.

II. SCOPE:

This policy applies to all employees, contractors, and any personnel involved in burial activities within the Orland Cemetery District.

III. BURIAL PROCEDURES:

A. Site Verification:

- Prior to any digging or site preparation, the burial site must be confirmed using the cemetery plot map, ownership records and lot cards.
- The location verification must be documented in writing, with both verifying parties signing the confirmation form.
- Use stakes and string or a marking spray to outline grave dimensions.
- The **Grounds Foreman** or **District Manager** must sign off on the grave location before excavation takes place.

B. Marker Placement:

- Temporary or permanent markers must be used to visibly indicate the plot boundaries prior to beginning any excavation.
- Temporary marker will be placed immediately following the closing of the grave.

C. Preparation of the Burial Hole:

Full Burials

- The standard dimensions for a full burial plot are typically **36” inches wide, 96” inches long, and 60” inches deep** (specific measurements may vary based on district regulations or state law).
- Excavation equipment must be in good working condition, and all operators must follow safety protocols.
- The site must be inspected by a supervisor or designated official to ensure the hole dimensions are correct and safe for burial.
- Ensure outer burial container is inspected for integrity.
- Set up the lowering device over the grave. Make sure the grounds around the grave are stable, if not use approved shoring equipment.

Cremation Burials

- Cremation burial holes must adhere to the cemetery's standard depth and width dimensions, generally **24" inches deep and 18" inches wide**, unless otherwise specified.
- In cases of multiple urn burials in a single plot, spacing requirements must be followed.

D. Safety and Equipment:

- Approved shoring equipment must be used to prevent cave-ins for deep burials.
- A tarp or plywood cover must be placed over the open grave when unattended to ensure safety.
- Digging must be conducted carefully to avoid damage to adjacent graves, monuments, or surrounding areas.
- Remove soil and pile it neatly on a tarp or a designated area away from the grave site for later backfilling.
- Safety netting must be placed around the hole until time of burial.

E. Items Required:

- Burial plot maps and confirmation forms.
- Measuring tools to ensure proper dimensions.
- Excavation tools, such as backhoes and manual shovels.
- Shoring or bracing equipment for deeper graves.
- Temporary barriers or covers for safety.

IV. POST BURIAL PROCEDURES:

A. Post-Digging Inspection:

- All surrounding areas must be checked for any accidental damage.
- Begin backfilling the grave using the soil removed.
- Tamp down periodically or use water to soak the soil to help minimize settling of the grave.
- Level the surface and replace any turf or apply grass seed as needed.
- Remove any temporary equipment and clean and wash the surrounding area as needed.
- Install temporary netting/boundary around grave until grave becomes stable.
- Ensure all equipment is cleaned and stored properly.
- Dispose of any waste materials in accordance with environmental guidelines.

B. Backfilling of Grave:

- The backfilling of a grave after a funeral service will be performed by cemetery staff only.
- Performance of this work is to be done when it is deemed safe to do by cemetery personnel.
- Families are permitted to place soil by hand only, no hand tools will be provided, or machinery used for such practice.
- Waivers releasing the Orland Cemetery District of any, and all, liability may be granted to members of a recognized Native American Tribes for the practice of their cultural ceremonies related to burials.

C. Record Keeping:

- Documentation of the completed excavation, including the date, time, plot number, and verifying personnel, must be maintained.
- Photographs of the open grave may be taken for additional record-keeping if needed.

V. DISCIPLINARY ACTIONS FOR ERRORS:

A. Location Errors

- First offence of placement of an interment in an incorrect plot location will result in 2-day suspension without pay.
- **A second offense is cause for termination of employment.**

B. Damage to Adjacent Graves or Property

- Any damage to adjacent plots, monuments, or cemetery property due to negligence will result in immediate suspension pending investigation.
- The party responsible may be liable for repair costs.

C. Failure to Follow Safety Protocols

- Violations of safety requirements will result in mandatory retraining on safety procedures.
- Repeated safety violations will lead to disciplinary action up to and including termination.

D. Additional Considerations:

- Cultural or religious burial practices may require adjustments to these procedures.
- Legal regulations and local cemetery rules take precedence; Always consult with Governing bodies for compliance.

Policy adopted on: _____

Vote:

Ayes: ()

Nays: ()

Abstain ()

Staci Buttermore, Secretary
Orland Cemetery District

Rick Beale, Chairperson
Orland Cemetery District

Employee's Signature

Date:

Supervisor's Signature

Date;