Robert M. Damminger
Freeholder Director
Giuseppe (Joe) Chila
Freeholder Deputy
Director/Liaison

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY
OFFICE OF VETERANS AFFAIRS
COUNTY OF GLOUCESTER
P.O. BOX 337
WOODBURY, NJ 08096
PHONE (856) 401-7660
FAX (856) 232-1836

Duane T. Sarmiento
Director
Robert B. Jonas
Supervisor

GLOUCESTER COUNTY

VETERANS MEMORIAL CEMETERY

OPERATIONS MANUAL

Adopted by the board of chosen
Freeholders on 10/22/2003
REVISED - February 25, 2004
REVISED - July 7, 2004
REVISED - January 19, 2005
REVISED - April 6, 2005
REVISED - June 22, 2005
REVISED - July 5, 2006
REVISED - February 4, 2009
REVISED - May 20, 2011
REVISED - November 22, 2011
REVISED - July 1, 2014

INTRODUCTION

This Operations Manual for the Gloucester County Veterans Memorial Cemetery has been prepared as a guideline for day to day administration of the facility.

Compliance with the provisions of this Operations Manual shall be the responsibility of the Gloucester County Veterans Interment Officer and other County officials charged with oversight of the facility by the Gloucester County Board of Chosen Freeholders.

Should questions arise as to the intent or interpretation of this Operations Manual, they shall first be directed to the Gloucester County Veterans Interment Officer. Appeals are addressed in Article V of this manual.

Revisions to the Operations Manual for the Gloucester County Veterans Memorial Cemetery may be made as need arises by the Gloucester County Board of Chosen Freeholders which has sole jurisdiction over the facility.

Adopted by the Board of Chosen Freeholders of the County of
Gloucester on this 22, day of October, 2003 (Revised February 25, 2004), (Revised July 7, 2004), (Revised January 19, 2005), (Revised April 6, 2005), (Revised June 22, 2005), (Revised July 5, 2006), (Revised February 4, 2009), (Revised August 4, 2010) (Revised May 20, 2011) (Revised November 22, 2011) (Revised July 1, 2014).

ARTICLE I

ELIGIBILITY REQUIREMENTS

1. Interment is open to all Veterans from Gloucester County who have served active duty, except for training purposes, in the Armed Services of the United States during wartime or peacetime, and who were discharged under conditions other than:
   - Dishonorable;
   - Undesirable,
   - Under other than Honorable Conditions;
   - Bad Conduct, or
   - Uncharacterized

   Merchant Marine Veterans from Gloucester County with service during World War II are also eligible.

2. Gloucester County Veterans who have served in a National Guard or Reserve component of the Armed Services and who have earned full retirement benefits for years of service are also eligible.

3. Members of the regular Armed Forces, National Guard or Reserves who are Gloucester County residents and who are disabled or die from wounds, accident or illness incurred while performing their military duties are also eligible for interment.

4. Residency requirements shall be considered met under the following criteria:

   a.) The veteran was a resident of Gloucester County at the time of entering the service; **OR**

   b.) The veteran settled in Gloucester County subsequent to active duty and lived in the County for at least two years immediately preceding the time of death, or preceding the time of the veteran entering into a Veteran's home or an assisted living facility, hospice care facility, nursing home facility or any such other facility.

5. Satisfactory proof of Gloucester County residency shall be provided to the Veterans Interment Officer, or designee, by the veteran, next of kin, or funeral director arranging interment and shall be established by any of the following credentials:

   a.) A New Jersey Driver's license listing a Gloucester County address;

   b.) A New Jersey Voter Registration card listing a Gloucester County polling place;

   c.) A paid Gloucester County residential real estate tax bill;

   d.) Utility bills with the veteran's name and Gloucester County address; or

   e.) Other appropriate documentation showing that the veteran was a resident of Gloucester County.

6. Spouse and dependent unmarried children under the age of 21 are eligible for interment, provided the eligible veteran of the family has already been buried in the Gloucester County Veterans Memorial Cemetery, or agrees to be buried in the facility at the time of death.

7. Adult children who are unmarried but are permanently incapable of self-support because of a physical or mental disability are eligible, provided the eligible veteran of the family has already been buried in the Gloucester County Veterans Memorial Cemetery, or agrees to be buried in the facility at the time of death.

8. Once an eligible family member has been interred In the Gloucester County Veterans Memorial Cemetery, the veteran is automatically accepted for interment as determined by his/her eligibility at the time of the internment of the family member.

9. Grave markers:

   a.) Upright and flat granite grave markers for the standard casket and in ground cremains sections shall be of the type approved and authorized for use and as provided to eligible veterans by the federal government. Columbarium niche covers shall be provided by the county.

   b.) Cost of the marker for dependents shall be borne by authorized family members or the estate of the deceased as will the cost of niche cover engraving.

   c.) The markers shall be as set forth in Article II paragraph 3, General Administration.

   d.) Temporary grave markers of a type approved by the Gloucester County Interment Office, and as provided by the Funeral Director, shall be permitted.

10. a. Proof of eligibility for veteran's status for interment shall be a valid discharge (DD214) or separation papers (WD53-55) from the Armed Forces of the United States of America indicating that the character of service was other than dishonorable or undesirable. Proof for a reserve component member, or prior member, of the Armed Forces of the United States is a valid letter of "Notification of Eligibility for Retired Pay at Age Sixty" provided to the individual by his or her reserve component command.

    b. Eligibility for members of the United States Merchant Marine who served during World War II shall consist of a DD214 issued by the United States Coast Guard.

11. Re-interment shall be permitted for veterans and family members who meet the eligibility requirement. All expenses involved with such re-interment shall be the responsibility of the estate and/or family members of the deceased. Arrangements shall be conducted through a licensed New Jersey funeral director and coordinated with the Gloucester County Veterans Interment Officer.

12. Gloucester County servicemen and servicewomen who have been buried on foreign soil in military cemeteries, lost at sea, or who are missing in action may be memorialized by the placement of an approved memorial marker on a dedicated wall or walkway, as determined by the Gloucester County Veterans Interment Officer.

The Gloucester County Veterans Cemetery Interment Office shall determine eligibility for such a memorial.

13. If a service member who is eligible for interment at the Gloucester County Veterans Memorial Cemetery dies in a theatre of war or as a result of being a hostile casualty and is not married and has no children, the biological or adoptive parents of the service member may be interred at the Gloucester County Veterans Memorial Cemetery. This will be on a case-by-case basis and will be based on available space. This provision does not apply to a person who dies due to a self inflicted wound or a friendly force while the person was in an absent without leave, deserter, dropped from the rolls status or was voluntarily absent from place of duty.

A) Definition for the purpose of this amendment

1.) Hostile Casualty – means a person who as a member of the Armed Forces, dies as the direct result of hostile action with the enemy, while in combat, while going to or returning from a combat mission if the cause of death was directly related to hostile action, or while hospitalized or undergoing treatment at the expense of the United States for injury incurred during combat and includes a person killed mistakenly or accidentally by friendly fire directed at a hostile fire or what is thought to be hostile force.

ARTICLE II
GENERAL ADMINISTRATION

1. Veterans may pre-file applications for interment with the Gloucester County Veterans Interment Officer by providing the necessary documentation to establish eligibility. Veterans who take this step should make their immediate family members aware that they intend to be buried in the Gloucester County Veterans Memorial Cemetery. Attached hereto and made a part hereof are Registration Application Forms.

2. a.) Every grave shall have a marker.
   b.) If interment is by casket, the casket shall be in an outer burial container or an appropriate vault.
   c.) If interment is of cremains, the cremains shall be in a "McKenzie type urn" or an appropriate vault.

3. All markers in the Gloucester County Veterans Memorial Cemetery shall be approved upright granite markers for interment of bodies or approved granite flat grave markers for interment of in-ground cremains or approved niche covers for inurnment in the columbarium wall. The markers shall be as prescribed and provided by the Department of Memorial Affairs, United States Department of Veterans' Affairs, and the columbarium wall niche covers shall be provided by Gloucester County. These shall be the only markers and niche covers permitted in the cemetery.

4. The Cemetery shall have different sections for interment by coffin and interment of cremains.

5. Depending upon the availability of resources, the Gloucester County Veterans Memorial Cemetery shall be normally open for visitation seven days a week from 8:30 a.m. until dusk. The Veterans Interment Officer, or designee, shall be available to Funeral Directors Monday through Friday, from 8:30 a.m. until 4 p.m. except for County holidays. When it is necessary for a Funeral Director to contact the Veterans Interment Officer during evenings, weekends or holidays, the Funeral Director should contact the Gloucester County Communications Center so that the Veterans Interment Officer or his designee may be paged.

6. The cemetery grounds shall only be used for burial and bereavement purposes.

7. Commitment services can be either off-site at the place of the family's choosing, graveside or on-site at the committal shelter.

8. Every interment of a veteran shall have an Honor Guard, if requested and a flag, whether the commitment service is on-site or off-site.

9. Scheduling of public ceremonies shall be coordinated with the Gloucester County Veterans Interment Officer.

10. The use of the cemetery grounds for public gatherings of a partisan nature is not permitted.

11. Boisterous, demeaning activity or improper conduct on the cemetery grounds is not permitted.

12. Littering is not permitted.

13. Families and organizations shall adhere to the following guidelines concerning the placement of flowers and other items on grave sites:

a.) 1.) Only fresh cut flowers, artificial flowers and plants which can be inserted into cones shall be allowed.

2.) A maximum of two floral cones shall be permitted. The cones shall be the style approved by the Gloucester County Veterans Interment Officer and shall be the type inserted into the ground.

3.) The cost of the cones shall be paid by the family and/or the estate of the deceased.

b.) No plantings of any type are permitted on cemetery grounds or on grave sites, other than those included in the landscape design of the cemetery. No potted plants, wreaths, flags, emblems, or other forms of decorative articles are permitted on grave sites, unless specifically authorized during defined holidays.

c.) Flowers of any kind which become unsightly, faded or wilted shall be removed by cemetery personnel.

d.) Evergreen blankets and wreaths shall be permitted on graves beginning December 1st and shall be removed by cemetery personnel no earlier than January 15th.

e.) Wreaths and/or floral arrangements are permitted during other specified holidays and shall be removed by cemetery personnel one week after the holiday. These holidays are defined as: Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, and Veterans Day.

f.) Wreaths and/or floral arrangements are permitted on the anniversary date of the Veterans death.

g.)Flags shall be placed on each grave by cemetery personnel and Veterans organizations only for the Memorial Day observance and will be removed at the end of the week.

14. The cutting or breaking of, or injury to, the trees, shrubs, grass or other plantings on the cemetery grounds is not permitted.

15. Pets are not permitted in the Gloucester County Veterans Memorial Cemetery.

16. Vehicles of visitors to the cemetery must remain on authorized, paved roadways.

17. Permission for any type of commercial photography must be received from the Veterans' Interment Officer.

18. A map of the cemetery grounds marking the location of each Section, Row and Plot shall be kept by the Veterans Interment Officer. This map shall be updated with each interment and shall indicate if the adjacent Plot is reserved for future use by a spouse or dependent child. Copies of the official cemetery map shall be cross-filed with the County Engineer's Office and with the vendor performing grave openings and closings.

19. Each January the Veterans Interment Officer shall submit documentation of the prior year's interments to the Gloucester County Clerk's Office where this information shall be recorded and filed. This information shall include an updated map plus a listing providing the name, Section, Row and Plot of each grave site assigned during the prior year.

ARTICLE III
COORDINATION WITH FUNERAL DIRECTORS

1. The Funeral Director shall provide the Veterans Interment Officer with the necessary documentation, including the burial/transit permit, to verify eligibility of the deceased for burial in the Gloucester County Veterans Memorial Cemetery.

2. The Funeral Director shall coordinate the date and time of interment with the Veterans Interment Officer to ensure orderly daily management of the facility. The Veterans Interment Officer, or designee, shall be available on a daily basis.

3. The Funeral Director shall make the necessary arrangements for grave opening and closing with the vendor authorized to perform this service by the Gloucester County Board of Chosen Freeholders.

4. The Funeral Director shall comply with all applicable State Cemetery regulations and all County of Gloucester regulations regarding interments and inurnments.

5. Should the deceased be cremated, the Funeral Director shall ensure that cremains are placed in an appropriate container, i.e., an urn which provides weatherproof qualities, prior to burial. An appropriate plot shall be provided for cremains. The grave marker shall be placed in alignment with markers for traditional full-sized interments.

6. The Funeral Director shall notify the Veterans Interment Officer of the intent of other eligible family members to be interred in the Gloucester County Veterans Memorial Cemetery and for whom a registration form is supplied and appropriately completed.

7. The Funeral Director shall have the responsibility to arrange for and coordinate all services at the cemetery, to include arrangements for clergy, Honor Guards, presentation of the Flag of the United States of America, and supervision of the funeral cortege. The arrangements for Honor Guard and presentation of flag shall be coordinated with the Gloucester County Veterans Interment Officer.

8. The County of Gloucester shall provide the plot or plots for the veteran and eligible family members free of charge and shall provide perpetual care at the facility, also free of charge.

9. All fees associated with interment, as set forth on Appendix A, at the Gloucester County Veterans Memorial Cemetery, such as the cost for grave openings, grave closings, and/or permanent placement of the headstone or marker, shall be as set by the Board of Chosen Freeholders.

10. These costs shall be the responsibility of authorized family members or the estate of the deceased and shall be paid when the family makes arrangements for interment through the Funeral Director. The Funeral Director shall be responsible for all fees due vendors as authorized by family members.

ARTICLE IV
DONATION POLICY

Gloucester County Veterans Memorial Cemetery Donation Policy

A. The Freeholders Cemetery Advisory Board has the right to decline any donation
B. We cannot accept direct cash donations. All checks should be made out to "Treasurer, Gloucester County" with a notation "Cemetery Bequest Account"
C. The Donor has the right to restrict the use of the donation (i.e. pavers, trees and shrubs, benches)
D. "Decorating" plants or benches for Holidays or special occasions is prohibited. The Cemetery staff has the right to remove said "decorations"
E. Pavers and Benches are the property of the Veterans Memorial Cemetery. These donated items will be maintained to the best of our ability. If the donated item is damaged the Cemetery is not obligated to replace specific donated items.

ITEMS:

Engraved Pavers
Brickstone 4"x8"x2 3/8
3 lines, 13 spaces per line

Trees and Shrubs
Donations are used for the beautification and upkeep of the trees and shrubs within the cemetery. No markers will be placed near individual flora but the Donor's name will be placed on a List of Honor which will be displayed in the Public Information Building.

Benches
Benches as chosen by the Board of Chosen Freeholders and the Cemetery Advisory Board will be placed at strategic locations throughout the Cemetery. Each will have an appropriate plaque mounted to it.

Other donations, larger or smaller, may be made and the Donor's name will be placed on a Recognition List which will be displayed in the Public Information Building.

Article IV, Donation Policy, added on June 22, 2005.

ARTICLE V
APPEALS

In the case of appeals concerning eligibility for interment or interpretation of the manual, the matter shall be referred to an Appeals Committee. The Appeals Committee shall have the authority to overturn denial of internment if the applicant is found to have an exceptional circumstance that has not been specifically addressed in this Manual. A unanimous vote of the committee is required to overturn the denial.

Items Not Subject to Appeal: Article I, Item #1 (dealing with service and discharge status) and Article I, Item #4 (dealing with residency requirements) of this Manual are NOT subject to appeals and must be complied with as written.

The committee shall consist of: a) the Superintendent of Buildings and Grounds for the County of Gloucester, b) a representative of the Veterans Advisory Committee {to be selected by the Veterans Advisory Committee}, c) the County Veterans Affairs Director {unless the County Director of Veteran Affairs is also serving as the Veterans' Interment Officer, whose interpretation is being questioned}.

In the event, any of the above individuals cannot serve on the committee, then the County Council for Gloucester County, or his designee, shall serve in his/her stead.

The Veterans Advisory Committee shall designate a representative to serve on the committee, who shall serve in the capacity, until and unless they are replaced by another representative to be selected by their respective committees.

APPENDIX "A"
EFFECTIVE July 1, 2014

Grave Digging Services (Monday through Friday)	
Standard Casket	$400.00
In Ground Cremains	$200.00
Lowering Device	$ 65.00
Tent Service with Chairs	$ 65.00
Additional Charges for Grave Digging Services	
Saturday Morning	$ 35.00
Saturday Afternoon	$ 80.00
Sundays and Holidays	$100.00
Charge for Placement of Upright and Flat Markers	$ 85.00

NOTE: Cost of engraving the Columbarium Niche Covers shall be the responsibility of the family.
Cooper Monument Company shall be responsible for all niche cover engraving.
Joanne D. Cooper can be reached at 856-547-8405.

Niche Cover Engraving Fees shall be $8.00 per letter- $20.00 Religious Emblem

Articles in memoriam to be Placed Appropriately

Pavers	$100.00
Plants, Shrubs, Trees	$500.00
Benches	$1500.00

Other donations, both larger and smaller, may be made to the "Cemetery Bequest" Fund at any time.

Appendix "A" amended on January 19, 2005 by the Gloucester County Board of Chosen Freeholders, Amended again April 6, 2005, Amended July 5, 2006, again Amended August 4, 2010 and Amended July 1 2014.