
ADMINISTRATIVE DIRECTIVE – 101.028
POLICE DEPARTMENT EMPLOYEE SERIOUS INJURIES, DEATHS AND FUNERALS

EFFECTIVE DATE: January 25, 2008

REVISION DATE: June 20, 2023

REVIEW DATE:

AFFECTS: All Personnel

CALEA STANDARD: 22.2.4

I. PURPOSE

This Administrative Directive outlines the procedures for all employees in the event of a a serious injury or death of a current or prior employee of the Plano Police Department.

II. POLICY

It is the responsibility of the employee's supervisor or acting supervisor to notify the chief of police in the event of a line-of-duty serious injury or death. The chief of police, the department chaplain, or a designee appointed by the chief will notify the family. The chief will then appoint a liaison officer to assist the immediate family. The assistance shall include, but not be limited to, clarification of families questions or concerns, study of survivor benefits, and emotional support for the family. Personnel assigned to liaison duty will be placed on special assignment until circumstances allow them to return to regular duty. The department will provide funeral services designed to honor any fallen members for their service to the department.

III. PROCEDURES

A. Notification of Staff and Family

1. At the time of an employee's injury or death, the highest ranking officer at the scene shall notify the chief of police, or designee
2. Notification of immediate family members shall be made by the chief of police, the department chaplain, or a designee appointed by the chief.
3. In the event of an employee death, the chief of police or designee will notify the chairman of the Funeral Coordination Team. It shall be the responsibility of the funeral coordination chairman to notify other members of the team.

B. Notification Procedures

1. Death Notification

- a. The notification of family members shall be made as soon as possible after the death of an employee.
- b. When making death notifications, the person making the notification shall keep in mind the age and medical condition of the surviving family member. It might be necessary to have medical personnel nearby should they be needed. Death notifications shall never be made on a doorstep or by telephone.
- c. In the event the deceased employee's family lives outside the area, the chief of police, or designee, shall notify the law enforcement agency having jurisdiction to make notification in person. The law enforcement agency shall be supplied with contact names and phone numbers of personnel from the Plano Police Department to assist them with their needs.

2. Notification of Injury

- a. In the event an employee is transported to the hospital with life threatening injuries, the highest ranking officer at the scene shall notify staff members in the same manner as if the employee had passed away.
- b. It shall be the responsibility of the highest ranking officer at the scene to assist family members to the hospital by means of police vehicles and to secure adequate supervision for minor children.
- c. At the medical facility, appropriate waiting facilities shall be made available for the family away from the public and media.

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- d. If the employee passes away before the appropriate delegation arrives, the highest ranking officer at the hospital shall not wait to notify the family. He/she should advise the family of all the known information about the incident. This officer shall not withhold information that the employee has passed away.
 - e. If it is possible for the family to visit the employee, they should be afforded this opportunity. The family shall be told what to expect to see in the emergency room and should be accompanied by departmental personnel.
 - f. Medical personnel shall be the ones to advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
- C. Release of Information Regarding the Incident
 - 1. All questions regarding the employee's injuries or death by the news media shall be forwarded to the Public Information Officer.
 - 2. The employee's name shall not be released until immediate family members have been notified.
- D. Liaison Officer
 - 1. The Chief of Police or his designee will appoint a liaison officer to assist the immediate family. The liaison officer will ensure that the family's needs and wishes are conveyed and communicated. The liaison officer will act under the command of the Chief of Police and will be available to the family during injury recovery, funeral, criminal trials, press requests, etc. The assistance shall include, but not be limited to:
 - a. Clarification of questions and/or concerns
 - b. Study of survivor benefits, and
 - c. Emotional Support
 - d. Transportation to and from the hospital, funeral home, criminal trials, etc.
- E. Types of Honors and Burial Rights for Deceased Employees
 - 1. Category 1: In the Line of Duty
 - Prior to Service:
 - End of Tour Watch – 24 hr Body Guard
 - Citizen – public memorial
 - Candle light vigil
 - Visitation – casket guard
 - Escort for family to vigil, visitation, and funeral
 - 24 Hour Guard at deceased officer's home
 - Uniform provided for burial
 - United States flag provided for casket (except for veterans, Military will provide)
 - Badges Banded
 - Service:
 - Casket Guard
 - Color Guard

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Dept enters funeral as 1 led by Chief of Police

Officer corridor for casket entering/leaving church

Official Police Processional

Instructions for Officers

Gravesite:

Color Guard

Riderless Horse

21-Gun Salute

Taps

Flyover

Flag Folding – presentation of U.S. flag to next of kin

Bagpipes

3 shell casings placed in flag

End of Tour announcement

Miscellaneous:

United States, and City of Plano flags will be provided to family: The United States flag shall be presented during ceremony.

Badge/Awards presentation to family

2. Category 2: Sworn Active Duty

Prior to Service:

Visitation – casket guard

Uniform provided for burial

United States flag provided for casket (except for veterans, Military will provide)

Badges Banded

Service:

Official Police Procession

Casket Guard

Color Guard

Gravesite:

Color Guard

Taps

Flag Folding – presentation of U.S. flag to next of kin

Bagpipes

3. Category 3: Retiree (20 or more years with Plano Police Department)

Prior to Service:

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Visitation-casket guard

Uniform provided for burial (upon request of the family)

United States flag provided for casket (except for veterans – Military will provide)

Service:

Casket Guard

Color Guard

Graveside:

Color Guard

Taps

Flag Folding – Presentation of the United States flag to next of kin

4. Category 4: Civilian Active Duty:

Prior to Service:

Visitation – Color Guard at door of visitation room

Service:

Color Guard – Greeting at doors to service

Gravesite:

Color Guard – Static display

5. Category 5: Special Circumstances (e.g., suicide, volunteer): To be determined by the Chief

Prior to Service:

Visitation – guard at door of visitation room

Uniform provided for burial

United States flag provided for casket (except for veterans, Military will provide)

Gravesite:

Flag Folding – presentation of U.S. flag to next of kin

6. Category 6: Other than Honorable Conditions (i.e., death is caused during the commission of a criminal act; the manner of death brings discredit to the Department): To be determined by the Chief.

No Honors or Burial Rights provided by the Department

7. On duty officers are authorized to attend services as duty time in uniform. Off-Duty officers may wear their uniform to attend services; however, they shall not be considered on-duty time and shall not be compensated as such.

8. If the employee's death was caused as a direct result of serving in the United States Armed Forces or another law enforcement agency, that entity shall take the lead but Plano Police Department shall send representatives from the department.

9. Any deviation from the above honors (Category 1 through 6) shall be recommended through the Funeral Coordination Team to the chief of police for approval.

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F. Tributes, Memorials and Time Limits (Only applicable to line-of-duty deaths)

1. Work areas are to be returned to normal use five days after the burial.
2. Items from the work area that the next of kin does not want or designate, shall be put in a “time capsule” locker that shall be secured never to be opened. This locker will accompany the Department wherever its location is. It shall display the officer’s name, ID# and dates of service.
3. A plaque shall be displayed at the Plano Richardson Police Training Center and at Plano Police Headquarters displaying the officer’s picture, dates of service, and a brief summary of the incident that took their life.
4. Any other memorial or tribute that involves the property of the Plano Police Department (e.g., uniform, vehicle, building, work area, etc.), must be forwarded through the chain of command for chief of police approval.
5. Any authorized standing tribute shall be removed one year after the officer’s death, unless permanently dedicated.

G. Banding of Badges

Plano Police Department officers shall band their badges under the following circumstances:

1. To honor line of duty deaths of officers from other agencies who meet one or more of the following guidelines:
 - a. The agency is within the State of Texas.
 - b. Any other municipal, county or state law enforcement agency outside the State of Texas authorized by the chief of police.
 - c. Band over badges shall be removed five days after the death, excluding the day of death. The chief of police can deviate from this time frame.
2. Law Enforcement Memorial Week from 0001 hrs on Monday – Friday at midnight
3. 9-11 Memorial from September 11th at 0001 hrs through midnight.

H. Washington DC National Memorial Service (Plano Police Department line-of-duty death)

1. Attending the memorial:
 - a. Closest living relative – Spouse, Parent or Sibling. In coordination with the closest living relative, family representatives will receive travel and lodging, to be determined by the chief of police. If the closest living relative prefers an escort other than the chief of police or his/her designee, they shall be responsible for all financial responsibility for the escort.
 - b. Chief of Police– or designee
 - c. Two Honor Guard representatives
2. Others are welcome to attend on their own; travel, lodging and per diem shall not be paid for by the Plano Police Department. Officer(s) are authorized to attend the memorial service as duty time in uniform if staffing allows.