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

**EFFECTIVE DATE: January 25, 2008**  
**AFFECTS: All Personnel**

**REVISION DATE: December 8, 2025**

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**I. PURPOSE**

This Administrative Directive outlines the procedures of a serious injury or death of a current or prior employee of the Plano Police Department.

**II. POLICY**

The department is dedicated to ensuring appropriate processes are in place to ensure timely notifications of employee serious injuries or death and assistance and support is given to their family members. 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 supervisor or 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 of police.
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 members. 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. If 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. If 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.
- 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. They should advise the

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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 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 their designee will appoint a liaison officer to assist the immediate family. Personnel assigned to liaison duty will be placed on special assignment until circumstances allow them to return to regular duty. The liaison officer will ensure 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
  - c. Emotional support
  - d. Transportation to and from the hospital, funeral home, criminal trials, etc.

**E. Types of Honors and Burial Rights**

- 1. Category 1: In the Line of Duty

**Prior to Service:**

End of Tour Watch – 24-hour Honor Watch

Citizen – public memorial

Candlelight 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

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Color Guard

Department enters funeral as first led by chief of police

Officer corridor for casket entering/leaving church

Official police procession

Instructions for officers

**Gravesite:**

Color Guard

Riderless horse

21-gun salute

Taps

Flyover

Flag folding – presentation of United States 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.

The flag of the State of Texas that was posted at the Plano Municipal Center at the date and time of death will be secured and presented to the family.

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

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Flag folding – presentation of United States flag to next of kin

Bagpipes

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

Prior to Service:

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

Graveside:

Color Guard – static display

5. Category 5: Special Circumstances (e.g., suicide, volunteer), to be determined by the chief of police

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)

Graveside:

Flag folding – presentation of United States 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 of police.

a. No honors or burial rights provided by the department

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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, it 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.
- F. Tributes, Memorials, and Time Limits (only applicable to line-of-duty deaths)
1. 24-Hour Honor Watch will be provided continuously from the time of death until interment or cremation. If the deceased will not be immediately laid to rest due to their donation to medical research or similar arrangement, the honor watch will be concluded immediately following the funeral service. In the event an extreme delay is encountered before interment, cremation, or funeral service, the chief of police may direct a temporary suspension of honor watch services if deemed necessary for resource management.
  2. Work areas are to be returned to normal use five days after the burial.
  3. Items from the work area 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.
  4. 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.
  5. 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.
  6. 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, or at midnight on the day of the funeral, whichever occurs first. 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 11<sup>th</sup> at 0001 hrs through midnight.
- H. Washington DC National Memorial Service (Plano Police Department line-of-duty death)

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1. Attending the memorial:
  - a. Chief of police or designee
  - b. 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 department. Officer(s) are authorized to attend the memorial service as on duty time in uniform, if staffing allows.