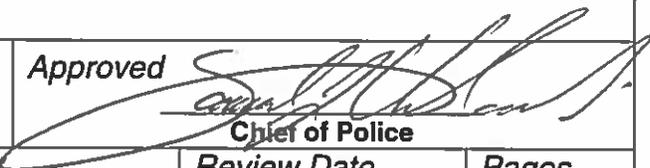


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date April 3, 2019		Amended Date April 30, 2019		Directive 4.08.1	
Subject Death or Injury of an Employee					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		Review Date		Pages 10	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

A spirit of helping people and providing assistance extends not only to the public but also to the Lancaster Police Department's police family, especially during a time when an active or retired member of the Department suffers a serious injury, illness or death.

The purpose of this order is to offer impartial assistance to all members of the Department's Police family. It must be understood that services provided to the Police Family are dependent on a number of factors. These include such things as the availability of the Department's resources and the Department's primary role of providing public safety to our community. The Chief of Police may approve deviations from this order depending on those factors.

SECTION 2 POLICY

It is the purpose of this policy to provide structured guidelines to follow in the event of the injury, illness or death of an active or retired Member of the Lancaster Police Department.

SECTION 3 DEFINITIONS

A. Active Peace Officer and Non-Sworn Injury, Illness or Death in the Line of Duty:

1. Department Peace Officer Injury, Illness or Death in the Line of Duty – A Departmental peace officer who is actively employed, who suffers a serious or fatal injury or illness which is the direct and proximate result of taking any lawful and reasonable enforcement action or emergency response that the officer is authorized or obligated to perform by law, rule, regulation, or condition of employment, appointment or service, whether on duty or off duty. It also includes indirect results attributed to line-of-duty incidents, and direct results of felonious assaults perpetrated against the officer because of his or her status as a Texas peace officer.
2. Employee Accidental Injury, Illness, or Accidental Death in the Line of Duty – A member of the department who is actively employed who, while on duty, suffers a serious or fatal injury or illness that is the direct and proximate result of an accident or criminal act committed against the employee.
 - a. On duty is considered to include from 1 hour before duty to 1 hour after duty and include unpaid lunch breaks during the duty day. The on duty definition under this policy is for this policy only

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and does not impact the definition of on duty status in relation to benefits payout.

B. **Active Member Injury, Illness or Death Not in the Line of Duty:** A member of the department who is actively employed who suffers one of the following:

1. A serious or fatal injury, illness or accidental or natural death, while off duty and which is non police related.
2. A serious or fatal illness or natural death while on duty. This is intended to include those illnesses and deaths that were not the direct and proximate result of an accident or criminal act committed against the employee, such as deaths caused by chronic, progressive or congenital disease (e.g., heart or pulmonary disease).

C. **Retired Member Death**

1. The death of a retired member who is in good standing and fully separated through retirement from the Department.
2. A retiree is defined as one of the following:
 - a. Any sworn or non-sworn member who resigns, having completed at least 20 years of service with the Department, regardless of age.
 - b. Any sworn or non-sworn member who resigns and is eligible to begin receiving pension benefits.
 - c. Any former sworn or non-sworn member who is receiving a City disability pension.

D. **Death of Another Law Enforcement Agency Member** – A member of an agency, which is involved in the enforcement of criminal laws, who dies while taking any action that the member is authorized to obligated to perform by law, rule, regulation or condition of employment service, whether on or off duty.

E. **Full Department Honors**

1. Full Department Honors are the rendering of honors at the funeral of a member of the Department who died in the line of duty.
2. The following Full Department Honors will be rendered, upon the approval of the family:
 - a. All flags at the police facility will be flown at half-mast for the period of time from the death, until immediately following the committal service.
 - b. All Department members with badges will cover their badges with a black mourning band that will be worn straight across the center of the badge. The badge will be covered for a period of 30 days from date of death.
 - c. All members of the department without badges, who wish, may cover the left vertical edge (opposite edge from where the employee's picture is located) of their identification card with a black mourning band or black tape for a period of 30 days from the date of death. The tape or mourning band will not be placed in a manner that covers the picture.
 - d. An Honor Guard or two uniformed officers will be assigned to the deceased member for the

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period of time from death of the member to committal.

- e. A departmental uniform will be provided for burial of the deceased, if the deceased was eligible to wear a uniform, and will consist of the following:
 - i. Long sleeve uniform shirt with appropriate patches
 - ii. Uniform trousers
 - iii. Waist belt
 - iv. Duty belt, keepers, empty handcuff case and empty holster
 - v. Collar insignia of rank for Lieutenants or above
 - vi. Temporary badge, which will be returned to the Department
- f. A United States or Texas burial flag will be provided to drape the casket.
- g. Colors will be presented by a Ceremonial Color Guard at the committal service.
- h. Flag folding ceremonies will be conducted.
- i. The flag will be presented to the family by the Chief of Police or their designee.
- j. A 21-gun salute will be performed.
- k. Taps will be played at the committal service.
- l. A bagpiper may play at the committal service, if available.
- m. A police motorcycle escort will be provided for the funeral service, if available.

F. Departmental Honors

- 1. Departmental Honors are the rendering of honors at the funeral of a member of the Department where the cause of death was not in the course or scope of the member's employment.
- 2. Departmental Honors are the rendering of honors at the funeral of a retired member of the Department.
- 3. The following Departmental Honors will be rendered, upon request of the family:
 - a. Active Member
 - i. All members of the Department will cover their badges or identification cards while attending funeral services and until immediately following the committal service.
 - ii. A Departmental uniform will be provided for burial of the deceased, if the deceased was eligible to wear a uniform, and will consist of the following:

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- (1) Long sleeve uniform shirt with appropriate sleeve patches.
- (2) Uniform Trousers.
- (3) Waist belt
- (4) Duty belt, keepers, empty handcuff case, and empty holster.
- (5) Black uniform tie.
- (6) Collar insignia for the rank of Lieutenants and above.
- (7) Temporary badge, which will be returned to the Department.

- iii. A United States or Texas burial flag will be provided to drape the casket.
- iv. A flag folding ceremony will be conducted.
- v. The flag will be presented to the family.
- vi. Taps will be played at the committal service.
- vii. A police motorcycle escort will be provided for the funeral services if within a reasonable driving distance, if available.

b. Retired Member

- i. All members of the department attending funeral services for deceased retired members will cover their badges or identification cards during the funeral services and until immediately following the committal service.
- ii. A Departmental uniform will be provided for burial of the deceased, if the deceased was eligible to wear a uniform, and will consist of the following:
 - (1) Long sleeve uniform shirt with appropriate sleeve patches.
 - (2) Uniform Trousers.
 - (3) Waist belt
 - (4) Duty belt, keepers, empty handcuff case, and empty holster.
 - (5) Black uniform tie.
 - (6) Collar insignia for the rank of Lieutenants and above.
 - (7) Temporary badge, which will be returned to the Department.

- iii. A United States or Texas burial flag will be provided to drape the casket.
- iv. A flag folding ceremony will be conducted.
- v. The flag will be presented to the family.
- vi. Taps will be played at the committal service.
- vii. A police motorcycle escort will be provided for the funeral services if within a reasonable driving distance, if available.

G. Ceremonial Honors

1. Ceremonial honors are the rendering of honors on, but not limited to, the following occasions:

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- a. The funeral of a member of another Law Enforcement Agency, where the death of the other Law Enforcement Agency employee took place in the line of duty and the death occurred in the Metroplex.
 - i. All members of the Department may cover their badges or identification cards from the date of death until the conclusion of the day of burial (sundown).
 - b. The funeral of a person who the Department wishes to honor.
 - c. National Police Week and Police Officer Memorial Day ceremonies.
 - d. Parades or ceremonies in which the Department participates at the direction of the Chief of Police.
2. Ceremonial honors can include some or all of the honors rendered as part of the Full Departmental Honors or Departmental Honors.
 3. All ceremonial honors must have prior approval of the Chief of Police.

H. Deaths Not Included

1. A Department representative will be sent to the funeral service of a Department member whose death is attributed to:
 - a. The Department member commits suicide (intentionally brings about his or her own death)
 - b. The Department member commits a crime that results in their own death.

I. Police Family Members

1. The term Police Family Members refers to immediate surviving family members.

J. Metroplex

1. The term Metroplex will be considered Dallas County, counties contiguous to Dallas County, and a 100 mile radius of Lancaster, Texas.

K. Mourning Band

1. The guidelines for wearing the symbolic black Mourning band will follow the recommendations of the Officer Down Memorial Page.
 - a. The mourning band should be worn straight across the center of the badge.
 - b. The width of the black band should not exceed ½ inch.
 - c. Black mourning bands shall be worn on a law enforcement badge only in the following circumstances:

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- i. As addressed in Full Department Honors.
- ii. As addressed in Department Honors, active and retired.
- iii. In instances addressed in Ceremonial honors or when special circumstances dictate that a department display of official mourning is appropriate as directed by the Chief of Police.
- iv. As otherwise authorized by the Chief of Police.

SECTION 4 PROCEDURES

A. Notifications

1. Notification of Executive Staff: (Chief or Assistant Chiefs)

- a. Any Member of the Department or Communications Section, upon receiving information of a life threatening or fatal injury or illness of any member of the Department, while on or off duty, will immediately notify a member of the Executive Staff.
 - i. If unable to make contact with a member of the Executive Staff, notification will be made with the Internal Affairs lieutenant or the CID lieutenant.
 - ii. Notification attempts will continue until one of the above listed persons is reached.
- b. Any Member of the Department or Communications Section, upon receiving information of a less than life threatening injury of any member of the Department, or the death of any retired Member or past Member, will notify the on duty supervisor. The on-duty supervisor will notify the Executive Staff as soon as possible. Email is acceptable.

2. Notification of Police Family Members: General procedures regarding the notification of deaths and life-threatening injuries,

- a. In all situations where a member of the Department is seriously or fatally injured, the Police Family Members and their needs must be given first priority consideration.
- b. The name of the seriously or fatally injured member must not be released to the media before the Police Family Members are notified, whether they live in the Metroplex or out of the Metroplex.
- c. If the Police Family Members reside outside of the Metroplex, command staff will request a prompt and personal notification from the jurisdictional law enforcement agency in the area in which the surviving family resides.
- d. If the Lancaster Police Department is requested by another law enforcement agency to perform a personal notification of a serious injury or death of one of their members to a Police Family Member who resides within the City of Lancaster, the same courtesy and procedures shall be afforded to the agency as that which would be done for our own Police Family Member's notification.

B. Response to Life Threatening Injuries and Death in the Line of Duty

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1. Police Family Members will be considered to be:
 - a. Spouse
 - b. Sons and daughters, and guardian if the child is under 18 years of age.
 - c. Spouses of the sons and daughters
 - d. Father, mother, stepfather, stepmother
 - e. Brothers and sisters, if under the age of 18 years of age.
2. When a member of the Department suffers a life threatening injury or illness or is killed in the line of duty in the Metroplex, the following will be provided for the Police Family Members by the Department:
 - a. Personal notification of Police Family Members in the Metroplex.
 - b. When Police Family Members are not in the Metroplex, notification to the jurisdictional law enforcement agency in which the surviving family resides.
 - c. Transportation to the medical facility or other location of local Police Family Members.
 - d. If requested, a uniformed officer will be posted at the family residence while the family is taken to the medical facility or other location and will remain until relieved or dismissed.
 - e. The Internal Affairs lieutenant will ensure that a Department member is assigned to the Police Family Members as a liaison between the family and the department.
 - f. All Department members will guard against making any promises to the family and will not make additions to this list without prior consent of the Chief of Police.
 - g. The above supportive measures will be provided from the time of the serious injury, until the Member's life is no longer threatened, or in the event of death, 24 hours after the committal service.
 - h. Full Departmental Honors will be rendered.
3. When a member of the Department suffers a life threatening injury or illness in the line of duty outside of the Metroplex, the following will be provided for the Police Family Members by the department:
 - a. If requested, a uniformed officer will be posted at the local family's residence while the family is absent and will remain and will remain until the family returns home.
 - b. The Internal Affairs lieutenant will ensure that a Department member is assigned to the Police Family Members as a liaison between the family and the department.
 - c. The above will be provided from the time of serious injury until the Member's life is no longer threatened. This time may be extended by the Chief of Police.

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4. When a member of the Department is killed in the line of duty outside of the Metroplex, the Department will provide the following to the Police Family Members:
 - a. A member or members of the department will be sent to the location where the Department member has been killed to handle the logistical details and provide escort of the remains.
 - b. All other details as provided for a member of the Department being killed in the line of duty in the Metroplex.

C. Response to Life Threatening Injuries and Death Not in the Line of Duty

1. The Department will provide the following for the Police Family Members in the Metroplex:
 - a. Personal notification of Police Family Members.
 - b. Transportation to the medical facility or other location of local Police Family Members.
 - c. If requested, a uniformed officer will be posted at the family residence while the family is taken to the medical facility or other location and will remain until relieved or dismissed.
 - d. The Internal Affairs lieutenant will ensure that a Department member is assigned to the Police Family Members as a liaison between the family and the department.
 - e. Departmental Honors will be rendered.
2. When the Police Family Members reside outside of the Metroplex:
 - a. Notification will be made to the jurisdictional law enforcement agency in which the immediate surviving family members reside.
 - b. Departmental Honors will be rendered with the approval of the Chief of Police.
 - c. The Department cannot provide for any expenses incurred by the Police Family Members.

D. Response to the Death of a Retiree

1. The Department will provide the following for the Police Family Members, if the funeral, memorial, and/or committal service is held in the Metroplex:
 - a. The Internal Affairs lieutenant will ensure that a Department member is assigned to assist with the funeral service.
 - b. If requested, a Departmental Chaplain will be available to conduct the funeral service.
 - c. If requested, Departmental Honors will be rendered.
 - d. The Department cannot provide for any expenses incurred by the Police Family Members.

E. Departmental Representation at Out of Town Funeral Services for LPD Line of Duty Deaths

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1. The following departmental persons will accompany the family and remains, when applicable, to out of town funerals:
 - a. Department family liaison
 - b. Honor Detail (Pallbearers) (maximum of 8 members)
2. When transportation to out of town funerals is made available through the Department, the following departmental persons may travel to the funeral:
 - a. Executive Staff
 - b. A Ceremonial unit (maximum 12 members)
3. The Department will provide, at a minimum, the following personnel and vehicles, including transportation expenses, lodging and meals, if the funeral is within reasonable driving distance:
 - a. Three marked units (maximum of 12 members)
4. Additional personnel and vehicles may be authorized by the Chief of Police.

F. Departmental Representation at Out of Town Funeral Services for LPD Not in the Line of Duty Deaths

1. The following departmental persons will accompany the family and remains, when applicable, to out of town funerals:
 - a. Department family liaison
 - b. Honor Detail (Pallbearers) (maximum of 8 members)
2. When transportation to out of town funerals is made available through the Department, the following departmental persons may travel to the funeral:
 - a. Executive Staff
 - b. A Ceremonial unit (maximum 12 members)
3. The Department will provide, at a minimum, the following personnel and vehicles, including transportation expenses, lodging and meals, if the funeral is within reasonable driving distance:
 - a. Three marked units (maximum of 12 members)
4. Additional personnel and vehicles may be authorized by the Chief of Police.

G. Uniform of Officers (Other than Ceremonial personnel) at Memorial, Funeral, and Committal Services.

1. Appropriate attire for uniformed personnel will be Class A uniform with hat (General Order 2.06.1)

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H. **SCOPE AND RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with provisions and intent of this directive.