



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS MANUAL

 Proudly Policing Since 1841	SUBJECT Notification of Death or Serious Injury	 Nationally Accredited 1986	
	CHIEF OF POLICE <i>Signature on file</i>		
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AUTHORITY/RELATED REFERENCES

General Order 67, Victim Advocacy
 General Order 73, Chaplain Program
 General Order 74, Line of Duty Death or Serious Injury

ACCREDITATION REFERENCES

CALEA Chapter: 55

KEY WORD INDEX

Assisting Agencies with Local Notifications
Department-Investigated Incidents

Procedure II
 Procedure I

POLICY

The notification of a death or serious illness/injury to the next of kin is very critical and shall be carried out in a prompt and considerate manner. Members shall utilize appropriate resources to assist in this endeavor.

DEFINITIONS

Deceased Person: a person who is obviously dead or who has been legally pronounced dead.

Seriously Ill Person: a person who is in danger of dying due to an illness or medical condition.

Seriously Injured Person: a person who has received a serious injury that may cause death.

TALLAHASSEE POLICE DEPARTMENT

PROCEDURES

I. DEPARTMENT-INVESTIGATED INCIDENTS

A. In the event the next of kin of a deceased or seriously injured/ill person lives in the City of Tallahassee, the following protocols shall be allowed:

1. Whenever possible, a member of the Department shall make the notification in person.
2. Members delivering the notification shall have as much information, as legally appropriate, to ensure the notification is completed in a timely, professional and considerate manner.
3. The Victim Advocate or Chaplain shall be utilized when appropriate to assist with the notification. In their absence, or in addition to, a close friend or other relative may be sought to assist with the notification.
4. Members making a notification to the next of kin with a medical condition shall seek the appropriate level of assistance from emergency medical personnel.
5. Members shall make every reasonable effort to complete the notification prior to the end of their work shift.
6. The officer or investigator shall note in the offense report the name of the person notified, their relationship to the deceased or seriously injured or ill person, and the notification time.
7. When notification is not possible by the assigned member, the follow-up investigator, appropriate patrol district supervisor, or the on-duty Watch Commander shall be notified in order to re-assign the task to another member.

B. In the event the next of kin of a deceased or seriously injured/ill person lives outside of the City of Tallahassee the following protocols shall be followed:

1. The notification shall be completed with the assistance of the law enforcement agency in the appropriate jurisdiction.
 - a. A Teletype message shall be sent to the agency confirming the official request to include information relevant to the notification

TALLAHASSEE POLICE DEPARTMENT

and requesting a return confirmation message to our agency upon delivery of the notification to the next of kin.

- b. The member shall make direct contact with a member from the agency and provide as much information as legally appropriate to ensure the notification is completed in a timely, professional and considerate manner.

2. The member shall document in the offense report the persons involved in completing the notification, the persons notified and their relationship to the next of kin, and the time of notification.

II. ASSISTING AGENCIES WITH LOCAL NOTIFICATIONS

- A. Notification requests received from other law enforcement agencies must be verified by an official Teletype message prior to a member making contact with the next of kin.
- B. The request to make a notification to a next of kin shall be assigned to an officer and shall include as much information as possible to ensure that the notification is completed in a timely, professional and considerate manner.
- C. The Victim Advocate or Chaplain shall be utilized, when appropriate, to assist with the notification. In their absence, or in addition to, a close friend or other relative may be sought to assist with the notification.
- D. Members making a notification to the next of kin with a medical condition shall seek the appropriate level of assistance from emergency medical personnel.
- E. The member shall make every reasonable effort to complete the notification prior to the end of their work shift.
- F. When notification is not possible by the assigned member, the follow-up investigator, appropriate patrol supervisor or on-duty Watch Commander shall be notified in order to re-assign the task to another member.