



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: NOTIFICATION OF NEXT OF KIN

NUMBER: 6.4

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/05/2017

PURPOSE

To establish department procedure in making notification in the event of death or serious injury, other than traffic deaths.

METHOD

- A. An officer should notify the on-call Police Chaplain to make death notifications and have chaplain assist officer in notification. If one is not available, then the following apply.
- B. Every effort should be made to locate and notify the nearest relative as soon as possible.
- C. Extreme tact should be exercised by the officer when making notification.
- D. If relatives live within the city, notification will be made in person by a member of the department.
- E. Relatives living outside the city limits will be notified by the law enforcement agency in that jurisdiction.
- F. Telephone notification will be utilized ONLY WHEN all other methods are not feasible and ONLY WHEN approved by the supervisor.
- G. If religious preference is identified, notification of clergy is recommended.
- H. Cooperation of press and other news media will be requested with reference to withholding identity of subject.
- I. A report will be completed containing name, address, relationship, date, time, notifying officer and any other pertinent information. Unless requested by supervisor, investigator, or other department, entering above information into the CAD will be acceptable in place of written report.

Chief of Police
Shane Collins