

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-018
	Subject Notifications: Death, Serious Injury or Illness (Non-Departmental)	
	Special Instructions Replaces ENF-042 dated January 1, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for making notifications by Department members in cases involving death, serious injury or illness.

II. POLICY

When necessary, Department personnel shall notify the next of kin in all deaths, serious injury or illness cases investigated by the Department or when requested to make such notification by another agency.

III. PROCEDURE

A. When necessary, Department personnel will personally make notifications to the next of kin in all incidents in which the Department has primary jurisdiction.

1. Due to its sensitive nature, this duty must be approached with compassion and understanding.
2. When requesting another district or agency to make a notification, it shall be requested that they confirm when the notification has been completed.

B. When requested, personnel making a notification for another agency shall:

1. Confirm the information provided is correct;
2. Learn as much as possible regarding the circumstances of the incident;
3. Provide necessary contact information to those persons notified; and
4. Provide confirmation to the requesting agency after the notification is made.

C. Department personnel should enlist the assistance of the Department Chaplain or district chaplains to accompany them on all death notifications, when available.

D. When it is apparent that the physical or mental condition of the next of kin may complicate the notification, seek additional assistance from a relative, clergyman, physician, friend, or neighbor.

E. Department personnel will notify the nearest military facility of the appropriate branch of service when the death, injury, or illness involves active military personnel.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.