



CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

Police Chief: John M. Fitzgerald

GENERAL ORDER: 5-52.4 NOTIFICATION OF NEXT-OF-KIN

DATE: 12/20/2019 Pages: 1 ◇ New ◆ Amended

DISTRIBUTION: All Employees

I. POLICY

Subject to the availability of personnel, emergency messages of any legitimate type, as defined by the employee receiving the message, will be delivered promptly. Any message pertaining to a death, serious injury, or serious illness will be delivered in person by a police officer.

II. NOTIFICATION PROCEDURES

Notifying the next-of-kin in a case where there is a death, serious injury, and/or serious illness can have an enormous emotional impact on the next-of-kin, and it is a very difficult part of a police officer's job. Officers should adhere to the following procedures whenever practical:

- A. Notifications will be made **in-person** as promptly as possible. This is a two-officer call; officers should request a backup unit before attempting to make notification.
- B. The presence of a minister, relative, or close friend should be obtained whenever possible prior to notification; however, if this cannot be accomplished prior to making notification, the officer should offer to make contact with someone for the next-of-kin so that they may have support.
- C. If an officer will be making a notification on behalf of another officer or agency, the officer should obtain all pertinent information about the incident from that agency. Additionally, the officer must obtain the outside agency's contact information (name and number of the person the officer spoke with, the name and address of the agency) and provide it to the next-of-kin.
- D. When the officer is prepared to make the notification, the officer should refrain from making the notification outside the residence, and should ask the next-of-kin to step inside the residence.
- E. The officer should tell the person receiving the notification how the CCVPD learned the bad news (ie., teletype or call from another law-enforcement agency).
- F. Notifications of next-of-kin will be coordinated with any investigators on the scene, as generally they will take care of this function.

- G. If an officer cannot locate the next-of-kin upon arrival at the residence, the officer should immediately attempt to ascertain the next-of-kin's whereabouts.
- H. If the officer determines the next-of-kin to be in a location outside the Village, the officer will ensure that the agency requesting notification can make other arrangements.
- I. If the incident underlying the next-of-kin notification generates media requests, employees shall forward the request to the Chief or Lieutenant.

III. REPORTING REQUIREMENTS

A. Field Reports

If an officer notifies the next-of-kin pursuant to an incident for which he/she is writing a report, the report will indicate the date, time and location of the notification, and the name, address, and phone numbers of the person who was notified.

B. Teletypes

If an officer makes a notification pursuant to a teletype, the officer will ensure that a reply is sent back to the requesting agency with the results.

This directive voids the previous version dated 1/22/2008.