

# Bowie Police Department - General Orders



TITLE: NOTIFICATION OF NEXT OF KIN		NUMBER: 444
EFFECTIVE DATE: 12/21/12	REVIEW DATE:	
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE: 6/15/16	

AUTHORITY  <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS: 55.2.6	TOTAL PAGES  2
---	---	----------------------

## I. PURPOSE

The Bowie Police Department recognizes that Officers through the course of their duties may be called upon to make next of kin notifications in cases involving death, serious injuries or illness. The Bowie Police Department understands the difficult nature of these situations and has established the following General Order to assist Officers in making these notifications.

## II. POLICY

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

## III. NOTIFICATIONS FOR OUTSIDE JURISDICTIONS

The Bowie Police Department will assist in making next of kin notifications for outside jurisdictions. The Officer receiving the request shall obtain the following information prior to having an Officer respond to the location of the notification.

- I. Address of the notification
- II. Agency requesting assistance
- III. Name of person to be notified
- IV. Does the person to be notified have any health issues
- V. Nature of notification (death, injury, or illness)
- VI. Status of person if injury or illness and location i.e. hospital
- VII. Who to contact from requesting agency
- VIII. Phone number for requesting agencies contact person

The Officer who received the request shall then contact the on duty supervisor either through Communications or via the telephone.

**IV. SUPERVISORS RESPONSIBILITIES**

Upon receiving a request of notification the on-duty supervisor shall ensure that the required information has been obtained. After verifying that the notification location is within the City of Bowie, the supervisor shall ensure that an Officer is dispatched to make the notification in a timely manner and in a considerate manner.

**V. OFFICERS RESPONSIBILITIES**

After being dispatched the Officer shall respond to the location of the notification. When making contact Officers should request to speak to the person to be notified inside and in private if at all possible. Officers should be aware that persons receiving such notifications may be in shock and therefore may not understand everything the Officer is saying at that moment. It is important that the Officer making the notification write down the name and contact information for the person receiving the notification.

Prior to leaving the scene the Officer should ask if the person notified needs any assistance with contacting the requesting agency or any friends, relatives, or crisis intervention counselor. An Officer should assist if requested to do so.

Once the Officer has left the scene they shall ensure that the requesting agency is notified of the completion of the notification.

**VI. OFFICERS RESPONSIBILITIES IF NOTIFICATION IS NOT MADE**

If an Officer arrives at the location and contact cannot be made, the Officer will contact the requesting agency and determine if a later attempt is required or if written notice may be left in a conspicuous location requesting the resident to contact the outside agency directly.

**VII. NEXT OF KIN NOTIFICATIONS OUTSIDE THE CITY OF BOWIE**

When a next of kin notification outside the City of Bowie is required an Officer shall, after obtaining authorization from the on duty supervisor, contact the Communications division for the agency having jurisdiction over the location and notification is to be made. The Officer shall ensure that the requested agency has all the information needed to make the notification to include the name and telephone numbers of persons from this department to be contacted.

**VIII. LINE -OF-DUTY DEATH NOTIFICATIONS**

See General Order 332 Line of Duty Deaths

**IX. NOTIFICATION TO NEXT OF KIN OF FOREIGN NATIONALS**

If an officer needs to make a next-of-kin notification for a foreign national who has not relatives in the United States (U.S.). The officer shall call the local embassy or the U.S. Department of State for assistance.