




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

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| <i>Chapter: 5</i> Procedures | <i>Effective Date:</i> 10/6/2017 | <i>Amends/Supersedes:</i> March 1, 2005 | By Authority of the Chief of Police  Charles A. Penn |
| <i>Accreditation Standard(s):</i> N/A | | | |

522.04 Notification of Next of Kin

I. Policy

Each notification incident or situation must be reviewed independently to determine an appropriate police response. Law enforcement notifications often include notifying next of kin of the death or serious injury of a family member that may have resulted from a crime, an accident, a suicide, or other type of incident. The delivery of all notifications, especially death notifications, must be done with professionalism, dignity and compassion.

II. Procedure

A. Types of Notifications

1. Death notifications.

- a. An Operations Division supervisor shall be notified of any death or serious injury resulting from a criminal act or accident under investigation by a law enforcement agency and will be responsible ensure proper notification is made or attempted.
- b. Officers making death notifications should attempt to determine the age, medical condition or other pertinent information about the person to be contacted. Consideration should be given to the use of clergy or close friends when notifying relatives.
- c. All notifications should be in person unless this is not practical.

2. Serious injury or illness notification.

- a. Any officer assigned by an Operations Division supervisor to deliver notification associated with a serious illness will be responsible to ensure proper notification is made or attempted.
- b. All notifications should be in person unless this is not practical.

3. Law enforcement messages.

An officer should be dispatched for this type of notification when it is obvious that an in person response is appropriate, other means of message delivery have not been successful, or when directed by an Operations Division supervisor.

4. Checks on the welfare of individuals.

5. Attempts to locate for law enforcement purposes.

B. Review of Notification Messages

1. Emergency messages received by this department shall be reviewed by an Emergency Communications Center supervisor and all death notifications are to be brought to the attention of an on-duty Operations Division supervisor for assignment prior to any notification.
2. Should any question arise as to the legitimacy of the notification request or information to be conveyed in the notification, the receiving supervisors should clarify the matter and they shall have the final authority over such notification.
3. Any message received that is not delivered due to the fact that the notification is not a valid law enforcement mission or fails to meet the above criteria will be forwarded to the Deputy Chief of the Operations Division with a written explanation.