



**DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE**



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**DATE: AUGUST 30, 2017**

**FROM: CHIEF PETE N. KASSETAS  
DEPUTY SECRETARY - OPERATIONS**

**TO: ALL COMMISSIONED PERSONNEL**

**SUBJECT: DIRECTIVE 2017-05 NOTIFICATION OF OMI BY NMSP  
PERSONNEL**

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The purpose of this directive is to provide officers with guidelines to follow in regards to requesting and proper reporting procedures when officers are called to the scene of an incident involving a deceased person.

Upon arrival at a scene where a decedent is present and NMSP will be participating in the investigation, the first responding Officer/Agent will, without unreasonable delay, ensure that the Office of the Medical Investigator (OMI) has been notified. Whether it is a NMSP case or an assist to another agency, the Officer/Agent will document the OMI notification (or confirmation of OMI notification) in CAD and/or in an Offense/Incident Report. He/she shall document when OMI was notified and by whom.

The responding Field Deputy Medical Investigators shall be afforded the opportunity to participate in a walk-through of the scene. The person conducting the walk-through shall document the names of the Field Deputy Medical Investigators and when they participated in the walk-through. The Officer/ Agent shall document when the decedent was pronounced dead and by whom. He/she shall also document when the decedent was transported from the scene and by whom.

If the NMSP Crime Scene Team (CST) or Crash Reconstruction Unit (CRU) has been assigned to investigate the scene, the walk-through (and subsequent documentation) should, when reasonable, be done by a member of that team.

Thank you in advance for your attention and compliance with this directive.

PNK/djg