

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: NOTIFICATIONS: NEXT-OF-KIN & CORONER	Procedure: General Order 28.2.6 CALEA 55.2.6	Total Pages: 2
Authorizing Signature: Original with Authorizing Signature on File	Effective: 01/01/2011 (X) New () Amended () Rescinds	

I. POLICY

It is the policy of the Florence Police Department to provide prompt and considerate notification to next-of-kin in the event of serious injury, illness or death. The Coroner will be notified in a timely manner in all situations involving the investigation of death.

II. PURPOSE

This written order establishes guidelines for the notification of next-of-kin in the event of serious injury, illness, or death. This directive also addresses notification of the Coroner's office.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

All personnel are responsible for complying with this directive.

V. PROCEDURES FOR NEXT-OF-KIN NOTIFICATIONS

Every effort will be made to locate and notify next-of-kin as soon as possible.

1. NOTIFICATION RESPONSIBILITY: Local notifications should be made in person unless unusual circumstances are present. The Investigator, Shift Commander, or their designee will be responsible for making notification. **The Officer making the notification should make every effort to have a Departmental Chaplain present during the notification.**
2. VICTIM INFORMATION: Before contacting next-of-kin, Florence Police personnel will obtain accurate information concerning the victim's name, address, nature and extent of injuries or illness, circumstances of death, and location of the victim. This information may be provided so long as it will not hinder or compromise any investigation.
3. NEXT-OF-KIN INFORMATION: Prior to initial contact with the next-of-kin, all available details should be obtained. The full name and address of the person or persons to be notified should be ascertained, along with any other pertinent information. Whenever possible, assistance should be

General Order 28.2

NOTIFICATIONS: NEXT-OF-KIN & CORONER

obtained from a Chaplain, other clergy, relatives, or close friends. The person or persons to be notified should be given any needed assistance or referrals to other agencies or victim service programs as needed.

4. STATUS/DOCUMENTATION: The status of any notification will be relayed to the Shift Commander in a timely manner and will be documented, if appropriate, in agency reports by the Investigator.

VI. PROCEDURES FOR CORONER NOTIFICATION

- A. The lead Officer/Investigator or on-scene supervisor will be responsible for requesting the notification of the Coroner. Notification should be timed to allow the Coroner sufficient opportunity to initiate his/her activities without unnecessary delay.
- B. The Coroner will be notified on any type of death investigation.