
**Section: THREE
Chapter: THIRTY-TWO**

SUBJECT: Notification of Next of Kin
ISSUE DATE: 03-30-16
REFERENCE: NYSA 43.7

I. PREPARATION

- A. When assigned a notification, the officer should attempt to gather all the essential details surrounding the circumstances of that notification.
- B. In the event the notification involves a death or serious injury, the officer should attempt to obtain information as it pertains to:
 - 1. The nature of death, injury or illness.
 - 2. Date and time of death, injury or illness.
 - 3. Location of the body, or victim.
 - 4. The source of the information.
 - 5. People to be contacted for further information.
 - 6. Any and all pertinent details surrounding the death, injury or illness.
- C. Every attempt must be made to verify that the information regarding the deceased, injured or ill person is correct and that the correct person is being notified.
- D. The officer should take time to review these details and prepare for the notification.

II. PERSONAL NOTIFICATION

- A. It is important that the officer be permitted inside the house before a notification is made.
- B. Notifying the next of kin where there is a death, serious injury or serious illness, can place the officer in a delicate and uncomfortable situation. The following procedure should be used whenever possible and practical.
 - 1. Notification should be made as promptly as possible.
 - 2. If at all possible, notification should be made in person, not over the telephone.
 - 3. Two officers should make the notification, if possible.
 - 4. The officer should offer to assist the next of kin in contacting a minister, relative, close friend, neighbor, etc.
 - 5. The officer must be as tactful and diplomatic as possible.
 - 6. Officers are authorized to provide a transport if necessary with in a reasonable distance. (ie: Newark Hospital)

III. REQUESTS FROM OTHER AGENCIES

- A. When requested by another agency to make a notification, the officer should obtain all available and pertinent information about the situation in order to assist the relative in receiving the message.
- B. Prior to making the notification, the information must be authenticated.

1. The officer must obtain the caller's telephone number and make a call back to ascertain the legitimacy of the request.
2. Officers delivering emergency notifications will tell the next of kin the source of information and whom to contact for further assistance.

IV. REQUESTS TO OTHER AGENCIES

- A. Should you need to contact another agency outside your jurisdiction in order to perform the notification provide the agency with all the pertinent details at your disposal.
- B. Request that they make the notification in person as quickly as possible and that you receive immediate verification after this has been accomplished.

By the Order Of:

David B. Smith
Chief of Police