

**GENERAL ORDER 41.4.6**

**Death/Injury Notification**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Establishes procedures for notifying next of kin of deceased, seriously injured or ill person(s).

**DISCUSSION**

None.

**POLICY**

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Police Department notifications include those where death occurs within the City of Springfield and those requested by other law enforcement agencies, governmental, medical facilities or doctors and relatives residing outside the City or State.

Death notification of next of kin that occur within the City of Springfield are given by police officers dispatched to the location, provided the next of kin lives within the corporate City limits. Two Officers may be assigned this task based upon circumstances. In the case of next of kin located out of the City or State, communications officers shall send a computer teletype requesting the local agency to notify the deceased's next of kin.

If clergy, relatives or friends of the deceased or seriously injured person can be located, they should be summoned to render care, comfort and support to the victim's next of kin.

Notifications requested by other agencies shall be delivered in person by a uniformed officer dispatched to the location. Death notification requests from other agencies shall not be given over the phone.

Notification of seriously injured person's relatives within the City will be executed by uniformed officers in person if at all possible.

For injuries which are minor in nature, notification may be conducted by dispatch personnel via phone.

All notifications shall be made in a prompt, courteous and professional manner and necessary support services for next of kin shall be provided wherever possible.

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Richard L. Lewis  
Chief of Police