


<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 433.2
	Subject/Title: Death and Injury Notifications	Issue Date: July 29, 2014	
		Effective Date: September 1, 2014	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: N/A		Rescinds: 433.1	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding death and injury notifications.

II. POLICY

- A. It shall be the policy of the East Haven Police Department to ensure that the nearest relative of a deceased person is quickly and compassionately notified in person of the death. In cases in which that relative resides within East Haven, a sworn EHPD officer personally shall make the notification.
- B. It shall be the policy of this Department to perform timely notification to relatives of victims involved in incidents resulting in injury, or the need for medical treatment.

III. PROCEDURES

- A. Death Notice.
1. Such notification will always be personally accomplished, except when other methods are approved by the shift supervisor. Every effort should be made to locate the nearest relative as soon as possible.
 2. The department Chaplain may be contacted if it is determined that those services may be needed and an officer should accompany the Chaplain when notification is made. If a Chaplain is not available, or not needed, two officers should make notification, and a close friend, neighbor, or family member should be sought to stay with the person after the notification.

3. Extreme tact and discretion should be exercised by the officer when making notification. Be reassuring and understanding. Offer any assistance possible. If relatives reside within this department's jurisdiction, or within a reasonable distance, notification will be made in person by members of this department, and/or the department Chaplain.
4. Relatives residing outside the local area will be notified by the police agency in that jurisdiction. Telephone notification will be utilized only when all other methods are not feasible, and only when approved by the shift supervisor.
5. Cooperation of press and other news media will be requested to withhold the identity of any victim until the next-of-kin have been notified.
6. All pertinent information regarding notification of the next-of-kin and department Chaplains will be included in the officer's report.

B. Injury/Medical Treatment Notice.

1. Officer's Responsibility
 - a. When the injured party requests that a friend or relative be notified, the investigating officer will notify the dispatcher of the request.
 - b. When the victim is under eighteen (18) years of age, the investigating officer shall have the Dispatcher notify a parent or guardian.
2. Dispatcher Responsibility.
 - a. The Dispatcher will attempt to notify any person that the officer requests in a timely manner. If contact cannot be made, the Dispatcher will notify the requesting officer and await further instructions.
3. Supervisor Responsibility.
 - a. Supervisors will ensure that each person that is injured is offered the opportunity to notify a friend or relative.
 - b. Supervisors will make sure that all attempts are made by the officer to make the contact(s), and if needed they will have the next shift continue until the contact is made.
 - c. If the under eighteen year old victim refuses medical treatment, the on-duty supervisor will ensure that a parent or guardian is contacted and made aware of the incident.
 - d. In the event the victim has succumbed to their injuries, or is in imminent danger of death, the on-duty supervisor may request the assistance of a family physician or a member of the clergy to make such notification, so long as this does not result in an undue delay.

4. Medical Refusal.
 - a. If, in the investigating officer's judgment, an injured person is not in the proper mental state to rationally refuse medical attention, the emergency committal form may be used for such purpose.
 - b. When on scene with medical personnel from the Fire Department, all such refusals shall be administered by fire department personnel.