

## CAMBRIDGE POLICE DEPARTMENT

**Title:** ***NOTIFICATION FOR DEATH  
AND SERIOUS INJURY***

**Procedure: 4.018**

**Date Issued:**

**Revised:**

### **PURPOSE:**

To ensure prompt notification of a family member in all cases involving deceased or seriously injured persons.

To establish Department procedure for making notifications.

### **POLICY:**

Every effort will be made to locate and notify the nearest relative of a person who has suffered serious or fatal injuries, as soon as possible. Notifications will be made in person by a member of this Department or from another agency. Cooperation of the news media will be sought when withholding identity of the subject(s) pending the notification of a relative of the victim.

### **PROCEDURE:**

#### ***CITIZENS***

1. In cases involving death a Supervisor will be responsible for notifying or causing notification of a relative. However, if the death is a homicide or suspicious circumstances surround the death, the Criminal Investigations Division will be contacted before any notifications are made. Death notifications should, if possible, be made in person by a Staff Officer, Supervisor, and Departmental Chaplain. In cases involving serious injury the Supervisor will be responsible for notifying or causing notification of a relative.

2. If a relative lives in an adjoining community, the notification may be made in person. The Police Department of that community will be notified of our presence and purpose. Supervisors will determine the appropriate distance for the neighboring communities.

3. If the relative lives in a jurisdiction outside our notification area, the appropriate Police Department will be requested to make the notification when death has occurred. In cases involving serious injury and the person has been transported to a hospital, notification can be made by telephone advising a responsible person of the basic information regarding the injury and where the person is being treated.

4. The official police report will contain the name and relationship of persons notified, date, time, and name of notifying officer.

#### ***DEPARTMENT PERSONNEL***

1. The Chief of Police will be notified immediately whenever a member of the Department suffers serious injury or death.

2. In any case of serious injury or death to a member of the Department while on duty, the Chief of Police, or his designee, will make personal notification to the member's family.

3. When necessary, transportation for the family will be arranged for or provided by the supervisor.

4. It will be the responsibility of each member and employee of the Department to provide a current home address and telephone number of the person to be contacted in the case of injury.