NOTIFICATION OF RELATIVES AND FELLOW EMPLOYEES UPON EMPLOYEE INJURY OR DEATH

B. Procedure

1. Notification of relatives is the responsibility of the employee when the injured employee is capable of making such notification.

2. In those situations where the injured employee is incapacitated or in any other way unable to make notification, the employee's division Commander is responsible for notification of relatives.

3. Whenever the death of an employee of the police department occurs, the Chief of Police will initiate the process of notifying other employees by advising the command staff of the event.

   a. The command staff will advise the section heads in their chain of command and instruct them to notify any first-line supervisors who are under their supervision.

   b. The section heads will instruct the first-line supervisors to notify all personnel under their supervision (both sworn and civilian) of the death. The supervisor is not expected to call each employee more than once. If a message can be left for the employee, they should be asked to return the supervisor's call. This will insure that employees receive potentially traumatic news personally than via a telephone message.

C. Rule

1. In the event of any employee's death occurring on duty, the Chief of Police or person designated by him shall be notified immediately.

2. Next of kin shall be notified in person by designated employees.