

	Operational General Order	11.15 Emergency Notification	PAGE 1 OF 1
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 11 - Patrol Operations</b>		<b>09/15/2005</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 55.2.6	Uniform Division
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

## Purpose

To provide guidelines to sworn personnel in making notification to the next of kin of the deceased, seriously injured or seriously ill.

## Policy (CALEA 55.2.6)

Members of the Virginia Beach Police Department shall provide notification to the next of kin of the seriously ill, injured, or deceased when circumstances dictate. Because of the emotional impact of such notifications, it is imperative that notifications be made accurately, professionally, and empathetically. When possible, two officers will make the notification. The assistance of a police chaplain may also be requested. Unless necessary, next of kin who are emotionally distraught shall not be left alone. Officers should make every effort possible to notify family members, friends, family clergy or others to ensure proper emotional support and comfort is provided.

### Notifications within the City of Virginia Beach

Notifications regarding incidents that occur within the City of Virginia Beach that require notification of next of kin that are also within the City of Virginia Beach shall be made by either the investigating officer or a designee familiar with the circumstances surrounding the incident. Notification should be made in person, but when circumstances require the presence of next of kin at a medical facility, notifications may be made by telephone.

Notifications regarding incidents that occur outside of the City of Virginia Beach shall be made at the request of the agency investigating the incident. When possible, written information regarding the details of the incident and a point of contact for the investigating agency shall be obtained via teletype prior to the notification being made.

### Notifications outside of the City of Virginia Beach

Incidents that occur within the City of Virginia Beach that require notification outside of the city should be made by the agency having jurisdiction in the area of the next of kin. Notifications in neighboring jurisdictions or within the region may be made by sworn personnel with the approval of a supervisor. When possible, either the investigating officer or a designee familiar with the circumstances surrounding the incident will notify the agency that is to make the notification. Details of the incident appropriate for the notification, as well as a point of contact for the investigation shall be provided in writing and via teletype when possible to the notifying agency.