

## 5-09/090.30 - Notification of Next-Of-Kin

Any personnel designated to make notification of a death to a next-of-kin or other relative shall do so in person. Such notification shall be accomplished in a compassionate and understanding manner. The person notified will be advised that any additional information regarding the death may be obtained by contacting the Homicide Bureau or the requesting agency. When a member of this Department asks a member of another department or agency to make a death notification, a request for the notification to be handled as described above shall be made.

**NOTE:** For media participation in this notification, refer to section 5-09/250.15, Film Crews.

After notification has been made, Homicide Bureau shall be advised of the name, address and phone number of the person notified and the time, date and location of said notification as well as the name, rank and agency of the person making the notification. In the event that notification cannot be accomplished, advise Homicide Bureau or the requesting agency and follow their instructions.

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