

5-3 NEXT-OF-KIN LETTERS



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 5-3

Subject: NEXT OF KIN LETTERS

Effective Date:	09/01/1995	Last Date Revised:	03/09/2021
Last Date Reviewed:	03/09/2021	Next Review Date:	03/09/2022

Absent extenuating circumstances, a letter shall be sent to the next of kin of every homicide victim. The letter will extend sympathy and provide the next of kin with information concerning the investigation in to the circumstances of the murder of their kin. The letter will identify the investigators assigned to the case and how they may be contacted. The letter will briefly explain investigation procedures and the release of information gathered during the investigation.

It is the responsibility of the Homicide Bureau Team Lieutenant to ensure that a next of kin input form is completed and submitted to the Captain's Secretary in all cases involving murders. The next of kin letter input form shall be included with the "murder memo" draft. If a murder does not require a "murder memo" the input form shall be submitted on the next day following the incident.

The next of kin letter will be generated by the Captain's Secretary, utilizing the next of kin input form.

Both a next of kin letter input form and a sample next of kin letter are attached to this order for your review.

All completed investigative books will have the next of kin letter included as an exhibit. Additionally, the next of kin letter will be listed in the table of contents.
