3-02/060.05 - Notification

Upon receiving information that a Department employee has died, Department members shall immediately notify the Disability Management and Compliance Unit. When a death occurs outside normal business hours, this notification can be accomplished through the Department Operations Center.

It shall be the unit of assignment's responsibility to coordinate the next-of-kin notification. In the case of an off-duty, at home death, next-of-kin notification may not be necessary. Notification to the spouse or close relative shall be made in person whenever possible. In certain instances, the unit of assignment may designate others to make the notification. Whenever the press is involved, the nearest unit shall make immediate notification so that knowledge of death is not learned through a press release.