POLICY TITLE: Notification Procedures

STANDARD/REF #: 11.4.5; 22.2.4; 41.2.4; 55.2.6

APPROVED BY: Wayne Jerman, Chief

REVIEWED DATE: 2/1/2016

REQUIRED REVIEWERS: Captain of Patrol

REVISED DATE: 2/1/2016

POLICY PURPOSE:
Agency Liability or Heightened Community Interest: [11.4.5]

- Any employee who receives notice in any form of actual or impending legal suit or claim will immediately notify their supervisor, who in turn will route the notice through the proper chain of command to the Chief of Police or designee. If called for, the Chief or designee will in turn provide appropriate notification to both the City Manager and City Attorney.

- The Watch Commander or patrol commander will contact the Chief of Police and Deputy Chief in cases of heightened community interest such as:
  - Homicide
  - Officer-Involved Shooting
  - Serious Officer Injury
  - Other events as necessary

Medical Examiner-Death Notification:

- In the event officers respond to a scene in which a death has occurred that was unattended or that meets the criteria as outlined in Iowa Code 331.802, the Linn County Medical Examiner is required to be notified. Notifications should be made by either Area Ambulance or a commander on scene.

Public Works or Iowa Department of Transportation (DOT) - Road Hazards:

- When a road hazard is discovered, Public Works or the State DOT shall be notified of any road hazard that officers are unable to immediately correct.

Public Utilities-Disruption of a Utility:

- When a problem or disruption with utility providing vital public services such as electricity, natural gas or phone service is discovered, the appropriate agency shall be notified.

Next-of-Kin Notifications: [55.2.6]

When notifications must be made to the immediate family of deceased, seriously injured or seriously ill persons, the following procedures will be followed:

- Death notifications within the City of Cedar Rapids
  - Notification should be made in person by a sworn officer of our department.
  - Notification should be made to either an adult family member or a close adult friend of the family.

- Death notification outside the City of Cedar Rapids
Notification will be made by telephone or teletype to the police department or law enforcement agency that has jurisdiction over the location of the next of kin.

- Request to receive confirmation that the next of kin has received notification.
- That agency will be asked to make notification in person. If that jurisdiction cannot do so, the on-duty Watch Commander will determine the next best course of action.

Whenever possible, assistance should be obtained from the departmental chaplains, a relative, or a close friend when notifications are made.

An officer making the notification will do so with regard for the feelings of the person or family being notified.

When notifications must be made to the immediate family of deceased of department personnel (current or retired), city administration, or elected officials, the following procedures will be followed:

- Upon receiving notification of the death of a department member, city administration, or elected official has occurred the Commander should:
  - Determine if it was an on or off-duty situation (current employee)
  - Notify the division commander and the Chief of Police
  - Send a commander to the residence, hospital, or wherever the deceased is located (if in Cedar Rapids) to act as a temporary liaison with the family
  - Locate and review the Last Wishes Packet if one was completed (refer to Last Wishes directive)

- The Honor Guard Commander (or designee) shall be the ongoing permanent liaison for law enforcement/city employees. [22.2.4]
  - Establish contact with family
    - In person if deceased lived locally
    - By telephone/Teletype if deceased lived out of this area
  - Contact a chaplain (if family wishes)
  - Determine what the department can do to assist the family
    - Review Last Wishes Packet, if applicable
  - In time, determine if the Honor Guard can/will be used. If so, contact Honor Guard Commander
  - In time, determine if officer/civilian employees are to be used as pallbearers
  - Notify association for flowers, benefits, etc.
  - If the deceased was a current employee, be sure to follow up with the family for a period of several
months
• Keep the Chief of Police informed
• Be sure the family gets information on:
  ▪ Chapter 411 benefits
  ▪ IPERS
  ▪ City benefits
  ▪ Association benefits
  ▪ State benefits if applicable
  ▪ Federal benefits if applicable
  ▪ Names and telephone numbers of people to contact regarding the above
  ▪ Support groups

• Chaplain
  • When notified, contact the family immediately
  • Assist with anything he/she can do.
  • Assist in funeral arrangements if needed.
  • Assist in notifying additional family members (if family wishes).
  • Develop a checklist of material to be given to family members.
  • Make periodic checks with family over next few months.

• General Comments
  • If any employee (officer or civilian) feels they need or would like assistance after exposure to death or some other traumatic situation, they should contact the Chief’s office to participate:
    ▪ In the city’s Employee Assistance Program (EAP)
    ▪ In a Critical Incident Debriefing
    ▪ In working with other professionals