



## CONCORD POLICE DEPARTMENT

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Section: OPERATIONS

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Authorized Signature:

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## Next of Kin Notification

### Policy

Members of the Concord Police Department shall make appropriate notification to the next of kin of any person who is deceased or suffers a serious illness or injury. A supervisor shall be advised of, if not directly involved in, the notification process for deceased.

The responding officer shall be responsible for obtaining the names, addresses, and telephone numbers of all family members.

1. All family members shall be notified in a timely and considerate fashion.
2. Every attempt should be made to notify all family members in person, unless circumstances prevent it from being done in person.

Notifications involving illness, injury or family emergencies may be handled by dispatchers and officers without supervisory approval under normal circumstances.

### Procedures

#### A) Requests for emergency notifications:

Requests can come from different sources, such as; citizens, hospitals, medical examiners, and other police departments. When the Department receives a request to make an emergency notification, enough information must be obtained to ensure the request and circumstances are valid.

The individual may have questions, so the following information should be obtained:

- Cause of death;
- Location of the deceased or injured person; and
- Contact information.

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# Next of Kin Notification, Continued

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## Procedures (continued)

### B) Requests from agencies:

The Department will assist any other department with emergency notifications.

The Department will:

- Provide contact information for an individual whose permanent residence is in the Town;
- Assist in locating a resident or visitor to the Town; and
- Make emergency notifications.
- Make every attempt to notify all family members in person.

### C) Making Emergency Notifications:

Whenever possible, only two (2) officers, either both from Concord or a combination one Concord officer and an officer from another jurisdiction will be dispatched to make a notification of death, serious illness or injury. The message should be carefully prepared in advance of the notification and, if possible, assistance should be requested from a family member, friend, or clergy.

- The message should be delivered in a quiet, private area.
- The individual should be asked to sit down.
- The message should be delivered in a compassionate manner.
- Officers should consider the psychological impact of the situation.
- Officers should assess the individual to determine the state of mind and consider whether any mental health intervention is warranted.
- If possible, officers should attempt to find a relative or friend to provide support.
- Officers should attempt to try and arrange transportation to avoid the person driving while distressed.

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## Next of Kin Notification, Continued

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**Procedures,  
continued**

D) Other Notifications:

- If the Department receives a request to assist a person in contacting a Town Of Concord employee concerning a family emergency or illness, we have the option of merely placing a telephone call to tell them to call home. Callers may be advised that we will attempt to locate the individual in question and pass on a message.
  - If the notification involves the death of a student, or former student, notification will be made to the School Resource Officer (SRO). The SRO will then make notification to contact the school and coordinate a response with the NEMLEC Stars program if their services are requested.
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The Department of Health and Human Services (HHS) is pleased to announce the release of the final rule regarding the implementation of the Affordable Care Act (ACA). This rule will take effect on January 1, 2014, and will affect millions of Americans. The rule is designed to ensure that all Americans have access to affordable, quality health care. It includes provisions for the creation of health insurance marketplaces, the expansion of Medicaid, and the implementation of the individual mandate. The rule also addresses the requirements for employers to provide health insurance to their employees and the rules for the exchange of information between health plans and the government. The rule is a landmark achievement and will have a significant impact on the health care system in the United States.

1. Introduction

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