

## ILLINOIS STATE POLICE DIRECTIVE OPS-068, NEXT-OF-KIN NOTIFICATION

<b>RESCINDS:</b> OPS-068, 2013-073, revised 12-09-2013.	<b>REVISED:</b> 04-04-2017 <b>2017-035</b>
<b>RELATED DOCUMENTS:</b> ADM-015, OPS-002, OPS-035, PER-003, ISP Funeral and Ceremonial Protocol Manual	<b>RELATED CALEA STANDARDS:</b> 22.2.4, 41.2.4, 55.2.6

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Make notification to next-of-kin in a prompt manner.
- I.B. Present an image of concern and compassion when making notification. The unexpected loss or serious injury of a loved one is a traumatic experience and notification in these instances will be handled in a sensitive manner.
- I.C. Ensure all notifications involving a death are made **in-person**.

### II. RESPONSIBILITY

I.I.A. The ISP will make notification to next of kin when:

- II.A.1. The ISP is the investigating agency at a crash site or crime scene where there have been serious injuries or death.
- II.A.2. The ISP has been asked to make such a notification by another agency such as the coroner local law enforcement agency, or out of state law enforcement agency.
- II.A.3. The injury or death of an ISP employee has occurred.

II.B. The commander of each district, zone, bureau, and laboratory will:

- II.B.1. assign a sworn employee to notify the employee's next-of-kin and provide appropriate assistance and information when an ISP employee becomes seriously ill, injured, or dies.
- II.B.2. create a voluntary list of information provided by his/her employees of friends employed by the ISP to be used in case of an emergency when family notification and/or emotional support for families may be needed and verify/update the information during their first biannual inspection

I.I.C. Sworn employees assigned to make next-of-kin notification will:

- II.C.1. Ensure all information included in the notification is correct prior to making such notification;
- II.C.2. Make notifications without delay and prior to releasing information to the media or any other person or entity;
- II.C.3. Initiate out of area administrative messages and telephone calls, where applicable; and
- II.C.4. Ensure notifications are made consistent with the procedures established in this policy or a request is made to follow the applicable procedures established in this policy as closely as possible in those instances where the employee is facilitating an out of area notification.

II.D. When the notification is made pursuant to a crash handled by an ISP Officer, the employee assigned to make notification shall include the name, phone number, shift worked and supervisor of the officer handling the crash. The officer handling a fatality shall return any phone inquiries made by the next-of-kin in a timely manner.

## III. PROCEDURES

**NOTE:** Additional resources for help in making a notification can be found in Chapter 1 of the *ISP Funeral and Ceremonial Protocol Manual* and with the Human Services Section, Administrative Services Bureau, the Division of Administration.

## III.A. Employee Victim Notification

- III.A.1. The commander of the relevant district, zone, bureau or laboratory will determine if the employee has provided a list of friends to contact to assist with the family notification.
- III.A.2. If so, the individual(s) on the list will be contacted and arrangements made for the friend(s) to go with the assigned employee to the home of the affected employee.
- III.A.3. If not, the assigned employee will be accompanied by a chaplain or second employee to the home of the affected employee.

## III.B. In-State Notifications

III.B.1. If the next-of-kin resides within a reasonable distance, the assigned employee will make the notification. The employee:

- III.B.1.a. Will make all notifications involving a death **in-person** and accompanied by a second employee, when feasible. Every attempt should be made to contact a chaplain to assist in the notification.
- III.B.1.b. Will make the notification, after consulting with the coroner, or his/her designee, and/or the investigator-in-charge in cases of suspected foul play.
- III.B.1.c. Should attempt to ensure the hospital or any other person has not or is not preparing to make notification.
- III.B.1.d. May request assistance from the hospital, ISP Chaplain, other clergy, coroner, or other appropriate persons such as close friends of the family.

III.B.2. If the next-of-kin resides outside of a reasonable distance from the assigned employee, a phone call will first be placed to the appropriate District/Zone/Bureau/Laboratory headquarters location and will be followed by a Law Enforcement Agencies Data System (LEADS) administrative message sent to such location. The Operations Officer, Bureau Chief, or Laboratory Director, or designee, in the receiving location will assign an officer to ensure that notification is made. Every attempt should be made to contact a chaplain to assist in the notification.

III.B.2.a. The administrative message should contain:

- III.B.2.a.1) The name, address, and telephone number of the person to be contacted
- III.B.2.a.2) The name of the victim involved in the incident
- III.B.2.a.3) A brief description of the incident
- III.B.2.a.4) The name of the hospital in cases of injury
- III.B.2.a.5) The name of a contact person (preferably the investigating officer)
- III.B.2.a.6) A phone number where the contact person can be reached for further details

III.B.2.b. Should a notification be delayed for any reason, the originating authority is to be notified, by administrative message, of the reasons for the delay and an estimated time that notification will be made.

III.B.2.c. Once notification is completed, the originating authority will be provided an administrative message to confirm notification. The message will include the name of the employee making notification and the employee's agency and unit of assignment.

| III.C. Out-of-State Notifications

| III.C.1. In instances where the next-of-kin resides in an area that makes notification by the ISP impractical, a phone call will first be placed to the appropriate law enforcement agency having jurisdiction where the next-of-kin resides and will be followed by a Law Enforcement Agencies Data System (LEADS) administrative message.

III.C.1.a. Notification will not be sent without the approval of the coroner, or his/her designee, and/or the investigator-in-charge in cases of suspected foul play.

III.C.1.b. The administrative message will include the information provided in paragraph III.B.2.a.

III.C.2. Request verification of the notification from the notifying agency.

III.C.2.a. If an administrative message is not possible, make the request by telephone.

III.C.2.b. The assigned officer will obtain the name of the agency and name of the person making the notification for the officer's reporting needs.

III.D. Requests for notification by other agencies

III.D.1. In instances where another law enforcement agency, coroner, or other responsible authority requests the ISP deliver an emergency notification to a next-of-kin, every possible attempt will be made to cooperate with the requesting agency providing the notification falls within the state of Illinois. The Department will deny requests from outside agencies to the ISP to make notification out of the state.

III.D.2. Prior to making notification, the person receiving the request will obtain adequate information (same information as required in paragraph III.C.2.a.).

III.D.3. Upon delivering the notification, the requesting agency will be contacted by administrative message providing confirmation of the delivery. If an administrative message is not possible, make the confirmation by telephone.

| Indicates new or revised items.

**-End of Directive-**