

II. PROCEDURE

A. Initial Investigating Officer Responsibilities

1. Make every effort to positively identify the deceased person.

Tools to help identify a person include photo identification on the person or in the vicinity of them, statements from competent relatives/witnesses/or any other persons who may know the deceased person or any other reasonable form of identification an officer may locate.

2. Notify OIC and advise them of the details of investigation.

B. OIC Responsibilities

1. When it is determined that the notification is within the City of Sturgeon Bay, if possible assign two officers to make notification within a reasonable amount of time.
2. If deemed necessary, have a rescue squad or other medical assistance put on standby in the event that the next of kin requires medical attention.
3. In the event that notification is for an incapacitating injury, assist in deciding to provide transportation for the next of kin to the hospital the victim was transported to.
4. When notification is to a next of kin living outside the City of Sturgeon Bay, the local law enforcement agency where the next of kin resides shall be contacted and requested that notification be made per their policy. If it is determined appropriate, a Sturgeon Bay officer may accompany that jurisdiction in making notification.
5. If also determined appropriate, the OIC may have an officer assist the next of kin at the Medical Examiner's office. This may include proper identification of the deceased, providing information to the Medical Examiner's office regarding anatomical gifts, and reporting any other details that may be relevant to the investigation of the death or receiving information from the Medical Examiner's office regarding the investigation.

C. Responsibilities of Officers making notification

1. Notification should preferably be done in person, and preferably in a comfortable area within the residence of the next of kin.
2. Officers shall be sympathetic, tactful and concise. Limit details of the investigation.
3. Officers shall not hesitate to request medical assistance if it is felt that medical attention is needed for next of kin.
4. Officers should help in contacting a clergy person or counselor to help comfort the next of kin.
5. Officers shall make every effort to stay with next of kin until the arrival of relatives, friends or clergy, and advise the OIC of the situation.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 06/03/2021

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