



<b>WRITTEN DIRECTIVE</b>	No. PD14-2017	Page: 1 of 5
Subject:  <b>EMERGENCY NOTIFICATIONS</b>	Effective Date:	01-07-14
	Supersedes/ Amends:	PD13-2017
	Reference:	41.2.4, 55.2.6, 61.4.2, 81.2.11



**I. Purpose**

The purpose of this directive is to establish procedures for receiving and initiating emergency notifications.

**II. Policy**

It shall be the policy of the Lynchburg Police Department that officers make emergency notifications promptly and in a professional manner.

**III. Procedure**

**A. MEDICAL EXAMINER OR PHYSICIAN NOTIFICATIONS**

41.2.4

1. Notification of Medical Examiner

a. Medical Examiner cases include, but are not limited to, the following:

- 1) death by violent, unusual or unnatural means (such as an accident, suicide or homicide)
- 2) death by a suspicious means, in which case the officer is unable to determine from the evidence that death may be suspected to be linked to an accident, suicide or homicide
- 3) the death of a person who has been unattended by a licensed physician for a period of six months or more
- 4) the sudden death of a person in apparently good health.

b. The Medical Examiner will be contacted directly by the on-scene supervisor whenever possible, and informed of the specifics of the situation

c. It is the Medical Examiner's decision as to whether or not it is necessary to respond to a death scene: however, in circumstances such as those described in section III, A, 1, the Medical Examiner must consent to the removal of the body.

- d. Should a situation arise in which the Medical Examiner cannot be located, the on-scene supervisor will:
  - 1) have the body removed by on-call funeral home personnel to the morgue at Lynchburg General Hospital.
  - 2) ensure that all attempts to locate the Medical Examiner are documented in the investigating officer's incident report.
2. Notification of attending physician
  - a. If the death appears to have been caused by natural conditions, the on-scene officer will:
    - 1) obtain all available information concerning the deceased, to include any past medical history and the name of any attending physician
    - 2) contact the attending physician and provide necessary information concerning the situation.
  - b. If the attending physician agrees to sign the death certificate, the on-scene officer may arrange for the removal of the body by funeral home employees if requested to do so by the family.
    - 1) If possible, the officer will notify the funeral home requested by the family.
    - 2) If the family has no preference, the on-call funeral home will be contacted.
    - 3) If family members prefer to make funeral arrangements themselves, then officers may leave the scene unless the family requests they remain to assist them.
  - c. If the attending physician is not available, the on-scene supervisor will follow the procedures set out in III.A.1a(3) and contact the on-call Medical Examiner. Once the on-call Medical Examiner has given authorization to remove the body, the on-scene supervisor will contact the appropriate funeral home for removal.

**81.2.11 / 55.2.6****B. DEATH / INJURY / ILLNESS NOTIFICATION OF NEXT-OF-KIN**

1. When necessary, officers will notify the next-of-kin of deceased, seriously injured or seriously ill persons as soon as reasonably possible.
  - a. Whenever available, officers will use the assistance of clergy, the Police Chaplain, a relative, or a close friend when making such notifications.

- b. Such notification will be made by appropriate personnel deemed necessary by a supervisor.
  - 1) In most cases, only minimal details will be given by the officers.
  - 2) Where applicable, the person who is notified will be advised of the means used in transmitting the notification to this department (i.e. teletype message or telephone call).
  - 3) The notifying officer will offer to assist the person in contacting a relative, close friend, or member of the clergy.
2. On request by another law enforcement agency to make such notification, the information will be confirmed before an officer makes the notification.
  - a. The on-duty supervisor will be responsible for confirming such information.
  - b. The information will be confirmed by obtaining a teletype message from the requesting agency.
3. Should officers need to notify next-of-kin within a contiguous jurisdiction, they will contact the appropriate law enforcement agency and request that agency to complete the proper notification.
  - a. Officers may, with the approval of the contiguous agency and their immediate supervisor, assist the agency in making the notification.
  - b. If the contiguous agency is unwilling to make the notification, the officer may, with their supervisor's approval, travel a reasonable distance to personally notify the next-of-kin.
4. Should an officer need to notify next-of-kin within another jurisdiction regarding a death, injury, or illness the officer will:
  - a. contact the appropriate law enforcement agency by telephone or teletype
  - b. request that agency to complete the proper notification.

#### C. OTHER EMERGENCY MESSAGES

1. The following messages (in addition to those outlined in section III, B) may be accepted for delivery by officers of this department:
  - a. family emergencies, when all other means of contact have failed
  - b. checking the welfare of persons who cannot be contacted without explainable reason

- c. all messages originating from, or at the request of, any other criminal justice agency
  - d. any other message of an emergency nature.
2. Any officer receiving such a message delivery request will obtain approval from the appropriate supervisor prior to the delivery of the message.
  3. The procedure outlined in section III, B will be utilized during emergency message deliveries.

D. OTHER NOTIFICATIONS

**41.2.4 / 61.4.2**

1. Any time an officer is made aware of any hazardous situation (i.e. chemical spills, malfunctioning traffic control device, etc.) occurring within the city, that officer will:
  - a. verify that a dangerous situation exists and if so, manually control vehicle and pedestrian traffic, as necessary
  - b. upon verification, request LynComm to notify the appropriate agency:
    - 1) in cases of street/highway emergencies, request notification of the appropriate city or state agency
    - 2) in cases where public utilities personnel are necessary, request notification of the appropriate utility company or city agency
  - c. in instances requiring notification of the public through the media, notify the on-duty supervisor.
    - 1) As a designated public information officer (see directive PD-1502 entitled *Media Relations*), the on-duty supervisor will initiate notification of the media regarding the emergency situation.
    - 2) The on-duty supervisor may request assistance from LynComm or other officers in completing such notifications.
  - d. when possible, advise LynComm of the following information:
    - 1) the exact location of the hazard (including utility pole numbers, if required)
    - 2) whether or not immediate attention is necessary
    - 3) if additional personnel or supervisors are needed.

2. Upon notification of an apparent workplace accident involving a life threatening injury or fatality, LynComm will dispatch an officer to investigate and/or verify the incident.
  - a. the on-duty supervisor will be responsible for notifying the Virginia Department of Labor and Industry of verified incidents as soon as possible and before the end of their tour of duty
  - b. the Virginia Department of Labor and Industry can be reached:
    - 1) at (434) 385-0806 during normal business hours
    - 2) through the Virginia State Police after normal business hours and on weekends.

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Parks H. Snead  
Chief of Police

January 7, 2014

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Date