

- I. Purpose
- II. Responsibility
- III. Division Officers
- IV. Immediate Family

I. Purpose

This Directive's purpose is to provide guidelines and establish procedures for notifications in the event of a serious injury, illness, or death of a Division officer or member(s) of his/her immediate family. In the event of serious injury or death involving a Park Police Division employee, supervisors will follow the guidelines in the Park Police Division Personnel Critical Incident Manual.

II. Responsibility

- A. The Chief, Park Police Division, is responsible for making all notifications required by this Directive but may delegate this responsibility when the situation dictates.
- B. In cases where the injuries are not of a severe nature, require hospitalization, or cause an inordinate delay in the officer's arriving at his/her residence, notification is not required.
- C. Supervisors shall secure Division property that may inadvertently cause harm to others (i.e., firearms, oc spray, etc.)

III. Division Officers

- A. Each case has its own different set of circumstances and must be handled tactfully and compassionately because of the emotional impact upon the officer or his/her family.
- B. Every effort will be made to make all notifications through a personal visit unless factors such as time or distance preclude such considerations.
- C. Notifications will be made within a reasonable period of time without regard to time of day.
- D. Compassion
 - 1. The individual making the notification must make every effort to be sensitive to the individual's emotions when conveying such news. Whenever possible, the notifying official will check first with family, neighbors or friends to determine beforehand the individual's physical and mental condition before confronting them with such unexpected news.
 - 2. Every effort will be made to have a member of the clergy, physician, or close friend present when the notification is made.
 - 3. If the notification will be made at the person's place of employment, all attempts should be made to have the agency's medical/emergency personnel on hand. If such personnel is not readily available, the notification should be made regardless.

4. The Chief, Park Police Division, will insure that the Director of the Parks is notified immediately of all serious injuries or deaths involving a Park Police officer.

IV. Immediate Family

- A. Whenever a member of an officer's immediate family is seriously injured, hospitalized, or dies while the officer is on duty and the message is received by a member of the Command Staff or the Communications section, a telephone number for contacts will be obtained to receive details concerning hospital or funeral arrangements.
- B. The Watch Commander will be notified of the situation immediately.
- C. The senior officer/OIC on duty will provide appropriate assistance to the officer and his family.
- D. In the event of a violent or criminal incident resulting in the family member's condition, the senior officer present will give strong consideration to the officer's possible reaction. If the senior officer present is below the rank of Sergeant he/she will advise a Sergeant, the Watch Commander, or other member of the Command Staff of the need to temporarily relieve the officer of his/her service handgun, or to escort the officer to a medical facility for observation. Otherwise the senior officer will escort the officer to the facility where his/her family member is located, or to a place where he/she can be observed by another individual (family member or close friend) until the officer is in control of himself/herself in order to avoid further upset.
- E. In all such cases **THE OFFICER SHOULD NOT BE LEFT ALONE** to cope with the situation.

**Approved Park Police Document
Signed Original on File**

End of Directive