OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12 **July 11, 2023**

SUBJECT: **NOTIFICATION TO INVESTIGATING OFFICERS OF DEATH – REVISED**

PURPOSE: The purpose of this Order is to revise the Department Manual to alleviate patrol officers from making unnecessary death notifications for specified circumstances, wherein Bureau Homicide investigators are not needed.

PROCEDURE: Department Manual Section 4/238.40, *Notification to Investigating Officers of Death*, has been revised. Attached is the Manual section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/238.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

238.40 NOTIFICATION TO INVESTIGATING OFFICERS OF DEATH. Officers assigned a *death investigation* shall telephone, without delay, the concerned geographic *Watch Commander (WC),* and *the Bureau Homicide Unit to* notify them of the circumstances. The *WC and Bureau Homicide Unit* shall be informed if there is any indication that *the* death might be *the result of a* suicide or homicide. *Department Operations Center (DOC)* shall be notified of the circumstances if the concerned *Bureau Homicide Unit is* not available. Officers shall abide by instructions of the *Bureau* investigating officers.

Exceptions. *Officers do not have to notify the Bureau Homicide Unit when:*

- *There are no signs of foul play;*
- *The decedent was under the care of a physician who is willing to sign the Death Certificate;*
- *There are no questionable circumstances surrounding the death; and,*
- *The Geographic Night Watch Detective and/or WC concur with the officers' assessment.*

Note: *Officers assigned to a death investigation shall take into account the totality of circumstances at the scene when determining the questionable nature of a death (e.g., the age of the decedent, presence/absence of physical evidence, PR statements, etc.).*