

# UW Whitewater Police



## Death Notifications and Emergency Messages

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Special Instructions: CALEA 41.2.4, 81.2.10			
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### I. Purpose

The purpose of this policy is to offer guidelines to all staff in the proper intake, processing and delivering of an emergency message that this agency receives.

### II. Definitions

**Death Notification:** This is a message that will be delivered either after UW-Whitewater Police Department becomes aware of a death or serious injury in their jurisdiction, or on the request of another law enforcement, medical examiner or other campus department.

**Emergency Message:** This is any message that must be delivered to a student, staff, or visitor on the UW-Whitewater Campuses that must be completed in a timely manner.

### III. Policy

The delivering on emergency messages to; students, staff and visitors on campus, a family member or next of kin. Off campus notification is a duty that must be undertaken with care. Officers must respond to requests in a timely manner and be willing to notify other resources to assist as needed for this function. It is the policy of the police department to provide this service under specific guidelines to establish the types of messages that can be accepted and delivered.

### IV. Procedure

#### A. Death Notification to Someone on Campus

1. This request usually comes from; another law enforcement agency, a county medical examiner, the coroner's office, but may also come from other campus departments depending on the circumstances.
2. If the request comes through administrative phone lines, it should be sent to Dispatch to assign an officer as a priority call.
3. The Joint Dispatch Center will then contact a supervisor, or the on-duty officer, to notify of the pending call as soon as possible.
4. Due to the sensitive nature of emergency messages, no information including location or any content shall be given over the radio. Field units should be asked to

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call into the Joint Dispatch Center or have information sent to their squad computers.

5. Officers receiving this request should determine other resources they may want to use in the delivery of this message. Some of these resources include:
  - a. Dean of Students Office (for current students of the university).
  - b. University Housing (for students residing on campus).
  - c. University Health and Counseling Services (for students).
  - d. Center for Students with Disabilities (if they are a client).
  - e. Police Chaplain or another member of the clergy.
  - f. Any other resource a police officer feels is appropriate.
6. For any death notifications the officer should make the notification in a clear manner and stay with the person until they it is appropriate for them to leave the person with resources.
7. If requested, attempt to contact a third party who may act as a support to the person being notified.
8. The officer shall contact the On-Duty or On-Call supervisor to make them aware of the death notification.
9. The officer will complete a call for the incident.
10. The supervisor will follow university and police department guidelines if other people on campus need to be notified.

## **B. Assisting with Death Notification for Someone that Lives Off Campus**

1. Often times students, staff and other people affiliated with the university live off campus and it becomes necessary to notify them of a death.
2. When requested, police officers will assist other agencies such as the City of Whitewater Police Department, County Sheriff's Departments, County Medical Examiner's Offices, or County Coroner's Offices with a death notification by locating contact information for students or staff; and if necessary assisting with the notification.
3. Officers receiving this request should determine other resources they may want to use in conjunction with the delivery of this message. Some of these resources include:
  - a. Dean of Students Office (for current students of the university).
  - b. University Housing (for students residing on campus).
  - c. University Health and Counseling Services (for students).
  - d. Center for Students with Disabilities (if they are a client).
  - e. Police Chaplain or another member of the clergy.
  - f. Any other resource a police officer feels is appropriate.
4. For any death notifications the officer should make the notification in a clear manner and stay with the person until it is appropriate for them to leave the person with resources.
5. The officer will complete a call for the incident.

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6. The supervisor will follow university and police department guidelines if other people on campus need to be notified.
- C. **Death Notification for an Incident that Occurred on Campus:** If a university police officer needs to make a death notification reference to an incident that occurred on campus, they will contact the appropriate law enforcement agency. They will explain the facts and, if possible, provide phone resources to the person that is being notified for campus.
- D. **Other Urgent or Non-Emergency Message Delivery**
  1. Since UW-Whitewater Police Department is a full-time department on campus, staff are expected to assist the community with emergency messages.
  2. All requests should normally go through the Dispatch Center and then an officer will be assigned. Messages will be designated as emergency or urgent.
  3. Urgent messages will be delivered in a timely fashion by police officers. These messages include the following, but others may be determined by the supervisor or officers on duty.
    - a. Death, serious injury or an emergency in the family that requires the person to return home or call someone.
    - b. Issues involving children, such as a sick or injured child, and the caller cannot reach the person.
  4. Non-emergency messages are ones that the police department administrative line or the Joint Dispatch Center might receive but are not an urgent or emergency message. Often times the officer can directly assist or if prudent re-direct the call to other campus resources such as University Housing, Continuing Education, etc.
    - a. Asking a student that lives on campus to call parents or a family member because the student can't be reached but no emergency exists.
    - b. Delivering a message to a juvenile in a campus camp or staff for that camp because a parent or other family member cannot get hold of them.
    - c. Delivering a message to a student that lives on campus or in the general area of a campus from another university department that needs to get ahold of the student as soon as possible for a legitimate need, such as the Dean of Students Office.