
	Florida State University Police Department	
DEATH NOTIFICATION PROCEDURES		
Revision Effective Date: 01/29/2020	General Order 319	Attachments: None
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Policy

DEATH NOTIFICATION

It is the policy of the Florida State University to conduct death notifications in the most responsible, informative, and sensitive manner. That is, the officer providing such notification shall do so with due regard for the feelings of the person being notified and provide him/her with as much pertinent information as is available.

Procedure

A. Initial Receipt of Information.

Upon receipt for a death notification, Communications Section personnel or other Departmental member receiving the request shall ascertain the following:

1. For whom the message is intended.
2. Who is the deceased, what is the relationship between the deceased and the person that is being notified.
3. What are the facts involved with the death, i.e., cause, time, place, etc.
4. Who is requesting the death notification? What is the relationship between the requesting person and the person for whom the message is intended?
5. What is the telephone number of the requesting person for message verification, and when would be the best time to call back? Is there another person whom should be called?

B. Ensuring the Accuracy of the Information.

Communications Section personnel or other Departmental member receiving the request should courteously explain that the on-duty Shift Supervisor will return the call as soon as possible. This delay is to ensure the accuracy of the intended message and to prevent the possibility of delivering false or maliciously intended information.

C. Shift Supervisor Responsibilities.

Upon being contacted by Communications Section personnel or another member of this Department, the Shift Supervisor shall:

1. Proceed to the FSU PD facility if not already present.
2. Call the person requesting the notification and verify all necessary information.

3. If the death notification is to be made to an employee, contact the Employee Assistance Program to determine the desirability of having a representative accompany the Shift Supervisor to personally deliver the message.

If the death notification is to be made to a student, contact the Victim Advocate to accompany the Shift Supervisor or Officer to personally deliver the message.

4. Personally deliver the death notification if the intended recipient is on-campus.
5. If the message recipient is off campus, the Shift Supervisor, exercising his/her best judgment, may request that a representative from the law enforcement agency having jurisdiction deliver the death notification message. In such a case, the Shift Supervisor will provide the representative from the other agency with all pertinent details of the death notification.

D. Death Notification by Telephone.

Under no circumstances shall a death notification be made by a member of this Department via telephone without the express prior approval of the Chief of Police or his/ her designee.

Glossary. None


Indexing. This general order shall be indexed as:

Death Notification Procedures

Attachments. None

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Title: **DEATH NOTIFICATION PROCEDURES**

Approved: 
Terri S. Brown, Chief

Date: 1/23/2020