



**Las Cruces Police Department**  
**GENERAL ORDERS**  
**ADMINISTRATION VOLUME 1**  
**GO-140 FAMILY NOTIFICATIONS:**  
**DEATH OR TRAUMA (Daily)**  
**Revised 05/10/2013**

**140 FAMILY NOTIFICATIONS: DEATH OR TRAUMA**

**POLICY**

The Las Cruces Police Department has an obligation to its officers, civilian departmental employees and their families to provide positive support when an officer or civilian employee is injured or dies. By utilizing available resources such as personal friends, administrators, chaplains and the Victims Assistance Unit, trauma and stress can be reduced.

**140.01 MINOR INJURIES**

Whenever an officer or civilian departmental employee receives a minor injury that requires medical attention or hospitalization, the injured officer or civilian employee will be responsible for determining how and when to make family notification of their injury.

**140.02 SERIOUS INJURIES**

A. Whenever an officer or civilian departmental employee is seriously injured immediate notification to the family or other person, as recorded on their emergency notifications form held at the Chief's office, will be made. Notification will be in person if at all possible, utilizing a close family friend whenever possible in addition to at least one of the following persons:

1. Commanding Officer (this includes the Administrative Services Manager)
2. Police Chaplain
3. Victim Assistance Advocate

B. The officer's or civilian employee's name will not be released to the news media until after notifications have been made.

**140.03 ACTIVE DUTY OFFICER / ON DUTY CIVILIAN DEATHS**

A. Whenever the death of an active duty officer or on duty-civilian departmental employee occurs, the on-duty Shift Commander will notify the Chief of Police as soon as possible. The Chief of Police or in his / her absence, the deceased officer's Deputy Chief along with a close family friend and other Commanding Officers, Police Chaplain or Victims Assistance Advocate, will make notification or make contact (in cases for which family or the person to be notified is already at the hospital or on scene)



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with the person recorded on the emergency notification form held with the Chief's office. Death notifications will be made in person.

- B. The Officers or civilian employees name will not be released to the news media until after notifications have been made.

**140.04 NOTIFICATION OF PIO**

The on-duty Shift Commander will notify the Public Information Officer as soon as practical after learning of the officer or civilian departmental employee's trauma or death. The PIO will only release information that is deemed public in nature to the media. Guidelines as to what is public information shall take into consideration whether or not a criminal investigation will or is being conducted and whether or not family has been notified.