

<b>Next of Kin Notification Policy</b>		Inspection and Enforcement New Brunswick	1.1.12
Policy Title	New or Amended	Division / Branch / Section	Policy #
Chief/Executive Director	January 15, 2022	April 2023	April 2025
Approved by	This policy was approved on:	This version takes effect on:	This policy will be reviewed by:

### Table of Contents

1. Purpose.....	2
2. General .....	2
3. Definitions .....	2
4. Procedure.....	3
5. Next of Kin Records .....	4
6. Notifying Officer for an Outside Agency: Responsibilities .....	4

## 1. Purpose

The purpose of this directive is to ensure that there is a consistent procedure for Inspection and Enforcement New Brunswick (IENB) Officers and Staff when conducting next of kin, serious injury or death notifications.

It is also to provide guidance to the Officers or Staff and support for the families involved.

## 2. General

IENB will provide family members with sufficient information and services, in a manner consistent with professionally accepted crisis intervention techniques.

## 3. Definitions

**Next of Kin:** the closest living relative of the deceased person, (e.g., spouse, parents, brothers and sisters or children).

**Chief of IENB:** the Chief of IENB or their designate.

**Officer:** a Peace Officer employed by the Department of Justice and Public Safety (JPS) Inspection and Enforcement New Brunswick, who holds an appointment as a "Special Constable" under the *New Brunswick Police Act*, and who has both the training and equipment to engage in front-line enforcement activities as set out by the Department of Justice and Public Safety.

**Staff:** a civilian member of IENB.

**Officer in Charge (O i/c):** The senior ranking member or their designate within:

- A. Highway Safety Enforcement Section
- B. Safer Communities Section
- C. Conservation Enforcement Section
- D. Health Protection Services.

**Notifying Designate:** an IENB Officer or Staff previously designated by the deceased to deliver the death notification to their next of kin.

**Notifying Officer:** the Officer delivering a death notification for an outside agency.

**Serious Injury:** any hurt or injury to a person that interferes with the health or comfort of the person and that is more than merely transient or trifling in nature.

#### **4. Procedure**

- A. When an IENB member suffers serious injury or death on duty, notification is to be made to the next of kin of the member. Notification shall only be made to other relatives when undue delays prevent immediate contact with the next of kin.
- B. Notification of serious injury or death will be delivered by the Chief or Notifying Designate.
- C. The Chief or Notifying Designate may consider utilizing additional resources in the notification such as: fellow Officers, Staff, or Clergy.
- D. Serious injury or death notifications will be delivered in person unless the exigency of the circumstances demands notification by phone.
- E. Every reasonable effort should be made to make the serious injury or death notification in privacy away from the public scrutiny.
- F. The Chief of IENB may request another senior ranking member of IENB to deliver a serious injury or death notification in order to prevent unnecessary delays and hardship to the next of kin.
- G. In the case of an ongoing investigation, IENB shall liaise with the investigating Agency prior to the notification. This is to be conducted to determine what information may be released regarding the circumstances of the serious injury or death.
- H. Where another agency must be contacted to notify the next of kin the Chief shall:
  - i. Request that the notification be made in person,
  - ii. Request immediate confirmation that notification has been completed.
- I. IENB Officers or Staff will remain with the next of kin until personal control is stabilized or family support is available, (e.g., Clergy, additional family, friends, etc.).
- J. Members are to avoid using the name of the Officer or staff injured or killed over any form of communication device, which may be monitored by the general public or media, (e.g., unencrypted radio) prior to notification of the next of kin.

- K. The personal effects of a deceased will not be delivered to the next of kin at the time of the notification. Arrangements are to be made for the release at a later date.

## **5. Next of Kin Records**

- A. The O i/c of each section within IENB shall ensure that next of kin information is obtained for all Officers and staff and a current record maintained.
- B. Next of kin information will be recorded on the form contain in Appendix A.
- C. A signed copy of the form will be scanned and save in the folder G:\NoK Forms by the supervisor.

## **6. NOTIFYING OFFICER for outside agency responsibilities:**

- A. Death notifications for outside agencies will only be conducted by the NCO rank or higher unless authorized by the O i/c.
- B. Officers may consider utilizing additional resources in the notification such as: fellow Officers, Staff, or Clergy.
- C. Officers shall confirm they have the correct information regarding the deceased and next of kin.
- D. Notification of death is to be made to the next of kin of the deceased and only to other relatives when undue delays prevent immediate contact with the next of kin.
- E. Death notification will be delivered in person unless the exigency of the circumstances demands notification by phone.
- F. Every reasonable effort should be made to make the death notification in privacy away from the public scrutiny.
- G. Officers will remain with the next of kin until personal control is stabilized or family support is available, (e.g., Clergy, additional family, friends, etc.).

H. When delivering the serious injury or death notification:

- i. Confirm with the next of kin the victim's name, date of birth and their relationship, (son, wife, etc.) to ensure positive identification.
- ii. Address the next of kin in a straightforward manner. (e.g., I'm very sorry to inform you that son John Doe was just seriously injured or killed.)
- iii. After the notification refer to the victim using their first name or terms reflecting the deceased's relationship to the next of kin, (e.g., son, daughter).
- iv. Avoid using euphemisms such as "passed on" or "no longer with us".
- v. Avoid the use of law enforcement jargon and attempts to provide comfort by using simple phrases, (e.g., "I know how you feel" or "I know how hard this is for you").
- vi. Be prepared for unexpected responses including hysteria and possible verbal or physical attack.
- vii. Provide next of kin time to regain their composure before leaving.