**Effective Delivery of Death Notifications**

***Activity Worksheets***

**April 2024**

**Activity Worksheet: Death Notifications – Bystander Scenario**

|  |
| --- |
| **Report Title:** Homicide, Aggravated Assault**Deceased:** Bilal Ahmed, 27 years old, male * Tenant in apartment complex
* Not married, no biological children
* Bilal’s father (Abdul) lives in another state

**Victim:** Stephanie Nelson, 21 years old, female* Long-term relationship with Owen Mathis
* Multiple prior reports of domestic violence between Stephanie and Owen

**Suspect:** Owen Mathis, 24 years old, malePatrol personnel responded to the incident location following a 911 call from Stephanie reporting Owen had physically assaulted her and chased her out of their apartment. Stephanie relayed that Owen had a gun and she was hiding behind a car in the parking lot. Patrol personnel arrived and observed Owen walking in between cars, screaming Stephanie’s name. Patrol personnel also observed Bilal lying on the ground near a car with an open trunk. Bilal had an obvious gunshot wound to his leg. Owen was taken into custody. Stephanie was located and had multiple contusions on her head, arms, upper chest, and legs. Emergency medical personnel responded and transported both Stephanie and Bilal to the hospital for treatment. Investigators and crime scene personnel responded to the incident location. At a later time, patrol personnel informed the investigators that Stephanie had a fractured arm but was alert and willing to provide additional details about the incident. Patrol personnel also advised that Bilal was taken into surgery and subsequently died. The hospital staff provided a phone number for Abdul that was in Bilal’s phone. Bilal’s body was transported to the [*coroner’s/medical examiner’s office*]. **Investigator actions:*** [*coroner/medical examiner*] investigation initiated
* Victim Services response requested
 |

|  |
| --- |
| **Who will comprise your notification team? Who will be in the lead role? Who will be in the secondary role? Justify your decisions.** |
|  |

|  |
| --- |
| **Who is the legal next of kin? Will you provide notification to any other co-victims/next of kin/points of contact/survivors? If yes, provide details related to order and timing of notifications.** |
|  |

|  |
| --- |
| **Describe factors that are important to consider prior to delivering any notification(s).** |
|  |

|  |
| --- |
| **Write the words you will use to deliver the trauma-informed notification. Limit this to 1-2 sentences.** |
|  |

|  |
| --- |
| **What information and resources will you provide and when will you provide it? Justify your decisions.** |
|  |

**Activity Worksheet: Death Notifications – Homicide/Suicide Scenario**

|  |
| --- |
| **Report Title:** Homicide**Deceased #1:** Carole Washington, 32 years old, female * Long-term relationship with Harvey Davis – Carole lived with Harvey and her daughter
* Legally married to David Washington, 37 years old – David lives in another state
* Carole’s parents (Robert and Sarah) are married and live in a nearby neighborhood

**Deceased #2:** Harvey Davis, 46 years old, male* Not married, no biological children
* Harvey’s parents are divorced – Harvey’s father (Joseph) is incarcerated, Harvey’s mother (Louise) lives in a nearby neighborhood

**Witness:** Cindy Washington, 10 years old, female – daughter of Carole and DavidPatrol personnel responded to the incident location following multiple 911 calls reporting gunshots and screaming. Carole’s body was found in the master bedroom with ligature marks on her neck, contusions on her upper body, and blood coming from her mouth and nose. Harvey’s body was found in the living room with a self-inflicted gunshot wound to his head, and a gun in his right hand. Cindy was found sitting behind a chair in the corner of the living room. Cindy told patrol personnel that she heard Harvey yelling at her mom this morning and sounds of Harvey hitting her mom. When Cindy knocked on the bedroom door to check on her mom, Harvey grabbed her and drug her to the living room. Cindy said that Harvey slapped her a few times and she hit her head on the coffee table when he pushed her to the floor. Harvey told Cindy that what happened to her mom was her fault. Cindy said that Harvey made her sit in the chair and watch as he shot himself. Cindy was able to provide patrol personnel with her father’s name and phone number. She said her father visits sometimes. Cindy also provided the names and phone numbers to her grandparents. She said she sometimes spends the night with her grandparents. **Patrol personnel actions:*** Medical personnel response requested to evaluate Cindy
* Investigator, crime scene personnel, and supervisor response requested
* [*coroner/medical examiner*] response requested
* [*state child welfare agency*] response requested
* Victim Services response requested
* Addresses verified for Robert and Sarah, David, and Louise
* Facility location verified for Joseph
 |

|  |
| --- |
| **Who will comprise your notification team? Who will be in the lead role? Who will be in the secondary role? Justify your decisions.** |
|  |

|  |
| --- |
| **Who is the legal next of kin? Will you provide notification to any other co-victims/next of kin/points of contact/survivors? If yes, provide details related to order and timing of notifications.** |
|  |

|  |
| --- |
| **Describe factors that are important to consider prior to delivering any notification(s).** |
|  |

|  |
| --- |
| **Write the words you will use to deliver the trauma-informed notification. Limit this to in 1-2 sentences.** |
|  |

|  |
| --- |
| **What information and resources will you provide and when will you provide it? Justify your decisions.** |
|  |

**Activity Worksheet: Death Notifications – Vehicular Manslaughter Scenario**

|  |
| --- |
| **Report Title:** Vehicular Manslaughter**Deceased:** Mateo Hernandez, 19 years old, male, passenger of vehicle #1* Not married, one biological child – Camila, 9 months old, female
* Mateo’s parents (Lucas and Guadalupe) are married, monolingual Spanish speakers
* Mateo lived with his parents
* Camila lives with her mother (Ava, 18 years old, female) and grandparents (Roberto and Maria)

**Witness:** Julio Garcia, 19 years old, male, driver of vehicle #1**Suspect:** Georgia Dunnery, 53 years old, female, driver of vehicle #2Patrol personnel responded to the incident location and found Mateo’s body approximately 20 feet from vehicle #1 with multiple lacerations, broken bones, and obvious head trauma. Julio was in the driver’s seat of vehicle #1. He was alert, observed to have minor cuts and abrasions, but was in emotional distress. Georgia was found slumped over the steering wheel of vehicle #2 and an open bottle of alcohol was observed on the front passenger floorboard. Georgia muttered incoherently and could not provide a clear account of events.Julio was guided to a nearby patrol car and provided patrol personnel with additional information. Julio relayed that he and Mateo had been friends for several years but recently became involved in a romantic relationship. Julio said Mateo was afraid to talk to his parents or with Ava about it because Mateo thought they would keep him from seeing his daughter. Julio also said that Mateo had recently started using meth and had called him to pick him up from a party. Julio said Mateo kept taking his seatbelt off and they were arguing about that right before the crash. Julio provided the address for Lucas and Guadalupe. Julio did not know Ava’s address but provided a description of the house where she lives. Patrol personnel conducted a field sobriety test on Julio and concluded he was not under the influence of any alcohol or other substances. Emergency medical personnel evaluated Julio and recommended follow-up with his doctor. Georgia was transported to the hospital. **Patrol personnel actions:*** Investigators, crime scene personnel, and supervisor response requested
* [*coroner/medical examiner*] response requested
* Victim Services response requested
* Address verified for Roberto, Maria, Ava, and Camila
 |

|  |
| --- |
| **Who will comprise your notification team? Who will be in the lead role? Who will be in the secondary role? Justify your decisions.** |
|  |
| **Who is the legal next of kin? Will you provide notification to any other co-victims/next of kin/points of contact/survivors? If yes, provide details related to order and timing of notifications.** |
|  |

|  |
| --- |
| **Describe factors that are important to consider prior to delivering any notification(s).** |
|  |

|  |
| --- |
| **Write the words you will use to deliver the trauma-informed notification. Limit this to 1-2 sentences.** |
|  |

|  |
| --- |
| **What information and resources will you provide and when will you provide it? Justify your decisions.** |
|  |

|  |
| --- |
| The **Activity Worksheets** provide sample language and content to help law enforcement agencies develop and deliver training related to effective delivery of death notifications. Agency personnel should review and revise this training material to ensure consistency with – 1. appropriate statutes,
2. agency policies, procedures, and practices, and
3. local resources.

**Acknowledgment** All training material may be reprinted and adapted. Any materials reprinted or adapted should be accompanied by the following acknowledgement:*[name of person or organization] gratefully acknowledges the Office for Victims of Crime (OVC) for allowing us to reproduce, in part or in whole, the Effective Delivery of Death Notifications training material released in April 2024. Training material is available online at:* [*www.integityinstitutenc.com*](http://www.integityinstitutenc.com) |