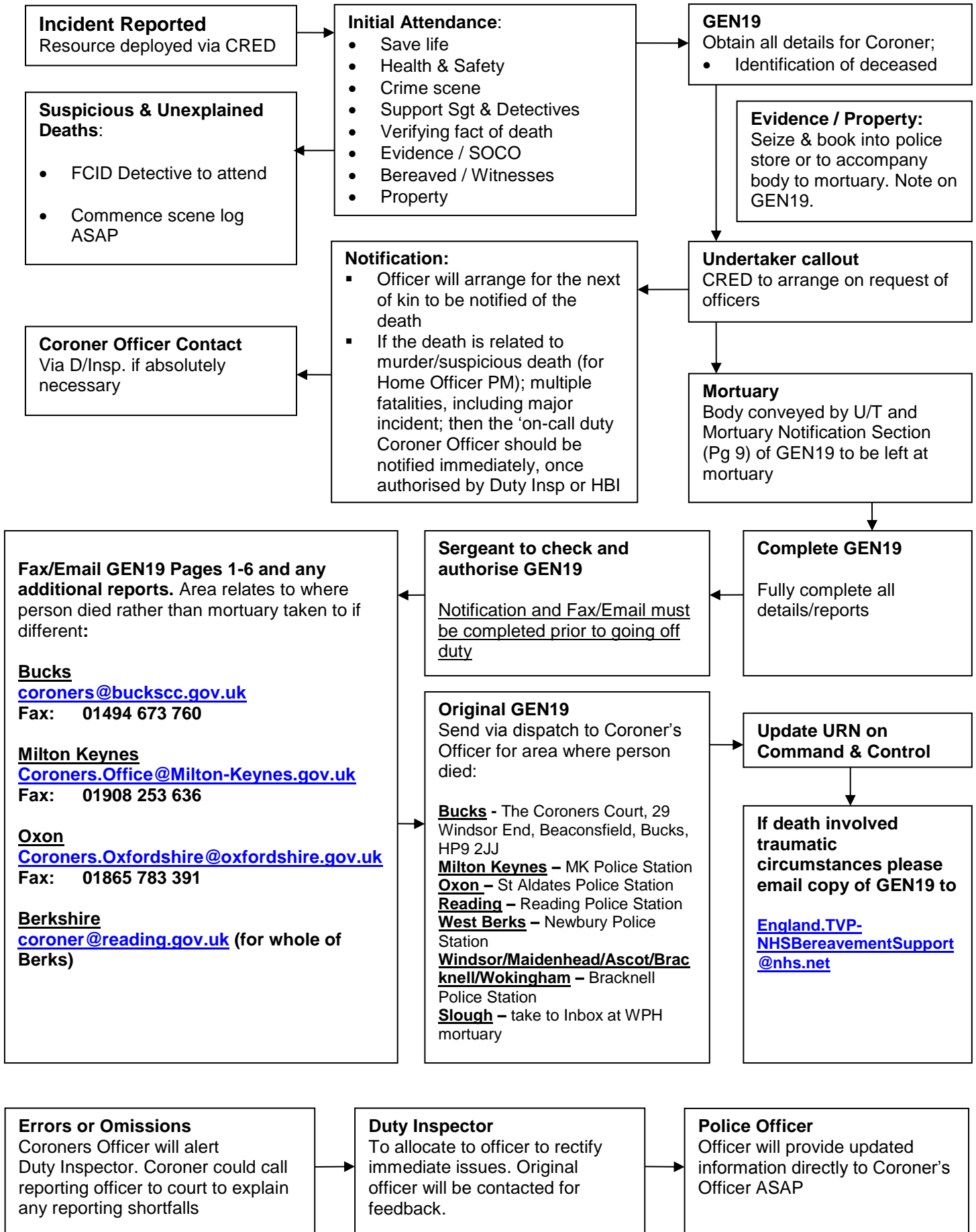




# SUDDEN DEATH REPORT

## Process for Attendance, Notification of Death and Forwarding of reports



**SUDDEN DEATH REPORT**

**PRESCRIBED DRUGS TO BE NOTED HERE AND LEFT AT SCENE. IF DEATH IS THOUGHT TO BE RELATED TO THOSE DRUGS (i.e. OVERDOSE) THEN SEIZE THEM AND BOOK INTO PROPERTY, NOTING ON THE PROPERTY TABLE OF THIS FORM (page 4).**

Medication name	Date of Issue	Quantity issued	Quantity used	Any Comments

<b>DUTY UNDERTAKER'S CONVEYING BODY:</b>	<b>BODY CONVEYED TO:</b>	<b>MORTUARY</b>
	<b>TIME:</b>	<b>DATE: / /</b>

RELATIVE DETAILS	POINT OF CONTACT IF DIFFERENT TO RELATIVE
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<b>NAME:</b>	<b>NAME:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>CONTACT NO(S):</b>	<b>CONTACT NO(S):</b>
<b>RELATIONSHIP:</b>	<b>RELATIONSHIP:</b>

<b>RELATIVE INFORMED OF DEATH BY:</b>	<b>IF DEATH MESSAGE NOT POSSIBLE, EXPLAIN WHY:</b>
<b>WHO:</b>	
<b>TIME: DATE: / /</b>	
<b>HOW:</b>	

**TO BE COMPLETED WHEN CAUSE OF DEATH IS SUSPECTED TO BE SUICIDE**

Has the leaflet entitled 'Supporting you after traumatic bereavement' been provided to the relative?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the relative consent to their contact details being shared with the NHS for support.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, has the officer sent an email and copy of the GEN19 to <a href="mailto:England.TVP-NHSBereavementSupport@nhs.net">England.TVP-NHSBereavementSupport@nhs.net</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**CIRCUMSTANCES OF DEATH (Continue on GEN46 as necessary)**

**IF PLACE OF DEATH DIFFERENT TO HOME ADDRESS PLEASE GIVE DETAILS:**

**DESCRIBE SPECIFIC LOCATION AND POSITION OF BODY e.g., face down on floor at the foot of the stairs:**

**DESCRIBE CONDITION OF BODY:**

**DESCRIBE THE CIRCUMSTANCES, AS REPORTED, LEADING UP TO THE DEATH:**

CONTINUE OVERLEAF IF REQUIRED

**SUDDEN DEATH REPORT**

CIRCUMSTANCES OF DEATH CONTINUED

**\*ANY IMPLEMENTS INVOLVED IN DEATH SUCH AS NOOSE/WEAPONS TO BE SEIZED, PACKAGED AND BOOKED INTO POLICE PROPERTY. LIST ON PROPERTY TABLE PAGE 4**

 Suspicious/Unexplained Circumstances: Yes  No  If Yes, explain why:

 Recent Police involvement/incident/action: Yes  No  If Yes, explain why:

 CID Attended: Yes  No  CID Gen46 to follow: Yes  No 

 SOCO Attended: Yes  No  Scene Photos: Yes  No 

Name/Rank/No:

Name/Rank/No:

Contact Details:

Contact Details:

Last seen alive by: (name):

at TIME:

DATE:

/ /

Relationship to Deceased:

(contact details)

Body Found by: (name):

at TIME:

DATE:

/ /

Relationship to Deceased:

(contact details)

Person notifying Police: (name):

at TIME:

DATE:

/ /

Relationship to Deceased:

(contact details)

**Clothing** - please state what clothing the deceased was wearing when taken to the hospital mortuary:

**Jewellery/Valuables – Please list here any valuables left with the deceased, the reason and obtain signature from mortuary staff receiving.** (As a rule, all valuables should be removed and either handed to next of kin, left at the home address or booked into police property for safekeeping. If handed to next of kin make sure to record this in your pocket notebook with the receiving next of kin's signature. Valuables should only be left on deceased in exceptional circumstances (i.e. request by next of kin for deceased to keep a piece of jewellery on). For any items booked into Police property please list on attached property table (page 4) and forward the green property slip to the Coroner's Office):

Description of valuable	Reason not removed	Signature of mortuary staff/undertaker receiving item



**STATEMENT OF IDENTIFICATION**

Any person who has previously known and can positively identify the deceased is suitable for the purposes of identification.

**Criminal Procedure Rules, r 27. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B**

**Statement of:**

**Age if under 18 (if over insert "over 18"):**

**Occupation:**

This statement (consisting of \_\_\_\_\_ Pages(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything which I know to be false, or do not believe to be true.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I am the above named person and have known the deceased person for \_\_\_\_\_

I know the deceased person as \_\_\_\_\_

On \_\_\_\_\_ at \_\_\_\_\_ I formally identified the body of \_\_\_\_\_

to \_\_\_\_\_ at \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUDDEN DEATH REPORT**
**Witness Details**

**Name:** \_\_\_\_\_ **URN:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_  
**Home Tel No:** \_\_\_\_\_ **Work Tel No:** \_\_\_\_\_ **Mobile Tel No:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Preferred means of contact:** \_\_\_\_\_  
**Name of Parent/Guardian** \_\_\_\_\_ **Contact Tel No:** \_\_\_\_\_  
**Best time to contact:** \_\_\_\_\_ **Ethnicity Code (16+1):** \_\_\_\_\_  
**Gender** \_\_\_\_\_ **Date & Place of Birth:** \_\_\_\_\_ **Former Name:** \_\_\_\_\_

**Does the Witness have any inconvenient dates for court?**

**If "Yes" provide details**

**Witness Care** *(please tick or type in box provided)*

- a) Is the witness willing to attend court? Yes/No If 'No', include reason(s) on form **MG6**
- b) What can be done to ensure attendance?
- c) Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? (youth under 18; witness with mental disorder, learning or physical disability; or witness in fear of giving evidence or witness is the complainant in a sexual offence case). If 'Yes' submit MG2 with file in anticipated not guilty, contested or indictable only cases. Yes/No
- d) Does the witness have any particular needs? Yes/No  
 If 'Yes' what are they? (Disability, healthcare, childcare, transport, language difficulties, visually impaired, restricted mobility or other concerns?).

**Witness Consent - For Witness Completion**

	Yes	No	N / A
a) The Victim Personal Statement scheme (victims only) has been explained to me:	<input type="checkbox"/>	<input type="checkbox"/>	
b) I have been given the Victim Personal Statement leaflet:	<input type="checkbox"/>	<input type="checkbox"/>	
c) I have been given the tear-off leaflet "Giving A Witness Statement to the Police..."	<input type="checkbox"/>	<input type="checkbox"/>	
d) I consent to police having access to my medical record(s) in relation to this matter: (obtained in accordance with local practice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) I consent to my medical record in relation to this matter being disclosed to the defence:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) I consent to the statement being disclosed for the purposes of civil, or other proceedings if applicable, e.g. child care proceedings, CICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Witness Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Parent/Guardian/appropriate adult Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Address and telephone number if different from above: \_\_\_\_\_

Statement Taken By (print name): \_\_\_\_\_ Station: \_\_\_\_\_  
 Time and Place Statement Taken: \_\_\_\_\_

## Information for Next of Kin or Representative

- Thames Valley Police are required to provide the Coroner with the circumstances surrounding the death.
- Once the Police have carried out their duties, the deceased will be conveyed by the duty undertaker to the mortuary at the nominated Hospital.
- You are not obliged to use the same undertaker for funeral arrangements and can make a personal choice later. Please do not set a date for the funeral or contact the Registrar's Office until a Coroners' Officer has contacted you.
- A Coroners' Officer will contact you to explain the procedure and to assist with any questions or concerns that you may have.

**The Coroner's Office is closed on weekends and Bank Holidays**





**SUDDEN DEATH REPORT**
**MORTUARY NOTIFICATION FORM**

This page of GEN19 is to be left at the Mortuary where the body is situated. GEN 19 **must** be faxed or emailed to Coroners Officer by reporting officer, and originals sent via internal post to Coroners Officer **prior to going off duty.**

H.M CORONER FOR (AREA): .....

CORONER'S REF NO: / .....

<b>REPORTING OFFICER:</b> Name/Rank/ No:		<b>Base STATION:</b> Next Working Duty (Mon-Fri)	Date:	Duty:
	Force Mobile No:			
Email:	@thamesvalley.pnn.police.uk	Supv/ Team Inspector: Name / No.		
<b>SUPERVISOR:</b> If attended scene	Name:	<b>GEN 19 CHECKED &amp; AUTHORISED BY SUPERVISOR:</b>	Name / Rank/ No:	
	Rank / No:		Signature:	
	Contact Details:		Mobile:	

<b>DATE REPORTED:</b> / /	<b>URN No</b>	<b>Date:</b> / /
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**DECEASED'S DETAILS**

<b>LAST NAME:</b>		Has the Body been bagged? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>FORENAME(S):</b>		If not why?
<b>PREVIOUS OR MAIDEN NAMES:</b>		List Personal Belongings Left on Body
<b>DATE OF BIRTH:</b> / / <b>AGE:</b>		1.
<b>PLACE OF BIRTH:</b> Town/Country		2.
<b>FIRST LINE OF HOME ADDRESS:</b>		3.
<b>TOWN/CITY:</b>		4.
<b>POSTCODE:</b>		<b>VERIFICATION OF FACT OF DEATH:</b>
<b>GENDER:</b>		<b>DAY:</b>
<b>RELIGION:</b>		<b>TIME:</b> <b>DATE:</b> / /
		<b>BY:</b>
		<b>ROLE/AUTHORITY:</b>

IF PLACE OF DEATH DIFFERENT TO HOME ADDRESS PLEASE GIVE DETAILS:

Immediate Medical or Health &amp; Safety Implications (including known contagious illnesses/conditions or other factors which staff should be aware of in relation to the deceased):

<b>POLICE OFFICER ESCORTING BODY TO MORTUARY</b>	<b>BODY CONVEYED TO:</b> MORTUARY
<b>Name / No:</b>	<b>TIME:</b> <b>DATE:</b>
<b>Contact details:</b>	
<b>Relative Name:</b>	<b>If relative NOT informed why?</b>
<b>Address:</b>	
<b>Contact No:</b>	
<b>Relationship:</b>	

**SUDDEN DEATH REPORT**

**INFORMATION for Thames Valley Police Officers:** Thames Valley Police will attend all reports of unexplained or unexpected deaths, in conjunction with any police investigation, the notification and reporting of the death will be directed to the Coroner for the jurisdiction where the death occurred. Coroners' Officers are employed by the local authority and do not have access to information held on TVP systems, therefore, the information needs to be complete and accurate to allow the coronial process to proceed.

**Initial Attendance:** Officers attending the scene of any death will in the first instance ensure the appropriate provision of medical assistance to save life. It may be necessary to arrange to make the scene safe in the first instance. Consideration will be made for the potential of the location/premises being a crime scene. Notification and attendance by a supervisor and Detective officer will be necessary immediately where there is any suspicion surrounding the circumstances of the death, as per force policy. Full circumstances and associated information in relation to the deceased and circumstances of the death will need to be captured and reported to the Coroner. This information will need to be recorded within the attached GEN19, statements and Force reports.

**Verification of Life Extinct** can only be undertaken by a GP, Force Medical Examiner or an authorised Paramedic.

**Evidence / Property:** Any evidence relevant to the death, including any instrument used, of injury or illness, notes of intention to take life etc. should be seized and be made available to the Coroner for any subsequent inquest. Other property should only be seized by officers, where it is absolutely necessary to do so. All items will be required to be booked in and handled as police property. All valuables should be removed and left at the home address or booked into police property, and should not remain with the deceased. The deceased must be searched thoroughly prior to transfer to the mortuary.

**Undertakers/Mortuary** - Once approval has been given by the Duty Supervisor, CRED will make arrangements for an undertaker to attend and remove the body. Nominated mortuaries are situated in each police area. The Gen19 Mortuary section of the Gen19 will be left completed at the mortuary (page 9); the body will need to be affixed with a secure identification tag. The undertakers are responsible for booking the body in at the mortuary. This process provides continuity for the Coroner. The undertakers are NOT responsible for searching the body; taking possession of valuables or evidence; or for other activities such as assisting in cutting down a suspended body.

**Identification of the deceased** – any responsible person, known to the deceased for a reasonable length of time who can positively identify the body either on scene or within close proximity (doesn't have to be a family member) should be requested to confirm the identity of the deceased to the attending officer and then complete a statement of identification (Mg11 enclosed for completion within the GEN19). Where possible a statement should also be taken from the person finding the deceased.

**Inform Bereaved of Death** – It is the duty of the attending officer to arrange for the next of kin to be notified of the death. This should be completed as soon as possible, it may be necessary to arrange for another Police area to deliver the notification to the next of kin. Indicate on GEN19 the arrangements made.

**Coroners' Officer Callout** - Where additional support is absolutely necessary from a Coroners' Officer, then a call out facility is available, but needs to be authorised by the Duty D/Inspector or HBI. Details of call out are held by HBI – Control Room. Immediate notification – In the following circumstances immediate notification of the death needs to be advised to the Coroner, via the 'on-call' Coroner's Officer; Multiple deaths, incidents of suspected murder/manslaughter, major incidents involving a number of fatalities.

**Bereaved Persons** – Page 7 of this form provides additional information for bereaved persons, please ensure the bereaved persons are provided with these details. Page 8 has been deliberately left blank in order that Page 7 can be given to them.

**Notification of Death to Coroner:** Following the scene attendance, assessment of circumstances, completion of GEN19, evidence secured and the body conveyed to the mortuary, it is necessary to submit this notification. All details need to be fully entered on the form, plus copies of relevant reports, this is the only information the Coroner will receive initially to explain the circumstances surrounding the death. The form requires checking and must be authorised by the Duty Sergeant, next the reporting officer will fax or email the form to the relevant Coroners Team for the appropriate jurisdiction (Berks, Bucks, Milton Keynes or Oxon). Once the fax/email is sent and received, the originals must be sent via internal dispatch to the designated location for their processing. The URN on C&C will be updated. The process is explained on the following page for your information. Please note the different locations within Berkshire for the paperwork to be faxed/emailed and sent via post depending on where the death occurred (not where body was taken to).

Forms and procedures completed inadequately will be returned to the Duty Inspector by the Coroners' Officer

**You are required to complete all these actions prior to the end of your current duty.**