



# POLICE SCIENCE

## Aided and Missing



# Aided and Missing

## ~ CHAPTER 23 ~

Topics and concepts included in this chapter:

1. Procedures for handling aided cases
2. Proper completion of an **Aided Report**
3. Procedures regarding a dead human body
4. Definition of a missing person, according to the Patrol Guide
5. Procedures for a special category missing person

### Mandatory Patrol Guide Procedures

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#### Complaints

- |             |                     |
|-------------|---------------------|
| P.G. 207-23 | Missing Persons     |
| P.G. 207-35 | Silver Alert System |

#### Command Operations

- |             |                    |
|-------------|--------------------|
| P.G. 212-99 | Amber Alert System |
|-------------|--------------------|

#### Aided Cases

- |             |   |
|-------------|---|
| P.G. 216-01 | Aided Cases General Procedure               |
| P.G. 216-02 | Preparation of Aided Report                 |
| P.G. 216-03 | Unidentified Persons                        |
| P.G. 216-04 | Dead Human Body General Procedure           |
| P.G. 216-14 | Aided Cases on New York City Transit Trains |

#### Property - General

- |             |  |
|-------------|--|
| P.G. 218-28 | Safeguarding Property of Deceased Person |
|-------------|--|

### Mandatory Legal Bureau Bulletin Reading

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- |                |                                    |
|----------------|------------------------------------|
| Vol. 19, No. 1 | Child Custody Disputes, March 1989 |
|----------------|------------------------------------|

### Required Activity Log Entries

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### Aided Persons

- Name of person notified re: Medic Alert Emblem
- Ambulance Call Report (ACR) number or Patient Care Report (PCR) number related to the aided
- Record any list of property removed and identity of person conducting search
- I/CAD event number



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### PART I: AIDED CASES

During the course of your daily activities, you will often respond to assignments in which a person may require some type of medical aid or assistance. An occurrence requiring that a person, other than a prisoner, receive medical aid or assistance is referred to by this Department as an *aided case* (a radio code of 10-54).

In most respects, an aided is as any other case involving a victim in crisis and the same communication techniques should be employed. An officer who conducts him- or herself in a competent manner and takes charge of the situation shows concern, which in turn gains the trust of the aided person and most likely reduces hysteria and confusion. You should do all you can to minimize the injury or illness and instill confidence in the aided and their family or friends. You should refrain from voicing personal opinions. You should realize that humor and undue familiarity are out of place. Be tactful. Little information can be obtained when those you are interviewing panic, refuse, or become unable to answer your questions.

#### Emergency Medical Service

When an ambulance is required, the Communications Section will contact EMS to dispatch an ambulance to the scene. Most ambulances that respond to the scene of aided cases are under the control of the Fire Department of the City of New York, Emergency Medical Service (EMS). Ambulance personnel are New York State licensed Emergency Medical Technicians (EMTs) or Paramedics with extensive training.

#### Sick or Injured Person Given Voluntary Aid

Pending the arrival of an ambulance, allow voluntary aid if you reasonably believe the volunteer is a professional (EMT, doctor, or paramedic). You should observe any aid given, if possible. When the situation is under control,

- Request the person who gave voluntary aid to show identification
- Make an **Activity Log** entry, and
- Record in "Details" section of **Aided Report**

#### Special Procedures Applicable to Aided Cases

- Render any reasonable assistance to a sick person by administering first aid and requesting response of an ambulance ("bus"), if necessary.
- Required information should be obtained from the person most capable of supplying the facts.



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- If present, keep members of the family informed; however, avoid making statements that might unnecessarily upset anyone.
- When assigned an aided and the case appears suspicious, an investigation must be conducted to obtain all necessary facts.

### Aided Persons and Their Property

- When it is apparent that the victim of an aided is unable to safeguard his or her own property, the assigned officer is responsible for doing so.
- If the victim is removed to a hospital and admitted as a patient, the hospital will safeguard the property.
- When the victim is unconscious or otherwise incapable of safeguarding their property, you must accompany the aided to the hospital and witness the inventory search performed by hospital personnel.
- Hospital staff will itemize the property in the *hospital property record*; you will verify the list and sign it.
- Although not mandated by the Patrol Guide, it is suggested that hospital personnel conducting the search be requested to sign your **Activity Log** after recording the list of property.
- If property is illegally possessed or contraband, it must not be turned over to hospital personnel; instead, take possession and have it invoiced at your command.

### Aided Reports

The **Aided Report** is an official record that may be introduced as evidence in legal proceedings. It is also designed so that necessary information can be written and recorded, rather than left to one's memory. Reviewing this report will, in most cases, refresh your memory and leave little room for error (i.e., only if you have prepared it correctly and made complete and accurate **Activity Log** entries).

You may feel, at times, that there is an enormous amount of unnecessary reports associated with your job. While this is sometimes true, it is important in recording events and compiling statistics. It is vital that information used on Department reports be accurate and clear. Incorrect or incomplete reports can often result in problems in the future. Victims may not receive proper compensation due to incorrect reports



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caused by errors and/or laziness. To avoid this, be cognizant of proper administrative functions of your job and the responsibilities you have related to such.

The Patrol Guide further defines an aided case as any occurrence coming to the attention of a uniformed member of the service, which requires that a person, other than a prisoner, receive medical aid or assistance because such person is:

- a. Sick or injured, except in a vehicle or bicycle collision,
- b. Dead, except in a vehicle or bicycle collision,
- c. Lost person,
- d. Mentally ill,
- e. An abandoned, destitute, abused or neglected child,
- f. Runaway child, or
- g. Adult requiring care due to arrest, hospitalization, death of parent/guardian/person responsible for care.

Note: An **Aided Report** is not prepared for:

- A prisoner who is sick or injured, which is entered on a **Medical Treatment of Prisoner Form (PD244-150)** or
- A person injured or dead because of a vehicle collision or bicycle collision, which is recorded on a **Police Accident Report (MV104AN)**.

### Recording an Aided Case

Prepare **Aided Report** utilizing the Finest Online Records Management System (FORMS).

- a. Complete all boxes with captions pertaining to the aided case.
- b. If aided refuses medical aid, select “refused” box under caption “Medical Aid” on **Aided Report**.
- c. If a person is unidentified and hospitalized, enter the hospital admission number under caption “Admission #: if unidentified and hospitalized” on **Aided Report**.
- d. If City is involved, check caption “City Involved” and enter agency code, official diagnosis, description of area and witness’ name, address, and telephone number under caption “Dept. or Agency Involved.”



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- e. If intradepartmental notifications are required, select and complete caption “Department Notifications” on **Aided Report**. These include but are not limited to:
1. Precinct youth officer (child’s temporary resident precinct) – If person is deceased or removed to hospital and uncared for children are left with friends, neighbors, relatives, etc. not residing in household
  2. Precinct youth officer (child’s permanent resident precinct) – If child is neglected, abused, or maltreated
  3. Emergency Services Unit – If cardio-pulmonary resuscitation (CPR) is administered by members of the service
  4. Harbor Unit – If person injured or killed in boating collision or person aided on an island inaccessible to a patrol precinct
  5. Unit Concerned – If directed by Patrol Guide, or other directive, forward duplicate copy of **Aided Report** to unit concerned
    - Intradepartmental notifications must be made as required. Notifications are to be made electronically through FORMS. If notification through FORMS is not possible, then notification is to be made via telephone, or other means, as appropriate.
- f. If additional Department reports are required, indicate “Form Type,” “Report Number,” “Violation Section” (as appropriate), and “Precinct,” in “Additional Reports Prepared” caption.
- g. If oleoresin capsicum (O.C.) spray used, select caption “MOS Who Discharged O.C. Spray” on **Aided Report**, and enter in the rank, name, and tax registry number of each uniformed member of the service who discharged spray.
- h. Under “Details” caption, use own words to describe apparent illness or injury, such as “stomach pains,” “head injury,” “maternity,” etc.
- i. If an unidentified person was treated and release, record such facts under “Details” caption.

### Number of Aided Persons Resulting from Same Occurrence

- The first numbered FORMS **Aided Report** will describe the full details.



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- On each succeeding **Aided Report** for the same occurrence, only the aided number, name, address, sex, age, and the nature of the injury/illness of the aided person will be entered (*include name of hospital and name of attendant if different from the information contained on first Aided Report*).
- Under “Details,” refer to the full name of the person on the **Aided Report** that describes the full details of incident.

### Aided Notifications - General

Notifications are necessary when an aided is:

1. Dead,
2. Seriously injured and likely to die, or
3. Admitted to a hospital.

When making a notification, be aware that you may be the bearer of tragic news. Avoid any actions (*expressed or implied*) that may cause undue alarm. When making the notification, give an impression of sympathy and concern. It is important that you display credibility.

Frequently, when a notification is made regarding a minor injury, the officer does not give all the facts. The imagination of the person being notified is then allowed to exaggerate the situation. Be brief when making a notification but relate all required information.

### Aided Case on NYC Transit Trains

Accidents can occur anywhere; however, some accidents are characteristic of the subway system. These range from stalled trains, fires in the tunnels, people falling off platforms onto the tracks, and sometimes into the path of an oncoming train.

A police officer should realize that if an aided case can be removed from a train without causing further injuries to the person, they should do so (this may be accomplished with the help of transit employees and/or passengers). The reason for this is that we have a dual responsibility in these instances: one is to the sick or injured person and the other is to the persons on board a train who may be stuck inside the tunnel. Consider the following situations:



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1. *A passenger on a train who is the victim of a gunshot, stabbing, sex offense, or any other serious offense:* The train should not be moved. Help will be dispatched to the scene. This is considered a crime scene.
2. *A passenger with a broken arm:* The aided may be removed from the train, or if this cannot be done without causing further injuries to the aided, a point can be coordinated with the assistance of Communications Section and NYC Transit where help can be dispatched somewhere along the train's route and the train kept in service.
3. *A passenger who has an upset stomach:* The passenger may be removed from the train with the help of NYC Transit employees and/or passengers.

This may often be a difficult decision to make. You must quickly, but carefully, weigh the outcome of the situation before making the final determination. In all instances, Communications Section will be kept informed of all developments in conjunction with ongoing aided cases. The well-being of the aided is of the utmost importance. However, where possible, avoid unnecessary interruptions of train service. In addition, notify passengers of delays in train service and alternate routes.

### “Man Under”

A “man under” involves a person who has been run over by a train. In many cases, the person may be severely mutilated, including amputations, decapitations, or the torso being halved. It is not uncommon for such a severely injured person to still be alive after such an accident. This type of case should always result in a request for the services of EMS, Emergency Services Unit (ESU), FDNY, patrol supervisor, and a request that electrical power to the subway tracks be shut off. ESU and/or FDNY personnel should make removal of the injured or deceased person. A “man-under” situation is considered a crime scene and requires the response of detectives to conduct an investigation. The involved train will be taken out of service.

### “Space Case”

A “space case” involves a person who has been caught between the train and the subway platform. Often, this occurs when a person has their foot caught in this space while a train is in motion. This can cause the person to be dragged down into the gap (between the platform and train), often in a corkscrewing manner, which can result in the severing of limbs or torso below platform level. Because of the pressure of the train acting like a tourniquet, such person may still be alive and will remain so until removed from the space. A “space case” is also considered a crime scene and requires the response of ESU, EMS, FDNY, a patrol supervisor, and detectives.



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In addition to aided procedures, statements from and information related to the train crew must be obtained and police lines will be established. In addition, the train will be taken out of service, which means passengers must be evacuated from the involved train. Service disruptions will also be a factor. Trains running behind the involved train will need to be rerouted. When communicating reasons for train delays to passengers, it is sometimes best not to reveal elaborate details – just say there is a sick passenger. The exact nature of what happened does not need to be widely announced, since it may cause alarm and confusion among the commuters, resulting in panic, injury, or death.

One important thing to be aware of is that persons underneath or pinned by trains may be in direct contact with the third rail, which conducts 600 volts of electricity. These persons will not be electrocuted, unless they are grounded. If you physically touch them, you may complete the ground, causing the both of you to be electrocuted.

### Procedures for Handling a Dead Human Body

Assignments that require you to respond to the scene of a deceased person (commonly referred to as a DOA [Dead on Arrival]) are among the most sensitive of all tasks. You are usually the first Department representative to arrive at the scene. In some cases, you will be the first to discover a dead human body.

The majority of dead human bodies you will encounter will be those of people who have died of natural or accidental causes. The death of a family member is a sad occurrence and you should show sympathy toward those concerned. Keeping this in mind, you must also remember that the location where a DOA is found should be treated as a possible crime scene and not unnecessarily disturbed. Remember, it is your responsibility to protect the scene and allow only those who are authorized to disturb the body or its effects. Those individuals are:

- Paramedics, EMTs, or doctors (caution not to disturb evidence),
- Medical examiner (M.E.) or assistant,
- District attorney or assistant,
- Members of the Detective Bureau, Detective Squad or Crime Scene Unit,
- Members of Highway District assigned as “collision technicians” or “collision investigators,” or
- Members of ESU, if body is on the train tracks or in subway tunnel.

### Dead Human Bodies

A declaration of death may be made by a physician or by a City ambulance attendant, EMT, or paramedic. The title and name of the person making the





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pronouncement of death are entered under the “Details” section of the **Complaint Report Worksheet**, the **Aided Report**, and in your **Activity Log**.

When the cause of death is not suspicious, the M.E. releases the body to the family. If the cause of death is suspicious, cannot be determined, or when no family member is present, the body will be delivered to the morgue.

When you respond to the scene of a death, you should refrain from making statements concerning the possibility of an autopsy. In the absence of *compelling public necessity*, no autopsy will be performed over the objection of a surviving relative or friend if it is contrary to the religious beliefs of the deceased. Further note that “*compelling public necessity*” means:

1. That the autopsy is essential to the conduct of a criminal investigation, or
2. That discovery of the cause of death is necessary to meet an immediate and substantial threat to public health, or
3. The Medical Examiner deems it necessary and obtains a court order authorizing such procedure.

### Searching Dead Human Bodies and Premises

- In order to preserve the integrity of the scene, and protect you against unwanted claims of theft, all searches will be conducted under the guidance of a supervisor. Therefore, you will request and await the patrol supervisor before searching.
- The body will be searched at the scene, if possible.
- If a body is removed from navigable waters – a member of the Harbor Unit will conduct the search and will turn over the property to a precinct member for invoicing.
- A responsible person should witness the search, if possible.
- A police officer of either sex may search a DOA. Make **Activity Log** entries of the identity of witness(es) who observed the search.
- A complete search of the *premises* is sometimes required, for example, when the deceased lived alone or with other than a competent person. In addition, there are times when a complete search of the *body* will be made, for example, when the deceased lived alone or with other than competent person, or died at other than their residence.
- **ALL** property will be removed from the body and invoiced except clothing actually being worn. **ALL** property removed will be listed in your Activity Log and verified by a supervisor and removed to your command, while another MOS remains with the body to await its removal.



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- At the command, you will prepare a Property Clerk Invoice. The Invoice will be an itemized list of all property removed.

### Decedent's Property

It is the Police Department's responsibility to safeguard the property of a deceased person so that those legally entitled to the property will receive it (e.g., family, those named in wills, codicils, etc.). Additionally, this property, in most cases will lead to the positive identification of the deceased.

### Identification Tag

An **Identification Tag** (PD317-091 [also referred to as a "95 Tag"]) is placed on dead human bodies, parts of bodies, and human fetuses that are to be delivered to the morgue (also used for unconscious accident victims who are removed to the hospital). The lower half of the tag is used as a receipt for a body delivered to the morgue or for body and death certificate, if released to a funeral home.

### Safeguarding a DOA

From time to time, you may be assigned to guard a dead human body at a residence. In such cases, you will stay with the body until a morgue attendant or an authorized undertaker removes it. You will fill out the Identification Tag (front and back) and obtain the receipt on the bottom half.

### Procedures for Sealing a Residence

- When leaving a residence, secure the premises by both locking and pasting a **Seal for Door of D.O.A. Premises** on the door and doorjamb, unless there is a co-occupant.
- Deliver the key to the premises and **Identification Tag** receipt to the desk officer.
- If the deceased lived alone, and the door is sealed, the desk officer may permit a person – relative, friend, etc. – to enter in order to obtain clothing for burial purposes. Accompany the person and apply a new door seal on the doorjamb when finished.