

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject	Injured Persons to the Hospital	
Series	06	Number 08
Effective Date	July 31, 2006	
Related To	GO-SPT-401.01 (Field Reporting System), Effective Date March 4, 2004	
Rescinds	Teletype 05-078-06, dated May 15, 2006	

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I. BACKGROUND

The purpose of this Special Order is to detail procedures for members responding to, or investigating injured persons to the hospital, occurring on public space.

II. REGULATIONS

- A. A PD Form 251 (Incident-Based Event Report) shall be completed for all injured persons on public space, and injured persons to the hospital. If there are elements of a crime, the appropriate offense report shall be taken.
- B. All reports taken shall be completed, and submitted to an official, by the end of the tour of duty.

III. PROCEDURAL GUIDELINES

- A. When at the scene of a call for an injured person to the hospital, the reporting member shall:
 - 1. Summon medical help, and aid the injured;
 - 2. Conduct a preliminary investigation to identify the injured person;
 - 3. Locate witnesses and obtain their information;
 - 4. Secure all physical evidence, which relates to the cause of injury to the person, for placement on the property book as evidence, in accordance with General Order 601.1 (Recording, Handling and Disposition of Property Coming Into the Custody of the Department);
 - 5. Locate defects in public space that could have contributed to the injuries, and have photographs taken;

6. Note the injured person's clothing for signs of a crime, and seize clothing as needed; and
 7. Request an official respond to the scene, whenever:
 - a. The injured person is found to be suffering from unknown injuries;
 - b. Cannot coherently describe how his/her injuries were incurred; or
 - c. Is in an unconscious state.
- B. Reports requiring response to medical facilities shall be handled in accordance with GO-SPT-401.01 (Field Reporting System).
- C. The Watch Commander shall check the PD Form 251 for completeness and accuracy, and sign the report if appropriate.
- D. The District Commander shall ensure that a copy of each PD Form 251, classified as "Injured Person to the Hospital," is forwarded to the District Investigative Unit.
- E. Responsibilities of Investigative Personnel
1. A detective shall be responsible for conducting a follow-up investigation in circumstances described in Section III.A.7. above. Additionally, he/she shall:
 - a. Establish the identity of the injured person; and
 - b. Notify the next of kin if the injured person is admitted to the hospital.
 2. The Detective Lieutenant shall review each injured person to hospital case, and assign the case for investigation in each instance where it is not fully explained regarding how the person received his/her injury.
 - a. The investigation shall be treated as a case assignment until a final determination is made whether the person was a victim of a crime, or accidentally injured.
 - b. If a report is reclassified, the same Central Complaint Number (CCN) shall be used.

IV. CROSS REFERENCE

1. General Order 601.1 (Recording, Handling and Disposition of Property Coming Into the Custody of the Department)
2. GO-SPT-401.01 (Field Reporting System)

//SIGNED//
Charles H. Ramsey
Chief of Police

CHR:SOA:DAH:MLA:pas