**PATROL GUIDE**

**DEAD HUMAN BODY**

**GENERAL PROCEDURE**

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<th>PURPOSE</th>
<th>To ensure that notifications to concerned authorities and relatives are properly made and recorded, evidence is preserved and proper disposition is made of dead human bodies.</th>
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<th>PROCEDURE</th>
<th>Upon arrival at scene of an apparently dead human body:</th>
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| UNIFORMED MEMBER OF THE SERVICE | 1. Request ambulance and patrol supervisor to respond.  
2. Exclude unauthorized persons from scene.  
3. Obtain names of witnesses and detain at scene if death is suspicious.  
4. Screen area from public view, if possible.  
5. Cover body with waterproof covering, if publicly exposed.  
6. Ascertain facts and notify desk officer as soon as possible.  
7. Request aided person be removed to hospital or that doctor be dispatched if pronouncement of death by ambulance attendant, emergency medical technician or paramedic is questioned by anyone. |

| DESK OFFICER | 8. Notify:  
(a) Detective squad. |

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<th>NOTE</th>
<th>Responding detective will notify Crime Scene Unit, if an apparent homicide, suicide, or death is suspicious.</th>
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|  | b. Harbor Unit, if aided is removed from navigable waters by other than Harbor Unit personnel  
c. Operations Unit, if an apparent homicide, suicide or death is suspicious  
d. Communications Section, if death is unusual or homicide  
e. Medical Examiner  
(1) Obtain Medical Examiner Case Number for entry on AIDED REPORT WORKSHEET (PD304-152b)  
(2) Inform Medical Examiner if plastic sheet or bag may be factor in death  
(3) Make follow-up call to Medical Examiner, if he/she fails to respond within one hour. |

| 9. Record all calls to Medical Examiner in Telephone Record. |

| UNIFORMED MEMBER OF THE SERVICE | 10. Prevent anyone from disturbing body or its effects, EXCEPT:  
(a) Paramedic, E.M.T., or doctor (caution not to disturb evidence)  
b. Medical Examiner or assistant  
c. District Attorney or assistant  
d. Members of the Detective Bureau, detective squad or Crime Scene Unit  
e. Member of Highway District assigned as “collision technicians” or “collision investigators”  
f. Member of Emergency Service Unit, if body is on train tracks or in subway tunnel. |
NOTE
Make ACTIVITY LOG (PD112-145) entry identifying all persons entering crime scene.

UNIFORMED MEMBER OF THE SERVICE (continued)

11. Prepare and attach IDENTIFICATION TAG (PD317-091) on body.

NOTE
An IDENTIFICATION TAG will be placed on dead human bodies, parts of bodies, and human fetuses that are to be delivered to the morgue.

12. Obtain receipt on lower half of IDENTIFICATION TAG for body when removed to morgue, and for body and death certificate if released to a funeral director or other authorized person.
13. Prepare AIDED REPORT WORKSHEET or Police Accident Report (MV104AN), as appropriate, and under “Details” include:
   a. Name and badge number of morgue vehicle operator removing body, or
   b. Name and address of undertaker authorized to remove body and name, address, and relationship or person authorizing such removal, or
   c. Name, address, and relationship of person to whom body was released.

NOTE
A notification to a member of the immediate family of the deceased will be made tactfully and in person, if possible. Efforts should be made to have a friend or neighbor present when making such notification.

15. Enter all facts in ACTIVITY LOG including
   a. Identity and complete description of deceased person and clothing worn
   b. Name of doctor, paramedic or E.M.T. who made death pronouncement
   c. Name, address and identification of person to whom body was released.
16. Safeguard body and effects until instructions are received from patrol supervisor
17. Deliver receipt for body and death certificate to desk officer.

PATROL SUPERVISOR
18. Ascertain that precinct detective squad, Crime Scene Unit and Operations Unit have been notified, when necessary.

NOTE
An immediate telephone notification to the Operations Unit of all unusual incidents involving a homicide or suspicious death is required. The initial notification will include the preliminary facts and circumstances. However, subsequent notifications should be made as additional information becomes available or developments occur during the course of the incident or investigation.

19. Have body and premises searched in the presence of witnesses, when possible, if deceased resided alone or died at a location other than residence.

NOTE
A police officer of either sex may search a dead body.
**PATROL GUIDE**

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<th>PROCEDURE NUMBER:</th>
<th>DATE EFFECTIVE:</th>
<th>REVISION NUMBER:</th>
<th>PAGE:</th>
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<td>08/19/13</td>
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**PATROL SUPERVISOR**

(continued)

20. Direct member searching body to safeguard property.

21. Examine reporting officer’s **ACTIVITY LOG** entries and certify accuracy by signing rank and name.

22. Make appropriate **ACTIVITY LOG** entry.

**DESK OFFICER**

23. Direct command clerk to prepare **COMPLAINT REPORT (PD313-152)** from **WORKSHEET** by entering information in On Line Complaint System.

a. Ensure serial number is obtained from On Line Complaint System.

24. Close complaint at precinct level when deceased is properly identified, Medical Examiner certifies death as natural, and relatives are present and notified.

**NOTE**

If deceased remains unidentified or relatives cannot be located, prepare **MISSING/UNIDENTIFIED PERSONS REPORT (PD336-151)**, enter on On Line Complaint System, obtain a new serial number, and comply with P.G. 216-03, “Unidentified Persons.”

25. Direct officer who discovered body in a homicide case to report to the morgue at 0900 hours, the next day, to identify the body to two Medical Examiners.

a. Assign officer first on the scene, or another officer who is not on a regular day off, if reporting officer is not available, who can identify the body as the one found or observed at scene.

**NOTE**

If a person dies as the direct result of a police action, the uniformed member involved in or actually witnessing the incident WILL NOT be assigned to identify the body at the morgue. Another member who can make the identification will be assigned.

26. Direct officer concerned to arrange for a relative or other person who knew the deceased to be present to identify body in presence of the officer.

27. File receipt for body and death certificate, if received, in the Property Receipt Book.

**ADDITIONAL DATA**

A body, offensive to public decency, may be removed from a public place. However, if death is suspicious, permission of the Medical Examiner and the assigned detective investigating the incident must be obtained.

**RELATED PROCEDURES**

- Aided Cases General Procedure (P.G. 216-01)
- Unidentified Persons (P.G. 216-03)
- Notifications (P.G. 216-15)
- Safeguarding Property of Deceased Person (P.G. 218-28)

**FORMS AND REPORTS**

- **ACTIVITY LOG (PD112-145)**
- **AIDED REPORT WORKSHEET (PD304-152b)**
- **COMPLAINT REPORT (PD313-152)**
- **COMPLAINT REPORT WORKSHEET (PD313-152A)**
- **IDENTIFICATION TAG (PD317-091)**
- **MISSING/UNIDENTIFIED PERSONS REPORT (PD336-151)**
- **Police Accident Report (MV104AN)**