

**TITLE:           REPORTING OF FIREARM AND SHARP INSTRUMENT INJURIES  
                    TO THE NEW YORK CITY POLICE DEPARTMENT**

**POLICY:**

The following must be reported at once to the New York City Police Department ("NYPD"):

1. Every case of a bullet wound, gunshot wound, powder burn, or any other injury arising from or caused by the discharge of a gun or firearm; and
2. Every case of a wound which is likely to or may result in death and is actually or apparently inflicted by a knife, ice pick, or other sharp or pointed instrument.

This policy applies to Hospital inpatients and outpatients.

This policy also applies to patients transferred to the Hospital from another facility.

This policy does not apply to patients who are members of the Armed Forces of the United States or State of New York when such wounds are received while engaging in the actual performance of duty.

If such wounds are identified at NYP/Payne Whitney Westchester, then the responsible staff must notify, and other requirements of this policy apply to, the White Plains Police Department.

**PURPOSE:**

To define Hospital and Medical staff responsibilities for reporting certain wounds to the NYPD.

**APPLICABILITY:**

Hospital and Medical Staff

**PROCEDURE:**

1. Upon determining that a patient has sustained one or more of the injuries described above, the treating Licensed Independent Practitioner (LIP) is responsible for reporting, or confirming that his/her designee reported, or

will report, such injuries at once to the NYP Security Department. Subsequent treating LIPs should verify that documentation of reporting to the NYP Security Department is present in the medical record. If there is no such documentation, then the LIP or designee should report the injury to the NYP Security Department.

2. A report shall be made in accordance with the procedures set forth below, according to the circumstances.
  - I. If the NYPD is present in the Hospital when the patient arrives or is being treated, then the LIP caring for the patient, or the LIP's designee, must:
    - a) Immediately notify the NYP Security Department that NYPD is present in the Hospital; and
    - b) Document in the patient's medical record the following information:
      - Date and time NYP Security Department notified;
      - Name of NYP Security Department officer who accepted report;
      - Name and badge number of at least one NYPD officer present in the Hospital; and
      - Name and title of the Hospital or Medical staff member who notified the NYP Security Department.

Note: Since NYPD is present with the patient in the Hospital, no additional notification to NYPD, such as calling "911", is required.

- II. If the NYPD is not present in the Hospital when the patient arrives or is being treated, then the LIP caring for the patient, or the LIP's designee, must:
  - a) Immediately notify the NYP Security Department and report whatever pertinent information is available, including:
    - Patient's Full Name
    - Patient's Address
    - Patient's medical record number
    - Mode and time of arrival
    - Patient's condition
    - Type of injury
  - b) Document in the patient's medical record that a report was made to the NYP Security Department and include the following information in the note:
    - Date and time NYP Security Department notified;
    - Name of NYP Security Department officer who accepted the report; and

- Name and title of the Hospital or Medical staff member who notified the NYP Security Department

III. The responsible NYP Security Department officer will immediately notify NYPD by calling 911 and document in the security department log the:

- Date and time of the report was accepted;
- Name and title of the Hospital or Medical staff member who notified the Security Department;
- Patient's medical record;
- The ID# of the 911 operator who accepted the report; and
- The information provided to the 911 operator.

The absence of complete information should not delay the report to the NYP Security Department and/or NYPD.

Documentation on the Ambulance Call Report (ACR) or verbal reports of NYPD presence at the scene does not negate the reporting requirements in this policy.

**RESPONSIBILITY:**

Emergency Department Service Line,  
Directors, Security Department

**REFERENCES:**

**SECTION 265.25 OF THE NEW YORK PENAL LAW**

**POLICY DATES:**

Issued: January 2009

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Revised:

Medical Board Approval: January 2009