



DANIEL C. O'LEARY
CHIEF OF POLICE

BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

Special Order # 2016- **DRAFT**

SUBJECT: EMERGENCY ROOM COMMUNICATION FORMS

EFFECTIVE DATE: -----, 2016

POLICY:

In the course of their duties, Brookline Police Officers often come into contact with individuals who are in crisis and need to be transported by ambulance to area Emergency Rooms for psychological evaluations. Due to various factors, these individuals often present differently to medical staff than they do on the scene of the transport.

In an effort to better serve these individuals, and provide the treating emergency room staff with a more comprehensive view of the factors that led to the subject being in crisis, Brookline Police officers will complete a "Brookline Police Communication Form". In the case of involuntary transports, these forms will be used to supplement the information provided in a Section 12. These forms will also be completed when an individual is voluntarily transported for a psychological evaluation.

PROCEDURE:

Brookline Police Communication Forms are located in the Report Writing Room. These forms are in duplicate. The forms are also available in a fillable electronic form located on the desk top computers in the Report Writing Room.

Information that may be included in the provided sections of the form include; the subject's Living Situation, Officer's observations, Behavioral Issues, Medical History, Stressors, and Law Enforcement Encounter History (i.e. the number and type of interactions with the Brookline Police)



Officers should provide as much information regarding these subjects as possible. Officers may also provide additional comments on the forms. Officers should also include their name and a contact number on the bottom of the form.

Officers may complete the form immediately or return to the station to gather further information from Larimore or the Crisis Intervention System. If an officer is completing a physical copy of the form, the officer should retain the lower copy of the form. A copy of the form should then be scanned and attached to the Larimore Report or to the subject's file in the Crisis Intervention System. If the form is completed in the electronic format, a copy should be printed and then be attached to the Larimore Report or to the subject's file in the Crisis Intervention System.

In both cases, a copy of the completed form will be delivered to the emergency room staff that is treating the transported party. Officers will make note of the staff member to whom the form is handed to in their report. The forms should be delivered to the emergency room staff *as soon as possible*.

Daniel C. O'Leary
Chief of Police

