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SUBJECT: PERSON(S) EXPERIENCING HOMELESSNESS AND/OR UNIDENTIFIED PERSONS
PLEAC 4.3.1d & e

1. BACKGROUND

- A. About 5,700 people are considered to be experiencing homelessness in the City of Philadelphia, which includes about 950 who are unsheltered. Homelessness is caused by many factors:
1. Poverty;
 2. A lack of available stable and affordable housing;
 3. Living with a mental illness; and/or
 4. Substance use.
- B. The Philadelphia Police Department (PPD) works in close partnership with the Office of Homeless Services (OHS) and the Department of Behavior Health and Intellectual Disabilities (DBHIDS) to provide for outreach, shelter, supportive housing, and behavioral health services and treatment for individuals experiencing homelessness.
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2. POLICY

- A. It is the policy of the Philadelphia Police Department that officers hold the highest regard for the sanctity of human life, dignity, and liberty of all persons. Therefore, whenever interacting with individuals experiencing homeless or any unidentified individuals, officers will be courteous, respectful and remain cognizant of the individual's constitutional rights.
- B. Any individuals experiencing homelessness and/or unidentified and willing to accept assistance, may be transported by police to the appropriate facility for services. Consistent with [Directive 12.8, "Vehicle or Pedestrian Investigations" Section 4-C](#) whenever transporting individuals in police vehicles, officers shall conduct a frisk of any individual not in custody and who is accepting voluntary transportation in a police vehicle.

- C. Upon taking custody of an unidentified child, such as an infant, a child who is physically disabled or living with a mental illness, or discovering an unidentified deceased child, the Philadelphia Police Department shall make an entry into the Unidentified Persons File through Commonwealth Law Enforcement Assistance Network (CLEAN), in accordance with Pennsylvania State Police policy and procedures, and pursuant to Pennsylvania Crimes Code §2908 (PLEAC 4.3.1d).
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3. PERSON’S EXPERIENCING HOMELESSNESS AND HAVING NO EVIDENCE OF MEDICAL OR PSYCHIATRIC CONDITIONS REQUIRING HOSPITALIZATION

A. Defined as persons:

- 1. Eighteen (18) years of age or over having NO private shelter available.
- 2. Having NO relatives or friends willing or able to assist them.
- 3. Having NO evidence of a medical or psychiatric condition which would require hospitalization.
- 4. Willing to accept placement at an institution provided by the OHS. The OHS provides homelessness prevention and diversion aid, as well as emergency and temporary housing, to people who are experiencing homelessness and those at risk of homelessness.

NOTE 1: Under this scenario, officers must be aware that any individuals over the age of eighteen (18) that has accepted transportation for service and placement may change their mind and have the right to do so.

NOTE 2: Personnel who come into contact with individuals displaying evidence of an emergency medical condition will transport the individuals to the hospital in accordance with the procedures in [Directive 3.14, “Hospital Cases.”](#) If the individuals are displaying signs of a Person in Crisis (PIC) requiring hospitalization, the officer will, if not Crisis Intervention Team (CIT) trained, request a CIT trained officer and/or the Crisis Intervention Response Team (CIRT) to access the individual and assist, if necessary, in the transportation of the individual to the appropriate Crisis Response Center (CRC). For additional information, Personnel will refer to Directive 10.9 “Responding to Persons Experiencing a Mental Health or Emotional Crisis.”

*1

B. Procedure in effecting placement:

1. Responsibility: Personnel will contact [Philadelphia Homeless Outreach \(PHO\)](#) at 215-232-1984 who partners with OHS to arrange transportation to a placement facility. If time does not permit due to weather conditions or there is an extended wait for PHO's arrival, officers shall transport the individual to the respective placement facility.

NOTE: Officers shall contact the placement facility for availability prior to transportation, however, if the designated facility is full upon arrival, personnel will contact PHO and they will provide the location of the next available facility.

a. Placement Facilities

Daytime:

Appletree Family Center (Shelter/Diversion assessment)
1430 Cherry Street
Monday-Friday 7am-5pm
215-686-7150/51/53

Roosevelt Darby Center (Shelter/Diversion assessment)
804 North Broad Street
Monday-Friday 7am-5pm
215-685-3700

The Veterans Multi-Service Center (Shelter/Diversion assessment)
213-217 North 4th Street
Tuesday and Thursday 9am-2pm
215-923-2600

After-Hours:

Red Shield Family Residence (Family)
715 North Broad Street
5pm-7am Includes holidays and weekends
215-787-2887

Mike Hinson Resource Center (Single men)
1701 West Lehigh Avenue
3pm-7am Includes holidays and weekends
267-737-9099

Gaudenzia's House of Passage (Single women)
111 North 49th Street
5pm-7am Includes holidays and weekends
267-713-7778

Juveniles: (Under 18 yrs of age who are not accompanied by a person over 18)

Department of Human Services (DHS)
1515 Arch Street
24 hours Includes holidays and weekends
215-683-6100

NOTE: Individuals are able to visit the center that most closely fits their gender identity.

For additional questions regarding shelter placement, personnel can contact the [Office of Homeless Services](#) at 215-686-7175 or email ohs@Phila.gov

2. Any person over the age of 18 years who refuses to accept assistance or refuses to be transported to a shelter, personnel will contact PHO at (215) 232-7272 or (215) 232-1984 and inform them of the person's location and description along with any additional information (e.g., name, age, etc.). Personnel shall also complete a 75-48 (Investigation of Premise or Objects, Code 3116) documenting the contact person from PHO, along with any additional information obtained from the individual refusing assistance and resume patrol.
3. Transporting Officer will:
 - a. Ensure officer safety and check the individual using established procedures to check for weapons or other harmful objects prior to transporting the individual.
 - b. Transport the individual to the appropriate location and ensure the individual is checked into the receiving facility.

NOTE: If the individual does not wish to be escorted into the facility once they arrive on location, personnel will make an entry onto their patrol log and resume patrol.

4. UNIDENTIFIED PERSONS

A. Defined as:

1. An individual who has been contacted in a non-criminal encounter, and is unable to be identified. This includes juveniles or adults appearing to suffer from a physical or mental impairment (i.e., autism, dementia, etc.) which renders them incapable of providing identifying information.

B. Procedure in effecting placement:

1. Responsibility:

a. Police personnel having original contact with the individual will:

- 1) Request to check the individual's wrist for any medical bracelet which may have their name, address and/or emergency contact information. Some individuals may have a SafetyNet Transponder bracelet which has a unique digital ID verification number for each person enrolled in the program. Personnel will contact SafetyNet at 1-877-434-6384 and provide them with this digital ID number. SafetyNet will provide personnel with the individual's identity and other important information they have on file.
- 2) If no medical bracelet is found on the individual, request personnel equipped with a Mobile Fingerprint Identification Device (MFID) to take their location to attempt to identify the person.
- 3) Ensure officer safety and check the individual using established procedures to check for weapons or other harmful objects prior to transporting the individual.
- 4) Transport the individual to the district of occurrence and submit a 75-48A, recording all available information (i.e., name, age location of occurrence, and action taken) including any tattoos or scars on the individual.
- 5) Transport any injured/ill unidentified individuals to the nearest hospital for medical treatment, via Philadelphia Fire Department Emergency Medical Services (EMS) or police vehicle and submit a (75-48) for a Hospital Case.

C. Whenever an individual in protective custody is unidentified:

1. The ORS will immediately notify the Police Radio Room Supervisor and pertinent Detective Division Supervisor.
2. The assigned investigator, with the purpose of identifying the individual will:
 - a. Proceed to the district and obtain the circumstances under which the individual came into protective custody.
 - b. Whenever possible, personally interview the individual and examine personal effects.

- c. Record a detailed physical description including any tattoos and scars; clothing and personal possessions. A digital photograph will also be taken of the individual.
- d. Ascertain if a person fitting the description has been previously reported missing.
- e. Initiate an "Unidentified Person in Custody" message.
- f. Conduct an exhaustive investigation in the neighborhood where the unidentified individual was found.
- g. Check medical and welfare agencies, particularly:
 - 1) Hospitals, nursing homes, and homes for the aged in the immediate vicinity;
 - 2) Churches;
 - 3) Riverview (City Home);
 - 4) Private mental hospitals in area;
 - 5) Salvation Army;
 - 6) Philadelphia County Board of Assistance;
 - 7) Catholic Social Services;
 - 8) Charitable missions and shelters;
 - 9) Office of Homeless Services/Philadelphia Homeless Outreach; and/or
 - 10) Other agencies, which the investigator may feel applicable.
- h. Request the ORS to have the individual taken to the nearest hospital for a medical examination. The pink copy of the Complaint or Incident Report (75-48) must accompany the individual to the hospital, as outlined in [Directive 3.14 "Hospital Cases."](#)
- i. If the individual will be hospitalized, notify the Records and Identification Unit to dispatch a technician to photograph and fingerprint the individual at the appropriate hospital, once admitted.
- j. If the individual will not be hospitalized, contact OHS or PHO to determine where the individual will be placed.
- k. Complete a detailed Case Report in the PremierOne Records Management System (PIRMS)
- l. If the individual has been missing for more than thirty (30) days, and all requirements of [Directive 12.13 "Missing Persons"](#) have been followed, ensure a copy of the photograph is delivered and the PIRMS Case Report is transferred electronically to the assigned Detective that handles long term missing person cases in the Detective Division of occurrence.

m. The investigation will continue until the identity of the individual is known.

- 1) Photographs will be taken and the media will be contacted, via Public Affairs, for assistance with identifying the individual.

5. UNIDENTIFIED CHILDREN

A. Definition:

1. Unidentified Child - Any person under 18 years of age that cannot be identified by police.

B. Any unidentified child taken into custody by police personnel will first be taken to the nearest hospital for a medical evaluation.

C. Special Victims Unit (SVU) will be contacted to assign an investigator to investigate an unattended, unidentified child, and shall be responsible to ensure Philadelphia Crime Information Center (PCIC) is notified to enter the unidentified child into the Unidentified Persons File through CLEAN. Cases involving unidentified tender-age children (under the age of 10 years and those with physical and/or mental disabilities, as determined by police) will be investigated (i.e. Endangering the Welfare of a child/children). (PLEAC 4.3.1d)

D. The assigned investigator will continue the investigation until the identity of the child is known.

1. Photographs will be taken and the media will be contacted, via Public Affairs, for assistance with identifying the child.

E. Upon completion of the medical evaluation (whether the identity has been determined or the identity of the individual is still unknown), the Department of Human Services (DHS) will be contacted to determine the placement of the child (i.e., transported to DHS, 1515 Arch Street, (215) 683-6100).

F. The Special Victims Unit Supervisor will ensure Philadelphia Crime Information Center (PCIC) is notified to ensure timely cancellation of any Commonwealth Law Enforcement Agency Network (CLEAN) entry made pursuant to Section 2908 of the Pennsylvania Crimes Code whenever the unidentified child has been identified. (PLEAC 4.3.1e)

6. UNIDENTIFIED HOSPITAL CASES

- A. Whenever an unidentified person is encountered in a hospital and has not committed any crime:
 - 1. The District of Occurrence Supervisor will immediately notify the:
 - a. Police Radio Supervisor
 - b. Pertinent Detective Division Supervisor.
 - 2. The assigned investigator will comply with Section 4-C of this directive.

7. UNIDENTIFIED DECEASED PERSONS

- A. All personnel will handle deceased persons as crime scenes by preserving the scene and all potential evidence in accordance with [Directive 4.1, "Responsibilities at Crime Scenes."](#)
- B. The Medical Examiner is responsible to determine the identity of all deceased persons. The Records and Identification Unit, Detective Division of Occurrence and Missing Persons Section, Special Victims Unit (SVU) will assist the Medical Examiner's Office in their investigation.
 - 1. PCIC is responsible to ensure all available information is entered into the Unidentified Persons file through CLEAN, immediately upon being notified of the discovery of an unidentified deceased child and/or adult. (PLEAC 4.3.1d)
 - 2. PCIC will update the Unidentified Persons file with information provided by the Medical Examiner's Office.
- C. Whenever an unidentified person who is being investigated by the Detective Division dies:
 - 1. The Detective Division will supply to the Medical Examiner all pertinent information.
 - 2. Further action by the Detective Division will be taken in conjunction with the Medical Examiner's Office.

RELATED PROCEDURES	Directive 3.14,	Hospital Cases
	Directive 4.1, Directive 5.20,	Responsibilities at Crime Scenes Mobile Fingerprint Identification Device (MFID)
	Directive 10.9, Directive 12.13,	Severely Mentally Disabled Persons Missing Persons

BY COMMAND OF THE POLICE COMMISSIONER

PLEAC - Conforms to the standards according to the Pennsylvania Law Enforcement Accreditation Commission

<u>*FOOTNOTE</u>	<u>GENERAL</u>	<u>DATE SENT</u>	<u>REVISION</u>
*1	6503	03-17-25	ADDITION