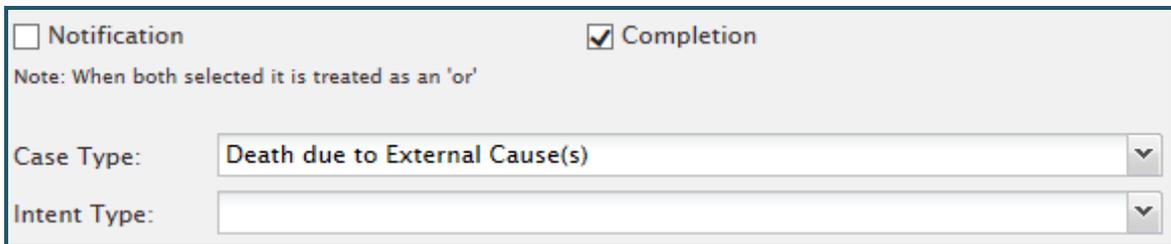


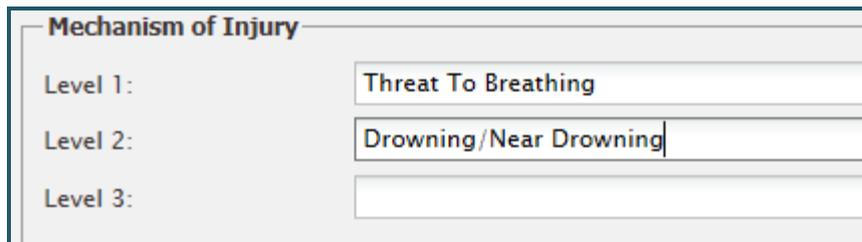
Search Tips – Drowning and water related deaths

How to search for drowning deaths:

1. Select the Query Design option from the NCIS Search menu to open the search
2. On the first tab, **1 - Case Details**, we need to utilise a number of fields:
 - a. In the middle of the screen you will see two tick boxes titled 'Notification' and 'Completion'. These relate to the Case Type and Intent Type data fields. As we are focused on closed cases we can target the search by ticking the 'Completion' tick box, and then selecting a Case Type of "Death due to External Cause(s)".
 - b. On the right hand side of the screen you will locate the 'Case Jurisdiction' box, use this to select your jurisdiction(s). Enter other parameters as necessary on this screen, such as timeframe. To access the Timeframe search options, tick the 'Use Date Search Option' tick box located under the Case Details tab.



3. Move to the fourth tab, **4 - Mechanism/Object**. Here you can select the Mechanism of Injury.
 - a. In the Mechanism of Injury data field select a Level 1 of "Threat to Breathing". Once you have selected Level 1, the field for Level 2 will be displayed, select "Drowning/Near Drowning". We can ignore the level 3 field as this will make the results too narrow.



4. Move to the sixth tab, **6 - Result Details**. Here you can select the fields you would like to see returned in the results. Make your selections then press the 'Search' button.

How to search for deaths in water-related locations and activities:

1. Follow the steps two and three as detailed above.
2. Select the third tab, **3 - Time Location**. Here you can focus your results on cases which occurred in specific locations or whilst the deceased was involved in specific activities.
3. To search for deaths that occurred around bodies of water, use the Location Code selections to find specific bodies of water.
4. For Location Code Level One, you can select "Countryside." Location Code Level Two will then provide a range of options, including many different water-related areas.

Location Code - Level One:	Countryside
Location Code - Level Two:	
Date From:	Area of Still Water
Date To:	Stream of Water
	Large Area of Water
	Marsh, Swamp
	Beach, Shore, Bank of a Body of Water
	Forest, Bushland
	Desert, Outback

5. You can alternatively select “Other Place of Occurrence” at Location Code Level One, which will then provide another group of locations at Level Two.

Location Code - Level One:	Other Place Of Occurrence
Location Code - Level Two:	
Date From:	Wharf, Pier, Jetty
Date To:	Bridge
	Aircraft
	Watercraft

6. You can also search by Activity on this tab, which indicates what the person was doing at the time of the incident. Under Activity Code Level One, you can select an activity that relates to water, if you want to search for particular ways persons have died around water. For example, to find deaths where the person was swimming, you can select the below options. Remember that the more levels you select, the more specific your results will be. Choose fewer levels for a wider range of results (such as all deaths where the activity was “Individual Water Sports”).

Activity Code - Level One:	Sport And Exercise During Leisure Time
Activity Code - Level Two:	Informal Sports and Exercise During Leisure Time
Sports Code - Level One:	Individual Water Sports
Sports Code - Level Two:	
Suburb:	Diving - Platform
Post Code:	Diving - Springboard
State:	Diving - Unspecified
Country:	Fishing
	Scuba Diving
	Snorkelling
	Surfing/Boogie Boarding

Helpful hints:

You can also save the search for later user by using the ‘Save’ button at the bottom of the Result Details page. You will need to name your search – remember use a description which is meaningful and concise for the search.