

HOMICIDE UNIT

MAJOR CRIME SQUAD - NORTH

(CHATSWOOD - NEWCASTLE)

STANDARD OPERATING PROCEDURES

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HOMICIDE UNIT - M.C.S. NORTH **STANDARD OPERATING** **PROCEDURES**

1. The following "Standard Operating Procedures" are for the assistance of investigators attached to the Homicide Unit, Major Crime Squad, North (Chatswood and Newcastle). They are to be used in conjunction with any Commissioner's Instructions or other Police Service requirements.

2. The Homicide Unit's "Charter of Operation" requires our attendance to and investigation of a number of various incidents/crimes, they are:
 - * **MURDERS/SUSPICIOUS DEATHS**
 - * **ATTEMPTED MURDER**
 - * **SUSPICIOUS MISSING PERSONS**
 - * **ABDUCTIONS/KIDNAPPING/EXTORTIONS**
 - * **DEATHS IN CUSTODY**
 - * **POLICE INVOLVED SHOOTINGS**
 - * **SERIAL SEX OFFENDERS**
 - * **REFERRALS FROM THE OFFICE OF THE CORONER**

3. Flowing from this there are a number of General Standard Operating Procedures (S.O.P.'s) which apply to all of the abovementioned duties undertaken by the Homicide Unit. Conversely there are a number of Specific S.O.P.'s peculiar to certain types of investigations.

4. Commencing on the following page are a list of General S.O.P.'s. During the course of most investigations they will apply. Thereafter are listed investigations undertaken by the Homicide Unit and specific S.O.P.'s peculiar to those.

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GENERAL S.O.P.'S

- * Immediately upon notification attend crime/incident scene.
- * Ensure that crime/incident scene adequately/properly secured.
- * Ensure that at least one officer maintains running list of personnel entering or attending scene.
- * Establish Command Post, open communication lines and liaise with D.O.I.
- * SITREP to Team Leader/Unit Leader for dissemination.
- * Ensure that any descriptions obtained of any suspect(s)/vehicles etc is verified and disseminated vide Police Radio.
- * Inform Media Liaison Unit or Appoint Media Spokesperson.
- * Ensure attendance of relevant/necessary personnel, Crime Scene Unit, Fingerprint Unit, Ballistics Unit, Video Unit, Photogrammetry Unit, Rescue Squad, Forensic Pathologist, Government Contractors and if necessary Coroner.
- * Liaise with local Patrol Commander/or delegated Officer re equipment/manpower required and the setting up of adequate accommodation for Operations Centre.
- * Set parameters for and commence systematic search and canvass of surrounding area.
- * Ensure that witnesses are identified and statements obtained.
- * Maintain close liaison with Senior Crime Scene Unit Officer throughout examination of scene.
- * Ensure that there is a focal point for the collection of information etc collected in this early stage ensuring it is not irreclaimable.
- * Attempt to identify the deceased as soon as possible.

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- * Inform/interview relatives of deceased/arrange for identification.
- * Nominate a 'Point of Contact' Officer for victims relatives.
- * Ensure appropriate Officer complete P.79A's and identify body to Mortuary Staff.
- * Ensure capable personnel attend Post Mortem of deceased
- * Allocate T.I.M.O.T.H.Y. Disks/instructions to all investigators for the recording of information/statements etc.
- * Obtain Operation Name from Crime Data Centre.
- * Adequately equip a trained TIMS Operator and commence Running Sheet Program at Operations Centre.
- * Ensure compliance with M.C.S. North Investigation Referral System.
- * Appoint Chief Investigator/Reader.
- * Identify, prioritise and allocate tasks.
- * Complete C.O.P.S./SITREPS as required for dissemination through Commander M.C.S. North.
- * Consider ongoing use of Crime Stoppers/Media Unit.

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SPECIFIC S.O.P.'S

MURDER/SUSPICIOUS DEATHS:

See General S.O.P.S.

ATTEMPTED MURDER:

See General S.O.P.S. (as appropriate).

Use of Forensic Pathologist to examine and report on any injuries.

As soon as practicable interview victim.

SUSPICIOUS MISSING PERSON(S):

General S.O.P.S (as appropriate).

Liaise with Missing Persons Unit and Interstate Agencies.

Consider wide use of Police Media Unit.

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ABDUCTIONS/KIDNAPPING/EXTORTIONS:

General S.O.P.S. (as appropriate)

Consider use of J.T.S.G. - Listening Device/Telephone Intercepts together with

Observation squad personnel at an early stage.

DEATHS IN CUSTODY:

General S.O.P.S. (as appropriate).

Comply with Protocol Directions of the State Coroner.

Comply with Police Instruction 155.

POLICE INVOLVED SHOOTINGS:

General S.O.P.S (as appropriate)

Comply with Protocol Directions of the State Coroner.

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Use of appropriate 'Shooting Investigation Team' i.e.

Shots Fired:-

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|-------------|--------------------------|---|
| <i>i)</i> | <i>No person injured</i> | <i>Dealt with on a local level.</i> |
| <i>ii)</i> | <i>Persons injured</i> | <i>Dealt with by Shooting Team from adjoining District.</i> |
| <i>iii)</i> | <i>Fatally injured</i> | <i>Dealt with by Major Crime Squad (Homicide).</i> |

Except with MCS personnel involved then Shooting Team from adjoining district.

SERIAL SEX OFFENDERS:

General S.O.P.S. (as appropriate)

Liaise with Homicide/Sexual Assault Unit, Tactical Intelligence.

Consider Prevention Education methods and...

Public awareness campaign through Media Liaison Unit.

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REFERRALS FROM THE OFFICE OF THE CORONER:

General S.O.P.S. (as appropriate).

Confer with Coroner - assess concerns of initial investigation/incident.

Obtain ALL records generated during course of initial investigation.

Confer with initial investigating Police.

Consider use of external agencies.

Timely and accurate briefings to the Coroner re progress of investigation.

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