

HOMICIDE UNIT MAJOR CRIME SQUAD, SOUTH

STANDARD OPERATING PROCEDURES

1. UNIT

2.DETECTIVE SENIOR SERGEANT

3.DETECTIVE SERGEANT

JANUARY, 1995



STANDARD OPERATING PROCEDURES FOR THE HOMICIDE UNIT, MAJOR CRIME SQUAD, SOUTH.

The Homicide Unit is a Region resource with a team of detectives whom are experienced in the investigation of serious crimes. They provide an investigative response to Patrols within the South Region and to the Community in general.

The Unit performs the following functions:-

- * Be aware of ALL Homicides and Suspicious deaths in the South Region, and to offer advice regarding an investigation.
- * Fully investigate all Homicide and Suspicious deaths occurring within the South Region, when required.
- * Assist Patrols in the South Region by providing competent and experienced investigators to assist with enquiries and to maintain relevant records of homicide investigations.
- * Whenever possible, attend Post Mortems of Homicides and Suspicious deaths for the purpose of obtaining information and advice from the Government Medical Officer.
- * Submit regular 'Sit-Reps' of investigations to the Leader, Homicide Unit and Commander, M.C.S. SOUTH.
- * Appraise The State Coroner at regular intervals, regarding the position of an investigation, when the enquiry has become lengthy and protracted.
- * Liaise closely with the Technical Support Group and Crime Scene Unit and Ballistics, to obtain the maximum results from Crime Scenes. Seek assistance from outside agencies who may be able to assist with areas of expertise; i.e. Sydney University for Voice Print Identification, Westmead Hospital re Dental Identification, etc.
- * Carry out investigations into Homicides and Suspicious deaths in an ethical and effective manner, consistent with the Statement of Values.
- * Liaise with ALL Homicide Units within NSW for an exchange of information regarding suspects.

January, 1994.

**STANDING OPERATING PROCEDURES FOR THE HOMICIDE UNIT MAJOR
CRIME SQUAD, SOUTH**

UNIT LEADER (DETECTIVE SENIOR SERGEANT)

RESPONSIBLE FOR THE FOLLOWING:

- * Daily check of COPS to identify possible investigations requiring assistance.
- * Attendance at morning meetings with investigation updates and staff movements.
- * Allocation of investigations to on call teams.
- * Preparation of monthly rosters, update and submission of daily roster.
- * Nomination of relieving officers for Sergeants positions.
- * Ensure attendance of nominated personnel at Pistol Shoot.
- * Check of overtime submissions.
- * Check of annual leave applications.
- * Allocation of areas of responsibility to Sergeants/Relieving Sergeants each fortnight. Areas to be shown on Relieving List attached to roster. Areas of responsibility are:
 1. Secondee Training.
 2. Duty Books/car diaries.
 3. Office management.
 4. Records update.
- * Maintenance of Days in Lieu records which includes additional hours worked, hours taken off in lieu. To be checked at the completion of each monthly roster and each officers hours worked is to be initialled on the roster as having been recorded.
- * Ensure attendance at all available staff at special training days, lectures, meetings, conferences etc.
- * Daily check of officers on Travelling Allowance and status of those inquiries.
- * Daily maintenance of Weekly Activity Sheet(rough copy). Original to be submitted Friday's by Co-ordinator.

I.M.Kennedy
January 1995

**STANDING OPERATING PROCEDURES FOR THE HOMICIDE UNIT, MAJOR
CRIME SQUAD, SOUTH**

DETECTIVE SERGEANTS.

There are FOUR (4) separate areas which are the responsibility of the NOMINATED Detective Sergeant or officer relieving in his absence.. These four areas will be shown on a list of Relieving Officers attached to the roster.

RESPONSIBLE FOR THE FOLLOWING:

AREA 1: DUTY BOOKS/CAR DIARIES.

- * Fortnightly inspection of ALL DUTY BOOKS to ensure that all entries are correctly recorded. All meal and overtime claims have been verified.
- * All incomplete entries are to be noted and followed up.
- * Fortnightly inspection of ALL CAR DIARIES to ensure that all entries are correctly recorded.
- * All progressive totals to be checked.
- * Petrol docket to acquit relevant entry.
- * Vehicles are regularly serviced at appropriate kilometre period.
- * All murder boxes are suitably prepared.
- * Vehicles are kept in a clean and tidy condition. Random inspections to take place.
- * Monthly returns submitted on time.
- * Vehicle board kept up to date and correctly used.

AREA 2: SECONDEE TRAINING

- * All secondees have been allocated workteams.
- * Rotation of secondees with workteams.
- * Secondees attend Training days, T.I.M.S. course, I.F.M. tour., lectures, meetings, pistol shoot.etc.
- * Assessment booklets are completed.
- * Liaise with Secondee Training Officer.

AREA 3: OFFICE MANAGEMENT

- * General cleanliness of office, particularly desktops when completing shifts. Particular attention to be given to FAX and SHREDDER AREAS, filing cabinet tops inside main door and storeroom and locker room areas.
- * All current investigations are secured in desks/cabinets.
- * NO FIREARMS are left in unlocked drawers.
- * Completed briefs are kept in archive section in basement.
- * Daily preparation of movement board.
- * Ensure office pagers are correctly utilised.

AREA 4: RECORDS UPDATE.

- * Quarterly inspection of appointments is conducted and cards endorsed.
- * All personnel commencing leave have secured appointments in gun cabinet and endorsed book. Entries are endorsed when returning from leave.
- * Archive records are maintained on disk.
- * Pigeon holes are regularly inspected for outstanding correspondence.
- * Case Management System is being updated. Arrange for instruction for untrained personnel.
- * All current staff lists, motor vehicle lists, list of pagers and plant return are updated and supplied to Staff Officer.

I.M.Kennedy
January 1995

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