



ADMINISTRATIVE RECORDS — FILE DISPOSAL SCHEDULE

TITLE	CODE	TITLE	CODE
AIRCRAFT — PURCHASE OF	C	POLICE CERTIFICATES FOR VISA APPLICATIONS — CORRESPONDENCE	A
ANNULMENTS — TRAFFIC	B	POLICE PROTECTION MATTERS	C
APPRECIATION — LETTERS OF	B	POLICE REFERENCE BOOK & POLICE RULES & INSTRUCTIONS AMENDS TO	E
AWARDS OTHER THAN TO POLICE	E	POLICIES AND PROCEDURES REQUEST FOR INFORMATION	B
BAIL APPLICATIONS	B	POLICY & PROCEDURES	E
BIRTHS — FAILURE TO REGISTER	D	POLICY AND PRIORITIES COMMITTEE MATTERS	E
COMMISSIONERS CONFERENCE — IMPORTANT MATTERS	E	PRESS PASSES — CORRESPONDENCE IN RELATION TO THE ISSUE	B
COMMISSIONERS CONFERENCE — MINOR MATTERS	B	PROCESSION APPLICATIONS — PROTEST MARCHES	B
COMPLAINTS AGAINST MEMBER OF FORCE — MEMBER UNKNOWN	C	PROPERTY & MONEY FOUND — CORRESPONDENCE IN REGARD TO	B
COMPLAINTS FROM PUBLIC RE OUTSTANDING CRIMINAL MATTERS	C	RADIO BASE STATIONS — APPLICATIONS FOR	A
CONSPIRACY OR BRIBERY IN COUNCIL MATTERS	E	REMISSIONS	B
CRIMINAL MATTERS — REQUEST FOR INQUIRIES TO BE MADE INTERSTATE	C	REWARDS — GOVERNMENT	E
CRIMINAL MATTERS — REQUEST FROM INTERSTATE FOR INQUIRIES	C	SCHEDULE OF PLANT MATTERS	C
CUSTODY ORDERS — SUPREME COURT REQUEST FOR POLICE ENFORCEMENT	B	SECRET COMMISSIONS PROHIBITION ACT — BREACHES OF	C
DEATHS OF FOREIGN NATIONALS	C	SERVICE PERSONNEL — ARREST OF	C
DEPOSITIONS & TRANSCRIPTS — REQUEST FOR COPIES OF	A	SEXUAL OFFENCES	C
DISORDERLY HOUSES ACT — DECLARATION OF PREMISES	D	SPECIAL CONSTABLES NON DEPARTMENTAL — APPOINTMENT OF	B
DOCUMENTS — CROWN PRIVILEGE APPLICATION RE PRODUCTION OF SUBPOENA	C	STATED CASES — REQUEST TO SUPREME COURT ON POINTS OF LAW	D
DOGS — APPLICATIONS FOR	B	STATEMENTS, POLICE REPORTS & PHOTOGRAPHS — REQUESTS FOR COPIES	A
ELECTORAL ACT — BREACHES OF	C	SUBPOENAS — CIVIL CASES	A
ENGAGEMENTS — POLICE BAND, PIPE BAND, CHOIR & MOUNTED TROOPS	A	SUBPOENAS IN CRIMINAL MATTERS	C
EXHIBITS — DISPOSAL OF	C	SUPREME COURT ORDERS FOR PRODUCTION OF PRISONERS	B
EXTRADITIONS OF OFFENDERS FROM OVERSEAS	E	TASK FORCE INQUIRIES	E
FINGERPRINTS — REQUEST FOR DESTRUCTION	C	TOW TRUCK, DRIVER INSTRUCTOR, TAXI, DRIVERS LICENCE INQUIRIES	A
GAMING & BETTING ACT — DECLARATION OF PREMISES UNDER	D	TRAFFIC FACILITIES — M/V RALLIES STREET CLOSURES WALKATHONS PARKING	A
INFORMATION — REQUEST BY SOLICITORS, FIRMS, INDIVIDUALS & GOVT DEPTS	A	TRAFFIC MATTERS GENERAL — INQUIRIES FROM PUBLIC	B
INTERPOL — CRIMINAL INQUIRIES	D	TRAFFIC POLICE SUPERVISION — REQUESTED FOR	B
JUSTICE OF THE PEACE — INQUIRIES IN RELATION TO APPOINTMENT	B	TRANSLATION OF FOREIGN DOCUMENTS	A
LAUNCHES & MOTORS — APPLICATION FOR & DISPOSAL OF	B	TRANSPORT DEPARTMENT CIRCULARS — ISSUE OF	A
LEGAL PROCESS FROM INTERSTATE — INQUIRIES AND SERVICE OF	A	VISITS — FROM AND TO OVERSEAS	E
LEGISLATION — AMENDMENTS TO & INSTRUCTIONS TO POLICE	E	WARRANTS — CALL IN BY PRISONERS	A
MOTOR VEHICLE ACCIDENTS — FURTHER PARTICULARS AND INTERVIEW	A	WITHDRAWAL — OF PROCEEDINGS — IN MATTERS OTHER THAN TRAFFIC	A
MOTOR VEHICLES DRIVERS — COMPLAINTS RE ACTION OF	A	WITHDRAWAL — OF PROCEEDINGS — RAISED BY POLICE	C
OFFENCES BY GOVERNMENT AND SEMI GOVERNMENT EMPLOYEES	E	WITNESSES — INTERSTATE	B
PASSING OUT PARADES — ARRANGEMENTS	A	WREATH LAYING CEREMONIES	A
PERJURY — FALSE SWEARINGS	C	WRITS — APPLICATIONS FOR	C

CODE A: Minor nature and with little referral value.

CODE B: Of a more important nature and may need to be referred to within two years.

CODE C & D: Of a significant nature and may need to be referred to within six years.

CODE E: Policy, long term administrative significance or historical value.

File Instructions: Each minute added to the file is to be given a consecutive number commencing from number 1 by the Action Officer. The number is to be placed in the left hand margin of the minute in red.

*File*  
*CP.1 I-G.*

- 4 -

POLICE RULES AND INSTRUCTIONS

Pending printing of amendments to the Police Rules and Instructions reference to this Circular should be made to:-

Police Instruction No. 37 Paragraphs	1
	1A
	3(1)
	3(3)
	3(4)
	4(1)
	5
	5A
	12(2)
Police Instruction No. 78 Paragraph	16

A notation should also be made cancelling the following Police Rules and Instructions:-

Police Instruction No. 37 Paragraph	2
	4(2)
	6

The portion of Circular 85/72 relating to Missing Persons and AMSM 7 of the 27th March, 1985 are also cancelled and reference should be made to this Circular.

J.K. Avery,  
COMMISSIONER.

ALL STATIONS:

INDEX HEADINGS:

1. CRIME INFORMATION & INTELLIGENCE SYSTEM  
- Introduction of new procedures respecting Missing Persons, Unidentified Bodies and Unidentified persons.
2. MISSING PERSONS  
- Introduction of new procedures on the Crime Intelligence Information system respecting —
3. UNIDENTIFIED BODIES & PERSONS  
- Introduction of new procedures on the Crime Intelligence Information System respecting —

Approved to issue

*John Stevens*  
Deputy Commissioner (Administration)  
5.12.85. CP.1.



CIRCULAR NO. 85/ 230

Police Department,  
Commissioner's Office,  
SYDNEY. 2000.

File No. 00154641

Crime Information and Intelligence System - Introduction of New Procedures Respecting Missing Persons, Unidentified Bodies and Unidentified Persons.

- - -

A review of the procedures concerning Missing Persons has been undertaken and reports of Missing Persons, Unidentified Bodies and Unidentified Persons will now form part of the information contained in the Crime Information and Intelligence System.

Inquiries for Missing Persons should only be undertaken when the reports are bona fide and not in respect of debt collection, civil proceedings or divorce matters.

Reports of Missing Persons should be dealt with at the Station at which the report is made. Inquirers should not be directed to personally contact the Missing Persons Unit.

#### DOCUMENTATION

The use of the Missing Persons Book, P.B.357 is discontinued.

Where a person is reported as a Missing Person a Person of Interest Report, P.41 should be completed fully and accurately with as much information then to hand. A separate Person Of Interest Report, P.41 is to be submitted for each person.

Missing Person reports will be forwarded immediately. A copy of the P.41 will be retained at the Station as Police will continue to make local inquiries as to the possible whereabouts of the person reported.

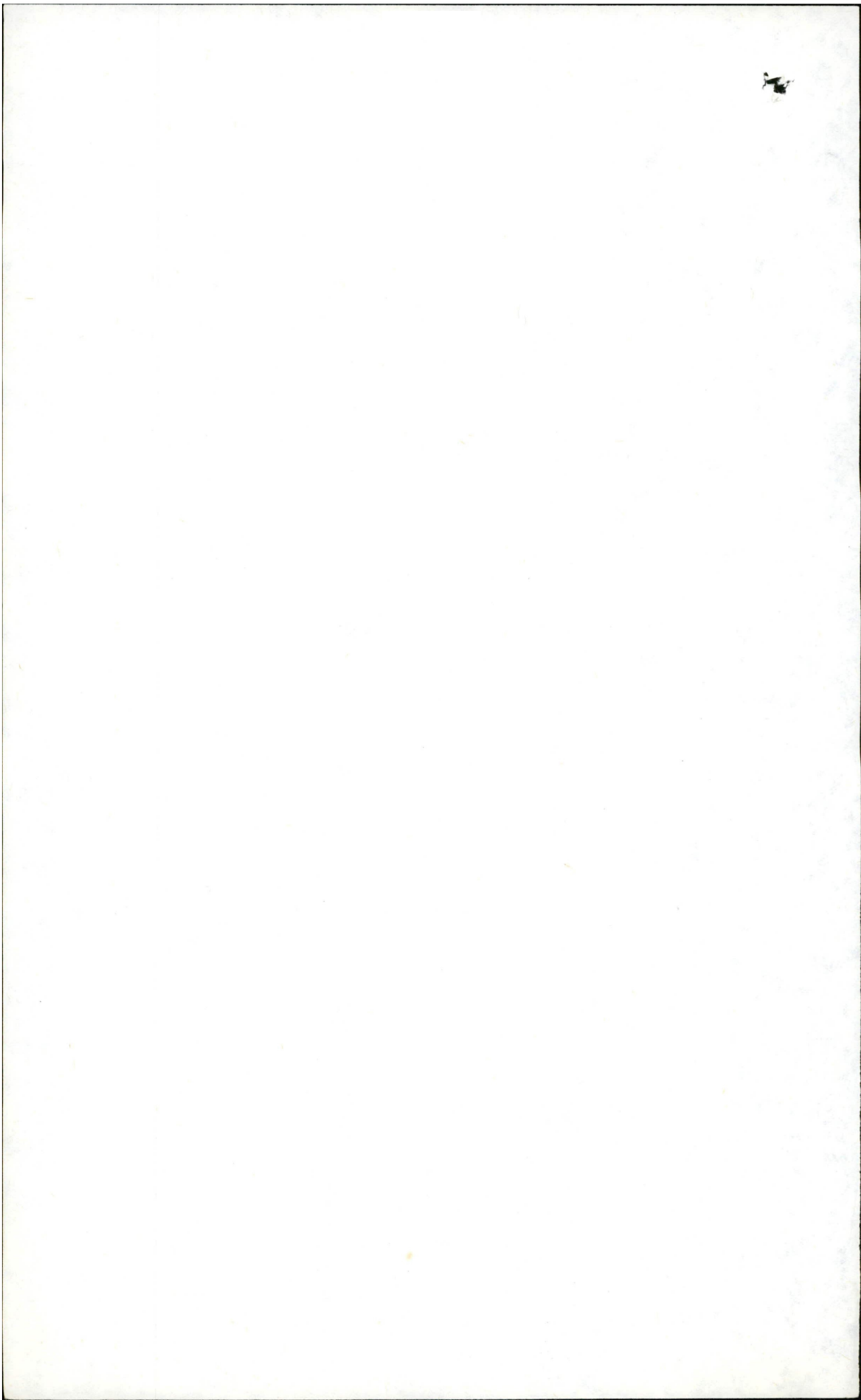
If additional information is later forthcoming respecting the Missing Person, e.g., seen in a particular motor vehicle etc., then another Person of Interest Report, P.41 should be submitted as a Further Information to the original report so that the information in the C.I.I.S. can be updated.

PSYCHIATRIC PATIENTS - reports of missing psychiatric patients will be recorded on a Person of Interest Report (P.41).

#### CIRCULATION BY TELEX/TELEPLEX

Arrangements should be made for the information respecting missing persons to be circulated on the telex/teleplex system, when:-

- (a) the person is 15 years of age or under;
- (b) the person is aged or infirm;
- (c) it is likely the person will lapse into a career of vice or crime;



- 2 -

- (d) there are fears for the person's safety; or
- (e) suspicious circumstances exist.

When a person is circulated the message number should be included in the relevant box (Box 61) on the Person of Interest Report, P.41.

#### STATION INDEX NUMBER

Person of Interest Report, P.41 should receive a Station Index Number in sequence with other C.I.I.S. documents and should be submitted without delay.

#### DISTRIBUTION OF PERSON OF INTEREST REPORTS (MISSING PERSON)

Original	Filed at Station in a special folder specifically for Missing Person Reports. Local follow up inquiries to be recorded on reverse of the copy of the P.41. This file is to be strictly supervised by Supervising Sergeants to ensure follow-up inquiries are continued and Further Informations are submitted where appropriate.
1st Copy	C.I.I.S. Copy - to be forwarded to the Modus Operandi Unit for entry into the C.I.I.S.
2nd Copy	Local Detectives Copy.
3rd Copy	Spare
4th Copy	Forward to Missing Persons Unit.

#### UNIDENTIFIED BODIES and SKELETAL REMAINS

Where fingerprints have failed to identify a body and where there are no other means of identification, Police will submit a Person of Interest Report, P.41. Information concerning unidentified bodies will be recorded on the C.I.I.S. and will be checked by the Missing Persons Unit against outstanding Missing Persons for possible identification.

The Person of Interest Report, P.41 will contain a complete description of the deceased, both physical (including apparent age) and of the clothing worn. Length of time dead should also be included. The report should also include a full description of any jewellery and other property (including any inscriptions or serial numbers) found on or near the body.

A dental chart should be attached to the report as well as a full length photograph of the body. The head should also be photographed, one taken directly above head (full face) and one taken side on to head (profile). Police responsible for the taking of photographs of deceased persons are to ensure that, if possible, they are taken before the post-mortem examination is carried out. They are also to ensure that the face of the deceased has been cleaned up, hair tidied, and eyes opened, before taking the photographs, so as to facilitate identification by members of the public. These photographs, taken as set out above, should be enlarged to a reasonable size.

5



- 3 -

Copies of each of the photographs should be attached to the P.79A form filed at the Station, copies forwarded to the Coroner for filing and copies forwarded to the Missing Persons Unit.

UNIDENTIFIED PERSONS - Persons Suffering from Amnesia or Injury.

In all cases where Police are unable to establish the identity of a person suffering from amnesia or an injured person, a complete description of the unidentified person both physical (including apparent age) and of the clothing worn will be obtained and included on the Person of Interest Report, P.41. The report should also include a full description of any jewellery and other property (including any inscriptions or serial numbers) in possession of the person.

The Report should also indicate at what institution the person has been lodged, the time and date of admission.

SUICIDE NOTES

If a suicide note has been left by the Missing Person the original should be forwarded with the Person of Interest Report, P.41 to the MISSING PERSONS UNIT. This original note will be made available for any subsequent Coronial Inquiry. A copy of the suicide note will be retained at the Station in the Missing Person Folder with the relevant Person of Interest Report.

LOCATED PERSONS - IDENTIFICATION OF BODIES AND PERSONS

The Station that locates the Missing Person will be responsible for the submission of the Person of Interest Report, P.41 and the circulation of any telex messages where that person has been the subject of a previous circulation.

The Station locating the Missing Person will forward a copy of the Person of Interest Report, P.41 to the Station that recorded the original report. The remainder of the Person of Interest Reports should be distributed as previously outlined.

A similar procedure should be adopted where an unidentified body or person has been identified.

ABSCONDERS FROM YOUTH AND COMMUNITY SERVICE ESTABLISHMENTS

In cases of juveniles absconding from Youth and Community Services establishments, or from that Department's escort officers whilst in transit from one place to another, a Person of Interest Report, P.41 is to be submitted forthwith. On the arrest of an absconder a Juvenile Report, P.83 should be submitted as a further information to the original report Person of Interest Report, P.41.

Copies of such reports are to be forwarded to the Missing Persons Unit.

GENERAL

Information respecting missing persons and unidentified bodies will be available on the Crime Information and Intelligence System on the computer terminals at Stations.



CIRCULAR NO. 85/ 230

Police Department,  
Commissioner's Office,  
SYDNEY. 2000.

File No. 00154641

December 31st, 1985.

Crime Information and Intelligence System - Introduction of New Procedures Respecting Missing Persons, Unidentified Bodies and Unidentified Persons.

- - -

A review of the procedures concerning Missing Persons has been undertaken and reports of Missing Persons, Unidentified Bodies and Unidentified Persons will now form part of the information contained in the Crime Information and Intelligence System.

Inquiries for Missing Persons should only be undertaken when the reports are bona fide and not in respect of debt collection, civil proceedings or divorce matters.

Reports of Missing Persons should be dealt with at the Station at which the report is made. Inquirers should not be directed to personally contact the Missing Persons Unit.

#### DOCUMENTATION

The use of the Missing Persons Book, P.B.357 is discontinued.

Where a person is reported as a Missing Person a Person of Interest Report, P.41 should be completed fully and accurately with as much information then to hand. A separate Person of Interest Report, P.41 is to be submitted for each person.

Missing Person reports will be forwarded immediately. A copy of the P.41 will be retained at the Station as Police will continue to make local inquiries as to the possible whereabouts of the person reported.

If additional information is later forthcoming respecting the Missing Person, e.g., seen in a particular motor vehicle etc., then another Person of Interest Report, P.41 should be submitted as a Further Information to the original report so that the information in the C.I.I.S. can be updated.

PSYCHIATRIC PATIENTS - reports of missing psychiatric patients will be recorded on a Person of Interest Report (P.41).

#### CIRCULATION BY TELEX/TELEPLEX

Arrangements should be made for the information respecting missing persons to be circulated on the telex/teleplex system, when:-

- (a) the person is 15 years of age or under;
- (b) the person is aged or infirm;
- (c) it is likely the person will lapse into a career of vice or crime;

- 2 -

- (d) there are fears for the person's safety; or
- (e) suspicious circumstances exist.

When a person is circulated the message number should be included in the relevant box (Box 61) on the Person of Interest Report, P.41.

#### STATION INDEX NUMBER

Person of Interest Report, P.41 should receive a Station Index Number in sequence with other C.I.I.S. documents and should be submitted without delay.

#### DISTRIBUTION OF PERSON OF INTEREST REPORTS (MISSING PERSON)

Original	Filed at Station in a special folder specifically for Missing Person Reports. Local follow up inquiries to be recorded on reverse of the copy of the P.41. This file is to be strictly supervised by Supervising Sergeants to ensure follow-up inquiries are continued and Further Informations are submitted where appropriate.
1st Copy	C.I.I.S. Copy - to be forwarded to the Modus Operandi Unit for entry into the C.I.I.S.
2nd Copy	Local Detectives Copy.
3rd Copy	Spare
4th Copy	Forward to Missing Persons Unit.

#### UNIDENTIFIED BODIES and SKELETAL REMAINS

Where fingerprints have failed to identify a body and where there are no other means of identification, Police will submit a Person of Interest Report, P.41. Information concerning unidentified bodies will be recorded on the C.I.I.S. and will be checked by the Missing Persons Unit against outstanding Missing Persons for possible identification.

The Person of Interest Report, P.41 will contain a complete description of the deceased, both physical (including apparent age) and of the clothing worn. Length of time dead should also be included. The report should also include a full description of any jewellery and other property (including any inscriptions or serial numbers) found on or near the body.

A dental chart should be attached to the report as well as a full length photograph of the body. The head should also be photographed, one taken directly above head (full face) and one taken side on to head (profile). Police responsible for the taking of photographs of deceased persons are to ensure that, if possible, they are taken before the post-mortem examination is carried out. They are also to ensure that the face of the deceased has been cleaned up, hair tidied, and eyes opened, before taking the photographs, so as to facilitate identification by members of the public. These photographs, taken as set out above, should be enlarged to a reasonable size.

- 3 -

Copies of each of the photographs should be attached to the P.79A form filed at the Station, copies forwarded to the Coroner for filing and copies forwarded to the Missing Persons Unit.

UNIDENTIFIED PERSONS - Persons Suffering from Amnesia or Injury.

In all cases where Police are unable to establish the identity of a person suffering from amnesia or an injured person, a complete description of the unidentified person both physical (including apparent age) and of the clothing worn will be obtained and included on the Person of Interest Report, P.41. The report should also include a full description of any jewellery and other property (including any inscriptions or serial numbers) in possession of the person.

The Report should also indicate at what institution the person has been lodged, the time and date of admission.

SUICIDE NOTES

If a suicide note has been left by the Missing Person the original should be forwarded with the Person of Interest Report, P.41 to the MISSING PERSONS UNIT. This original note will be made available for any subsequent Coronial Inquiry. A copy of the suicide note will be retained at the Station in the Missing Person Folder with the relevant Person of Interest Report.

LOCATED PERSONS - IDENTIFICATION OF BODIES AND PERSONS

The Station that locates the Missing Person will be responsible for the submission of the Person of Interest Report, P.41 and the circulation of any telex messages where that person has been the subject of a previous circulation.

The Station locating the Missing Person will forward a copy of the Person of Interest Report, P.41 to the Station that recorded the original report. The remainder of the Person of Interest Reports should be distributed as previously outlined.

A similar procedure should be adopted where an unidentified body or person has been identified.

ABSCONDERS FROM YOUTH AND COMMUNITY SERVICE ESTABLISHMENTS

In cases of juveniles absconding from Youth and Community Services establishments, or from that Department's escort officers whilst in transit from one place to another, a Person of Interest Report, P.41 is to be submitted forthwith. On the arrest of an absconder a Juvenile Report, P.83 should be submitted as a further information to the original report Person of Interest Report, P.41.

Copies of such reports are to be forwarded to the Missing Persons Unit.

GENERAL

Information respecting missing persons and unidentified bodies will be available on the Crime Information and Intelligence System on the computer terminals at Stations.

- 4 -

POLICE RULES AND INSTRUCTIONS

Pending printing of amendments to the Police Rules and Instructions reference to this Circular should be made to:-

Police Instruction No. 37 Paragraphs	1
	1A
	3(1)
	3(3)
	3(4)
	4(1)
	5
	5A
	12(2)
Police Instruction No. 78 Paragraph	16

A notation should also be made cancelling the following Police Rules and Instructions:-

Police Instruction No. 37 Paragraph	2
	4(2)
	6

The portion of Circular 85/72 relating to Missing Persons and AMSM 7 of the 27th March, 1985 are also cancelled and reference should be made to this Circular.

J.K. Avery,  
COMMISSIONER.

ALL STATIONS:

INDEX HEADINGS:

Crime Information & Intelligence System  
- Introduction of new procedures  
respecting Missing Persons, Unidentified Bodies  
and Unidentified Persons:-

Missing Persons  
- Introduction of new procedures on the  
Crime Intelligence System respecting:-

Unidentified Bodies & Persons  
- Introduction of new procedures on the  
Crime Intelligence Information System  
respecting:-

MR. BANNISTER,

Papers returned for examination  
& endorsement please and

Return to MR. J. GALLAGHER,

Exec. Assistant to Deputy  
Commissioner (Administration).

24 OCT 1985



*[Handwritten scribble]*



New South Wales Government



# Police Department

## POLICE PLANNING AND RESEARCH BRANCH



The Deputy Commissioner,  
ADMINISTRATION.

12th Floor  
Remington Building  
169 Liverpool Street  
Sydney 2000

Our reference: AE:AW

R/000512/35

Your reference:

Telephone: [redacted]  
Extension: [redacted]

09 October, 1985

Recording of Missing Persons and Unidentified Bodies within the Crime Information and Intelligence System - Request for the Issue of a Circular.

---

Referred for your consideration please.

The issue of the attached draft circular is recommended.

*Mewan Lap.*  
Chief Superintendent.

*Mr. Gallagher,*

*The Rule Book Review Group as Policy Secretariat was "not" advised of the AMSM7 of 27.3.85. re circular 85/72.*

*Perhaps, whenever matters affecting amendments to circulars or Instructions are issued to*

*Rule Book Review Group might be advised. To avoid confusion which has arisen in this matter.*

*[Signature]*  
4.12.85

*Seen & noted*  
*[Signature]*

1000000

## POLICE HEADQUARTERS

Superintendent in Charge,  
POLICE PLANNING AND RESEARCH BRANCH.

POLICE PLANNING &amp; RESEARCH BRANCH

Reference: GW:AW

Telephone: [REDACTED] Ext. [REDACTED]

04 October, 1985

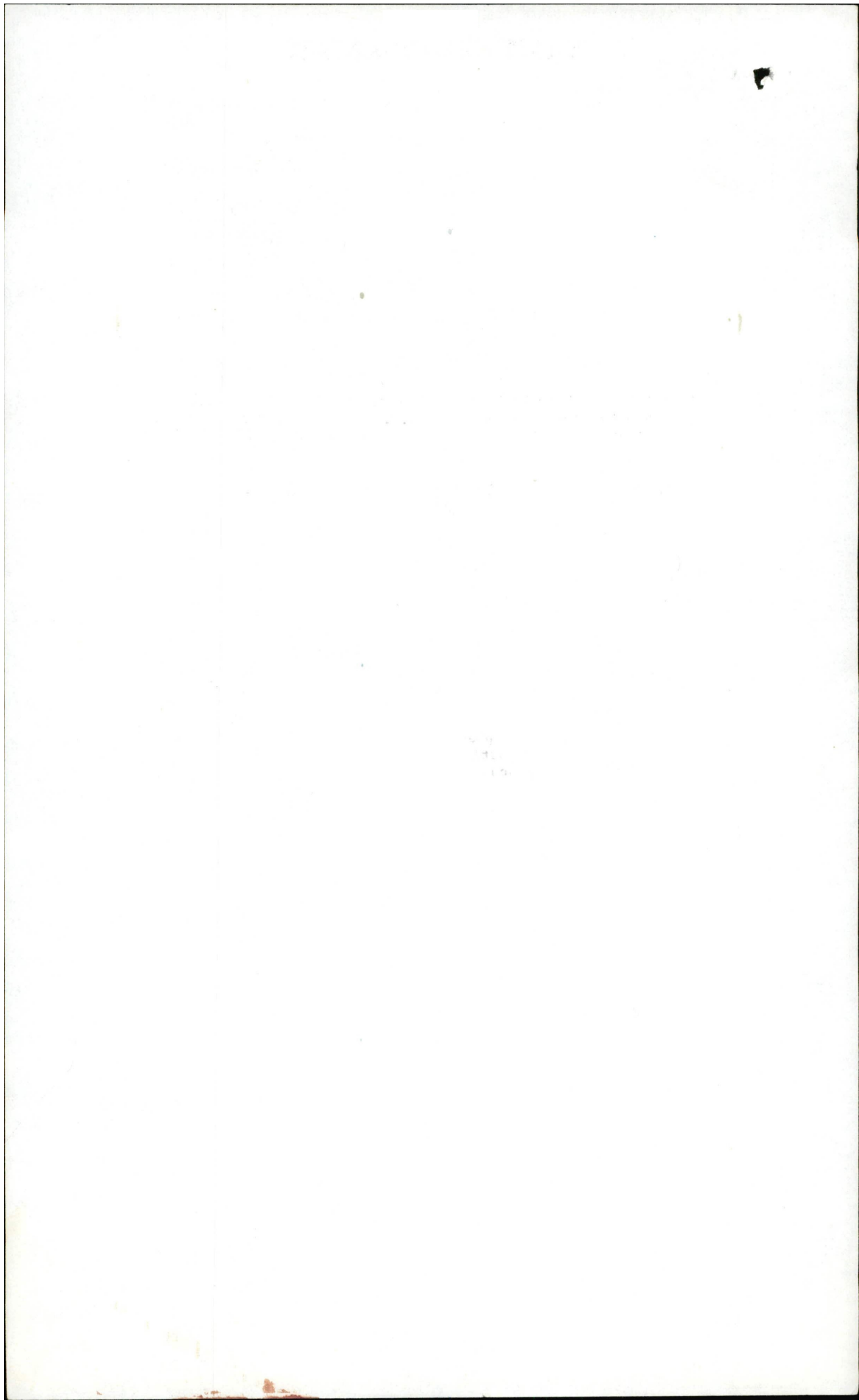
Recording of Missing Persons and Unidentified Bodies within the Crime Information and Intelligence System - Request for the Issue of a Circular.

---

Previous approval has been given to incorporate reports of Missing Persons and Unidentified Bodies within the Crime Information and Intelligence System. Detective Sergeant 2nd Class I.C. Luke has prepared a Draft Circular to instruct Police as to the procedures to be followed with these reports.

It is recommended the Draft Circular be approved to issue.

  
Inspector.



New South Wales Government



# Police Department

## POLICE PLANNING AND RESEARCH BRANCH



The Chief Superintendent in Charge,  
POLICE PLANNING AND RESEARCH BRANCH.

12th Floor  
Remington Building  
169 Liverpool Street  
Sydney 2000

Our reference: IL:SB.

Your reference:

Telephone: [REDACTED]  
Extension: [REDACTED]

26th September, 1985.

Recording of Missing Persons and Unidentified Bodies within the Crime Information and Intelligence System - Request for the Issue of a Circular.

- - -

Approval was given in other papers for the report of Missing Persons and Unidentified Bodies to be incorporated within the Crime Information and Intelligence System. This System commenced operation on the 28th February, 1985.

Reports of Missing Persons were previously recorded manually in the Report of Missing Persons Book, P.B. 357 which was a bound book of paper pages and light card duplicates interleaved. It was previously approved that the use of the P.B. 357 be discontinued and replaced by the use of the Person of Interest Report, P.41. This will result in considerable savings in printing costs.

A draft Circular has been prepared which sets out the procedures to be adopted in the reporting of Missing Persons, Unidentified Bodies, Unidentified Persons and Absconders.

Senior Constable Bird, Acting Officer in Charge of the Missing Persons Unit has been totally involved with the changes in the system and also in the preparation of the draft Circular and is in agreement with such changes and the content of the Circular.

I.C. Luke,  
DETECTIVE SERGEANT 2ND CLASS.







NSW STATE ARCHIVES  
  
**AF00300233**

NRS -16487-1-32