

## CRIME SCENE OPERATIONS BRANCH (CSOB) NOTIFICATION AND CALL OUT GUIDELINES

### Command Notification Categories - 24 hour basis:-

- **Category 1:** Immediate notification, Crime Scene Examiner to notify Zone Supervisor of incident, Zone Supervisor to then notify CSOB Operations Coordinator.
- **Category 2:** Crime Scene Examiner to report incident to CSOB answering machine (Eaglenet: [REDACTED] by 0630 hours, and sit rep to facsimile machine (Eaglenet: [REDACTED]) if possible.
- **Category 3:** Crime Scene Examiner not required to report incident to Command.

**Note: Officers failing to comply with the notification procedures, in relation to Category 1 incidents, will be required to submit a written report detailing the reasons for non-compliance through the Chain of Command.**

Crime Scene Examiners must screen all jobs against these guidelines. Where doubt exists regarding the need to respond, contact the Zone Supervisor for advice.

An initial scene assessment, within the first 30 minutes of arrival, must be conducted by the Crime Scene Examiner and a decision should be made as to whether or not the Crime Scene Operations Branch should be contacted through the Zone Supervisor.

**THE FOLLOWING CRIME TYPES ARE A GUIDE ONLY AND INDICATE THE TYPES OF CRIME SCENES WHICH, POTENTIALLY, NECESSITATE CALL OUT ON A 24 HOUR PER DAY BASIS:-**

	INVESTIGATION TYPE	AFTER HOURS RECALL	COMMAND NOTIFICATION CATEGORIES 1, 2 OR 3
2.1.1	<b>MURDER/MANSLAUGHTER</b>	Recall and attend immediately	Category 1
2.1.2	<b>UNEXPLAINED DEATHS</b>	Recall and attend immediately	Category 2
2.1.3	<b>UNUSUAL DEATHS/SUICIDES</b>	Recall and attend immediately	Category 2
2.1.4	<b>DISASTER VICTIM IDENTIFICATION (DVI)</b>	Recall and attend immediately	Category 1
2.1.5	<b>FATAL ACCIDENT</b> a. Fires b. Domestic c. Industrial d. Aircraft e. Watercraft f. Train (suspicious)	Recall and attend immediately	Category 2 (Multiple deaths to be regarded as DVI - see 2.1.4)
2.1.6	<b>MOTOR VEHICLE</b> a. Hit run - fatal b. Hit run - non fatal c. Culpable drive (criminal charge involved) *see note below d. Fatal Road Accident - Non criminal - Driver deceased	Recall and attend immediately Recall and attend immediately Recall and attend immediately  Not on recall, attend next working shift Not on recall, attend next working shift	Category 2 Category 2 Category 2  Category 3 Category 3

*\* In the Metropolitan Area the Crash Investigation Unit will normally respond to motor vehicle collisions as in 2.1.6(c) involving criminal charges*

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	<b>INVESTIGATION TYPE</b>	<b>AFTER HOURS RECALL</b>	<b>COMMAND NOTIFICATION CATEGORIES 1, 2 OR 3</b>
<b>2.2</b>	<b>DEPARTMENTAL INVESTIGATIONS</b>		
<b>2.2.1</b>	Death in Custody	Recall and attend immediately	Category 1
<b>2.2.2</b>	Police Pursuits - Fatal/serious injury	Recall and attend immediately	Category 1
<b>2.2.3</b>	Police Shootings - Discharge firearm - Firearms discharged at Police	Recall and attend immediately Recall and attend immediately	Category 1 Category 1
<b>2.2.4</b>	Escapeses from Police premises - Physical evidence at scene	Recall and attend immediately	Category 1
<b>2.2.5</b>	Any Internal Affairs Investigation - requiring attendance of Crime Scene Operations Branch personnel	Recall and attend immediately	Category 1
<b>2.3</b>	<b>ASSAULTS</b>		
<b>2.3.1</b>	Serious sexual assaults - Violence	Recall and attend immediately	Category 2
<b>2.3.2</b>	Sexual assaults - No violence. Crime Scene intact	Recall and attend immediately	Category 2
<b>2.3.3</b>	Serious Assault/Robbery a. Serious injury b. No injury, no physical evidence	Recall and attend immediately Not on recall, attend next working shift	Category 2 Category 3
<b>2.3.4</b>	Serious child abuse	Recall and attend immediately	Category 2
<b>2.4</b>	<b>PROPERTY OFFENCES</b>		
<b>2.4.1</b>	Armed Holdup a. Violence used/Physical injuries b. No violence/no physical evidence or fingerprints	Recall and attend immediately Not on recall, attend next working shift	Category 2 Category 3
<b>2.4.2</b>	Break, enter and steal - Major - Minor - Substantial financial loss	Recall and attend immediately Not on recall, attend next working shift Recall and attend immediately	Category 3 Category 3 Category 3
<b>2.4.3</b>	Safe robberies	Recall and attend immediately	Category 3
<b>2.5</b>	<b>PERSON OFFENCES</b>		
<b>2.5.1</b>	Extortion - High profile (significant commercial loss or media attention) - Low profile	Recall and attend immediately Recall and attend immediately	Category 1 Category 2
<b>2.5.2</b>	Abduction/kidnapping	Recall and attend immediately	Category 1
<b>2.6</b>	<b>DRUG MATTERS</b>		
<b>2.6.1</b>	Clandestine laboratories	Recall and attend immediately	Category 2
<b>2.6.2</b>	Large plantations	Recall and attend immediately	Category 2
<b>2.6.3</b>	Large importations	Recall and attend immediately	Category 2

	INVESTIGATION TYPE	AFTER HOURS RECALL	COMMAND NOTIFICATION CATEGORIES 1, 2 OR 3
2.7	<b>BOMBINGS/IMPROVISED EXPLOSIVE DEVICE</b>		
2.7.1	Post Blast Analysis (after <i>render safe procedure</i> completed)	Recall and attend immediately	Category 1
2.8	<b>HIGH PROFILE</b>		
2.8.1	High profile incidents which will attract major political or media attention	Recall and attend immediately	Category 1
2.9	<b>FIRES</b>		
2.9.1	Arson - Death - Major damage	Recall and attend immediately Recall and attend immediately	Category 1 Category 2
2.9.2	Undetermined - Death - Injury	Recall and attend immediately Recall and attend immediately	Category 2 Category 2
2.9.3	Undetermined - Minor damage - No death or injury	Not on recall, attend next working shift Not on recall, attend next working shift	Category 3 Category 3
2.9.4	Motor Vehicle Fires - Not normally attended (special circumstances may exist)	Not on recall, attend next working shift	Category 3
2.10	<b>CHEMICAL, BIOLOGICAL &amp; RADIOLOGICAL (CBR) INCIDENTS</b>	Recall and attend immediately	Category 1

It should be noted that some crime scenes do not require urgent examination unless potential evidence will deteriorate or be lost. In some cases where deterioration or loss of evidence is not a factor, the scene should be guarded until the next day shift when forensic examination can be completed.

In instances where investigating Police or Duty Officers insist in the presence of Forensic Services Group personnel after hours at scenes other than major crime, the relevant Police should be informed that the Local Area Commander may be requested to fund the overtime performed by Forensic Services Group personnel.

Where advice or consultation is required regarding examination of a crime scene, the local Zone Supervisor or the Crime Scene Operations Branch Coordinator can be contacted through the Duty Operations Inspector (DOI).

#### OTHER CONSIDERATIONS REGARDING CALL OUT RESPONSE:

When deciding whether to respond to a request for services on recall to duty, an operator should consider the following guidelines when assessing the request:-

#### **NOTE: RE VEHICLE COLLISIONS**

- Officer in charge of investigations are expected to assess scenes of road crashes before they call upon the Crime Scene Operations Branch investigation,
- Where there is no criminal aspect, features of the incident can be marked on the roadway with paint/crayon for later information of the Crime Scene Operations Branch investigator,
- Information regarding directions of vehicles prior to impact, gouge marks, tyre marks on road should be known before Crime Scene Operations Branch investigator is called,
- The >criminal= aspect of the crash should be known.

#### **NOTE: RE PROPERTY OFFENCES**

- Investigating Police may be able to advise if Closed Circuit Television (CCTV) is available at the scene. If so can they advise from the tape if items have been touched, were the offenders wearing gloves etc,
- Establish from proprietor is the business 24 hours and when does the premises close,
- If the offenders did not touch anything, there are no injuries or damage, the scene must be attended on the next working shift.
- There is no such crime as a *Ahome invasion*≡. Attendance at any *Ahome invasion*≡ must meet criteria as outlined in 2.3.3(a). Overtime forms should not use the term *Ahome invasion*≡.