
 NEW SOUTH WALES POLICE FORENSIC SERVICES GROUP Notification and Call Out Guidelines 		
CSOB: Call Out Guidelines		
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**CRIME SCENE OPERATIONS BRANCH (CSOB)
NOTIFICATION AND CALL OUT
GUIDELINES**

Command Notification Categories - 24 hour basis:-

Category 1: Immediate notification. Crime Scene Investigator to notify Zone Manager of incident. Zone Manager to notify CSOB Operations Coordinator/Referral Officer.

Category 2: Crime Scene Investigator not required to report incident to Command. (Note:#)

Crime Scene Investigator or Zone Manager to report incident to CSOB by phone followed by SITREP if incident is of High Profile/ Media Interest. (Memo address: #CSOB) SITREP to be forwarded as soon as practicable.

Crime Scene Investigators must assess all jobs against these guidelines. Where, due to the circumstances of the incident, doubt exists regarding the immediate need to respond, contact the Zone Manager or CSOB Referral Officer for advice.

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

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

THE FOLLOWING CRIME/INCIDENT TYPES ARE INTENDED AS A GUIDE ONLY AND INDICATE THE TYPES OF CRIME/INCIDENT SCENES WHICH, POTENTIALLY, NECESSITATE CALL OUT ON A 24 HOUR BASIS:-

	INVESTIGATION TYPE	AFTER HOURS RECALL	COMMAND NOTIFICATION CATEGORIES 1, 2
1	CHEMICAL, BIOLOGICAL & RADIOLOGICAL (CBR) INCIDENTS	Recall and attend immediately	Category 1
2	HIGH PROFILE INCIDENTS ATTRACTING MAJOR POLITICAL OR MEDIA ATTENTION	Recall and attend immediately	Category 1
3	MURDER/MANSLAUGHTER	Recall and attend immediately	Category 1
4	SUSPICIOUS DEATHS	Recall and attend immediately	Category 2
5	UNUSUAL DEATHS/SUICIDES	Recall and attend immediately	Category 2
6	DISASTER VICTIM IDENTIFICATION (DVI) (usually 5 or more deceased)	Recall and attend immediately	Category 1
7	FATAL ACCIDENT a. Fires b. Domestic c. Industrial d. Aircraft e. Watercraft f. Train	Recall and attend immediately	Category 2 (Multiple deaths to be regarded as DVI – see No. 6)

8	MOTOR VEHICLE a. Hit run - fatal b. Hit run - non fatal c. Dangerous Driving (criminal charge involved) *see note below d. Fatal Road Accident - Non criminal - Driver deceased (including single vehicle)	Recall and attend immediately Recall and attend immediately Recall and attend immediately Recall and attend immediately	Category 2 Category 2 Category 2 Category 2 Category 2
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** In the Metropolitan Area the Crash Investigation Unit will normally respond to motor vehicle collisions as in 8(c) involving criminal charges*

	INVESTIGATION TYPE	AFTER HOURS RECALL	COMMAND NOTIFICATION CATEGORIES 1, 2
	CRITICAL INCIDENTS		
9	Death in Custody	Recall and attend immediately	Category 1
10	Police Pursuits - Fatal/serious injury	Recall and attend immediately	Category 1
11	Police Shootings - Discharge firearm - Firearms discharged at Police	Recall and attend immediately Recall and attend immediately	Category 1 Category 1
12	Escapees from Police premises - Physical evidence at scene	Recall and attend immediately	Category 1
13	Any Internal Affairs Investigation - requiring attendance of Crime Scene Operations Branch personnel	Recall and attend immediately	Category 1
	ASSAULTS		
14	Serious sexual assaults (eg. elderly victims, serious injury or multiple offender)	Recall and attend immediately	Category 1
15	Sexual assaults - No/low level violence. Crime Scene intact	Recall and attend immediately	Category 2
16	Assault/Aggravated B&E a. Serious injury b. No injury, no apparent physical evidence	a. Recall and attend immediately b. Not on recall, SOCO may attend next working shift if available	Category 2 Category 2
17	Serious child abuse	Recall and attend immediately	Category 2
	PROPERTY OFFENCES		
18	Robbery (includes Armed Hold Up) a. Violence used/Physical injuries/Firearms b. No violence/No firearms produced	a. Recall and attend immediately b. Not on recall, SOCO may attend next working shift if available	Category 2 Category 2
19	Break, enter and steal a. Major >\$500,000 / High Profile b. Minor	a. Recall and attend immediately b. Not on recall, attendance next working shift by SOCO if available	Category 2 Category 2
20	Safe robberies a. Major >\$500,000 / High Profile b. Minor	a. Recall and attend immediately b. Not on recall, attendance next working shift by SOCO if available	Category 2 Category 2

PERSON OFFENCES			
21	Extortion	Recall and attend immediately	Category 1
	- High profile (significant commercial loss or media attention) - Low profile	Recall and attend immediately	Category 2
22	Abduction/kidnapping	Recall and attend immediately	Category 1
DRUG MATTERS			
23	Clandestine laboratories	Recall and attend immediately	Category 2
24	Large plantations	Recall and attend immediately	Category 2
25	Large importations	Recall and attend immediately	Category 2

	INVESTIGATION TYPE	AFTER HOURS RECALL	COMMAND NOTIFICATION CATEGORIES 1, 2
BOMBINGS/IMPROVISED EXPLOSIVE DEVICE			
26	Post Blast Analysis (after <i>render safe procedure</i> completed)	Recall and attend immediately	Category 1
FIRES (Structural Fires and Wildfires)			
27	Involving death or injury to any person.	Recall and attend immediately Or: Otherwise in consultation with investigators regarding circumstances, OH&S and scene preservation issues	Category 2
28	The value of the damage or destruction to property apparently exceeds \$100,000.		
29	The fire is likely to be high profile, of special interest or subject of media attention.		
30	Upon request of the Minister or Coroner.		
31	Where it is believed that a serial arsonist is operating within an area.	Attendance on recall to be determined by Crime Scene Investigator in consultation with investigators regarding circumstances, OH&S and scene preservation issues	
32	Where criminality is suspected.	Attendance on recall to be determined by Crime Scene Operator with reference to "Notification Guidelines re attendance at fires for Forensic Services Group Staff" (See attachment)	
33	The cause of the fire is not known.		
34	The cause of the fire is suspicious.		
HIGH PROFILE			
35	High profile incidents which will attract major political or media attention	Recall and attend immediately	Category 1