



**NEW SOUTH WALES POLICE
FORENSIC SERVICES GROUP
CRIME SCENE
PROCEDURES MANUAL - GENERAL**



Title: Section 2.0 Scene Attendance, Liason & Management

Prepared by: Snr Sgt Ian
Parker & Sgt Daryl Tuck

Authorised by: A/Operations
Coordinator, CSOB

Endorsed by: A/Commander CSOB

Effective date: 01 DEC 2005

Revision date: 01 DEC 2008

Ref: PROCS01C02

2.0 SCENE ATTENDANCE, LIAISON & MANAGEMENT

2.1 PROCEDURES

2.1.1 Scene Attendance and Liaison

2.1.1.1 Attend crime and incident scenes as soon as possible.

2.1.1.2 Upon arrival at the scene:

- a. record the time, date and precise location. Allocate a unique Forensic Case Number
- b. identify yourself to the First Officer¹ at the scene
- c. record the name, rank and station of the First Officer in your scene examination notes
- d. identify and record the name, rank and station of the Senior Investigating Officer, if present at the scene
- e. identify and record the name, rank and station of the Scene Co-Coordinator, if appointed, at the scene
- f. ensure all crime/incident scene protection procedures¹ have been implemented and are appropriate. If necessary, upgrade protection measures
- g. assess and take appropriate and necessary action/s to minimise any Contamination and/or Occupational Health & Safety risks.
Refer to [FSG Occupational Health & Safety Manual](#) and [Crime Scene Procedures Manual - General, Section 4 Contamination Prevention](#).
- h. in the case of a major crime/incident, evaluate the need for the Section Leader, Zone Commander, Laboratory Manager or Crime Scene Operations Co-Coordinator to attend the scene

¹ As defined in *NSW Police Handbook, Control of Crime/Incident Scenes*,; *Investigators Guide to Physical Evidence; Forensic Evidence at Crime/Incident Scenes, Policing Issues and Practice Journal, April 1999.*

- i. in consultation with the Senior Investigating Officer, assess the need for a major incident response vehicle (MIRV) and additional FSG specialists to attend the scene. If they are required, take appropriate action to arrange attendance by specialists in:
 - i. fingerprints
 - ii. forensic science
 - iii. forensic ballistics
 - iv. incident reconstruction
 - v. video operations
 - vi. engineering investigation.
- j. in consultation with the SIO, assess the need for additional Police and external forensic specialists (eg Duty Pathologist), to attend the scene. If they are required, take appropriate action to arrange their attendance.

2.1.2 Crime Scene Management

- 2.1.2.1 In consultation with the Scene Co-Coordinator and other emergency services agencies, assess the presence of potential Contamination and/or Occupational Health & Safety hazards, including biological/chemical materials, electricity and natural gas.
Refer to [FSG OH&S Manual](#) and [Crime Scene Procedures Manual - General, Section 4](#) Contamination Prevention
- 2.1.2.2 Obtain a copy of the log of events recorded by the First Officer.
- 2.1.2.3 Identify and record the following:
 - a. the nature and size of the scene
 - b. any scene protection measures already in place
 - c. any persons who may have entered the scene including:
 - i. Emergency Services personnel (eg Police, Ambulance, Fire Brigade, SES)
 - ii. witnesses
 - iii. victims
 - iv. media.
 - d. any actions of those persons you observe.

- 2.1.2.4 To minimise loss of evidence, determine an entry/exit path which has not been used by either the suspect or victim.
- 2.1.2.5 Before use, search the path carefully for any physical evidence.
- 2.1.2.6 In consultation with the Senior Investigating Officer, formulate a scene management plan incorporating:
 - a. overall crime scene protection measures
 - b. contamination prevention
 - c. maintenance of a detailed crime scene entry/exit log
 - d. report on detailed and organised search of the scene
 - e. examination of the scene and specific items of interest located within the scene
 - f. schedule of collection of any identified physical evidence items/exhibits
 - g. check of inner and outer perimeters of the scene.