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**NSW Police Force**



**Justice**

## **Major Crime Assessment Panel – Terms of Reference**

**Crime Scene Services Branch**

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## Document Control Sheet

### Document Properties

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3			

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## 1. INTRODUCTION

The Major Crime Assessment Panel (MCAP) was established to provide a formal review and referral process for major crime and incident investigations within Crime Scene Services Branch (CSSB). The MCAP supports the CSSB's Major Crime and Incidents Policy and is a critical component to the Forensic Case Management framework. The major crime review cycle, including the MCAP have been established to ensure a comprehensive and exhaustive analysis of all forensic evidence has been undertaken during the forensic investigation. The panel is comprised of Crime Scene Services Branch's Senior Leadership Team officers, being accredited AFSAB experts in Crime Scene Investigation or Fingerprint Identification in addition to subject matter experts.

## 2. PURPOSE & RESPONSIBILITIES

- The MCAP is established with the express purpose of assessing and reviewing major crime and incident investigations.
- The MCAP will ratify or reject a recommendation regarding an investigation status (open, suspend or close).
- The MCAP may return a case for further investigation regarding addition or potential forensic processes or evidentiary opportunities.
- The MCAP may allocate actions to MCAP members for portfolio specific tasks.
- The MCAP will review and ratify frequency review cycles for investigations.
- The MCAP will refer investigations to the Forensic Evidence Advisory Committee where appropriate.
- MCAP members will coordinate research and develop projects regarding evolving forensic methodologies, techniques and equipment to identify, recover and utilise forensic evidence.

## 3. MEMBERSHIP

The MCAP members will consist of;

- Commander, CSSB (chair)
- Inspector, Sydney Zone, CSSB
- Inspector, Pemulwuy Zone, CSSB
- Inspector, Northern Zone, CSSB
- Inspector, Southern Zone, CSSB
- Inspector, Western Zone, CSSB

The role of the chair can be delegated to another MCAP member where required, providing that officer holds AFSAB in Crime Scene or Fingerprint expertise. When non-Commissioned Officers are relieving into Inspector roles within CSSB they will be delegated the roles and responsibilities of the MCAP members for the duration of their relieving period.

### Associate members:

- Practitioner, Science and Technology Unit, TESB, FETS
- Practitioner, Identification Services Branch, FETS
- Practitioner, Forensic & Analytical Science Service
- Practitioner, Department of Forensic Medicine
- External Subject Matter Experts as required

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### Committee Appointments

MCAP members will be selected by the Commander, CSSB. Associate members will be invited to participate in the panel by the MCAP Chair

## 4. MEETING QUORUM

The MCAP will meet monthly. Additional out of session meetings may be required if an investigation warrants urgent review. Each meeting will comprise of a minimum of 4 Committee Members. Meetings will be conducted via Microsoft Teams and/or in person.

## 5. MCAP REPORTING

Major Crime or incident investigations are referred to the MCAP via the major crime review cycle as documented in the CSSB Major Crime and Incidents Policy.

The reporting requirements for the MCAP are;

- One week prior to a meeting, members of the panel will receive the most recent Major Crime Status Reports for each case that is to be reviewed.
- One week prior to a meeting, members will be forwarded an agenda.
- At the meeting the relevant Inspectors will provide the Chair with an overview of their “in progress” investigations.
- The Inspectors will then provide their relevant Final Major Crime Investigations to the panel.
- The MCAP members will have access to the entire forensic case during its deliberations should points of issue arise or should any member of the MCAP require further information.
- All outcomes agreed by the MCAP will be recorded in the minutes and on the Major Crime Status Reports.
- Review frequencies and the status classification for the investigations will be determined by MCAP members.

## 6. SECRETARIAT

- The secretariat functions for the MCAP are undertaken by the CSSB Executive Assistant.
- Standing Agenda items will include: In Progress Status updates, Assessment and ratification of Final Major Crime investigations and General Business.
- Agenda and the Final Major Crime Status Reports will be sent to MCAP members no less than 1 week prior to a scheduled meeting.
- The CSSB Executive Assistant will provide the Forensic Case Officer, Forensic Case Manager and Coordinator notification of the MCAP recommendations and the MCAP members with the meeting minutes within 1 week of the MCAP meeting.
- The CSSB Executive Assistant will maintain the Forensic Case Management spreadsheet with all MCAP documentation and notifications.

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