



Forensic Services Group
Crime Scene Services Branch
POLICY



NSW Police Force

**Forensic Management of
Major Crime and Incidents
Policy**

Effective as of 01 July 2012

Table of Contents

1.0	DEFINITIONS	3
2.0	POLICY POSITION	5
3.0	SCOPE	5
4.0	OBJECTIVES	5
5.0	CONTEXT	5
6.0	RESPONSIBILITIES	5
6.1	<i>Overall Responsibility</i>	5
6.2	Initial Notification of crime/incident	6
6.2.1	<u>Forensic Investigator /Supervisor/FOC/Zone Manager</u>	6
6.2.2	Forensic Investigators must immediately notify their supervisor / FOC /Zone Manager/ Referral Officer of Category 1 crime and incident scenes. (See Also " CSSB Notification and Call Out Guidelines ")	6
6.2.3	<u>Referral Officer Assesses Resource Needs</u>	6
6.2.4	<u>Forensic Support Team</u>	6
6.2.5	<u>Transport Arrangements for Forensic Support Team</u>	6
6.3	<i>At Scene Duties</i>	6
6.3.1	<u>Attendance and Management</u>	6
6.4	Post Scene Examination and Analysis	7
6.4.1	<u>Scene Examination Concludes</u>	7
6.4.2	<u>Welfare for Forensic Personnel</u>	7
6.4.3	<u>Priority of Exhibit Analysis</u>	7
6.4.4	<u>Operational Quality Control</u>	7
6.5	<i>Review Cycle</i>	7
6.5.1	<u>Stage One – FSG Major Crime/Incident Situation Report</u>	7
6.5.2	<u>Stage Two – FSG Formal Review</u>	7
6.5.3	<u>Stage Three – Ongoing Reviews</u>	7
6.5.4	<u>Review Reports</u>	8
6.5.5	<u>Major Crime Data Base</u>	8

1.0 DEFINITIONS

TERM	DEFINITION
Branch Liaison Officer BLO	Senior Sergeant at CSSB Command, Sydney
Command Notification Categories for Crimes and Incidents	Category 1: Requiring Immediate notification via Zone Manager/ Supervisor/ Field Operations Coordinator to Referral Officer/ CSSB Command Category 2: Not required to be reported to Referral Officer/ CSSB Command
Commander CSSB	Superintendent
Crime Scene Officer CSO	Civilian officer attached to the Crime Scene Services Branch undergoing or possessing appropriate forensic science qualifications and skills. E.g. Diploma of Applied Science in Forensic Investigation or Degree in Forensic Science. Performs same role as Forensic Investigator – Police.
Forensic Operations Manager	Experienced member of the FSG nominated by the Commander FSG/ Commander CSSB or their delegate
Crime Scene Services Branch CSSB	Comprises of Crime Scene Sections and Specialist Units including Evidence Recovery Unit (ERU), Crime Scene Logistics Unit (CSLU) and Forensic Armed Robbery Unit (FARU).
CSLU	Crime Scene Logistic Unit
NSW FASS	NSW Forensic and Analytical Science Service
DOI	Duty Operations Inspector Police Radio
Field Operations Coordinator - CSSB FOC	A Sergeant or Acting Sergeant working within the Sydney Metropolitan Zones, and some country zones, providing support to crime scene staff and coordination of forensic resources at scenes of major crime and incidents.
Forensic Ballistics Investigation Section FBIS	State-wide resource located at Sydney Police Centre (SPC)
Forensic Imaging Section FIS	State-wide resource located at Sydney Police Centre. Includes Forensic Surveying, Video Operations, Interactive Scene Recording & Presentation System (ISRAPS) and Spheron VR
Forensic Investigator	Police officer attached to the Crime Scene Services Branch undergoing or possessing appropriate forensic science qualifications and skills, e.g. Diploma of Applied Science in Forensic Investigation or Degree in Forensic Science.
Forensic Supervisor	Sergeant
Referral Officer	Commissioned Officer or Senior Sergeant, Crime Scene Services Branch contactable 24/7 by the Duty Operations Inspector, Sydney VKG.

TERM	DEFINITION
Forensic Support Team	The additional forensic resources as required
Identification Services Branch FSG ISB	Comprises of Fingerprint Operations Branch, Forensic Ballistics Investigation Section, Weapons and Ordnance Disposal Unit, Forensic Imaging Section, Engineering Investigation Section and Criminal Records Section
ICPMR	Institute of Clinical Pathology and Medical Research, Westmead Hospital, Westmead.
DOFM	Department of Forensic Medicine, Glebe
Fingerprint Operations (Tenprint and Crime Response Unit)	Part of the Fingerprint Operations, ISB. The section is comprised of Forensic Fingerprint Investigators who are located at Police Headquarters, Parramatta. They are deployed to scenes of major crime.
MOU	Memorandum of Understanding
Senior Investigator	Police officer in charge of investigation from a LAC or the State Crime Command
State Operations Coordinator	Inspector at CSSB Command, Sydney
Zone	NSW is divided into 8 Crime Scene Zones (3 metropolitan zones: Central Metropolitan, North West Metropolitan and South West Metropolitan), and 5 country zones: Hunter, Northern, Western, South Western and South Eastern). Each zone comprises of Crime Scene Sections
Zone Manager	There are 8 Zone Managers. Inspectors are in charge of the 3 Sydney metropolitan zones. Senior Sergeants are in charge of the 5 county zones

2.0 POLICY POSITION

This policy sets out how forensic evidence will be managed for:

- Homicides, suspicious and unusual deaths, critical incidents, serious sexual assaults, extortion, abduction, terrorism, post blast analysis, disaster victim identification, chemical biological radiological, and other high profile incidents

This policy primarily describes the roles and responsibilities of the Forensic Services Group in relation to the types of cases mentioned above. The policy describes how:

FSG will respond to the major crime and incident scenes:

- Allocate forensic resources State-wide, and
- Quality review of the forensic casework with all stakeholders to ensure an adequate and exhaustive analysis of all forensic evidence.

3.0 SCOPE

This policy applies to all staff within the FSG.

4.0 OBJECTIVES

This policy is designed to:

- Ensure a timely response with improved capacity to deploy qualified forensic practitioners. These personnel will use the latest techniques and technologies to recover forensic evidence at serious crimes State-wide.
- Improve the quality and timeliness of forensic evidence analysis for both investigative purposes and ultimately the Courts (including Coroner).

Demonstrate to victims of crime, their relatives and the broader community that the NSW Police Force and is committed to solving crime in NSW using forensic techniques.

5.0 CONTEXT

Forensic science is one of the most valuable tools that police can use to help clear up and reduce crime. Many high profile murder and sexual assault cases have been solved with forensic evidence gathered from the crime scene. Forensic evidence such as DNA and fingerprints identifies persons and provides critical leads in the investigation. Criminals routinely leave traces of fingerprints, DNA or other forensic evidence behind at crime scenes that will provide vital investigative leads for police to resolve investigations.

The sensitivity of techniques to find and analyse forensic evidence is continually improving. Trace evidence is potentially abundant at each and every major crime and incident scene. The number of items that can be examined and analysed is enormous and it is vitally important that adequate resources are assigned; initially to the scene and that detailed follow-up occurs to ensure all the evidence has been thoroughly analysed and considered.

Forensic evidence is a proactive intelligence tool that can assist investigators to pursue various leads and/or eliminate suspects. Given the complexity and lengthy nature of the investigations mentioned under "Policy Position" it is important that the forensic results are given appropriate attention during all phases of the investigation. This policy details a Review cycle (see 6.5 Review Cycle).

6.0 RESPONSIBILITIES

6.1 Overall Responsibility

Overall responsibility for compliance with this policy rests with the Commander, Forensic Services Group, and the Commander, Crime Scene Services Branch.

Responsibility for day to day operational compliance is delegated to the Zone Managers.

Responsibility for monitoring and evaluation is delegated to the State Operations Coordinator, Crime Scene Services Branch, Forensic Services Group.

6.2 Initial Notification of crime/incident

6.2.1 Forensic Investigator /Supervisor/FOC/Zone Manager

6.2.2 Forensic Investigators must immediately notify their supervisor / FOC /Zone Manager/ Referral Officer of Category 1 crime and incident scenes. (See also "**CSSB Notification and Call Out Guidelines**")

6.2.3 Referral Officer Assesses Resource Needs

The Referral Officer upon initial notification of a major crime or incident will liaise with the Zone Manager /FOC /Supervisor /Forensic Investigator to identify the issues and tasks requiring support and identify any additional forensic resources that may be required to be deployed.

6.2.4 Forensic Support Team

The Referral Officer may assemble a Forensic Support Team which comprises of specialists from the FSG (CSSB and ISB) and forensic community (eg. FASS and DOFM)

6.2.5 Transport Arrangements for Forensic Support Team

The Referral Officer will identify the most appropriate means of transporting the Support Team to the scene of the incident. The Forensic Support Team may either travel by road or fly. Air travel during or after office hours can be booked via the current contractor.

6.3 At Scene Duties

6.3.1 Attendance and Management

The Forensic Supervisor/FOC/Zone Manager will attend and manage the scene as the Forensic Operations Manager. This officer will supervise the forensic response (including CSSB and ISB) and ensure these resources are coordinated and there is effective liaison between the FSG units. Subject to the complexity of the matter an officer nominated by the Commander FSG/Commander CSSB may assume control of the operation. As part of the response the Forensic Operations Manager will ensure that a mandatory notification has been made to a Fingerprint specialist at the outset of all major crime scene examination. **(In the Sydney Metropolitan Area the Forensic Operations Manager - usually the FOC, must notify the Fingerprint FOC of all major crime.)** The Fingerprint specialist will make a determination as to agreed sequencing for the scene examination including commencement of examination and resources required. The forensic response may include the use of chemicals to target forensic evidence *

* Chemical Targeting:

- Consider the use of various chemicals in the enhancement and identification of forensic evidence that may be within the scene and if considered necessary:
 - o advise the senior investigator of the potential benefits and implications attached to the chemical enhancement process,
 - o advise the senior investigators that CSSB Commander or delegate will be briefed to seek financial approval to conduct a chemical enhancement of the crime scene (or related objects / items),

[NB. The CSSB Commander or delegate will assess the overall circumstances of the investigation, potential costs and whether funds are available to carry out the chemical enhancement/s.]
 - o confirms with the investigator whether FSG funding for the chemical enhancement has been approved,
 - o if funding is approved requests investigators to brief owners / victims on the details of the proposed examination to be conducted and awaits the investigators confirmation as to whether to proceed.

6.4 *Post Scene Examination and Analysis*

6.4.1 Scene Examination Concludes

When the scene examination has concluded the Forensic Operations Manager will provide a verbal briefing to the senior investigator as to the results of the examination. A determination will then be made as to whether the scene should be retained under police guard until the conclusion of any post mortem examination or where required clean up procedures may be instigated. If the scene is not required to be retained and no clean up is required following chemical enhancement procedures, the scene will be handed over to the Senior Investigating Officer or their representative.

6.4.2 Welfare for Forensic Personnel

The Zone Manager will also ensure that systems are in place for the psychological debrief of Forensic staff in their line of authority, at the earliest opportunity, after their attendance at the scene using either the Employee Assistance Program or Police Psychologists. With staff outside this line of authority notification will be made to the relevant manager to arrange the welfare debrief. The State Operations Coordinator/Referral Officer may also take any other actions considered necessary to support staff in accordance with the FSG Welfare Policy. The Zone Manager will maintain local records which will reflect staff attendance/non-attendance at any debrief offered.

6.4.3 Priority of Exhibit Analysis

If required the Commander/State Operations Coordinator CSSB can authorise priority analysis of exhibits at FASS.

6.4.4 Operational Quality Control

The State Operations Coordinator, assisted by the Branch Liaison Officer, will monitor the quality of forensic investigations and on occasions may in conjunction with the Zone Manager:

- liaise with all forensic staff and investigators concerning the forensic service delivery and the direction of the investigation,
- ensure that tasks especially high priority examinations are completed,
- ensure that the review cycle (See 6.5) is completed,
- ensure that all subsequent forensic analyses and options are thorough and meticulous.

6.5 *Review Cycle*

The State Operations Coordinator, assisted by the Branch Liaison Officer, will maintain the responsibility for ensuring reviews are conducted in accordance with the following details:

6.5.1 Stage One – FSG Major Crime/Incident Situation Report

The review cycle for forensic investigations commences with the submission of an **FSG Major Crime/Incident Situation Report**. This is forwarded to CSSB Command via #CSOB, the Referral Officer, Zone Manager and the Senior Investigating Officer at the earliest opportunity of report of the incident.

6.5.2 Stage Two – FSG Formal Review

A formal review of the incident will be held at the earliest opportunity after the report of the incident. The State Operations Coordinator assisted by the Branch Liaison Officer will contact the respective Zone Manager to ensure that a formal review is conducted. This review should include relevant FSG personnel, senior and relevant investigators, external experts i.e. Forensic Pathologists, FASS staff and any other relevant experts considered necessary by FSG staff or the senior investigator. Issues discussed include exhibit analysis prioritisation.

6.5.3 Stage Three – Ongoing Reviews

If required the Zone Manager should have systems in place to monitor and review protracted investigations.

6.5.4 Review Reports

On completion of Stage Two – Formal Review and any ongoing reviews a '**FSG Major Crime/Incident Review Report**' must be completed and forwarded to CSSB Command via #CSOB, the Referral Officer, Zone Manager and the Senior Investigating Officer to CSSB Command

6.5.5 Major Crime Data Base

Details of major crime and incidents will be recorded on the Major Crime Data Base which is maintained by the Branch Liaison Officer. Cases will be marked either open or closed. Each quarter Zone Managers will report as to the status of cases and the data base will be updated to reflect if a case is open or closed. The data base will also hyperlink to the relevant FSG – Major Crime/Incident Situation Report and Major Crime/Incident Review Report.