



## Forensic Services Group

### CRIME SCENE SERVICES BRANCH (CSSB)



#### Notification and Call Out Guidelines

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

**Category 1:** Immediate notification. Forensic Investigator/CSO to notify Zone Manager/Field Operations Coordinator of incident. Zone Manager/Field Operations Coordinator to notify CSSB Operations Coordinator/Referral Officer.

**Category 2:** Forensic Investigator/CSO not required to report incident to Command. (Note:#)

# Forensic Investigator/CSO or Zone Manager/Field Operations Coordinator to report incident to CSSB by telephone followed by SITREP if incident is of High Profile/ Media Interest (Memo address: [REDACTED]) SITREP to be forwarded within 24 hours.

Forensic Investigators/CSO 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, Field Operations Coordinator or CSSB Referral Officer for advice.

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

Where advice or consultation is required regarding examination of a crime scene, the local Zone Manager/Field Operations Coordinator or the Crime Scene Services 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	<b>CHEMICAL, BIOLOGICAL &amp; RADIOLOGICAL (CBR) INCIDENTS</b>	Recall and attend immediately	Category 1
2	<b>HIGH PROFILE INCIDENTS ATTRACTING MAJOR POLITICAL OR MEDIA ATTENTION</b>	Recall and attend immediately	Category 1
3	<b>MURDER/MANSLAUGHTER</b>	Recall and attend immediately	Category 1
4	<b>SUSPICIOUS DEATHS</b>	Recall and attend immediately	Category 2
5	<b>UNUSUAL DEATHS/SUICIDES</b>	Recall and attend immediately	Category 2
6	<b>DISASTER VICTIM IDENTIFICATION (DVI) (multiple deceased)</b>	Recall and attend immediately	Category 1
7	<b>FATAL ACCIDENT</b> 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)

	INVESTIGATION TYPE	AFTER HOURS RECALL	COMMAND NOTIFICATION CATEGORIES 1, 2
8	<b>MOTOR VEHICLE</b> 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 Recall and attend immediately	Category 2 Category 2 Category 2  Category 2 Category 2
<i>* Crash Investigation Unit will normally respond to motor vehicle collisions as in 8(c) involving criminal charges in areas this unit services</i>			
9	<b>PUBLIC ORDER</b>	Recall and attend immediately	Category 1
<b>CRITICAL INCIDENTS</b>			
10	Death in Custody	Recall and attend immediately	Category 1
11	Police Pursuits - Fatal/serious injury	Recall and attend immediately	Category 1
12	Police Shootings - Discharge firearm - Firearms discharged at Police	Recall and attend immediately Recall and attend immediately	Category 1 Category 1
13	Escapees from Police premises - Physical evidence at scene	Recall and attend immediately	Category 1
14	Any Internal Affairs Investigation - requiring attendance of Crime Scene Services Branch personnel	Recall and attend immediately	Category 1
<b>ASSAULTS</b>			
15	Serious sexual assaults (eg. elderly victims, serious injury or multiple offender)	Recall and attend immediately	Category 1
16	Sexual assaults - No/low level violence. Crime Scene intact	Recall and attend immediately	Category 2
17	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
18	Serious child abuse a. DoCS previous involvement with child/ren, State Crime Command are in charge of matter b. Dealt with by Local Investigators/JIRT	a. Recall and attend immediately b. Recall and attend immediately	Category 1 Category 2
<b>PROPERTY OFFENCES</b>			
19	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, FARU may attend on call/next working shift if available	Category 2 Category 2
20	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

21	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
<b>PERSON OFFENCES</b>			
22	Extortion - High profile (significant commercial loss or media attention) - Low profile	Recall and attend immediately Recall and attend immediately	Category 1 Category 2
23	Abduction/kidnapping	Recall and attend immediately	Category 1
<b>DRUG MATTERS</b>			
24	Clandestine laboratories	Recall and attend immediately	Category 2
25	Large plantations	Recall and attend immediately	Category 2
26	Large importations	Recall and attend immediately	Category 2
<b>BOMBINGS/IMPROVISED EXPLOSIVE DEVICE</b>			
27	Post Blast Analysis (after <i>render safe procedure</i> completed)	Recall and attend immediately	Category 1
<b>FIRES (Structural Fires and Wildfires)</b>			
28	Involving death or injury to any person.	Recall and attend immediately Or:	Category 2
29	The value of the damage or destruction to property apparently exceeds \$100,000.	Otherwise in consultation with investigators regarding circumstances, OH&S and scene preservation issues	Category 2
30	The fire is likely to be high profile, of special interest or subject of media attention.		Category 1
31	Upon request of the Minister or Coroner.		Category 2
32	Where it is believed that a serial arsonist is operating within an area.		Attendance on recall to be determined by Forensic Investigator/CSO in consultation with investigators regarding circumstances, OH&S and scene preservation issues
33	Where criminality is suspected	Attendance on recall to be determined by Forensic Investigator/CSO with reference to "Notification Guidelines re attendance at fires for Forensic Services Group Staff" (See attachment)	Category 2
34	The cause of the fire is not known		Category 2
35	The cause of the fire is suspicious		Category 2
<b>HIGH PROFILE</b>			
36	High profile incidents which will attract major political or media attention	Recall and attend immediately	Category 1