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**Forensic Evidence & Technical Services Command**

**CRIME SCENE MANUAL (GENERAL)**

This document **MUST** be read in conjunction with **Crime Scene Manual (General)**:

**1.0 Hazards & Control Measures**  
**2.0 Contamination Prevention**

### 3.0 INITIAL RESPONSE AND SCENE ATTENDANCE

- Requests for FETSC CSSB services may be received by telephone, electronically or in person.
- Requests will be managed and coordinated by the CSSB Forensic Communications Centre.
- CSSB Forensic Communications Centre must be advised when requests are received in person.

#### 3.1 INTRODUCTION

The Crime Scene Allocator is an on shift supervisory position performed at the rank of Sergeant or equivalent who holds certification by the Australasian Forensic Science Accreditation Board (AFSAB).

The Crime Scene Allocator is the on-shift supervisor of the CSSB Forensic Communications Centre. The role is responsible for decision making, tasking and deployment of forensic resources, and operational support in relation to crime scenes and incidents that occur throughout the state.

#### 3.2 INITIAL RESPONSE

Where FETSC assistance **will** be provided, the Crime Scene Allocator will:

- i. Make an assessment based on the initial information and consider implementing temporary crime scene or evidence preservation measures such as shelters, guards, immediate collection of evidence, collection of victim or suspect clothing
- ii. Allocate an appropriate member of the FETSC to attend
- iii. Update the FETSC Major Crime Allocator Log.
- iv. Ensure any required specialised equipment is gathered prior to attendance (e.g. chemical enhancements)

Where FETSC assistance **will not** be provided, the Crime Scene Allocator will:

- i. Provide reasoning to the person requesting
- ii. Advise the person requesting of an appropriate course of action
- iii. Update the FETSC Major Crime Allocator Log. and eFIMS job, if in existence

If the Crime Scene Allocator rejects or declines any request for attendance, they must seek approval from the CSSB Operations Coordinator (Senior Sergeant).

When you receive a request from the Crime Scene Allocator, contact the OIC and ensure the following information is clarified:

- i. The details of the person making the request
- ii. The time and date of the request
- iii. The exact location of the incident

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- iv. Ascertain specific information about the scene (e.g. weather conditions, hazards, victims, suspects, secondary scenes, vehicles, etc.)
- v. Likelihood of 'fragile' physical evidence at the scene
- vi. Confirm that scene protection measures have been implemented
- vii. Establish whether the scene will be examined by consent of owner / occupier, Crime Scene Warrant, Search Warrant or by Coronial Order
- viii. Ensure the examination complies with relevant legislation (e.g. LEPPRA)
- ix. Obtain details of any known Workplace Health and Safety issues or concerns identified by police or other agencies at the scene (e.g. friable asbestos)

When requested to attend the scene of a major incident such as a homicide, critical incident or other complex or high-profile scene, you should immediately notify the Operations Coordinator of the situation. See FETSC CSSB 'Major Crime Deployment Model Guidelines'.

**3.3 SCENE ATTENDANCE, LIAISON AND CRIME SCENE MANAGEMENT**

Attend the crime and incident scenes as soon as possible. Upon arrival at the scene:

Ensure the scene boundaries have been secured, with a log maintained, to ensure access into the crime scene is restricted only to persons directly involved in the scene examination and organise to obtain a copy of that log at a later time.

- i. Record the time, date and precise location. Allocate a unique Forensic Case Number at the time or as soon as practicable after scene attendance.
- ii. Identify yourself to the Senior Investigating Officer at the scene and record their name, rank and station.
- iii. Record the name, rank and station of other relevant police who have been or are present at the scene including:
  - a. the First Officer
  - b. Scene Coordinator
  - c. Scene guard
  - d. Other police who have entered the scene
  - e. Officer in charge of the investigation
- iv. Establish the nature and extent of the scene.
- v. Assess Workplace Health and Safety risks and take appropriate and necessary action/s to remove, control and minimise identified risks.
- vi. Ensure all crime/incident scene protection procedures have been implemented and are appropriate. If necessary, upgrade protection measures.
- vii. Establish a forensic operations staging area.

To minimise loss of evidence, determine an entry/exit path which ideally has not been used by either the suspect or victim. Before use, search the path carefully for any physical evidence.

Conduct a preliminary examination of the scene and re-determine:

- i. hazards and required level of personnel protective equipment
- ii. equipment and personnel resources required to process the scene

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- iii. category of incident
- iv. any preliminary information that can be given to investigators (digital photographs, etc.)
- v. the need for specialist resources to attend the scene

Assess the crime or incident and notify the Crime Scene Allocator that specialists are required.

If required, take appropriate action to arrange attendance by specialists in:

- a. Fingerprints
- b. Forensic Ballistics
- c. Incident Reconstruction
- d. Forensic Imaging
- e. Engineering Investigation

Assess the need for additional Police and external forensic specialists (e.g. Duty Pathologist, entomologist), to attend the scene. If they are required, take appropriate action to arrange their attendance.

Identify and record the following:

- i. the nature and size of the scene
- ii. any scene protection measures already in place and amend if necessary
- iii. any person who may have entered the scene including:
  - a. Emergency Services personnel (e.g. Police, Ambulance, Fire Brigade, SES)
  - b. witnesses
  - c. victims
  - d. media
- iv. any actions of those persons you observe.

In consultation with the Senior Investigating Officer, formulate a scene management plan incorporating:

- i. overall crime scene protection measures
- ii. contamination prevention
- iii. maintenance of a detailed crime scene entry/exit log
- iv. report on detailed and organised search of the scene
- v. examination of the scene with consideration to:
  - a. specific items of interest located within the scene
  - b. sequencing of attendance of specialist services
  - c. sequencing of examinations within the scene
  - d. needs of the investigation
- vi. schedule of collection of any identified physical evidence items/exhibits
- vii. check of inner and outer perimeters of the scene.

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