

SECTION I

DISTRIBUTION

1. The Police Force of the State of New South Wales is established and carries out its duties under the provisions of the Police Regulation Acts, No. 20, 1899, and No. 28, 1906.

2. The State is divided for Police purposes into Districts, Sub-districts, and Divisions. Division of State.

A Superintendent is in charge of each District, and of the Criminal Investigation Branch, and the Traffic Branch. Police are distributed as authorised to such Districts and Branches, and to their Sub-districts, Divisions, and Stations. Superintendents in charge.

3. The Force consists of Mounted and Foot Police. The Foot Police comprise General Police, Plain Clothes Police, Water Police, Traffic Police, Detective Police, and Police Women. Divisions of men.

Ranks

4. The following are the various ranks in the Service: Ranks.

Commissioned Officers

Commissioner.	Commissioned Officers.
Assistant Commissioners.	
Superintendents 1st Class.	
Superintendents 2nd Class.	
Superintendents 3rd Class.	
Inspectors 1st Class.	
Inspectors 2nd Class.	
Inspectors 3rd Class.	

Non-commissioned Officers, Detective Police, and Constables

Sergeants 1st Class (including Detective Sergeants 1st Class).	Non-commissioned Officers, Detectives, and Constables.
Sergeants 2nd Class (including Detective Sergeants 2nd Class).	
Sergeants 3rd Class (including Detective Sergeants 3rd Class).	
Senior Constables (including Detective Senior Constables).	G.G. 12/9/47.
Constables 1st Class (including Detective Constables 1st Class).	
Constables, Ordinary (including Detective Constables).	

5. Superintendents and Inspectors are Commissioned Officers; Sergeants are Non-commissioned Officers. The word "Officer", when used alone, means a Commissioned Officer. Commissioned and Non-commissioned Officers.

Organisation

6.

Section I*Number of Sergeants and Constables*

7. Suitable Constables, selected for their special fitness, will, as opportunities occur, be appointed to the Criminal Investigation Branch for Detective Police work.

The total number of Detective Sergeants, exclusive of those continuously engaged on special duty alone, must not exceed the total number of Detective Constables.

No. 13**CORONERS AND INQUESTS**

1. Coroners and Deputy Coroners are appointed by the Governor by instrument in writing to be Coroner at such place specified in the instrument, or in and for the State of New South Wales. Where a Coroner or Deputy Coroner is appointed for a specific place he may exercise his jurisdiction throughout the State of New South Wales except within the Metropolitan Police District, and the Police Districts of Liverpool, Newcastle, Parramatta, and Ryde or any other Police District which may be gazetted. Generally Coroners and Deputy Coroners will only deal with matters arising in their own districts.

2. Stipendiary Magistrates have the jurisdiction, powers, and duties of Coroners throughout the State of New South Wales. A Coroner or Deputy Coroner who is not a Justice of the Peace has all the powers of a Justice of the Peace when acting in his capacity as a Coroner, but must take the oath of a Justice of the Peace before he can hold a Magisterial Inquiry. Any Justice of the Peace may hold a Magisterial Inquiry by virtue of his office as a Magistrate.

3. The Coroner's Act, No. 2 of 1960, as amended by Act No. 15 of 1963, provides that a Coroner shall hold an inquest or inquiry without a jury, except:

- (a) in the case of an inquest on the request of a relative of the deceased, or the Secretary of any society or organisation of which the deceased was a member at the time of his death; or
- (b) in the case of an inquest or inquiry, by direction of the Minister of Justice.

(In such circumstances the inquest shall be held by a Coroner and a jury of six persons.)

("Relative" means spouse, parent, or child who has attained the age of twenty-one years, or where there is no spouse, parent, or child who has attained that age, a brother or sister who has attained that age.)

4. Police are required to inform the Coroner for the District, by the submission of P. 79A forms (a copy of which is to be immediately filed at the Station of origin) of the death of any person whose body is lying within that District and who:

- (a) has died a violent or unnatural death;
- (b) has died a sudden death the cause of which is unknown;
- (c) has died under suspicious or unusual circumstances;
- (d) has died, and in respect of whom a medical practitioner has not given a certificate as to the cause of the death;
- (e) has died, not having been attended by a medical practitioner within the period of three months immediately before his death;

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(Amended 19.9.66)*

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- (f) has died while under, or as a result of, or within a period of twenty-four hours after, the administration of an anaesthetic administered in the course of a medical, surgical, or dental operation or procedure, or an operation or procedure of a like nature;
- (g) has died within a year and a day after the date of any accident where the cause of the death is attributable to the accident; or
- (h) has died in an admission centre, or mental hospital, within the meaning of the Mental Health Act, 1958, an institution within the meaning of the Child Welfare Act, 1939, as amended by subsequent Acts, or a prison within the meaning of the Prisons Act, 1952, as amended by subsequent Acts, or in any lockup or otherwise whilst in the lawful custody of any member of the Police Force.

(Where a person does not die a violent or unnatural death. no suspicious circumstances exist in connection with the death and the next of kin desire the body of the person be cremated but the medical referee appointed under Part X of the Regulations under the Public Health Act, 1902, refuses to permit this action due to the certificates by the two medical practitioners not complying with Regulation 79 and representations are made to Police to have the body conveyed to a morgue, Police should not, where it is clear that there are no suspicious circumstances or other considerations such as unexplained death, intervene in the matter, but leave the representatives of the deceased person to make appropriate arrangements for disposing of the body either by cremation or burial. The attention of the persons making the representations should be drawn to the provisions of Regulation 79.)

5. (a) Where a Coroner is so informed by a member of the Police Force of the death of a person in certain circumstances, it is his duty to hold an inquest unless he dispenses with the holding of an inquest in accordance with the provisions of the Act.

(Once a Coroner has been so informed he cannot divest himself of jurisdiction in favour of another Coroner except as provided in Section 13 of the Act.)

(b) Cases arise where a person receiving injuries in a country centre is transported to Sydney or a larger country town for treatment and subsequently dies at that place as a result of the injuries received.

In order that the inquest might conveniently be held where witnesses and relatives reside and not where the death took place, Police will initially report the death to the Coroner for the District where the cause of death arose in order that that Coroner might be vested with jurisdiction under sections 11 and 13 of the Coroner's Act.

Police will request:

- (i) Permission for a Government Medical Officer where the body lies to conduct a post mortem examination;
- (ii) Permission for the Coroner for the District where the body lies to sign a burial order;

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- (iii) Permission for the Coroner for the District where the body lies to sign cremation papers where necessary;
- (iv) That the Coroner confirm the above matters in writing to the Coroner for the District where the body lies as soon as practicable.

(The Coroner should be informed that on receipt of the confirmation in writing the Coroner for the District where death occurred will forward the P. 79A forms, statements of identification to Police, statements of identification by Police to the Government Medical Officer and the Report of examination of the body by the Government Medical Officer.)

6. Whenever possible an experienced member of the Police Force should investigate any death which comes under notice or is reported in accordance with Paragraph 4 or 5.

7. When the body of a deceased person is found by or reported to the Police, and it appears necessary to hold an Inquest, particularly when foul play is suspected or suspicious circumstances are revealed, Police will:

- (a) Carefully note in writing the position and appearance of the body and probable length of time dead.

(The greatest care should be exercised before removing dead bodies found in public parks, dwelling-houses, etc. If there is any doubt or suspicion, the Officer in Charge should be consulted.)

- (b) In cases of suspected foul play immediately report (by quickest method) to Superintendent or Sub-District Officer. In such circumstances each body should, before removal, be viewed by a medical practitioner.)

- (c) Make a minute search of the body and the place where found for any article likely to have caused death; if a medical practitioner is not present, note particularly the size, description, and position of any wounds, and do not allow the body, or any articles which could in any way be connected with the death, to be removed or altered until full investigation is completed;

(If a post-mortem is held, any weapons, bottles, packets or other things supposed to be connected with the cause of death, together with any clothing worn by the deceased showing holes caused by bullet or knife, should be produced for the assistance of the operating surgeon.)

- (d) Remove the body to a public or hospital morgue.
- (e) Unless the body is taken to a morgue, see that a Constable remains in charge of it until the Coroner has given instructions as to the disposal of the body.
- (f) Promptly report in writing the circumstances to the Coroner for the District or if absent to the nearest Coroner.

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(By "nearest Coroner" is meant the Coroner whose residence is closest by a route which can be conveniently used.) (Minute of the Under Secretary of Justice, dated 16-4-41.)

The report should be furnished on the form provided (Form P. 79A). The manner of death should be fully set out, and where possible, should include a full history of the nature of any illness suffered by the deceased, and if treated by a doctor, when and by whom. A note should be obtained from any doctor who saw the deceased about the time of death or after death. This note should be attached to the report. A full description of any unidentified body should be inserted in the appropriate spaces on the form. It is essential that the names of the deceased person are fully and correctly stated. Attention should be paid to the correctness of the spelling of names, and persons identifying bodies or supplying particulars of the names should be closely questioned as to the correctness of the names given.

(If a body is unidentified when the order for burial is given Police in charge of the matter should, whenever practicable arrange for photographs to be taken of the body prior to burial. One copy of the photograph should be attached to the P. 79A form filed at the Station and one supplied to the Coroner for filing.) (See Police Instruction 48, paragraph 9.)

(Police will familiarise themselves with the contents of the P. 79A form in order that they can obtain the required information to complete such form during their initial inquiries.)

- (g) In remote parts, when practicable, report in writing to Coroner or Magistrate before burial, to decide whether an inquest should be held.

(Where there is no telegraphic communication to Coroner, and the distance is great, and a Justice of the Peace deems it necessary to give an order for burial of the body, he should forthwith report circumstances to the Coroner.)

8. (a) It is the responsibility of Police to search and take possession of all money, jewellery, papers and other property found on a deceased person, prior to the body being stripped by the Morgue Attendant and enter same in the Record Book at the District Morgue and in the Miscellaneous Property Book at the Station in the district in which the death took place.

Where there is a ring on any finger of a body, and it is not possible to remove such ring in the normal manner, the ring should be left on the body and reference made to its whereabouts in any record made of the deceased's property.

(b) On the body being conveyed to the District Morgue, either by ambulance or contractor for the removal of bodies, the Police accompanying the body should not leave the body unattended until the necessary search of the clothing has been carried out.

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(c) The search should be undertaken in the presence of either the Morgue Attendant, Ambulance Officer, or the removalist's employee.

(d) Particulars of the property should also be included in the report furnished to the Coroner on the printed form provided for such purpose.

(e) The following procedure will be followed by Police in respect of the handling of property and clothing found on the body of a deceased person conveyed to the City Morgue:

- (i) All property after removal from the body will be taken possession of by the member of the Service conveying and/or arranging the admission of the body to the City Morgue. It will be checked in the presence of the Senior Attendant, or, in his absence, the attendant on duty, by the member of the Service concerned who will then enter in the Morgue Register brief particulars of the case, together with a full description of the property found on the body, sign the entry in the official manner with his name, rank and station, and in the case of a Constable, his registered number. He will then copy a full description of the property, the City Morgue Register number, and the page number into his note book and have the entry signed by the Senior Attendant, or, in his absence, the attendant on duty.
- (ii) The property will then be conveyed to the Police Station in the district in which the death took place, by the member of the Service concerned, who will ensure that full particulars of the property are entered in the Miscellaneous Property Book. The Miscellaneous Property Receipt will then be forwarded to the City Morgue for filing against the relevant entry in the Morgue Register. In every instance, the Miscellaneous Property Receipt should be endorsed to identify it with the Morgue Register entry to which it applies, e.g., "Property of the late James Brown, City Morgue Register No. 2, page 24".
- (iii) Clothing worn by a deceased person must remain on the body until a direction is received from the Government Medical Officer or one of his medical assistants for its removal. Upon receipt of such a direction, the clothing will be removed from the body by the attendant on duty in the presence of the member of the Service in charge of the case and the clothing should be dealt with in accordance with the procedure outlined in Clauses (i) and (ii) of this Instruction.
- (iv) When clothing of an obnoxious nature is removed from the body of a deceased person, the attendant on duty will treat the clothing with deodorant and the member of the Service concerned will parcel it into a plastic bag and place it inside a chaff bag; all of which items are on hand at the City Morgue for this purpose. The parcelled clothing will then be placed by the member of the Service concerned into one of two standard size garbage tins at the City Morgue, which can be identified by the lids of the tins which are

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painted red and have the letters N.S.W.P. printed thereon. The tin will then be removed from the City Morgue by a Government contractor for the disposal of its contents. Prior to clothing being disposed of in this manner, the consent for such action being taken is to be obtained in writing from either the executor or a relative of the deceased person, next-of-kin if practicable, and this authority will be filed on the duplicate copy of the relevant Miscellaneous Property Receipt. The original of the receipt, endorsed in compliance with the directions contained in Clause (ii) of this Instruction, will be forwarded to the City Morgue, but it will not be necessary for an entry to be made in the Miscellaneous Property Book in respect of such clothing. If either an executor or a relative cannot be readily contacted, the authority of the City Coroner, or where the deceased has died intestate, that of the Public Trustee will be sought for the destruction of the clothing. In either case, verbal approval will be sufficient and the copy of the Miscellaneous Property Receipt should be endorsed "Clothing destroyed by authority of the City Coroner/Public Trustee", as the case may be.

- (v) When the condition of the clothing is not obnoxious and a relative of the deceased person has advised that it is no longer required, it will be disposed of in the same manner as obnoxious clothing and the procedure set out in the preceding Clause followed.
- (vi) When the property of the deceased person is handed to a relative or the Public Trustee, as the case may be, a suitable acquittance should be obtained for the Miscellaneous Property Book at the Station concerned.

Exhibits
Relevant to
Inquest.

8A. In all cases where an exhibit, whether motor vehicle, part thereof or other type of article, is in possession of Police and which materially relates to the cause of the death of a person or the cause of a fire, such exhibit should be retained in Police custody pending a discussion of the circumstances with the District Coroner, or in his absence the acting or deputy coroner, and a direction given by him as to its disposal. These instructions are not intended to apply to instances where an indictable charge has been preferred against some person relating to the cause of the death or fire being investigated. In such cases by virtue of section 28 of the Coroners' Act 1960, the Coroner merely takes evidence of the identity of the deceased person and the place and date of his death or of where the fire occurred, as the case may be and often adjourns the inquest without fixing a date or place for the resumption thereof. The indictable charge or charges mentioned are then the subject of proceedings in a Court of Petty Sessions and the exhibits involved should be dealt with in accordance with the provisions of Police Instruction No. 24.

9. In cases of death where the bodies are *not* recovered, careful investigation should be made and a report of full particulars furnished to the Coroner.

10. A view of the body of a deceased person, or of the scene of a fire, shall not, upon any inquest or inquiry be taken by the Coroner, or where there is a jury, by the jury, unless the Coroner deems it advisable to do so.

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11. In the Metropolitan District the non-commissioned officer or experienced member of the Service who makes the initial inquiry will attend the inquest and be responsible for the collection of the evidence, including the general preparation of the case. In Country Districts the officer in charge of the Station will be similarly responsible and later to attend at Coroner's Court. In Country Districts the statements of witnesses are to be lodged at the Coroner's Office as soon as possible, but not later than noon of the day preceding the inquest, and in those areas coming within the City Coroner's and the Parramatta Coroner's jurisdiction the statements must be lodged with the Coroner at least seven days before the date of the inquest. In all cases Police will avoid calling unnecessary witnesses in corroboration.

(Statements for the City Coroner and the Parramatta Coroner will be lodged with the Coroner in duplicate, the copy being for the use of the Police Prosecutor assisting the Coroner.)

(In cases where a person has been charged with causing the death of the deceased person concerned statements will be lodged with the Coroner only as to identity of the deceased person and the place and date of his death.)

(In important cases of death by violence, or where foul play is suspected, the Divisional or Sub-District Officer will take a leading and active interest from the time the matter first comes under notice until finally dealt with.)

(Statements obtained by Police from witnesses or reports of results of inquiries are not to be made available to any person without the consent of the Coroner, except that a copy of a witness' own statement may be handed to him at the time it is made. Similarly, the contents of correspondence found with deceased persons should not be made available to the press without permission from the Coroner.) (*See also "Stations and Lockups".*)

12. The services of the Government Medical Officer who resides nearest to the place where inquest or inquiry is to be held should be utilized. If, however, another legally qualified medical practitioner of good repute lives much nearer to such place, then, in the interests of economy, the services of such practitioner should be availed of. Efficiency should not be sacrificed for economy.

(After a medical officer has certified that life is extinct, Police will act under the Coroner's instructions as far as practicable.)

13. Where a person dies a violent or unnatural death, and a person has been charged with an indictable offence, e.g., murder or manslaughter, in which the question of whether the person charged caused such death is in issue, or in the case of a fire a person has been charged with an indictable offence, e.g., arson, in which the question as to whether the person charged caused such fire, Police will inform the Coroner of the fact that such person has been so charged as soon as practicable. In these circumstances the Coroner will only take evidence as to the identity of the deceased person concerned and the place and date of his death, or in the case of a fire where the fire referred to occurred, and will then adjourn the hearing without fixing a date or place for the resumption of the hearing.

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It is the usual practice not to resume an inquest so adjourned. Notwithstanding this, where a person has been charged with an indictable offence and finally dealt with Police in charge of a case will submit a report for the information of the Coroner, setting out the result of the proceedings taken. The Coroner will then advise if the inquest is to be resumed. A copy of the Police report in such circumstances should be filed with the P. 79A form at the Police Station concerned.

In the City Coroner's District all charges for indictable offences of the nature referred to above will be dealt with by the City Coroner sitting as a Stipendiary Magistrate at the Coroner's Court, 102 George Street North, Sydney, as this Court has now been proclaimed a Court of Petty Sessions within the Central Court of Petty Sessions District. Persons charged with these offences within the City Coroner's District should be remanded to that Court of Petty Sessions. In the Parramatta Coroner's District such charges will be dealt with by that Coroner sitting as a Stipendiary Magistrate and persons charged with indictable offences of the nature referred to will be remanded to the appropriate Court in that District on the date set down for the hearing of the inquest. In Country Districts, persons charged with these offences should be remanded to appear before the Stipendiary Magistrate for the district on ordinary rostered Court days.

14. If no person has been charged with an indictable offence the Coroner may take all the available evidence and if such evidence establishes a prima facie case for an indictable offence against a known person the Coroner will adjourn the inquest or inquiry without fixing a date or place for the resumption thereof, and forward to the Attorney-General the depositions with a statement signed by the Coroner setting out that a prima facie case for a particular indictable offence has been established against a known person. The Coroner cannot resume the inquest or inquiry until such person has been finally dealt with or is discharged or no bill filed. If the inquest or inquiry is resumed the Coroner will not go into all the evidence upon which the Crown relied to prove that a person caused the death or fire.

(The Coroner's sole duty will be to establish the identity of the deceased person, when and where such person died, the manner and cause of death. Such finding shall not indicate or in any way suggest that any person is guilty of an indictable offence.)

Duties
at inquest.

15. If a Coroner decides upon holding an inquest Police will:

- (a) arrange for the attendance of a jury if required;
- (b) see that none of the jury are kin of the deceased, nor interested in any person suspected of having caused his death, nor likely to be required as witnesses;
- (c) arrange for the attendance as witnesses of:
 - (i) persons who found the body;
 - (ii) persons knowing any circumstances connected with the death;
 - (iii) the person who identified the body to the Police and/or Coroner;
 - (iv) the medical practitioner who first saw the body;

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- (v) any other medical practitioner who can give evidence as to the cause of death;

(Where it appears that a person will not appear voluntarily as a witness Police should obtain a summons from the Coroner for service upon such person.)

- (d) Advise the next-of-kin of the time and the date of the hearing of the inquest and of any subsequent adjournment thereof. Such information should be passed to the next-of-kin personally and in ample time before the holding of the inquest;
- (e) attend inquest, take charge of jury, if there is one, accompany them to view the body if the Coroner deems it advisable to do so and prevent interference with them whilst considering their verdict;
- (f) produce at the inquest any papers or other property found on the body of the deceased, and any weapon or instrument that might be supposed to have been the means of death, or any bottle or papers containing or thought to have contained poison; Production of articles.
- (g) at the conclusion of the inquest or magisterial inquiry the result should be endorsed on the back of the P. 79A forms being held. In country areas, one copy should be retained at the Station and the other forwarded to the Superintendent for transmission to the Commissioner of Police after suitable notations have been made on the correspondence cards in the Superintendent's Office as to the name of the deceased, dates of death and inquest, Coroner's finding, such as "Accidental", "Open Verdict", etc. In the Metropolitan Area one copy should be filed at the Divisional Inspector's Office and the other forwarded to the Commissioner of Police through the office of the Metropolitan Superintendent. Inquest reports.

16. Police will, when furnishing Inquest Reports:

- (a) give short, succinct account from a Police point of view;
- (b) not quote the evidence taken, but, if necessary refer to any portion after complying with (a);
- (c) add anything that may have transpired subsequent to the inquest;
- (d) at the end of report in cases of "Open Verdicts", if in a position to do so express any opinion or view they may have as to the cause of death or fire;
- (e) only complete one Inquest Report form when the inquest covers more than one body. The name of each deceased person should be shown on the form and each name should be indexed in the Police records;

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- (f) state if possible the age and birth place of deceased persons, and where property or premises are destroyed or damaged by fire give the names of the occupiers and owners thereof.

**Deaths of
foreign
national.**

17. Whenever the death of a Foreign National comes to the notice of Police, brief report should be submitted in duplicate direct to the Commissioner of Police, as soon as possible and without waiting for an inquest, if one is to be held. Such report should include the full name, last place of residence, age and nationality (if known), place and date of death, cause of death if known, and any particulars available regarding next-of-kin. In those cases where the foreign national is a seaman on a British ship, and in the case of a British seaman, the Superintendent, Marine Branch, Mercantile Marine Office, York Street North, Sydney (Telephone 27 3236), should be advised by telephone, to be subsequently confirmed by the submission of a report.

**Inquests,
Fires.**

18. Police will:

- (a) as early as possible, report to the City or District Coroner on the form provided details of all fires coming to their notice where property of value is destroyed or damaged by fire. This instruction relates not only to real property, i.e., houses and buildings, but to *all* property of value, including motor vehicles and their loadings, contents of buildings, crops, stock, fencing equipment, etc. (*See also Police Instruction No. 26 Bush Fires.*)
- (b) In the absence of any written notification from the Board of Fire Commissioners of New South Wales accept that the Board does not require the holding of an inquiry in the case of a fire occurring within a fire district within the meaning of the Fire Brigades Act, 1909, and should advise the Coroner accordingly;
- (c) ascertain from the Bush Fire Committee whether an inquiry is desired, in the case of a bush fire within the meaning of the Bush Fires Act, 1949, as amended. (*See Section 12, Bush Fires Act.*)
- (d) when making out fire reports observe the following procedure; in Country Districts, two extra copies be made; one to be filed at the Station and the other forwarded to the Superintendent for transmission to the Commissioner of Police after appropriate notations have been made on the correspondence cards in the Superintendent's office. In the Metropolitan Area, two extra copies be made, one copy to be filed at the Divisional Inspector's Office and the other forwarded to the Commissioner of Police through the Office of the Metropolitan Superintendent;
- (e) upon request of Fire Brigade authorities afford any information obtainable as to amount and particulars of insurance upon any premises where a fire has occurred;
- (f) see that members of Fire Brigade Staffs are called to Court only in cases where it is absolutely necessary. (*See "Fires".*)

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19. In connection with fatal accidents in coal mines, Police will promptly inform the District Inspector of Collieries, and in other mines the District Inspector appointed under the Mines Inspection Act, 1901, and notify them of the date and time of the holding of the inquest. Fatalities
in coal-
mines.

If a jury is to be empanelled for such inquest, Police will see that no person is called as a juror who might exhibit animus against the mine owner. Nevertheless, whenever it is practicable, one half of the jurymen shall be miners.

(Mines will be taken to include quarries, brick pits, dredges and other places referred to in the Mines Inspection Act.)

20. When a fatal accident occurs in a factory or associated with use of machinery, e.g., cranes and trench diggers, the Department of Labour and Industry, or its local representative should be promptly informed, and then notified of the date fixed for the inquest.

21. In connection with a fatality to any employee of the Council of the City of Sydney, inform the Town Clerk; and generally apply this instruction to all public or private institutions. City Council
employee.

If deceased be a member of the Defence Forces (Naval, Military, etc.) the appropriate authorities should be communicated with without delay and informed of the occurrence.

22. Police will, when an Inquest or Magisterial Inquiry has been held in the case of a deceased who has died intestate, leaving property, report promptly to Public Trustee's Agent, and when property is handed over, obtain receipt, which should be filed at the Police Station concerned. The name of the Agent should be shown on the Inquest Report. (See "Public Trustee".) Property, if
died intestate.

23. For action in regard to burial of destitute persons, see "Destitute Persons—Burial of". (Reference Book.) Burial of
destitute
persons.

24. For analysis of any substance in connection with an inquest or inquiry, see "Exhibits". Analysis.

25. Immediately after the conclusion of an inquest into the death of a person from drowning, Police in charge of the case should furnish report, in duplicate, direct to the Commissioner of Police, for transmission to the Royal Life Saving Society—Australia, setting out the locality, brief facts of the incident, the cause of drowning (if known), and the Coroner's finding. Such reports are not required in the case of suicide drownings. Where Police had occasion to attempt resuscitation, information should be included in the report in respect of the type of resuscitation used, length of time carried out, and whether the patient at any time showed any signs of recovery. Death from
drowning.

No. 16

CRIME

1. The Officer-in-charge of the Criminal Investigation Branch, in conjunction with the Superintendent, Metropolitan District, will be mainly responsible to the Commissioner for the work of Detectives and Plain-clothes Police in the investigation of crime.

Responsibility for Detectives and Plain-clothes police.

2. Strict attention is to be given to paragraph 6 of this Instruction, and, in the Metropolitan District, Police will immediately report to the Officer-in-charge, Criminal Investigation Branch, by the quickest method possible, particulars of any serious crime, and the name of Police in charge of local inquiries. If such Police find any special features, or meet with any difficulties, they will telephone direct to the Officer-in-charge, Criminal Investigation Branch, who will, if he considers such a course necessary or advisable, detail detectives to assist. Such detectives will work in conjunction with the local Police, and, as far as practicable, prevent any overlapping, waste of energy, or complaints from citizens of being unnecessarily interviewed by successive sets of Police.

Reports and actions in serious cases.

3. Superintendents and Officers will—

(a) take a keen personal interest in all criminal cases in their district, and follow closely the action taken so as to know at any time how such cases stand;

Superintendents and officers.

(b) see that Police zealously perform their duties, and maintain an interest in such cases until satisfactorily cleared up;

Duties.

(c) insist on promptitude in the circulation of "Crime Reports", and that detailed instructions are complied with by Police engaged;

Crime reports.

(d) see that any member of the Force who supplies information leading to the arrest of an offender is not deprived of the credit due, and that his name is included in any *Police Gazette* notice.

4. Every member of the Force should do his utmost to prevent, or when committed, to clear up, any crime. To ensure efficiency there should be—

Police duty.

(a) thorough cohesion of all branches of the Services;

(b) free interchange of all available information, and under no circumstances should any important information regarding an offender be withheld from the Officer-in-charge.

Interchange of information.

Whenever a report of a serious offence has been received at a station the Officer-in-charge, whether on duty or not, must be informed at the earliest possible moment;

(c) an absence of all jealousy and suspicion of each other's loyalty;

(d) activity and constant adoption of fresh and unexpected measures, and determination to effect a speedy capture.

Crime

Identity of informant.

5. Police should never talk about or disclose to anyone the source of their information or the identity of their informants. Names of informants should not be stated in reports, but it may be necessary in the interests of justice, or for other reasons, to inform their Officer. (*See* "Rules", section III, subsection 16.) If asked in Court to disclose the identity of an informant, they should respectfully decline, on the ground that it would be contrary to public policy. They should be guided by the decision of the Judge or Magistrate, who will never on light grounds, compel such information to be given.

Serious crime.

6. In *all serious crime* Police will—

(a) promptly circulate all information to surrounding Stations and all other places considered necessary, and enter such Stations on the "Criminal Offence Form";

Crime reports.

(b) forward "Criminal Offence Form" promptly as directed in paragraph (8) (e) of this Instruction, and, if necessary, telegraph direct to the Commissioner and inform the Superintendent;

When telegraphed.

(c) note that in transmitting telegrams regarding offenders economy of words is desirable, but the leading features of a definite charge should be given where possible;

Circulation among motorists.

(d) specially circulate amongst motor cyclists and motor drivers the description of any offender who may be committing a series of offences; if urgent, particulars should be sent by telephone.

Scenes of very serious crime—report of examination

(25/6/47.)

6A. In cases of Homicide or very serious crime, it will be the responsibility of the member of the Force first on the scene of the crime to complete Form P.72 "report on examination of scene of Homicide". Where a member of the Criminal Investigation staff arrives at the scene before the Form is completed, its completion will then become his responsibility. In any case, the completed Form is to be handed to the member of the Criminal Investigation staff in charge of the inquiries, who will retain the original and attach one copy to his report for the information of his Officers.

7. In addition, in the Metropolitan District, Police will follow the procedure set out hereunder:—

Reports at night to be telephoned.

(a) When a robbery is committed during the night-time and Police obtain particulars of stolen articles, and time does not permit of "Criminal Offence Form" being prepared and forwarded as directed in 6 (b), telephone the Operator on duty at the Criminal Investigation Branch before 6 a.m. to enable description of such articles to be inserted in pawnslips that morning. In this case, the C.O. forms should reach the Criminal Investigation Branch and Type Room not later than 8 a.m.

Pawnslips.

Descriptions telephoned.

(b) When circulating the description of criminals, stolen horses, straying or lost children, stolen, lost or recovered motor vehicles and contents, if any, full information in regard thereto should be *immediately* telephoned by the Station Sergeant or Constable receiving the report to—

(1) the Wireless Room at the Police Training Centre;

Crime

- (2) the Criminal Investigation Branch; and
- (3) the office of the Metropolitan Superintendent, during ordinary office hours, in cases of serious crime or matters of special importance. (29/3/44.)
- (c) Immediately on receipt of such information, the operator on duty at the Wireless Room at the Police Training Centre will transmit brief particulars to Police Stations. Circulation to stations. (29/3/44.)
- (d) Station Sergeants or Constables at Head Stations will then immediately inform Stations, Lock-ups and Call Boxes in their respective Divisions, noting in the book provided the date, time, Station or Call Box, and name of member of the Service receiving the information. Stations and Call Boxes to be informed.
- (e) Station Sergeants and Lock-up-keepers will be held personally responsible to see that all Police on duty are supplied with particulars of crime reported. This should be done by the best and quickest means available by telephone; section, patrol or traffic Sergeants; motor cyclists, etc. Police will enter these particulars in their note-books. Police advised.
- (f) As the wireless car, in most instances, will be first at the scene of a crime, the Sergeant in charge will as soon as practicable notify the Detective Area Inspector, and then the Station Sergeant at the local Head Station (who will immediately notify the Divisional Inspector), and then the Metropolitan Superintendent and Superintendent of Detectives. In the absence of the wireless car the senior officer first on the scene of the crime will notify the Station Sergeant, who will be responsible for advising the Officers mentioned. Wireless Patrol Sergeant's duty at scene of crime.
- The Metropolitan Superintendent, or in his absence the Superintendent of Detectives, will decide as to advising the Commissioner in any case of serious crime.
- (g) It will not be necessary to report on the ordinary Criminal Offence Form any case of simple larceny in value not exceeding \$2. Where a report is necessary it should be made on the Information Form for inclusion in the Sydney Police Reports or Pawnslips. Care must be taken, however, to see that all such cases receive attention locally, and are included in the record of crime appropriate to the District and returned in the Crime Returns. Simple larceny.
- (h) Where it is known or thought that a criminal on bail to appear at a Higher Court is continuing his depredations and applies for frequent postponements of the hearing of his case, reports setting out the particulars of any such criminal should be submitted by the Area Detective Inspector or Detective Sergeant to the Office of the Commissioner of Police at least one week before the commencement of the sitting of the Higher Court to which the offender is committed with the object of the Clerk of the Peace bringing on such cases as expeditiously as possible and instructing Counsel to object to adjournments if it be considered such a course is warranted in the interests of justice. Criminal on bail offending again.

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Card Index
of stolen
property and
crime.

8. A Card Index for recording particulars of all articles or goods lost or stolen, as well as information respecting extensive robberies of various classes of merchandise, etc., is established at Criminal Investigation Branch. The success of the system depends on the care and accuracy displayed by the Police in setting forth the particulars required, and strict attention should be given to the following:—

Jewellery, etc.

(a) In the case of jewellery, watches, rings, medals, bangles, etc., see that the numbers, initials, names or other marks of identification are accurately stated. Refer to the Jewellery Reference Book and quote the number of the illustration of an identical or similar article.

Motor
vehicles.

(b) Where motor-cars, motor-cycles, bicycles, magnetos, motor tyres or tubes, field-glasses, &c., are concerned, particulars of make, number and description should be given.

(c) Bank notes should be recorded by their respective numbers, and in the case of other articles the distinctive brand or marks of identification should be described.

(d) All names must be given in full and correctly spelt. "Jewellery Reference Book" should be consulted in this connection. The foregoing particulars will be furnished on the "Criminal Offence Forms" and "Criminal Offence (Further Information) Forms."

Criminal
offence
forms—
preparation.

(e) The "Criminal Offence Forms" are printed in four different colours—pink, yellow, green, and white. In the Metropolitan District the forms should be prepared in triplicate, the pink, yellow, and green forms being used for the purpose. The pink form is addressed to the Commissioner of Police for use by the Metropolitan Superintendent, and is to be forwarded to the Metropolitan Superintendent in a separate envelope. The yellow form and the green form are to be sent to the Superintendent, Criminal Investigation Branch. In the Districts outside the Metropolitan District the pink, yellow, and green forms should be prepared and sent to the Criminal Investigation Branch, and the envelopes in which they are contained should be marked "C.O.F." across the upper left hand corner; in addition two other copies are to be prepared on the white form, and one of these copies is to be sent to the District Superintendent, whilst the other should be forwarded to the Officer-in-Charge of the Sub-District. Wherever a Station copy is required it should be made on the white form. Where Criminal Offence Forms are furnished in respect of marine craft an additional white copy should be prepared and forwarded direct to the Officer-in-Charge of Water Police, No. 4 Division, vide paragraph 8B of this Instruction.

Rail thefts.

(f) With regard to thefts or losses of goods consigned by rail, only one copy (on the yellow form) should be forwarded, addressed to the Superintendent, Criminal Investigation

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Branch, Police Administrative Offices, Campbell Street, Sydney, who will when necessary bring such matters under the notice of the Commissioner of Police. Similarly, all reports of such thefts or losses should be made direct to that Officer.

- (g) A Detective Sergeant from the Criminal Investigation Branch is attached to the Railway Investigation Section on loan to assist in investigations into criminal matters and to act as liaison officer between the Railways Department and this Department. Should any assistance be required, he may be contacted on telephone No. 211 3897. Should he not be available, any assistance or information required can be obtained by contacting either the Assistant Superintendent, telephone No. 211 2657, or the Operations Officer, telephone No. 211 3897, during normal office hours. Outside those hours, at weekends or on public holidays, the Senior Patrolman on duty at the Darling Harbour Wireless Room, telephone No. 61 3985, should be contacted.

Railway
Department—
co-operation.

To prevent overlapping of inquiries and to facilitate identification of goods or property stolen from the Railways, when any person is arrested for stealing Railway property, or for having in possession property supposed to be stolen from the Railways, full particulars concerning such offender and property should immediately be forwarded to the Criminal Investigation Branch by telephone or memorandum so that the arresting Officer may be assisted in establishing the facts before the Court.

If a person charged with any criminal offence or summonsed in respect of offences such as common assault, driving under the influence of intoxicating liquor, negligent driving or other serious driving offences, is a railway employee, or there are reasonable grounds for suspecting he is a railway employee, a report in duplicate briefly setting out the facts should be promptly submitted to the Commissioner of Police for transmission to the Department of Railways. In addition, the Criminal Investigation Branch should be immediately notified of his full name and particulars of the offence in order that information can be given to the proper authorities and arrangements made for the attendance of an officer of the Department of Railways at the Court, should this be considered necessary.

Offences by
Railway
Employees.

- (h) The names of all Stations to which information has been circulated should be furnished on the form in the space provided thereon. In the event of the recovery of any property, whether an offender has or has not been arrested, the necessary particulars should be at once furnished by the Station which reported the matter in the first instance, either on the "Criminal Offence (Further Information) Form" with the usual apprehension notice, or in a separate report.

Further
information
form.

(Provided that where property reported stolen to Police in other States or the Federal Capital Territory is gazetted in the New South Wales Police Gazette and is recovered in this State, a "Criminal

Property
stolen in
other States
or A.C.T.

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Offence (Further Information) Form" should be furnished by the Police who recover the property.)

Insured motor vehicles.

Upon the receipt of advice of the recovery of a stolen motor vehicle, if the Police know that the vehicle is insured and the company with which it is insured, the officer in charge of the Police Station at which the loss of the vehicle was reported should promptly notify the company. At the same time it should be ascertained from the company whether the claim of the owner in respect of the insurance of the vehicle has been met, and whether the owner has signed a formal notification of transfer of the ownership to the company. This notification is one that will be obtained by the company (not by the Police) and is to be handed to the Police by the company. It will be in the following terms:—

Notification to Police.

"I/we hereby notify the Commissioner of Police that the property which was stolen from my/our on or about 19., and reported to Police Station, is now owned by the insurance company by virtue of that company having settled, under Policy No. my/our claim in respect of such stolen property.

Further notification.

Notwithstanding the fact that I am/we are not now the owner of such property I/we nevertheless undertake and agree to attend, when so requested by the Police Department, for the purpose of identifying any property recovered by the Police which they have reason to believe is the property or part thereof so stolen from me/us.

Signature

Address

Date

Witness

Address"

In furnishing the usual report of the recovery of the vehicle it should be indicated whether the insurance company has been notified and has supplied the foregoing signed statement.

- (i) The general instructions printed on the forms must be carefully observed.
- (j)

Record of reports of crime.

8A. At Country Stations Form P. 43 is used for recording particulars of crime reported. In the Metropolitan District a Crime Book is used. Particulars of all crimes should be entered on Form P. 43 or in the Crime Book as soon as practicable after being reported to the Police.

This will not apply to the alleged theft or loss of stock, wheat or wool. In those instances, the instructions contained in paragraph 8c of this Instruction will be followed.

Duplication of entries.

Where a crime is cleared up prior to the particulars being entered on Form P. 43 or in the Crime Book and all offenders concerned in the offence have been arrested and all property involved has been recovered, the entry of the matter in the Charge Book will suffice. This

Crime

will apply only to such cases as where an offence has not been reported to the Police but has actually come under notice following the arrest of an offender, or where an offence has been cleared up so soon after being reported that there has not been a reasonable opportunity of recording the particulars in the record of reports of crime appropriate to the District. The recording of any report of crime should not be delayed because there is a prospect of an early arrest, because the genuineness of the report is doubted, or for any other reason.

When an arrest is made before the recording of the report of the offence but all the property involved has not been recovered, or all the offenders concerned have not been arrested, an entry of the matter should be made in the record of reports of crime so that particulars of the unrecovered property and/or the description of the offenders still wanted may be circulated. A suitable entry should be made in the appropriate column of the record to the effect that an offender has been arrested, and that the entry is made with a view to the circulation of particulars of the unrecovered property and/or the description of other offenders on Form P. 42A, and this form similarly endorsed.

At the conclusion of each entry of a report of crime on Form P. 43 or in the Crime Book, a short note should be inserted setting out when and by whom the offence was reported. The action taken and the result of inquiries should be clearly but concisely shown in the appropriate column. Station Police are responsible for the circulation of all reports entered on Form P. 43 or in the Crime Book. The member of the Force entering particulars of the crime should insert in the column for "Action Taken, etc." instructions regarding the method of circulation. In this regard the following may be taken as a guide:—

Circulation by
Station Police.

Nature of report	Instructions for circulation
(a) Where the officer is satisfied that the report is genuine.	Circulate on "Criminal Offence Form".
(b) Where there are sufficient grounds to cause reasonable doubt to exist as to the genuineness of the report.	Circulate on "Information Form" pending further inquiries.

So far as example (b) is concerned, an Information Form should be sent to each of the locations shown thereon and endorsed "doubtful report" and the reason why the matter is being treated as such, set out.

If, after further investigation, it is ascertained that a report of crime, previously considered doubtful and circulated on "Information Form", is authenticated, "Criminal Offence Form" (P. 40 or P. 40A), should be submitted and particulars included in the returns of crime furnished in accordance with Police Instruction No. 16, paragraph 42. All particulars required on the Criminal Offence Form should be supplied except the description of the articles.

Doubtful
reports.

Where the doubt which existed in the minds of the investigating Police is confirmed that the report of a crime is not genuine, official approval should be sought for it to be treated as a doubtful report, or have it expunged from the records, and, if approved, an entry to that

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effect made in the appropriate column on Form P. 43 or the Crime Book, as the case may be. There is no necessity to submit another Information Form if approval is given for this action to be taken.

Circulation of lost property.

Where property is reported lost, particulars of the loss should be entered on the occurrence sheet and circulated per medium of the Information Form. After circulation the occurrence sheet should be endorsed "Vide S.P.R. No. . ." When property is recovered Information Forms should be forwarded to the locations set out, stating the circumstances surrounding the recovery of the property. After circulation of the recovery of the property the occurrence sheet should be endorsed "Recovery circulated vide S.P.R. . ."

Property lost or stolen.

Where property is reported "lost or stolen", particulars should be entered on the occurrence sheet showing the circumstances and circulated on the Information Form, one copy to be sent to each of the locations shown thereon. After circulation the occurrence sheet should be endorsed "Vide S.P.R. No. . ." When property is reported "lost or stolen" and it is later recovered, after having been lost and not stolen, this information should be supplied on the Information Form, when the recovery is circulated. When property is circulated "lost or stolen" and is later found to be stolen, it should then be circulated on the Criminal Offence Form, and reference to the previous circulation given.

The Information Form should be used for circulation in the following instances:—

- (i) Property which is reported lost and it is desired should be circulated in the S.P.R. with a view to its recovery.
- (ii) Where an offender has been arrested and the arrest of another offender is still desired in connection with the same offence.
- (iii) Where a crime in connection with property is cleared up by the arrest of the offender or offenders and the property has not been circulated, and some remains outstanding.
- (iv) Occurrences such as indecent exposure, etc., which do not come within the category of crime, together with the description of the offender.

Circulation of warrants.

Warrants for criminal offences should be circulated on Criminal Offence Form and any further information in respect thereto, circulated on Criminal Offence (Further Information) Form. All other warrants requiring circulation should be circulated by means of the Information Form, and this form should be used for circulating any further information regarding such warrants.

Marine craft reported lost or stolen.

(13/7/50.)

8B (a) In circulating the loss or theft of marine craft per medium of Criminal Offence Form or Information Form (as the case may be) the following details should be included:

- (i) Type of craft (canoe, dinghy, rowing skiff, sailing skiff, motor launch).
- (ii) Length and beam.
- (iii) Build, planked or built plywood; clinker, carvel or diagonal built; flat, round bilge or "V" bottom; snub nosed or straight

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stem; tuck or double ended; number of thwart, number of rowlock blocks, whether fitted with floor boards, foot stretchers, ring bolts in stem and stern.

- (iv) Colour of hull inside and out, bottom and floor boards.
- (v) *In the case of Motor Launches*:—Whether open or cabin, make and number of engine; if fitted with tiller or wheel, whether wire or ratchet control; whether rudder constructed of metal or wood.
- (vi) *In the case of Yachts*:—Whether sailing, motor or auxiliary; if sloop, cutter, yawl, ketch or schooner rigged; if fitted with centre board case or fixed keel.

(b) An additional copy of the Criminal Offence Form or Information Form (as the case may be) should be submitted direct to the Officer in Charge of Water Police, No. 4 Division, where marine craft are reported lost, stolen or missing.

8c. *Immediately* a report is received regarding the alleged theft or loss of stock, wheat or wool, particulars will be circulated in the usual manner by means of Information Forms. No entry will be made for the time being on Form P.43 or in the Crime Book as the case may be. Where the theft or loss of stock is alleged, a copy of the Information Form will also be forwarded to the Officer in Charge of Police, Stock Squad, Enfield, and the Stock Investigator of the District. In addition, information will be telephoned to the Stock Squad in every instance where the alleged theft or loss is reported in the Metropolitan District and in those instances where such theft or loss is reported to a country Police Station and it is essential that immediate inquiries be made at Flemington Sale Yards and knackeries in the Metropolitan District.

Stock, Wool
and Wheat
reported
stolen.

Following circulation of the alleged theft or loss, Police will thoroughly and promptly investigate the alleged theft or loss and report the result of their inquiries through the usual official channels to the Metropolitan Superintendent or the Superintendent in Charge, Country Districts. The requirements of Permanent Circular No. 100 should be borne in mind. When the Metropolitan Superintendent or Superintendent in Charge, Country Districts, is satisfied that all available and relevant information is available, the papers will be submitted to the Commissioner for a decision as to whether the facts justify the alleged offence being treated as a "determined theft", i.e., a case where there is no doubt from the reports furnished that the theft or loss is genuine. Should the decision be given that the matter is to be treated as a "determined theft", the papers will be returned to the Police in charge of inquiries who will circulate the offence by means of Criminal Offence Forms, circulation to be to those centres to which an Information Form was forwarded in the first instance. Particulars of the offence will be then recorded on the Form P.43 or in the Crime Book as required by Paragraph 8A and included in the Return of Crime submitted in accordance with Paragraph 42 of this Instruction. A Modus Operandi (P. 94A) Form will be also completed and forwarded direct to the Modus Operandi Section.

Should the decision be that the matter is not to be treated as a "determined theft", the papers will be returned to the Police in charge

*New pages 209, 210/210A
(Amended 8.10.65)*

Crime

of inquiries who will circulate that fact by means of Information Forms to the centres to which an Information Form was forwarded in the first instance. The further Information Form should refer to the original form and set out the decision of the Commissioner and the number of the papers in which such decision was given.

Where, following a decision by the Commissioner that a report should be treated as a "determined theft", subsequent inquiries establish that the stock, wheat or wool was not stolen or lost as reported, Police in charge of inquiries will forward all papers through the usual official channels to the Metropolitan Superintendent or the Superintendent in Charge, Country Districts, for submission to the Commissioner for direction as to whether the matter should be expunged from Departmental records. Should that action be directed, the terms of the approval of the Commissioner and reference to the papers should be circulated by means of Criminal Offence (Further Information) Forms to those centres to which a Criminal Offence Form was forwarded.

When an offender is arrested before a theft or loss of stock, wheat or wool is reported to Police or where an offence is cleared up so soon after it coming to the notice of Police that there has not been a reasonable opportunity of submitting Information Forms, Police in charge of the case will submit a completed Modus Operandi Form, together with a short covering report, through the Metropolitan Superintendent or the Superintendent in Charge, Country Districts, to the Modus Operandi Section for filing.

To ensure that all reports of alleged theft or loss of stock, wheat or wool are, without delay, investigated and a decision is given as to which cases are to be treated as a "determined theft", the Metropolitan Superintendent and the District Superintendents will take all necessary action to follow up promptly every case which is the subject of an Information Form received in their Offices so that each such Form becomes the basis of a Departmental file. Prior to the submission of such files to the Commissioner, the Superintendents should be satisfied that the requirements of Permanent Circular No. 100 have been met in those instances concerning the alleged theft or loss of stock.

Arrest by uniform Constable on criminal charge.

9. When a uniform Constable makes an arrest on a criminal charge the Station Sergeant taking the charge should arrange with the Divisional Detective-Sergeant to detail a Detective or Plain Clothes man (or where there be none such, as in the country, an experienced uniform officer should be detailed if necessary) to assist in collecting and placing all material evidence properly before the Court, but nothing must be done that will deflect any credit from such Constable or cause him to think he has not received fair treatment. The name of the officer detailed to assist should not be included in the arrest.

The foregoing is framed to allow country officers a discretion as to when it may be necessary to detail assistance, due regard always being paid to the question of expenditure involved.

When previously convicted.

10. When an alleged offender is apprehended under such circumstances that it may be reasonably assumed he is a member of the criminal class, or may have committed previous offences unaccounted for, the case should not be gone on with, if possible, until his antecedents are fully known, or it is ascertained that he has no connection with previous offences.

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10A. In cases where offences have been allegedly committed by a corporation, the matter should be referred to the Commissioner of Police before investigations are commenced.

Offences by corporations.

11. When a Police Officer is endeavouring to discover the author of a crime, there is no objection to his putting questions in respect thereof to any person or persons, whether suspected or not, from whom useful information can be obtained.

Questioning of persons.

The Police Officer, however, has no authority to exercise any restraint whatever upon the person being questioned, or detain him in any way, and such person is entirely free to come and go as he pleases.

Whenever a Police Officer has made up his mind to charge a person with a crime, he should first caution such person before asking questions or any further questions as the case may be.

Caution before questioning.

Persons in custody should not be questioned without the usual caution being first administered. The caution should be: "I am going to ask you certain questions. You are not obliged to answer unless you wish to do so, but whatever you say will be taken down in writing and may be used in evidence."

Form of caution.

12. If an accused person wishes to volunteer any statement, the usual caution should first be administered. (Mr. Justice Darling in *R. v. Cook*, T.L.R., Vol. 34, p. 515 (1918).)

Voluntary statements.

(See Reference Book—Judges Rules—Statements by persons suspected of crime, or by prisoners in Police custody.)

(8/7/48.)

13. On arresting a man, a Constable ought simply to read his warrant or tell the accused the nature of the charge upon which he is arrested, leaving it to him to say anything or nothing as he pleases. For a Constable to press an accused to say anything with reference to the crime of which he is accused is very wrong. There is, however, no objection to a Constable listening to any mere voluntary statement which an accused desires to make, and repeating such statement in evidence. [Mr. Justice Hawkins (Lord Brampton) on Police Duties. "Reference Book" "Advice to Police on duties and powers".]

Persons under arrest.

14. When two or more persons are charged with the same offence, and statements are taken separately from the persons charged, the Police should not read these statements to the other persons charged; but each of such persons should be furnished by the Police with a copy of such statements, and nothing should be said or done by the Police to invite a reply. If the person charged desires to make a statement in reply, the usual caution should be administered.

15. No confession, admission, or statement can be given in evidence against an accused person if it has been induced by any untrue representation made to him, or by any threat or promise held out to him by Police or prosecutor, or by some person in authority. It is not enough that Police do not offend in this respect; they must, as far as practicable, see that the prosecutor, or a person in authority, does not so induce a confession or statement, and so cause a miscarriage of justice.

Statements or confessions not to be induced by threats, etc.

If such an inducement has been held out, the effect of it can only be removed before the trial by a person in authority indicating the time and circumstances of the inducement, and clearly causing the person to whom the inducement was made, to understand that he must not allow anything said previously to operate in his mind, and that such consideration must not be taken into account by him.

Removal of inducement.

No. 18**DETECTIVE AND PLAIN-CLOTHES POLICE**

1. Authority will be given, as required, for the employment of a certain number of Police permanently in plain clothes. This number is not to be increased without the authority of the Commissioner.

Permanent
Plain-clothes
Police.

2. Police for this duty will generally be selected from Constables of more than average intelligence and education who show an interest in and potential for criminal investigation. No Constable, unless he has shown exceptional ability or aptitude, will be accepted until he has had two years' service and is a reliable Policeman, acquainted with his duties and powers, and capable of carrying them out with satisfaction.

Suitable
selection.

The maximum age up to which any member of the Force is normally eligible for appointment to Criminal Investigation duty is 33 years.

3. It is of the utmost importance that only those should be selected who have a special fitness and a voluntary inclination for this class of work, for without special aptitude and a determination to succeed, satisfactory results cannot be obtained.

Special
fitness.

4. Officers should be keenly alert to seek out and recommend the most suitable Constables for this duty, and not necessarily from their own Divisions. They should, where possible and on a temporary basis, permit suitable Police to work with Detectives prior to being transferred to permanent plain-clothes duties.

Officers
selection.

5. Constables so selected in the Metropolitan Area will attend at convenient times at the Criminal Investigation Branch for initial interview by the Superintendent in Charge or a senior Officer acting on his behalf as to their fitness for plain-clothes duties, and will be classified as "The Ungraded Section of the List of applicants for plain-clothes duty".

Initial
interview.

6. Police from Country Districts desirous of selection as applicants for plain-clothes duty will attend at the Police Administrative Offices and there appear before a Selection Committee which shall comprise the Superintendent in Charge, Country Districts; the Superintendent in Charge of the Criminal Investigation Branch or Assistant Superintendent and a Detective Inspector attached to the Criminal Investigation Branch. They will be examined and if considered suitable, approval will be given by the Commissioner for their services to be utilised temporarily and as the circumstances and occasion warrant, assisting and relieving permanent detectives in their respective Sub-Districts. A record of Police so selected shall be maintained in a Register known as "Country Section of List of applicants for plain-clothes duty".

Country
Police.

7. Those Police whose names appear in "The Ungraded section of the List of applicants for plain-clothes duty" who have undergone a further period of general experience and study, will appear before a Selection Committee comprising senior Commissioned Officers of the Criminal Investigation Branch, when they will be viewed as to their appearance, demeanour and manner of speech and questioned as to their experience and knowledge of Police Practice and Procedure, Acts of Parliament, and general knowledge. The successful candidates will be classified in "The Graded Section of the List of applicants for plain-clothes duty".

Reclassi-
fication to
Graded
Section.

*New pages 231-232
(Amended 4.3.69)*

Detective and Plain-clothes Police

- Probation.** 8. Police transferred to permanent plain-clothes or detective duty will be on probation for six months, which time may be extended by the Commissioner for any period up to twelve months.
- Detectives.** 9. Detective Police will be selected from the most suitable and successful of the plain-clothes Police, who have shown a special capacity and energy in the detection of crime, and satisfactorily complete a specified period of training in a Detective Course at the N.S.W. Police Academy.
- Designation of "Detective".** 10. A member of the Police Force shall be designated "Detective" only with the approval of the Commissioner of Police. No member of the Force shall be designated "Detective" unless permanently appointed to criminal investigation duty, has successfully completed a Detective Course and, except in exceptional circumstances, shall have at least five years' service and three years continuous plain-clothes experience on criminal investigation work, and have a satisfactory Departmental record.
- For the purposes of this paragraph, criminal investigation work will be taken to include, inter alia, duties performed by members of the No. 21 Special Squad, duties performed by members of the Police Scientific Investigation Section, duties performed by Police in Country Districts engaged in stock investigation duties and duties performed by members of the Special Branch, Police Administrative Offices, Campbell Street, Sydney.
- Attendance at Detectives Course.** 11. Attendance of Police at a Detective Course will be selective and will be based mainly on vacancies in such Courses, but it is expected that those participating will have in the vicinity of two years' continuous plain-clothes duty on criminal investigation work immediately prior to their entry into the Courses.
- Report inefficiency.** 12. Officers should carefully note the work of their plain-clothes or detective staff, and if there be any apparent standing faults in their methods, or if they show a lack of any of the necessary qualifications or capacity, or apathy in the discharge of their duties, or absence of success for a lengthy period tending to show unsuitability, they should not hesitate to report the fact and recommend transfer to uniform.
- Supervision and interest.** 13. The efficiency of Plain-clothes and Detective Police largely depends upon the force of character, example and personality of the Officer in Charge, who should take a keen personal interest in the administration so as to know, as far as possible, what his staff are doing, and profitably use all detailed information coming to his knowledge.
- Attached to Divisions.** 14. Detectives and Plain-clothes Police who are attached to Divisional Stations will—
- Consideration for promotion.**
- (a) be under the direct control and supervision of the Inspector of the Division, whose favourable report will be essential before promotion;
 - (b) be judged for promotion on the results of the work they perform, irrespective of whether they are attached to the Criminal Investigation Branch or to a Divisional Station.
- (Recommendations for advancement will be made and dealt with in the same manner as for general Police in the Metropolitan District.)

Detective and Plain-clothes Police

15. Detective and permanent Plain-clothes Police—

- (a) are expected to be keenly alive to their responsibilities, to give their undivided attention to their work, and be ready to promptly and efficiently investigate any case with which they are entrusted, irrespective of the time they receive it, or the hours of duty already performed. Responsibility and attention.
- (b) should, as far as possible, be utilised for prevention of vice, unlawful gaming and betting and crime, or its detection during, or immediately after, commission, and unless for special reasons, not used for inquiries which could well be done by Police in uniform. (A civilian coat and hat might be kept at Stations for use in inquiries in cases that could be better attended to in plain clothes.) Attention to crime.
- (c) should be particularly careful not to interfere or become mixed up in any civil dispute, especially divorce cases. They are not, at the request of individuals, to make inquiries, unconnected with police duties, or to interfere in the private business of others, or to act on behalf of a creditor who seeks to obtain payment from his debtor. (This applies also to Police in uniform.) Such interference is exceedingly improper and dangerous, and any member offending will be liable to dismissal or severe punishment. If any application is received for inquiry, which appears to be forbidden by the spirit of the instructions, the circumstances should be reported for directions. Civil disputes and divorce
- (d) will comply strictly with the rules relating to "Gratuities and Rewards" and never apply or receive from any private person an advance of money or a reimbursement of expenses incurred. (They are necessarily put to small expenses which are difficult to charge, but the great majority of legitimate payments may be recovered in the regular manner. If money is required, they should apply to the Officer in Charge.) Gratuities and payments.

16. The unravelment of serious crime and apprehension of offenders must necessarily depend in a very great measure upon the energy and ability of Detective and Plain-clothes Police. Energy and ability.

17. The certainty of the detection of criminals is the chief point to be aimed at, and can only be obtained by cordial co-operation, absence of craving for individual credit, by a free interchange of information, great activity, and the constant adoption of fresh and unexpected measures. Any information which may secure the arrest of a criminal, or clear up a crime, should invariably be communicated to the Officer in Charge, or the senior Detective working under his control, who are in the best position to know how to act to further the interests of justice. Certainty of detection.

18. It is impossible beyond general principles to define detective duty, which must necessarily be left in a very great measure to individual experience and discretion but the following points are likely to help in the investigation of crime and in bringing offenders to justice, and may serve as an indication to those members of the Force who are desirous Detection of crime.

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of becoming detective police of the qualities which they should try to cultivate as fitting them for such employment:—

Information.

- (a) (i) Ascertain names of persons against whom the offence is committed and all possible information concerning the crime. Extreme accuracy should be observed in all particulars.
- (ii) If the offender is known, ascertain his name and everything about him, his habits, associates, and anything which will help to find him.
- (iii) If unknown, anything likely to help his identification, should be obtained.
- (iv) Ascertain name, etc., of anybody who can give evidence or any information. Any unusual circumstances or even trivial remote thing should not be omitted, as small things added together may alter the complexion of a case.
- (v) Do not relax efforts or be discouraged by a rebuff or failure; a denial should not be too readily accepted as final, as more pressing inquiry may be successful.

Description.

- (b) (i) Obtain the best description of the suspect and of supposed accomplices and associates, their physical peculiarities, gait, manner, height, age, eyes, clothing, occupation, etc.
- (ii) Cultivate the gift of describing persons; seize the salient features and mention first that which is most striking. Few persons can give a description which really brings the person described before the mind's eye.
- (iii) Obtain description or sketch of missing property, value, marks, maker's name, whether new or old, or anything likely to assist in identification.

Tracks and marks.

- (c) (i) Note carefully any tracks or marks, including all physical traces, which may become circumstantial evidence, or give a clue to offender's identity.
- (ii) Note the weapon used, marks showing what the weapon was, marks showing that the offender received a wound, blood on line of retreat, door handles, windows, broken glass, marks of bloody hands, blood or hair on the hands, nails, or teeth of the victim, or a weapon used by him.
- (iii) Note the line taken by a bullet, showing the place from which it was fired, marks of entry or retreat, or of jemmies or other tools on doors, windows, or furniture.
- (iv) Note footmarks on earth or floor, note length and breadth, how soles and heels are worn, as indicating any peculiarity of gait, count the nails, note the gaps, take a copy on paper and mark the peculiarities.

Detective and Plain-clothes Police

- (v) Handmarks left in dust, or on anything capable of retaining an impression, should be most carefully search, as finger prints are the basis of the records of habitual criminals. (See "Finger Prints".)
- (vi) Examine and consider the meaning of anything left behind—tools, clothes or boots.
- (vii) Note anything indicating the motive of the crime, that valuables are not touched, or one class taken and others left behind.
- (viii) No trifle should be unnoticed and anything considered of the slightest use should not be moved or obliterated until thoroughly examined and carefully noted. Tracks and marks have a value beyond giving a clue; they may form valuable evidence. Every effort should be made to secure their being produced to the Jury in the most convincing form. A police photographer is always available and should be utilised where necessary. Footprints should be dealt with as described in "Reference Book" under "Crimes (Plaster Casts)". Specimens of handwriting should be obtained in cases where they are likely to be useful.
- (d) Information must be distributed, as soon as possible, to every one whose help is wanted for the investigation of the offence or arrest of offenders. For this purpose, the Police radio, telephone, telegraph or a vehicle, whichever is quickest, should be used, and all surrounding Police should be informed with the utmost speed. (An intelligent Constable or Probationer may be advantageously used in making inquiries in cases where a Detective would be at a disadvantage.) Speedy communication.
- (e) Cordial relations should be maintained with the public, letter carriers, tradesmen delivering goods, etc., from whom much useful information may at times be obtained and uniformed and plain-clothes or detective personnel should work closely together.
- (f) Besides searching for the person suspected of the crime, inquiry should be made concerning those whose past history lays them open to the suspicion of having been concerned in the crime. Looking up suspects.
- (g) Habitual criminals, both in the ordinary and skilled branches of crime, generally have special lines. A good detective should know the suspects in particular classes of crime, their haunts and associates, especially their fancy men or women; he should also know which of them are in prison, and thereby not waste time looking for them. Habitual criminals.
- (h) The following qualities are essential for a good Detective or Plain-clothes Policeman:— Qualifications.

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- (i) Absolute honesty and straightness (otherwise he cannot be trusted to do his work thoroughly, and not be tempted by anxiety for success to resort to illegitimate or under-hand means).
- (ii) Cool and level-headed, as well as sober and steady. (He never knows the moment he may be called upon to act with all his wits about him.)
- (iii) Physically and mentally fearless in the execution of duty, active, energetic, and always ready to sacrifice his comfort and pleasure to the demands of duty. (There are opportunities which, if once missed, may never recur.)
- (iv) A thorough working knowledge of his duties and how to perform them, especially as to arrests, entry, search, questioning suspects or witnesses.
- (v) A wide knowledge of men and affairs, and a good address. He should be able to conceal his identity and profession when necessary; and be able to suit his manner and conversation to those he is dealing with, thereby inviting their confidence.
- (vi) He should have a good memory for faces, names, places, dates, and facts of every sort.
- (vii) He should be able to keep his own counsel, hear everything others have to say, but draw his own conclusions; and follow out every channel which may possibly lead to the discovery of the truth.
- (viii) He should be able to efficiently handle the collection of all necessary evidence in support of a conviction, and present same at Court.

Duties
assigned.

19. Cases will be assigned to Detective Police by the Officer in Charge or any Officer authorised by him. A Detective or Plain-clothes Constable, through the Divisional or Sub-District Detective Sergeants or Senior Detectives, will report to his Officer as soon as practicable, all matters coming within the scope of his duties, reported to him by persons outside the Service.

Report
progress.

20. Detective Police will give prompt attention to each case assigned to them and, they or the Divisional or Sub-District Detective Sergeants or Senior Detectives will report progress to their Officer. They will report in writing all facts and important developments in important cases and have their reports placed on record.

When investigation cannot be completed within a reasonable period in matters of an outstanding nature and if they are convinced that further progress is unlikely, report for instructions, or confer with the Officer in Charge and Specialised Squads or Sections to determine future action in the matter. This action should be brought to the notice of the Superintendent in Charge, Criminal Investigation Branch.

21. In the investigation of crime, particularly matters of an outstanding nature, Detective and Plain-clothes Police in particular, will avail themselves of the services of the Specialised Squads and Section of the Criminal Investigation Branch and Department as a whole.

No. 24

EXHIBITS

1. A printed Exhibit Book has been supplied to certain Stations, and where such book is available full particulars of property used by Police as exhibits should be recorded therein. At those stations where the printed Exhibit Book is not in use, the existing practice of entering particulars of exhibits in the Prisoners' and Miscellaneous Property Book should continue.

Record of
exhibits held
at Police
Stations.
(3/3/49.)

2. Each page of the Exhibit Book contains space for four exhibit entries, and each spacing is numbered in order to facilitate control of the entries in a manner similar to that prevailing with regard to Receipt Books and License Books. The entries in regard to each exhibit should show at a glance the whole of the movements of the exhibit from the time of receipt until its ultimate disposal.

Entries in
Exhibit Book.

No action should be taken for the disposal of, or the compliance with a Court Order respecting exhibits until the Officer-in-charge of the case has made inquiries and established that all possible Court action has been finalised and that no appeal has been or can be lodged. That Officer will insert in the column of the Exhibit Book headed "Final Disposal of Exhibit" the date of final Court hearing and the date the property can be disposed of.

Where no order is made by the Court for the disposal of exhibits, the Officer-in-Charge of the case may, after action has been taken in accordance with the directions contained in the preceding subparagraph, and if he is satisfied as to the ownership of the exhibit, hand it to the owner and obtain his receipt for filing. Where there are rival claimants for any exhibit, or an exhibit is the subject of a hire-purchase agreement, or in any other circumstances where there is doubt that the claimant is the legal owner of the exhibit, the matter should be submitted through the usual channels for directions. In such cases where the direction given is to hand over the exhibit to a claimant, instructions will be given as to whether or not an indemnity in the form contained in the Reference Book should be obtained. (Such indemnity requires a duty stamp for 1s. 6d. to be affixed by the person signing the indemnity.)

Where property that may be perishable, or seasonal goods, fashion garments, tools of trade, television sets and similar articles which may deteriorate or depreciate if kept for a lengthy period, is held as an exhibit and representations are made for its return to the owner, the position respecting the property and the need, if one exists, for it to be retained in Police custody should be promptly reported for direction as to the action to be taken.

The owner of property of this nature should be advised by the member of the Service in charge of the case that he may make any representations he desires for the return of the property.

2A. (a) At Police Stations where permanent Station Sergeants or Constables performing Station Sergeant's duties are employed, the safe custody of exhibits received at the Station will be the responsibility of such Station Sergeant or Constable performing Station Sergeant's duties.

Responsibility
for custody of
exhibits at
Police Stations.

Exhibits

(b) At all other Stations, the responsibility will devolve upon the Officer-in-Charge of the Station.

Keys of safe
and/or Exhibit
Room.

2B. (a) At Police Stations where permanent Station Sergeants or Constables performing Station Sergeant's duties are employed, the keys of the safe and/or Exhibit Room are to be kept in the personal custody of such Station Sergeant or Constable performing Station Sergeant's duties and at the change-over or relief the keys will be handed to the oncoming Station Sergeant or Constable performing Station Sergeant's duties. Under no circumstances should the keys be handed over by the Station Sergeant or Constable performing Station Sergeant's duty to the member of the Service relieving him during meal periods.

(b) At two-shift Stations in the Metropolitan District, the keys of the safe and/or Exhibits Room should be conveyed to the Divisional Head Station at the conclusion of the second relief and held there until returned to the Sub-station with the mail on the following morning. A record of the movements of the keys will be maintained in a small note book accompany them, showing—

- (i) time, date and to whom handed;
- (ii) time, date and by whom received at Head Station;
- (iii) time, date and to whom handed by Head Station; and
- (iv) time, date and by whom received at Sub-station.

(c) At all other Stations the Officer-in-Charge of the Station will be responsible for ensuring the safe custody of the keys.

Receipt of
exhibits at
Police
Stations.

2c. (a) When an exhibit is received at a Police Station, the member of the Service performing duty in the Station at the time will check such exhibit and immediately record a full and complete description of each item in the book kept for that purpose. The entry in such book should, where possible, show the owner or owners of the article or articles comprising the exhibit and the signature of the Senior Arresting Officer will be endorsed on the next line immediately under the description of the exhibit.

(b) The member responsible for the custody of exhibits will place all exhibits, after receipt, in a locked place of safety.

Valuable
exhibits.

2D. Bulky exhibits or exhibits to the value of less than £100 will normally be retained at the Police Station of receipt, but where the value exceeds £100 the following procedure will be adopted:—

Metropolitan
District,
other than Nos.
18, 22 and 23
Divisions and
Brooklyn.

(a) (i) If of greater value than £100 but less than £500, exhibits will be transferred to the Divisional Head Station where they will be checked, recorded in the Exhibit Book maintained there, and a Miscellaneous Property Receipt issued to the Station concerned.

(ii) Where the value of the exhibit exceeds £500 it should be transferred to the Exhibit Room at the Criminal Investigation Branch to be dealt with there in similar manner to exhibits transferred to Divisional Head Stations.

Country
stations, Nos.
18, 22 and 23
Divisions and
Brooklyn.

(b) All exhibits, irrespective of value, will be retained normally at the Station of receipt, but where the Officer-in-Charge has any doubt as to the desirability of such a course in any particular instance, he should immediately seek advice from his Divisional or Sub-district Officer.

Exhibits

- (c) Notwithstanding the monetary value of any exhibit, whether received at a metropolitan or a country Station, the Officer-in-Charge of the Station should consult his superior Officer in any case where the nature of the exhibit is such that the advisability of retaining it at the Station is in any way doubtful.

2E. When an exhibit is required for production at Court or for any other purpose, the article must be checked with the recorded particulars in the Exhibit Book by the member of the Service responsible for exhibits and by the member of the Service receiving it, the latter to sign for the exhibit in the space provided in the book. A similar check will be made on each occasion that an exhibit is returned to a Police Station, the signature of the Officer receiving it at the Station to be endorsed in the Exhibit Book in the space provided.

Issue of exhibits for production at Courts, etc.

3. A summary, signed by the Officer-in-Charge of the Station, showing all uncleared items (in the case of the printed Exhibit Book the receipt numbers only need be given) should be inserted in the book used for the recording of exhibits, at the 30th June and 31st December of each year. Reference to any exhibit later disposed of should be made opposite the particulars of such exhibit in the summary.

Summary of uncleared entries.

4. Officers-in-Charge of Stations will see that the Exhibit Book or other book used for the recording of Exhibits is included in the List of Authorized Books kept at Police Stations.

List of Authorized Books.

5. Particulars of the printed Exhibit Book are required to be entered in the "Record of all Receipt Books containing receipt forms for money, &c.", and also included in the monthly returns of movements of Receipt Books and Licence Books submitted by Superintendents for the information of the Auditor-General.

Recording Particulars of Exhibit Books issued.

6. (a) At Stations where permanent Station Sergeants or Constables performing Station Sergeant's duties are employed the Senior Station Sergeant will be responsible for the checking, at the end of each month, of the entries in the book used for the recording of exhibits.

Inspection of exhibits.

(b) At all other Stations, the Senior Non-Commissioned Officer or Constable-in-Charge of the Station will be responsible for conducting a similar monthly check.

(c) Any outstanding matters brought to light during the monthly check of exhibits will be reported to the Divisional or Sub-District Officer, who will himself inspect the book at the end of each quarter.

(d) The monthly inspection of exhibits by Senior Station Sergeants and periodical inspections by Officers and Non-Commissioned Officers will include a physical check of the outstanding exhibits against the entries appearing in the book used for the recording of exhibits.

7. Exhibit Books for use at Stations to which their issue has been approved may be obtained by Superintendents from the Government Printer by requisition upon the prescribed form of "Requisition for stock receipt books, &c."

Method of requisitioning for Exhibit Books.

Exhibits

7A. When battery-operated equipment is an exhibit, action should be taken, with a view to preventing corrosion and damage, for the batteries to be removed from the equipment and stored with, but not in, it, unless there are special reasons to the contrary. If the batteries must remain in the equipment for the immediate future, the necessity to remove the batteries at the earliest possible moment should not be overlooked. Special care must be taken for the identical batteries removed from the exhibit to be preserved and properly marked for identification. Entries in the Exhibit Book must clearly indicate the number of batteries in the exhibit at the time of receipt or that it contained no batteries at that time.

ANALYSIS OR MICROSCOPICAL EXAMINATIONS

Particulars to be furnished before exhibit is forwarded for examination.

8. When an analysis or microscopical examination is required of any matter which may be the subject of evidence in a criminal prosecution, Coroner's inquest, or other proceedings, such analysis or examination will be made at the Department of Public Health, Sydney, and Police will follow the procedure in regard to submission of reports and conveyance of exhibits set out hereafter in this Instruction.

Inflammable liquid—samples.

Samples of alleged inflammable liquid taken in connection with proposed prosecutions under the Inflammable Liquid Act should not, however, be forwarded to the Government Analyst, but are required to be tested at the Explosives Department, and a certificate of the Chief Inspector under the Act will be accepted in the Courts as *prima facie* evidence of the facts set out in the certificate.

Personal custody of exhibits.

9. Exhibits for scientific examination must be retained in the personal custody of the escorting Constable until they reach the Analyst or Director of the Pathological Laboratory or other authority. They must not be forwarded by post. It must be borne in mind that the member of the Service conveying the exhibits should be well acquainted with the whole of the circumstances surrounding the particular investigation.

Report to accompany exhibits to C.I. Branch.

10. In all cases where exhibits are required to be sent for scientific examination, reports containing particulars of the case are to be submitted in triplicate and together with the exhibits forwarded to the Superintendent of Detectives, C.I. Branch, for examination in the first instance by the Scientific Investigation Bureau, and decision as to whether or not any or all of the exhibits should be submitted for scientific examination and the laboratory to which the exhibits should be taken; one copy of the report to be retained at the Scientific Investigation Bureau, the remaining copies, after being suitably minuted by the Superintendent of Detectives, to be conveyed with the exhibits to the Commissioner's Office for transmission to the appropriate authority.

Action to be taken by Police bringing Exhibits to Sydney for analysis.

11. Except in cases where it is absolutely necessary that exhibits should be examined at the earliest possible moment, it is desirable that escorts with exhibits should arrive in Sydney on any day other than a Saturday or Sunday.

Police with exhibits for analysis arriving at the Criminal Investigation Branch during week-ends or after ordinary office hours will contact

Instruction No. 24

258A

Exhibits

the member of the Force on duty at the Inquiry Office for the purpose of carrying out the following procedure:—

- (a) Where the exhibits consist of parts of the human body for chemical analysis, arrangements will be made for the escorting Constable to lock the exhibits in the refrigerator at the Scientific Investigation Bureau in order that they may be kept fresh.
- (b) Other exhibits which are not required to be kept cold will be placed by the escorting Constable in a locked compartment located at the Criminal Investigation Branch Inquiry Office.
- (c) The escorting Constable will be handed a key to the refrigerator or locked compartment, as the case may be, and such key will be retained by him until 8.30 a.m. the following day, or Monday in the case of week-ends, when he should take the exhibits and relevant papers to the Scientific Investigation Bureau, thence to the Criminal Correspondence Branch of the Commissioner's Office and subsequently to the Analyst or Microbiologist or other appropriate authority as directed.

12. Where any person is suspected of having administered poison, as large a sample as is obtainable of the urine of the person poisoned

Samples of
urine, etc.,
for examina-
tion.

Exhibits

should, if possible, be taken for analysis. Vomit should be similarly treated, and a careful search made for any glasses, bottles, or other receptacles likely to have contained poison.

The Public Health Department has instructed hospital authorities that in all cases of suspected poisoning it is essential that such authorities should carefully retain stomach washings, vomit, urine, and similar specimens for toxicological examination later, should circumstances require it.

Cases of suspected poisoning.

Further, in all such cases, the Police should be notified as soon as possible after death, and before the post-mortem is undertaken.

12A. A copy of a Circular issued by the Director-General of Public Health setting out the procedure to be followed by medical officers conducting post-mortem examinations in connection with Police and Coroners' investigations is contained in the Police Reference Book under "Post-Mortem Examinations". Police in charge of cases requiring a post-mortem examination to be held will tactfully bring the Circular under the notice of the Medical Officer conducting the examination.

(7/9/38.)

12AA. When a post-mortem examination is to be undertaken in the country in a case in which some person is charged or is likely to be charged with murder, the Health Department desires that the Medical Officer conducting the examination should call into consultation another medical man, if possible, to assist him and to ensure the availability of evidence of one or both Medical Officers.

Post-mortem examination where murder charge likely.

The assistant's fee for the post-mortem examination, £2 2s., plus any fees for evidence or travelling, will be paid by the Health Department on receipt of claim submitted in the usual manner.

12B. In all cases of post-mortem examinations where treatment has been recently given to the deceased by mixtures or where proprietary medicines have been taken, particulars should be included in the report mentioned in paragraph 10 of this instruction. Any prescriptions available should be forwarded with the report. If bottles containing the remains of such medicines are available, these also should be forwarded with the report, but care must be taken to ensure that they are packed separately from any other exhibits requiring chemical analysis or microscopical examination.

Mixtures and proprietary medicines.

13. All specimens for analysis should be put up in sealed packages, properly tied, labelled and marked, and be forwarded with the utmost despatch, and the following directions carefully observed. (For information as to the most effective method of packing bottled exhibits, see Police Reference Book.)

Method of sealing and despatch of specimens.

(25/3/41.)

- (a) Parts of the body to be analysed for poisons should be placed in clean glass jars with glass stoppers—what is known as the "Lighting" preserving jar best answers this purpose. The stomach and contents and the small intestines should normally be placed in a jar by themselves, the other organs (kidneys, spleen and portion of liver) to be placed together in another jar; however, there may be circumstances in which the Medical Officer conducting the autopsy considers it necessary to place each organ in a separate jar. In cases of suspected poisoning by arsenic or other metallic poison a jar of muscle should also be forwarded. Each jar should be carefully and thoroughly sealed and properly labelled. Zinc

Parts of body to be analysed for poisons.

Exhibits

plaster should not be used and the sealing wax must not come in contact with the contents. *No alcohol or other preservative, or any other substance whatever, should be added to specimens to be analysed* for poisons. In a case of death likely to be murder, some at least of the organs of the body, as mentioned herein, especially the liver, the *whole* of which should then be sent, should be put in separate jars. Where possible, stomach washings, vomit, urine and similar specimens should also be forwarded for analysis.

Glass jars.

Glass jars required to hold the specimens should be obtained by the Police on requisitions from local storekeepers, and the cost paid from Police Funds.

Diseased specimens.

- (b) Specimens to be examined *for disease*, unless they can be delivered in a practically fresh condition, should be placed in a jar containing a good quantity of methylated spirits of wine and water (3 parts spirit to 1 of water). Formalin (1 part in 16 of water) or carbolic acid (1 part in 20 of water) can be used, but the methylated spirit is best. In the case of milk or other fluids from diseased animals, add 1 part carbolic acid to 20 parts—two tablespoonfuls to a pint—of milk or fluid.

Criminal cases.
Bodily fluids.

- (c) Specimens in criminal cases.—The bodily fluids, such as blood, semen, etc., which form stains on garments and articles are subject to putrefactive changes like other organic matter. These changes may in time be such as to prevent the recognition of the material; consequently the specimens should be forwarded as soon as possible. Further they should not be handled more than is absolutely necessary beforehand, and especially the stained parts should not be crumpled or crushed. Whenever practicable such specimens should be forwarded to the Government Microbiologist for examination in order that the result of the analysis may be available as evidence in the proceedings at the Lower Court.

Samples of blood.

In cases of murder or serious assault, when an examination of bloodstains is required, the material suspected of bearing the blood should be submitted for examination, accompanied where possible by a specimen of the blood of the victim. This will permit a comparison being made between the blood group of the stains on the exhibit and that of the victim.

Procedure re samples of blood.

- (d) To facilitate the grouping phase of the examination of bloodstains, it is extremely desirable that the specimens submitted for comparison with the exhibits be ample in quantity and in a fresh condition. In cases of murder the Government Medical Officer conducting the post-mortem examination, other than at the City Morgue, should be requested to take from the body of the victim a sample of liquid blood of not less than five cubic centimetres. The sample should be taken from a large artery or vein and placed in a clean container, which should be properly sealed or stoppered and labelled and forwarded immediately to the Government Microbiologist for examination.

Exhibits

- (e) Where the post-mortem examination is being conducted at the City Morgue, it will be necessary only to inform the Government Medical Officer that an examination of blood-stained exhibits may be desired. He will then take a sample of the blood of the victim for submission to the Government Microbiologist.
- (f) Where a person has been arrested in connection with a case of murder or serious assault, and it is considered a comparison of his blood group with that of bloodstained exhibits may prove of value, he should be asked whether he is prepared to submit a specimen of blood for examination. It is essential that the consent of the person be freely and voluntarily given and he should be informed that he is not obliged to allow a specimen of his blood to be taken for testing unless he wishes to do so. In the event of consent being obtained, the following procedure is to be adopted; the consent of the person will be in writing and as near as the circumstances permit, in the following form:—

Consent of accused.

“I of arrested on a charge of do hereby authorise Dr. to take sufficient blood from my body for the purpose of testing same or causing same to be tested or grouped.

I give this authority freely and voluntarily, no inducement, threat, or promise having been held out to me.

Signed

Witness:—

.....”

In the Metropolitan District where contact can be made with the Government Medical Officer, Sydney, he should be communicated with immediately. Advice will then be given as to the action to be taken with regard to the taking of a sample of blood from the person consenting. Elsewhere, the local Government Medical Officer, or if absent, some qualified medical practitioner, should be requested to take a sample of liquid blood of not less than five cubic centimetres. The doctor taking the blood should be requested to place it in a suitable container which should be sealed by him or in his presence and handed to a Constable who will immediately take it to the Government Microbiologist for examination. (In no circumstances should an officer conducting the investigation handle the sample.)

Specimens of liquid blood taken for the purpose of blood grouping should be delivered as soon as possible to the Microbiologist, otherwise decomposition may render the specimen useless for this purpose. In cases where the specimen of blood is brought to Sydney at a time when the Microbiologist's laboratory is not open, the specimen should be placed in the refrigerator at the Scientific Investigation Bureau,

Exhibits

Criminal Investigation Branch. The specimen should be placed in the bottom of the refrigerator, where it will be chilled only, and not near the freezing chamber, because an extremely low temperature will spoil the specimen of blood.

Pelvic contents
of deceased
females.

- (g) In cases necessitating inquests on the bodies of females thought to have died from the effects of haemorrhage, injury, or septicæmia following on a miscarriage, the pelvic contents should be removed and placed in a solution (5 to 10 per cent.) of formalin, and so retained.

Police will see that this requirement is brought under the notice of the Medical Officer making the post-mortem examination, and will take possession of the vessel containing the pelvic contents until the case is finally dealt with.

Exhibits to
be analysed
for poisons.

- (h) If exhibits intended to be analysed for poisons are not such as can be placed in clean glass jars they should be placed in new wooden boxes, which should be lined, not pasted, with ordinary grease-proof paper obtainable at shops of grocers, provision merchants, etc. This particular paper is free from toxic matter, and should it not be obtainable, ordinary brown paper should be used. If glass jars or bottles are used they must be perfectly clean; before using them they should be rinsed out with warm soapy water, and, if possible, finally rinsed out with distilled water obtainable from most garages. The water used for rinsing should be returned to its original container, sealed, and labelled "Water used for washing exhibit jars", and sent along with the exhibit. Tins, if used, should be similarly treated.

Persons
believed
to have
been drowned.

- (i) To ascertain by chemical analysis if a person has been drowned, it is necessary to submit for examination two samples of blood taken, one from the left chamber of the heart and the other from the right chamber of the heart. Each sample should be placed in a small bottle with a well-fitting glass stopper, and carefully labelled. The samples should, of course, be taken, by an experienced medical officer.

Liquids by
packet post.

14. When found necessary to forward by packet post bottles containing fluid they must be securely corked, so that their contents cannot escape, and packed in boxes sufficiently strong to prevent breakage and damage to the mails.

Parcels containing liquids and semi-liquids will only be accepted by postal authorities on the condition that they are securely packed and marked or labelled "fragile", and the nature of the vessel and contents endorsed on the cover.

Exhibits,
handwriting.

15. No written exhibit should in any way be interfered with by the Police or others, except with the special sanction of the Crown Law Department.

When such sanction is given, the exhibit should be photographed, in order that the Jury may see the original state of the writing on the document before it was dealt with for analytical purposes. Police are not to permit the use of exhibits in criminal cases by any person without first reporting full particulars and asking for instructions.

Exhibits

15A. Counterfeit coins no longer required as exhibits should be forwarded to the Criminal Investigation Branch for disposal. At the finalisation of cases where coining instruments have been used as exhibits, a report should be submitted through the Criminal Investigation Branch, giving a full description of the articles and their possible commercial value, for directions as to their disposal.

Disposal of exhibits.
(18/11/40.)

16. The Attorney-General has approved of exhibits, such as portions of the human frame, fabrics stained or marked by blood or fluids, etc., bullets and lethal weapons being handed over by the Police, after trials have been concluded, and when such cannot possibly be required for further evidence, to the University authorities for the use of medical students. Such exhibits should only be handed over, if not required for the Police Museum, on the authority of the Superintendent, and after reference to the Justice Department.

17. When cargo subject to Customs control is used by Police as an exhibit, or for any other purpose, it should be handed over to the Collector of Customs and a receipt obtained.

Cargo exhibits.

18. Exhibits intended for the Police Museum should be forwarded to the Commissioner with a report of all available particulars.

Exhibits for Police Museum

19. For action to be taken in connection with examination of exhibits on which finger prints appear—see "Finger Prints".

Finger prints.

20. For action to be taken in connection with exhibits under the Police Offences Amendment (Drugs) Act—see "Opium and Dangerous Drugs".

Dangerous drugs.

21. For explanation of the manner of packing and forwarding bullets from weapons found at the scene of a crime—see Police Instruction "Forensic Ballistics".

Exhibits—bullets, etc.

DOCUMENTS

22. Any document coming into the possession of Police as a possible exhibit in a criminal trial should be handled and cared for in a manner that will not impair, in the slightest degree, its value as evidence. The exact physical condition of a document when received should be observed and carefully noted, and thereafter the document should be preserved in the exact condition in which it was received. Tears, pen, pencil or other markings should not be interfered with, and adequate precautions should be taken to ensure that no further marks or mutilations occur whilst it is in the possession of the Police.

Care of documents.

As soon as practicable after receipt of any such documents they should be placed in a clean protective covering such as a folded sheet of paper or an envelope large enough to hold them unfolded. Folded documents should be unfolded and retained in that condition and care should be taken that no fresh creases are made.

23. Any document which may become an exhibit should be submitted for examination to the Scientific Investigation Bureau, Criminal Investigation Branch, as soon as possible. In the case of handwritten documents advice may be given by the Bureau staff as to—

- (a) whether there is evidence of disguise in the writing;
- (b) the type of pen and ink or pencil used;

Instruction No. 24*Exhibits—Documents*

- (c) the type of paper used;
- (d) the outstanding features of the handwriting; and
- (e) whether the writing on the document is identical with any specimen of criminals' handwritings filed at the Bureau.

Where typewritten matter forms the exhibit, it might be possible for the Bureau staff to give advice as to—

- (a) make, type, model and mechanical condition of the typewriter used;
- (b) type of paper used;
- (c) condition of typewriter ribbon; and
- (d) probable skill as a typist of the offender.

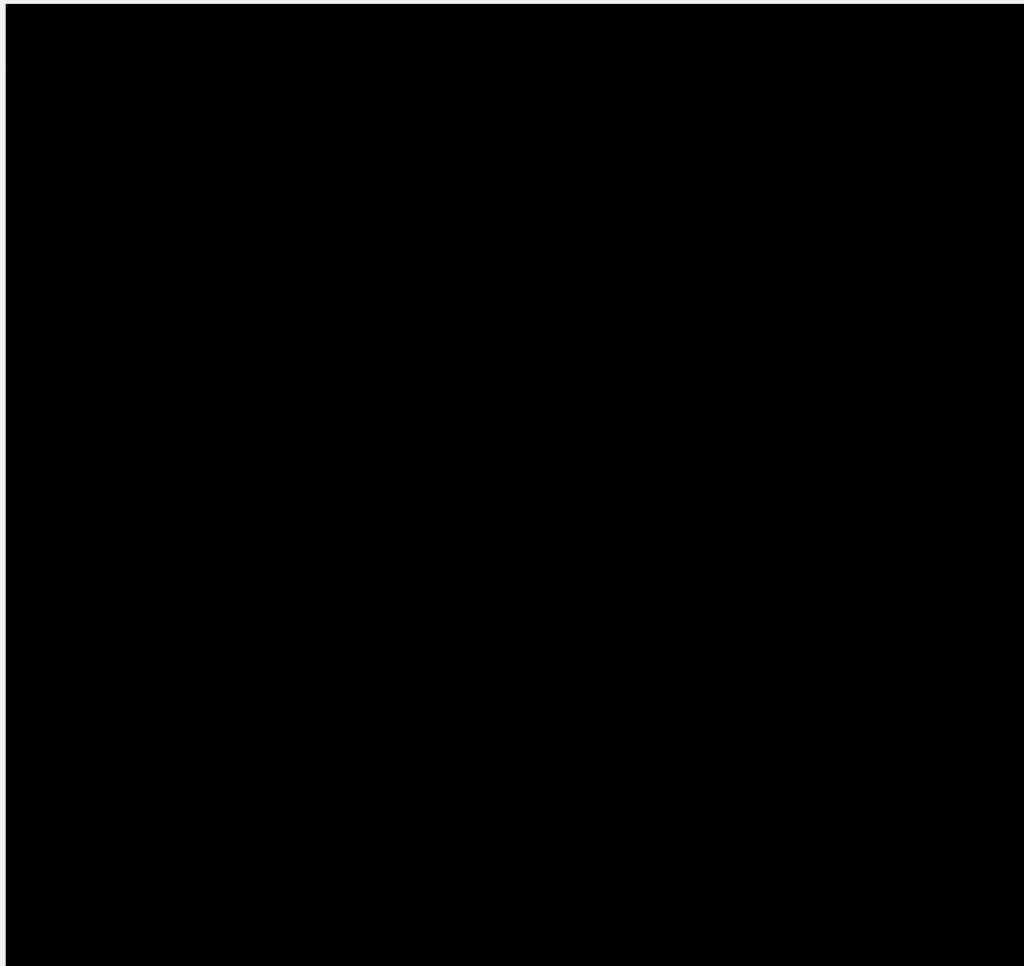
Information on these points may assist in the search of suspects' premises, and in the taking of specimens intended as standards of comparison.

Unidentified documents.

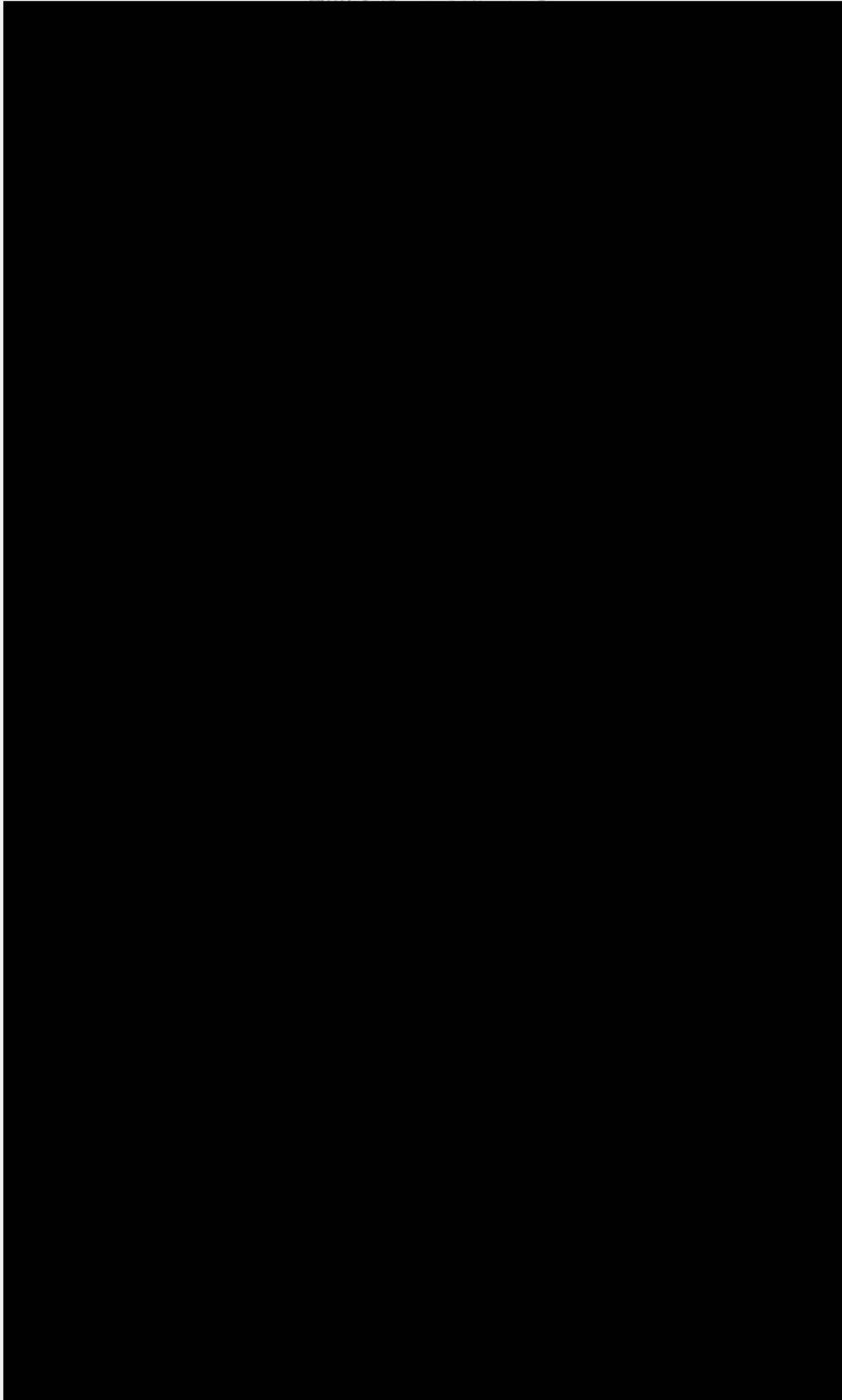
23A. Where Police inquiries fail to identify the author of a document, the exhibit should be returned to the Scientific Investigation Bureau on the completion of the Police inquiries, for filing with other unidentified exhibits for future reference.

Taking of specimens.

Handwriting.



Exhibits—Documents



*Exhibits—Documents***Typewriting.**

25. Where it becomes necessary to obtain a specimen of typewriting from a suspected machine, the text of the exhibit should be copied at least twice on paper similar to that of the exhibit. Wherever possible the suspect should be requested to type out a copy of the exhibit. Having been informed of the nature of the document he should be permitted to follow his own idea of arrangement and punctuation.

Care of specimens.

26. Specimens of handwriting or typewriting taken for use as standards of comparison should be handled with care. Unnecessary folding of the documents should be avoided; and where it is necessary for the overall size of specimens to be reduced adopt the practice of rolling instead of folding the paper. This will minimise the risk of damage to specimens by creasing until they can be placed in a suitable folder or envelope.

Submit for comparison.

27. Specimens of handwriting or typewriting, any writing materials obtained, and the exhibit should be submitted for comparison purposes to the Scientific Investigation Bureau, Criminal Investigation Branch, as early as possible. Where an officer connected with the investigation does not personally convey the articles to that Bureau they should be accompanied by a report setting out the facts of the inquiry.

Valueless cheques and other documents used in crime.

28. For procedure to be followed where documents, such as valueless cheque, anonymous letters, etc., are used in connection with a crime, see paragraph 8A of Police Instruction No. 41.

No. 25

FINGERPRINTS

1. As Fingerprints are of the utmost importance, and at times the only means available for the detection of crime, Superintendents and Officers should take a personal interest in seeing that Police are, as far as possible, qualified for this duty, and that these Instructions are carefully complied with. Importance.

2. The work consists of—

- (a) taking prints direct from the fingers of persons for record, identification, or purposes of evidence; From fingers.
- (b) tracing impressions of fingerprints upon articles for identification. From articles.

(The duty under (a) is very simple, and a little practice will ensure satisfactory results. Especial care and intelligence are required for (b), but each of these qualifications is of equal importance to ensure success.)

3. All Recruits are to be carefully instructed as to (a) and (b), and, before leaving the Police Academy will be examined to see that they are efficient in this portion of their duties. Instruction of recruits.

4. Impressions are taken in two ways: "Rolled" and "Plain".

For "Rolled", the thumbs and fingers are rolled on the plate from side to side, to ensure the inking of the raised ridges, which constitute the plan or pattern of the print; then by a similar continuous turning movement under gentle even pressure, the impression is transferred to the paper. "Rolled" impressions.

To ensure a good print the thumbs and fingers should be inked to $\frac{1}{8}$ inch below the first joint. This will ensure the bulbous portion being sufficiently inked. "Plain" impressions.

For "Plain", the fingers only of each hand, without the thumb, kept close together and straight out, to ensure the bulbous portion and $\frac{1}{8}$ inch below the first joint being properly inked, are simultaneously placed on the inked slab and then on the form, with a gentle downward pressure and without any rolling.

5. Each thumb and finger is first separately "Rolled" and impressed, then the fingers of each hand are simultaneously impressed "Plain". "Rolled" first then "Plain".

6. The requisites for taking prints are a small roller, a tin-covered slab, a tube of printer's ink, and printed forms for recording the impressions. These are supplied to all Stations. Requisites.

(The Prisons Circulars provide that Police may use Gaol appliances for taking prints, and that every facility and information as to the correct method of taking prints is to be afforded by the Gaol Officials.)

7. Place a small quantity of ink on one end of the plate; distribute with the roller over the surface in a thin even film, sufficient to ensure a clearly defined black print from the finger to the paper. Directions.

8. Printed fingerprint forms are provided. Prints are to be taken in duplicate, provided, however, that when it is known that the fingerprints of an offender have been taken previously, or when it can be Forms.

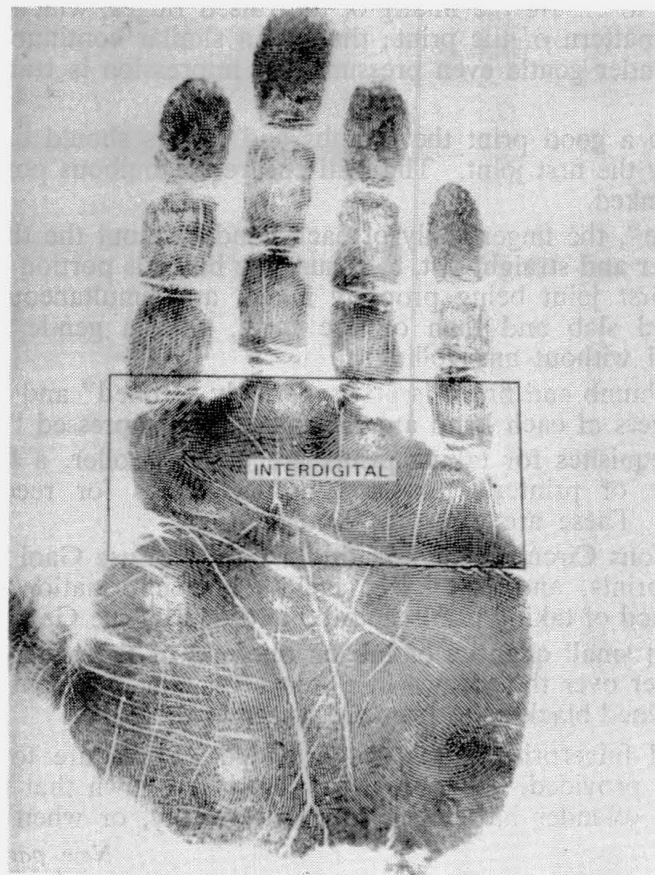
New pages 267-268
(Amended 6.3.69)

Instruction No. 25*Fingerprints*

ascertained from the offender himself that his prints have been taken previously, it will be necessary to take one set of prints only. Forms are to be forwarded direct to the Fingerprint Section.

It is essential that impressions of thumbs and fingers be taken in proper order and position, and the forms completed in strict accordance with the following directions:

- | | |
|----------------------|--|
| Prepare requisites. | (a) Prepare requisites and ink the plate. |
| Wash hands. | (b) Have the hands of the person whose prints are to be taken washed. If skin of fingers is very stiff or hard, or the person is an inveterate cigarette smoker, a little washing soda dissolved in the water will ensure better prints. |
| Sign forms. | (c) Such person to sign back of each Fingerprint Form as provided. |
| First impression. | (d) Immediately take impression of his two thumbs on each form, in space alongside his signature. |
| Double form. | (e) Double the form at back line across the middle. |
| "Rolled" right hand. | (f) Take "Rolled" impressions of his right hand, beginning with the thumb on left side of form. |
| "Plain" right hand. | (g) Cover prints with blotting-paper to prevent smudging, and take "Plain" impressions of fingers of same hand. |



Fingerprints

- (h) Straighten out forms and take "Rolled" impressions of left hand, beginning with the thumb, on right side of form. "Rolled" left hand.
- (i) Cover prints with blotting-paper, and take "Plain" impressions of fingers of same hand. "Plain" left hand.
- (j) Turn forms over and take the impressions of the interdigital area (see diagram, page 268) of the palm of each hand. Interdigital impression.
- (k) Fingerprints of females should be taken on the forms printed in red. Prints of males should be taken on the forms printed in black. Females and males.
- (l) Fingerprints should show clearly defined lines or ridges, free from smudging or blurring, e.g.— Samples.



BAD



GOOD

- (m) If when taking fingerprints it is found that one or more fingers have been amputated or so injured as to destroy the ridge patterns, the approximate date of the injury should be ascertained and noted on the form. Fingers injured or amputated.
- (n) It is essential that the fingerprint forms be correctly and efficiently compiled and particular care should be taken in furnishing information in respect of the items "Address", "By whom arrested", and "Descriptive marks, including scars, tattoo marks, physical deformities, etc." Again, care should be taken to ensure that the name supplied on the forms corresponds with the name appearing in the Charge Book. Where a person is doubtful as to his correct date of birth and his appearance is not in keeping with the age supplied by him, his apparent age should also be set out on the fingerprint form.
- (o) In every case the fingerprint forms will be completed by the member of the Force concerned printing all particulars, including his own name and rank below his signature which will be written so as to be understood.

9. The plate should be cleaned with turpentine or kerosene, and thoroughly dried. The roller should not be cleaned with these materials, as they destroy the rubber, but cleaned thoroughly with methylated spirits. Care of requisites.

All requisites should be carefully put away, and kept free from rust.

10. Fingerprints should not be taken in the Charge Room when another room on the premises is available.

Fingerprints

Where possible fingerprints should be taken in the presence of a second member of the Force.

When fingerprints to be taken.

11. When a person is in lawful custody on a charge (except in cases of drunkenness, drunk and disorderly, carrying away liquor during prohibited hours or being on licensed premises), notwithstanding that his criminal record has been previously furnished by the Fingerprint Section, the fingerprints of the offender should be taken in every instance at the earliest opportunity subsequent to his being charged, and forwarded direct to the Fingerprint Section without delay. Where a suspicious stranger is charged in a country district of even a minor offence and it is considered desirable to trace his antecedents, his fingerprints should be taken and transmitted to the Fingerprint Section immediately. Police at the Station where offender is charged will be responsible for seeing that these instructions are strictly complied with.

Notation of taking of prints to be made in Charge Book.

12. At those Stations where Station Sergeants or Lockupkeepers perform duty, it will be the responsibility of such officers to ensure that fingerprints are taken in all instances where this is necessary. When fingerprints are taken a brief notation should be made in the remarks column of the Charge Book against the entry concerned showing that the prints have been taken and the name of the member of the Service doing so. The Station Sergeant or Lockupkeeper, at the end of his period of duty should check the Charge Book and the completed fingerprint forms to see that all persons have been fingerprinted where this is required and that the fingerprints are despatched without delay to the Fingerprint Section or made available to the responsible officer for despatch. If satisfied in this regard he should initial the notation made in the remarks column of the Charge Book.

At a Station where there is no Station Sergeant or Lockupkeeper, it will be the responsibility of the Officer-in-Charge or acting Officer-in-Charge to give effect to the foregoing instructions.

The abovementioned responsibility will extend to the submission of P.59B forms. The special envelopes provided should be used in the transmission of fingerprint forms to and from the Fingerprint Section.

Forwarding of fingerprints in Metropolitan District.

13. In the Metropolitan District, Station Police, before forwarding fingerprints direct to the Fingerprint Section in special red-edged envelopes provided for this purpose, will prepare a typed list (P. 59E Form) in triplicate, of the persons whose fingerprints are contained in the envelopes. The original (green) and one copy (pink) are to be placed with the fingerprint forms in the envelope, and the third copy (yellow) retained at the Station. The lists will be checked at the Fingerprint Section on receipt and the original list placed on record at the Section. The duplicate, after being signed by the receiving officer, will be returned to the Station of origin for checking against the Charge Book and is to be retained for six months as the official receipt for fingerprints forwarded. Police at Stations using normal postal services are not required to submit the lists described.

Serious offences.

14. When a person is sentenced to less than six months for other than a minor offence, and his prints have not been taken, Police will

Fingerprints

promptly report to the Fingerprint Section particulars of Court, with name of offender, sentence, offence, and Gaol; and insert that his fingerprints have not been taken by Police.

15. In all instances where prisoners from gaols are brought to Court on Writs of Habeas Corpus or on orders under section 44 of the Prisons Act, it is the responsibility of the Officer in Charge of the case to ensure that the fingerprints of such prisoner are taken on arrival at the Police Station adjacent to the Court of appearance. In these cases it is necessary to take the fingerprints on one form only, which should be completed in the normal manner, setting out the offences for which the prisoner is being brought before the Court. The completed form should be forwarded immediately to the Fingerprint Section. Prisoners
from gaols.

16. An immediate reply will be sent from the Fingerprint Section, by telegraph if necessary, when fingerprints of offenders under remand are received, to the Station nearest where the offender has to appear at Court. Written replies will be addressed to the Police Prosecutor and not the Officer in Charge of the Station. Upon the envelope addressed to the Police Prosecutor being received at a Police Station it is not to be opened by the Officer in Charge, but it is to be appropriately placed and made available to the Police Prosecutor immediately upon his arrival at the Court. In the Metropolitan District special envelopes are used for this purpose. Under
remand.

When the charge is disposed of the Police Prosecutor will immediately report the result together with further particulars such as previous convictions, etc., which may become known, direct to the Fingerprint Section for record purposes.

17. All persons charged with any of the following types of offences are required to complete in their own handwriting one copy of the Fingerprint Information Form (P. 59B):— Fingerprint
Information
Form
(P. 59B).

- (a) Breaking and entering, stealing, and the receiving, or having in possession, property suspected of being stolen.
- (b) Frauds, confidence tricks, embezzlement, falsification of accounts, fraudulent appropriation, false pretences, forgery, uttering, conspiracy, imposition, or any other offence in which fraud is an ingredient.
- (c) Sexual offences. In addition to sexual offences dealt with in the Crimes Act, the form is required where persons are charged with wilful and obscene exposure, charges under section 8A of the Vagrancy Act where circumstances indicate a sexual tendency but not in the case of a suspected prostitute; offences under section 78 of the Police Offences Act; breaches of section 16 of the Indecent and Obscene Publications Act (printing, drawing, exhibiting, posting, etc., indecent or obscene matter); breaches of section 107 (c) of the Post and Telegraph Act (sending offensive matter through the post), and the common law misdemeanours relating to indecency.
- (d) Any other offences of the types listed above even though not specially mentioned. In addition, arresting Police should

*New pages 271-272
(Amended 6.3.69.)*

Fingerprints

exercise their discretion in any other case, and if the circumstances suggest that a record of the handwriting of the offender might be useful in connection with possible future offences, they should request the Station Sergeant at the Station where the offender is in custody to have a copy of the form completed.

Purpose of
P.59B Form.

The Fingerprint Information Form contains personal particulars of the offender which are of value for identification purposes; but it is primarily designed to ensure that specimens of handwriting of certain types of offenders are filed for future reference. For obvious reasons it is essential that persons completing the form should not be made aware that they are furnishing specimens of handwriting, and in no circumstances should Police inform any person, whether charged or not, that the Form P.59B is a handwriting specimen form. Inquiries as to the purpose of the form will be met by the reply that the form is required in connection with the fingerprints.

Fingerprint
to be placed
on back of
form.

An impression of the right index finger should be taken on the back of Form P.59B where this form is completed by an offender. When this finger is missing, an impression of any other finger may be taken but the finger to which the impression relates should be indicated on the form. Police should ensure that when taking fingerprints of persons in custody who are required to complete Form P.59B a fingerprint is also placed on the back of the form.

Normal
handwriting
necessary.

In view of the purpose of the form it is essential that it be in the normal handwriting of the person charged. When completing the form an offender should be seated in a position comfortable for writing and not standing at a narrow fingerprinting bench. A copy of the Fingerprint Information Form should be completed by an offender on every occasion on which he is arrested in connection with any of the types of offences listed, notwithstanding the fact that he is known to have completed a copy of the form previously, but where further charges are laid against a person in custody it will not be necessary for forms to be completed in respect of each of those charges, provided that one was completed in the first instance.

Responsibility
for completion.

The whole of the particulars on the form under the heading "The following particulars are to be written by the person charged" should be completed by the offender, and Police must not write or type in that section of the form. The responsibility for causing the offender to complete the P.59B form will rest on Station Police. The Police Officer witnessing completion of the form is required to sign and complete the particulars set out in the left hand margin of the form.

When the fingerprint information form has been completed by the prisoner, the member of the Service supervising the work will write "P. 59B form attached" on the reverse side of the fingerprint forms, in the space above the words "If known, names of person with whom arrested". The P. 59B form should then be pinned to the fingerprint forms and forwarded to the Fingerprint Section.

It is undesirable that arresting Police, especially Detectives supervise the completion of the form P. 59B, because the offender will feel suspicious of any action of the arresting Police and may either refuse to complete the form or attempt to disguise his handwriting.

Fingerprints

In those cases where an offender states that he is unable to write, or refuses to complete a copy of the form, a short report of the facts should be submitted for the information of the Handwriting Section, Scientific Investigation Bureau, in order that steps can be taken with a view to obtaining a specimen of the offender's handwriting from other sources should such course be possible.

Where a person is arrested and charged with an offence that does not fall within the types requiring the completion of the P. 59B form, but is later charged at Court with an offence that does come within those categories, it will be the responsibility of arresting Police to bring the nature of the subsequent charge under the notice of Station Police at the Court where the fresh charge is laid with a request that the necessary action be taken to have a copy of the form completed while the offender is in custody.

On receipt of the P. 59B form at the Fingerprint Section, the identifying details on the top of the form will be completed, after which the form will be forwarded to the Handwriting Section, Scientific Investigation Bureau, for classifying, indexing, and filing.

18. When a person is in lawful custody for any offence punishable on indictment or summary conviction, the Officer-in-Charge of Police at the Station where he is in custody may take, or cause to be taken, all such particulars as may be deemed necessary for the identification of such person, including his photograph and fingerprints.

Identification
of persons
in custody.

This power is conferred by section 353A (3) of the Crimes Act, 1900, but should, however, be exercised with discretion and the instructions given in paragraph 10 respecting minor offences should not be overlooked.

19. Section 353A (3) of the Crimes Act provides for the fingerprinting of persons whilst in lawful custody for any offence punishable on indictment or summary conviction, but the Crown Solicitor has advised that this section would not apply where a person is proceeded against by summons, has appeared before the Court, and has been fined and granted time to pay.

In cases where proceedings are instituted by way of summons for offences punishable upon summary conviction and where a Police officer is the complainant, if, having regard to the nature of the charge, it is considered desirable to have the offender's fingerprints taken, application should be made to the Presiding Magistrate before the matter is finally dealt with, preferably after he has intimated his intention of convicting, for the offender to be remanded into custody for the purpose of having his fingerprints taken. This procedure will not apply in cases where the offender is liable to be imprisoned for the offence charged or where he is dealt with under the provisions of section 558 of the Crimes Act, 1900.

20. When any person, unknown to the Police, has been remanded or committed, and taken to Gaol to await trial, without his fingerprints having been taken, Police will promptly report, for information of the Fingerprint Section, name of such person, Court, date of committal, offence and gaol.

Committed
to gaol,
and unknown.

Fingerprints

Juvenile offenders.

21. Where juvenile offenders over the age of 14 years are arrested and charged with a criminal offence, their fingerprints should be taken in the usual manner. Similarly, the fingerprints of offenders of less than 14 years of age should be taken in each case where it is considered that the offender is likely to lapse into a career of vice and crime, but before such can be done the approval of the member of the Service directing the charging of the offender should be obtained. The responsibility for the taking of fingerprints in such cases will rest with the Officer-in-Charge at the time of the particular Station concerned.

First offenders.

22. For taking fingerprints of prisoners liberated at Courts as first offenders, see "First Offenders", Reference Book.

Dead bodies.

23. Prints should be taken from unknown dead bodies for identification, if the bodies are not too decomposed. The fingers should be inked by turning the plate across them from side to side, and then the form, with a piece of cardboard held at the back, pressed against the fingers in a similar manner.

When it is found necessary to forward the hands or fingers from dead bodies to the Fingerprint Section, they should be packed in an air-tight container in their natural state *without* any preservative or other additive whatsoever.

Crime committed in building.
Examine articles.

24. When a crime has been committed in any building, such as burglary, etc., Police will—

Handling exhibits.

(a) carefully search for fingerprints on windows, glass, tin, safes, cash-boxes, paper, or other article which may retain an impression;

Others not to handle.

(b) whilst so searching, handle articles in such a manner as not to leave fingerprints on them or obliterate any that may be on them;

Impressions on paper.

(c) prevent others from handling such articles until examination is completed;

Other articles.

(d) if marks are found on paper, preserve carefully until an examination can be made by a Fingerprint Officer;

Forwarding windows.

(e) forward all articles, on which prints are discovered, to Fingerprint Section, carefully packed in best possible manner to prevent obliteration by rubbing, etc.;

Large exhibits.

(f) when forwarding windows, etc., report particulars and enclose a sketch of the position in the building, to assist in determining whether prints were made by the right or left hand;

Exhibits in minor cases.

(g) only send large exhibits, such as windows, etc., in serious cases where such action would be justified.

(h) if practicable, in cases that are not serious, entrust exhibits to Railway Detectives or train guards, and telegraph Fingerprint Section time of arrival of train in Sydney. The member of the Force who takes delivery of the exhibit from the Railway Official must keep it in his possession until he hands it to the Fingerprint Officer at the Fingerprint Section.

He should note the name of the Railway Officer from whom he receives the exhibit.

Fingerprints

In any case where a fingerprint exhibit is handed over to a Railway Detective that Officer will deliver it to the Fingerprint Section on his arrival in Sydney.

- (i) in serious cases, send exhibits by Escort.

Important cases.

25. Police will, when forwarding antecedent reports of persons committed for trial, state that accused's prints have been identified, when such has been done, or that his prints are not known.

Antecedent reports.

26. For further particulars as to the method of taking fingerprints, see printed cards of instructions filed at Police Stations.

27. Whenever it becomes definitely known to any member of the Force that a person whose fingerprints are on record is dead, this fact, together with a *Police Gazette* reference or particulars sufficient to establish identity, should be reported and forwarded through the usual channels.

Death of person whose fingerprints are on record.

28. In circumstances where palmprints are discovered at the scenes of crime and it is thought that the palmprints of persons then in custody would provide evidence of identity with the palmprints so found, such prints should be taken and forwarded to the Fingerprint Section for comparison in addition to the fingerprints. The power to take these prints is conferred by section 353A (3) of the Crimes Act, 1900, as amended by the Crimes (Amendment) Act, 1951.

Palmprints.

The taking of the palmprints should be in accordance with the following directions:—

- (a) Have the hands of the person whose palmprints are to be taken washed.
- (b) Roll a thin film of ink on the plate as for taking fingerprints. This prepares the roller for the operation in (c).
- (c) Place the back of the hand of the person whose palmprints are to be taken on to a table, then with the roller in its present inked condition, ink the whole of the palmar surface of the hand from the wrist to the tips of the fingers.
- (d) Obtain a smooth surface bottle or cylindrical object similar to a beer bottle, and lay same on a table, place the bottom edge of a foolscap sheet of paper on the uppermost side of the bottle, then rest the heel of the palm of the person whose palmprints are to be taken on to the paper and draw the hand with the bottle in a rolling action, until the tips of the fingers are reached. This action to be repeated with the opposite hand.
- (e) Each sheet of paper bearing the palmprints to be endorsed with the name of the offender, station where prints taken, date and signature of officer taking the prints.

29. By virtue of section 23A of the Evidence Act, as amended, an affidavit in the prescribed form by a fingerprint expert of another State or Territory of the Commonwealth (including New Guinea) provides proof of identity of a person alleged to have been convicted in such State

Offender with interstate record.

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Instruction No. 25*Fingerprints*

or Territory. If it is necessary in any proceedings to establish that a person has been previously convicted in another State or Territory, Police in charge of the case should communicate with the Officer-in-Charge, Fingerprint Section, who will make the necessary arrangements in that regard.

Applications
for Police
Certificates
in connection
with visas.

30. The Consular authorities of certain countries require that persons desiring to visit those countries first obtain from the Police Department a certificate that they have no convictions before a visa will be issued. Applicants for visas who reside in that portion of the Metropolitan District included in Nos 1, 2, 3, 4, 5, 7, 10 and 15 Divisions, are, as far as practicable, required to attend at the Fingerprint Section where their fingerprints will be taken and searched. A letter will then be forwarded from the Commissioner's Office to the Consul of the country concerned advising the result of the search. A fee of \$2.00 charged for the purpose will be collected at the Fingerprint Section from the person concerned, an official receipt issued and the amount forwarded to the Commissioner's Office with the relevant file.

Where a personal application is received at a Country Police Station or Station outside the Divisions set out above in the Metropolitan District, for the issue of a Police Certificate for the purpose indicated, the fingerprints of the person should be taken, a fee of \$2.00 collected in every instance and an official receipt issued. The fee should be immediately forwarded direct to the Commissioner's Office with a brief covering report setting out the circumstances, quoting the number of the official receipt issued, and a copy of the report with the fingerprints forwarded to the Fingerprint Section. Such reports should in all cases indicate the country to which entry is desired.

Visas for
entry into
United States
of America.

31. Persons desiring Police Certificates for entry into the United States of America who call at Police Stations without having received a letter from the American Consul-General's Office directing them to do so should be advised to contact that office before proceeding to have their fingerprints taken and paying the required fee. In the case, however, of applicants residing within Nos. 1, 2, 3, 4, 5, 7, 10 and 15 Divisions, they should be referred to the Consul-General for the United States who will arrange for their fingerprints to be taken. These persons are required to convey their fingerprints to the Fingerprint Section where the fee of \$2.00 is collected and remitted to the Commissioner's Office in the manner previously directed.

Written
requests for
Police
Certificates
received at
Police
Stations.

32. Communications are at times received by Police from persons abroad or interstate requesting the issue of Police Certificates of Character, and any such request should be forwarded direct to this Office. It is not intended in these cases that any local inquiries be made regarding the character of the applicant.

No. 41

MODUS OPERANDI

1. An M.O., or Modus Operandi, Department of the New South Wales Police, has been established at the Criminal Investigation Branch, Sydney. Its purpose is to file records of crimes and criminals so as to afford a means of assisting Police in future investigations by furnishing a reference to similar crimes previously committed and the identity of perpetrators detected and convicted of same, with a view to further inquiries being made as to whether or not they are likely to have committed more recent offences.

2. The filing of reports of crime will be maintained, in addition to "names" and "alias" indices, on the method basis, *i.e.*, (1) the crime committed, (2) method used in commission. It is a generally accepted theory that criminals usually follow up defined classes of crime, *viz.*, "A" adopts the "valueless cheque" as a means of committing crime, "B" breaks into houses by smashing leadlights, "C" confines himself to blowing safes, "D" to ordering goods and intercepting the messenger boy, and so on, right through the calendar of crime. If these offenders confined their operations to a given locality, the Police would experience little difficulty in establishing, from clues left at scenes of crime, descriptions, and tales told to persons defrauded, the identity of probable offenders, but to avoid detection and with present-day facilities for travelling from town to town in country districts or from suburb to suburb in the Metropolitan District, offenders move rapidly from place to place and thus Police efforts to establish their identity and effect apprehensions are frequently limited. It is with a view to providing a means of recording the descriptions of offenders and methods they have been known to adopt in the commission of crime and thus assist Police in the detection and apprehension of offenders that the M.O. Department has been established.

3. As in the classification of finger prints a formula has been adopted for identifying and filing prints of offenders, so also has a means been devised for identifying and filing records or reports of crimes committed, and it is only necessary to thoroughly understand what "points for inquiry" are included under the term M.O. to appreciate requirements and the subsequent value of same if carefully ascertained and reported when Police are investigating crimes.

4. Arrangements have been made for Modus Operandi Forms to be distributed to Police Stations throughout the State from Superintendents' Headquarters, and the use of same will be brought into general operation on and after the 1st May, 1931. Superintendents should obtain supplies of the forms from the Government Printer.

5. It should be clearly understood that the Modus Operandi Form (P. 94A) will not supersede the criminal offence form at present in

*New pages 363-364
(Amended 8.10.65)*

Modus Operandi

existence, but will supply additional information relative to crimes and criminals required for this Branch of the Service. A form should be used for each criminal offence, but not for an offence of a minor character committed by a local criminal whose identity is known to the Police.

6. The Modus Operandi form requires that certain questions should be answered, and in order that Police who are detailed to investigate crime should realise the nature and object of these questions or details, the following "points for inquiry" should be carefully perused and observed when the actual inquiries are being conducted. Each of the undermentioned "points" should be ascertained by the Police Officer investigating the crime for the purpose of recording on the M.O. form the particular methods employed in the commission of the crime he is dealing with:—

1. (a) and (b) Property Stolen.—Property stolen should be clearly subdivided under the headings 1 (a) and (b) so as to show that which can be identified by the reader of a Pawnslip or *Police Gazette* from the description and marks given of same and that which can only be identified by the loser of the property from his personal knowledge of it, *i.e.*, a watch with a number quoted can be identified by any Policeman or pawnbroker, whereas the same watch, if the number be not quoted, could not be so identified, but could be identified by the owner of the property from his constant knowledge of it and little marks which he cannot describe in a Police report but which are known to him.

4. (a) and (b) *Classword*.—The class of property attacked or class of person attacked, *i.e.*, one class of thieves will select certain classes whereas they will hesitate to attack others. An effort should be made to so exactly describe the actual "property" or "person" in each case as to leave no doubt in the mind of the reader on this point. General terms such as dwelling-house, office store, are not sufficiently particular, whereas an expressive word can nearly always be found, such as "residential bungalow", "two-storey dwelling-house", "estate agent's office", "drapery warehouse", etc. In describing persons who have been attacked, such terms as "bank teller", "traveller", "rent collector", etc., should be used.

(c) *Entry*.—The actual point of entry into the property should be clearly specified, *i.e.*, by window, door, adjoining premises, roof, skylight, etc., and this again should be further particularised by "front window", "back window", "front door", "back door", etc., showing whether on the ground floor, first or second floors, etc.

(d) *Means*.—This point should be clearly expressed, due regard being paid to the method used by the thief in reaching the point of entry, *i.e.*, by ladder, climbing verandah post, climbing rope, etc., and should also embrace the tools used after so reaching it, *i.e.*, half-inch jemmy, screw driver, glass cutter, brick wrapped in cloth, etc., etc. The officer investigating the crime should endeavour to ascertain whether it was committed by one man or more, because it should be appreciated that some criminals work in pairs or more and others invariably by themselves; this point, therefore, is important in reducing the scope of detection.

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(e) *Character Assumed by Criminal, etc.*—This really should show the “style” and “tale” of offender. It is nearly always possible to ascertain the account which the criminal has given of himself, including the particular business which brings him into the neighbourhood at the time. “Telling the tale” is thoroughly well understood among Policemen, and it is appreciated that it is almost impossible for a stranger to stay even for a short time in a new community without “disclosing his business” whether he desires to do so or not. The criminal is usually prepared with some explanation so as to be ready for any inquisitive person, and has generally a ready reference to certain localities and places, the business that he represents, his place of birth, where he has been working, and other similar details. The whole of this will be prepared beforehand by the offender, and is frequently voluntarily expressed in order to cover his presence in the district, if he be a stranger. Thus, although the offender may not have adopted a certain character, inquiries amongst people with whom he came in contact will supply a character gleaned from the story he told. In false pretences the “tale” is, of course, the principal factor of the crime, but, as already stated, wherever the character assumed can be obtained it is also possible to discover the “tale”, and in practice this is found to be a most valuable point in detection. Therefore character assumed is that particular point of the “tale” told alleging the profession or calling, such as “mechanic”, “canvasser”, “agent”, “traveller”, “engineer”, “army or naval officer”, “station owner”, etc. It should be remembered that the “style” and “tale” which make up the character assumed are really points of the criminal methods used and should not be confused as having relation to clothes, height, hair, complexion, etc., which really come within the personal description of offender.

(f) *Mode of Travelling.*—The Police Officer investigating a crime should invariably look for “traces” of vehicles used, etc., in the neighbourhood of the property that has been broken into, such as motor cars, motor cycles, bicycles, etc., marks of which cannot on inquiry be accounted for by the ordinary traffic having business at the scenes of the crime. If present, this point should be noted as having a possible connection with the crime. Many cases of detection are attributable to traces of the way in which the thieves have moved about or removed stolen property.

(g) *Peculiar Act.*—Expert criminals are known to frequently commit certain extraordinary acts, not associated with the actual stealing of property, such as poisoning the dog, leaving a note behind, changing their clothes, drinking the wine or beer, leaving cigarette butts, and throwing burnt matches about or even committing a nuisance at the scene of the crime.

7. In the Metropolitan District it will be the responsibility of the Area Detective-inspectors, and in the country districts that of the Officer-in-Charge of the patrol where the offence is committed or Detective investigating same, if so detailed, to complete the form as far as is practicable as soon as he has completed his investigation at the scene of the crime and forward same direct to the Modus Operandi Section, Police Department, Box 45, G.P.O., Sydney.

Modus Operandi

8. It should be clearly understood that in respect to *every criminal offence reported* (except those which are of a minor character and known to have been committed by local criminals whose identity is well known to the Police and who do not move from the locality in which they commit crime), it will be necessary to supply a modus operandi form in respect to each such offence committed, whether or not the identity of the offender is known. In addition to this requirement, in every instance where a person is apprehended either in the act of committing a criminal offence or at a later period for having committed a crime, it will be necessary for the member of the Service effecting the arrest to furnish an M.O. form complete setting out the particulars required in all questions enumerated on the form. It will be seen that it is from the latter form, upon being classified in the M.O. Section, that it will be possible in a great number of instances to establish whether or not the offender is likely to have committed previous offences recorded in the M.O. Branch for which arrests have not already been effected.

Valueless
cheques and
other docu-
ments used
in crime.

8A. In connection with those offences where the use of documents, such as valueless cheques, anonymous letters, etc., is resorted to in the commission of the crime, as in the case of false pretences, forgery, indecent letters sent through the post, etc., and where the offender is *not* under arrest, the documents, together with necessary statements of the complainants and/or witnesses should be attached to the M.O. form when it is being submitted to the Modus Operandi Section of the Criminal Investigation Branch. Where the offence is one of false pretences involving valueless cheques, such cheques should be forwarded with the M.O. form. In cases in which the value of the property obtained is in excess of £50, the necessary bank affidavit should also be forwarded with the M.O. form. If the affidavits cannot be obtained this information should be furnished to the Modus Operandi Section when forwarding the cheques. Suitable arrangements will be made from the Modus Operandi Section with the Scientific Investigation Bureau, in any case in which it is considered that an examination of the handwriting of the cheques or other documents will be of value in establishing the identity of the offender.

In cases where an offender is arrested the documentary exhibits, when no longer required for court purposes, should if possible be obtained and forwarded to the Scientific Investigation Bureau for filing with other handwriting of the offender. Where documents are to be returned to the owners after the completion of court proceedings, they should be forwarded to the Scientific Investigation Bureau for examination and consideration as to whether or not they should be photographed for record purposes.

9. In instances where offenders after being arrested for criminal offences admit having committed breaches besides those for which they have been arrested, a report setting out the nature of the admissions made and the names of the persons robbed or defrauded should be attached to the M.O. form.

10. On receipt of an M.O. form from any Police Station showing that a person has been apprehended and setting out the modus operandi adopted by him in committing an offence, the Officers on duty at the M.O. Section will cause a thorough search to be made through the files on record for similar offences committed elsewhere by persons answering

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the description of the offender in custody. Where it is found that offender has probably committed offences elsewhere, the modus operandi form containing the particulars of these offences will be forwarded to the arresting officer in order that he may interrogate the offender in respect to the possibility of his having committed the undetected offences referred to, and such arresting officer will, as soon as possible, thereafter furnish a report setting out the result of such interrogation and what action it is intended to take.

Modus operandi forms and all subsequent inquiries and correspondence regarding them will pass direct between the Station concerned and the Criminal Investigation Branch.

11. In many instances it will be found impossible for the Police to supply all the information required in the modus operandi form, and in such cases there is no necessity to write "Not known" or "Not available" opposite questions. The space should simply be left blank.

12. In all cases of murder, attempted murder and manslaughter, (5/1/51.) whether these crimes be solved or remain unsolved, all papers in connection therewith should be forwarded to the Modus Operandi Section of the Criminal Investigation Branch on the completion of inquiries or when Police inquiries have reached such a stage that they cannot be continued further without considerable delay. A complete résumé of the case should be forwarded with the files. Such résumé would contain, in addition to the salient facts, the lines of inquiry upon which the investigating Officers have been working, the opinions which they have formed, and such other information as will enable any other officer to take up the inquiry without having to duplicate inquiries already made. In cases of suspicious deaths, where an open finding is given by the Coroner, a similar procedure should be followed.

Résumés should also be furnished in cases of rape, arson, armed hold-ups, robbery with violence, garrotting and thefts of property to the value of £500 or over, *where such crimes have not been solved*, but excluding thefts of motor vehicles.

In instances where an offender or offenders have been arrested and charged with committing a series of crimes, such as housebreaking, shopbreaking, stealing motor vehicles, or similar crimes, a comprehensive report should be furnished by the arresting Police when the cases are finally disposed of. This Report should set out all the activities of such offenders and be forwarded direct to the Modus Operandi Section.

The senior member of the Service investigating crime coming within the category of this instruction will be held responsible for furnishing the necessary reports.

No. 59A

SCIENTIFIC INVESTIGATION OF CRIME

1. A Scientific Investigation Bureau functions at the Criminal Investigation Branch, Sydney. This Bureau is in constant touch with every science applicable to criminal investigation and has the assistance of experts fully qualified to conduct scientific examinations in connection therewith. Communication with this Bureau on any matter connected with the scientific investigation of crime or other occurrences will receive prompt attention.

Scientific
Investigation
Bureau

(3/10/40).

2. The services of the staff and the facilities of this Bureau are available to police at all times in connection with matters relating to crime. The duties of the staff cover—

Scope of
Bureau.

- (a) The co-operation with investigating police in the searching of scenes of crime in order to ensure the collection of all material which may yield evidence under scientific examination, and the submission of this material to the authority best fitted to undertake its examination.
- (b) The preparation of plans and scale models of the scenes of crime or serious accident as an aid to the presentation of evidence.
- (c) The scientific examination of—
 - Documents, including handwriting and typewriting.
 - Laundry and dry-cleaners' marks.
 - Clothing and textiles generally.
 - Broken windows, head-lamps and windscreens and the comparison of fragments of broken glass.
 - Foot and shoe impressions.
 - Tool impressions.
 - Counterfeit coins, notes and counterfeiting materials.
 - Rope and wire.
- (d) The treatment of metal articles such as motor car engines and chassis, bicycles, wireless sets and tools of trade, and of wooden objects such as axe handles and carpenters' tools, to restore erased or obliterated numbers or brands.
- (e) Photomicrography and the microscopic examination of miscellaneous matter requiring a consideration of minute detail.
- (f) Moulage and plaster casts.

3. An index is maintained at the Bureau of qualified experts, employed both in Government Departments and in private enterprise, whose services are available to police for the conduct of scientific examinations. The field of activities covered by these experts includes the examination from a scientific standpoint of such materials as—

Index of
experts.

Ammunition.	Fertilizers.	Paints and
Blood.	Gums.	varnishes.
China.	Honey and	Pottery.
Electrical	beeswax.	Safes.
apparatus.	Minerals and	Textiles.
	metals.	

Scientific Investigation of Crime

Wines.	Plants and seeds.	Glass.
Animals.	Rocks.	Hides and skins.
Bombs.	Soils.	Lacquers.
Clay.	Timbers.	Oxy-acetylene gear.
Explosives.	Wool.	Poisons.
Firearms.	Barks.	Ropes.
Hair.	Bones.	Tanning materials.
Inks.	Drugs.	Tobaccos.
Oils.	Fats.	

Filed
specimens
of criminal's
handwritings
(15/6/48.)

3A. Fingerprint Information Forms (P.59B), containing specimens of handwriting of persons charged with certain types of criminal offences are classified, indexed and filed at the Scientific Investigation Bureau for reference in cases where the identity of the author of a document is being investigated. Documents which are being investigated with a view to identifying the person responsible, should be submitted to the Scientific Investigation Bureau in the first instance in accordance with the instructions laid down in Police Instruction No. 24, paragraph 23.

Equipment.

4. Equipment installed at the Scientific Investigation Bureau includes precision microscope and camera apparatus for use in the examination of latent evidence and the preparation of exhibits for Court. An ultra-violet lamp and accessories for ultra-violet and infra-red photography are also in use.

Library.

5. The Criminal Investigation Branch Library where a card index is maintained of all matters of Police interest appearing in periodicals and text-books dealing with the various aspects of Police work is conducted within the Bureau. Text-books and periodicals may be obtained on loan from the Library, and searches for information on any particular point connected with an investigation or other phrase of Police duty will be conducted where circumstances require.

6. Police should bear in mind at all times the facilities available at the Scientific Investigation Bureau for the examination of evidence of a technical nature and for the preparation of plans and scale models of the scenes of serious crime or accident as an aid to the presentation of a case at Court.

7. Full information as to what is required of Police in the recognition and care of articles for scientific examination is contained in the booklet "Scientific Aids to Criminal Investigation", issued by this Department and made available to all Police. Attention is specially directed to the contents of this booklet in order that all members of the Service may be in a position to utilise the facilities available at the Scientific Investigation Bureau should the necessity arise.