

- (8) The SLO will record the extent of the incident scene and record the names, times of entry and departure of all persons directed by the (S)IO to enter the incident scene and their purpose for entering. A 'Serious Crime Log Sheet' (Form 38/15) should be used for this purpose. Form 38/15 is to be completed at the scene of any crime where, because of the nature of the crime, the extent of the investigation necessary and/or the number of persons or agencies visiting a scene, a record is desirable. The completed scene log must be carefully preserved and a copy attached to the investigation file.
- (9) Summoning of **ALL** agencies by the first officer at a scene can result in waste of resources through personnel having to wait until their services are required by the (S)IO. The first police officer to arrive at the scene will therefore summon only such assistance as is **IMMEDIATELY** required.
- (10) It is the duty of the (S)IO to summon support service assistance. The advantages of calling each service should be carefully considered and they must not be called as a matter of routine. As determined by the nature and extent of a scene the following personnel will assist the (S)IO with scene and resource management: scientific support manager, Inspector in charge SOCO, area SOCOs, NIFSL police liaison staff.
- (11) At serious crime scenes, if the exigencies of duty permit, it is preferable to appoint an inspector to act as SLO. The inspector can assert his authority and must control the movement of personnel into the scene as required by the (S)IO.
- (12) When an (S)IO has to leave the holding area to attend to other operational matters the co-ordination of support services at the scene must be delegated to another officer with scene examination experience and who is involved in the investigation.

4. SCENE EXAMINATION

- (1) **THE (S)IO HAS RESPONSIBILITY FOR HAVING THE SCENE PROPERLY EXAMINED.** In liaison with support personnel and other relevant agency personnel thorough and systematic examination of scenes must be carried out to obtain as much evidence and information as possible.
- (2) **ONLY PERSONNEL ESSENTIAL TO THE EXAMINATION OF THE SCENE SHOULD ENTER THE SCENE, IRRESPECTIVE OF RANK OR PROFESSIONAL STATUS.**
- (3) The majority of scene examinations will be conducted by SOCOs who will take possession of all relevant physical evidence. SOCOs have been fully trained in this aspect and in documentation, packaging and labelling procedures. In many instances SOCO will have more experience in scene examination than the investigating officer and this expertise must be acknowledged. Comprehensive briefing, co-operation and debriefing between the investigating officer and the SOCO will achieve maximum benefit from scene examinations.
- (4) The investigation of terrorist incidents, by the nature of the crime, dictates the necessity for detailed forensic examination, both to advance the investigation and to satisfy potential Crown requirements. However, in many instances of non-terrorist incidents it will not be necessary to submit for further forensic examination all items identified as potential evidence during scene examination.
- (5) Detailed at Appendix 'A' are criteria for submission of items from non-terrorist crime scenes for examination at the Northern Ireland Forensic Science Laboratory (NIFSL), (S)IOs should have regard to the guidance to assist in maximising NIFSL resources.
- (6) Personnel entering a scene may become contaminated with materials present there, eg glass, paint, fibres, explosives residues. At major incidents where the outcome of the investigation is likely to depend on the scientific examination it is essential to avoid personal contamination. This may be achieved by wearing disposable protective overalls, gloves or overshoes. The (S)IO will determine policy for use of protective clothing at a scene. The policy will be followed by all personnel directed by the (S)IO to enter and examine the sterile area.
- (7) All personnel involved with scene examination must be conscious of and address the potential for cross contamination between areas of a scene (intra scene) or between different scenes (inter scene) either connected with an incident or arising from different incidents.