Accessing Scene Examination Services

Standard Operating Procedure

Notice:
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This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy, however it is recognised that policing is a dynamic profession and the standard response may not be appropriate in every circumstance. In every situation, your decisions and actions should be supported by the National Decision Model and based on the values and ethics of Police Scotland. You may be expected to provide a clear and reasonable rationale for any decision or action which you take.

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<th>Owning Department:</th>
<th>SPA Scene Examination</th>
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Version Control Table

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<td>Initial Approved Version</td>
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1. **Purpose**

1.1 This Standard Operating Procedure (SOP) supports the Police Service of Scotland hereafter referred to as Police Scotland and Scottish Police Authority (SPA) polices for:

- Health and Safety and Wellbeing
- Crime Investigation

1.2 This SOP provides police officers and police staff guidance on accessing scene examination services through the established Area Control Rooms (ACR’s) and / or direct links between the SPA Forensic Services and service users.

2. **Deployment of Forensic Services**

2.1 **Deployment of Forensic Services Scene Examiners**

2.1.1 The ACR play a key part in the directing of Forensic Services scene examination resources to identified sites both for urgent and non-urgent demand as they have maintained lines of communication in place at all times. Where the attendance on site of a Scene Examiner (SE) is an identified priority action contact with the ACR within the relevant jurisdiction will ensure requests are actioned swiftly.

2.1.2 ACR hold real time information on the locations of deployable SE to ensure the safety and wellbeing of field working forensic staff. SE are booked on and off to each incident site by ACR dispatching staff as a controlled resource to ensure that their whereabouts is always known to facilitate a swift police response to calls for urgent assistance from SE.

2.1.3 Effective scene examination tasking is reliant on the SE being provided with the following details:

- Requesting Officer;
- Crime Reference and/or Incident No wherever possible;
- Crime/Incident Type;
- Date of Crime/Incident;
- Examination Consent (has owner of property agreed to examination or is a warrant in place?);
- Location where examination is to be undertaken (including any specific access directions);
- Pertinent Crime/Examination Data (e.g. M.O., areas of specific interest);
- Parameters of Scene Examination (subject to Scene Attendance Protocols);
• Health & Safety Risk data and any pertinent scene intelligence (PNC/CHS); and
• Reference availability and contact data.

2.2 **Means of Communication with Forensic Services Scene Examiners**

2.2.1 The default means of communication with on-duty SE is via Airwave radio. Each ACR has the means to make direct contact with on duty SE via Airwave radio. It is also possible for Police Officers to make direct contact with SE via Airwave radio for the purposes of discussion on potential tasks.

2.2.2 Direct tasking out with the knowledge of the ACR is not permitted. Outside of standard working hours the default means of communication with scene examination staff rostered for stand-by duties is via mobile telephone or landline telephone.

2.3 **Duty Hours**

2.3.1 The standard duty hours for Scene Examination are shown the table below:

<table>
<thead>
<tr>
<th>Police Division</th>
<th>Standard Working Hours</th>
<th>Out of Hours</th>
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<tbody>
<tr>
<td>A</td>
<td>Mon – Sat: 0700 – 2300</td>
<td></td>
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<tr>
<td>C</td>
<td>Sun: 0700 – 2230</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>(Attendance at non-serious incidents will be rescheduled to following day where task cannot be reasonably completed prior to days end.)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>Stand-By / Call Out Provision (Serious incidents only)</td>
</tr>
<tr>
<td>J</td>
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<td>N</td>
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<td>V</td>
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<td>G</td>
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<td>N/A</td>
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<td>Q</td>
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</table>

2.4 **Recalling Stand-By Duty Scene Examiners to Duty**

2.4.1 Recalling stand-by duty SE to resume work is frequently to the detriment of staff availability during standard working hours and may have an adverse impact on resilience to meet the demands of an ongoing serious incident. For this reason requests for the recall to duty of SE staff undertaking stand-by duty must be limited to **serious incidents only** and where it is not practical to protect or preserve the incident site to the start of standard working hours.

2.4.2 The flowchart shown at Appendix ‘G’ provides guidance on the process for requesting the recall to duty of Scene Examination staff.
2.4.3 All requests to recall SE to duty will be assessed by a Scene Examination Supervisor who will act as the Single Point of Contact for ACR staff prior to the deployment of staff. The Scene Examination Supervisor will determine the appropriate Scene Examination response to the incident based on information supplied by ACR staff. The Scene Examination Supervisor must communicate directly with the Senior Investigating Officer (SIO) / Crime Scene Manager (CSM) / Officer on site to more accurately determine the requirements. Outside of standard working hours the default means of communication is mobile telephone or landline telephone.

2.4.4 V division: recall of the stand-by duty SE to resume work is via the West SE Supervisor or SE point of contact on duty. They will evaluate the SE response as above in 2.4.3.

2.5 Routine Requests for the Attendance of a Forensic Services Scene Examiner

2.5.1 Refer to the geographical appendices (‘B’-’E’) for details of the process in each police division.

2.6 Scene Examination Attendance at Volume Crime Scenes (Housebreaking and OLP)

2.6.1 It is recognised that the finite scene examination resources will benefit from being directed to the most productive of tasks and to facilitate this, a degree of triage is required to minimise the numbers of no value scene examinations.

2.6.2 In support of this process the flowchart shown at Appendix ‘H’ must be used to determine the requirement for scene examination assets to be deployed to a particular housebreaking or OLP incident.

2.7 Photography of Injuries to Persons

2.7.1 Requests for evidential injury photography should be restricted, and only be considered as appropriate for the following categories of crime / circumstances:

- Murder;
- Attempted murder;
- Rape;
- Attempted rape;
- Sexual Offences where injury has been sustained;
- Racially aggravated assault;
- Assault to severe injury/permanent impairment or disfigurement;
- Domestic abuse (particularly where report of assault is uncorroborated);
- Assault & robbery where injury has been sustained;
NOT PROTECTIVELY MARKED

- Non-accidental injury of children;
- Injuries likely to require physical comparison (e.g. odontology, weapons, footwear etc);
- In instances of sudden or suspicious deaths;
- In instances of sudden unexplained deaths in infancy (SUDI)
- In circumstances where, in fairness to an accused person, it would be appropriate to record their injuries e.g. defensive injuries to a person accused of an assault; or
- In any other circumstances where there is a specific direction given by a Procurator Fiscal (or Depute), or a SIO to obtain a photographic record of injuries.

2.8 No Reply Call Protocol (Volume Crime)

2.8.1 Unsuccessful scene visits represent significant Scene Examination wastage. Typically these ‘No Reply’ calls will be identified following SE attendance at a scene in instances where complainers and/or key references etc are unavailable.

2.8.2 In the event of a ‘No Reply’ Scene Visit, a ‘Call Back’ card will be left at the scene address by the attending SE advising the member of the public to make contact with the Police non-emergency number 101 or, in the event of unanswered telephone contact; an appropriate ‘No Reply’ email will be forwarded to the enquiry office.

2.8.3 In both circumstances, the tasking officer requires to consider whether a further scene attendance is merited and instigate an additional SE request.

2.8.4 Where a second, subsequent request for scene attendance is requested, a SE will make one further attempt to gain access to examine the scene.

2.8.5 In the event this second attempt is unsuccessful the details will be passed to the force point of contact and no further SE activity will take place unless through specific SE Manager and requesting officer dialogue.

2.8.6 The flowchart shown at Appendix ‘I’ details the criteria that will be applied at instances where Scene Examination staff are unable to obtain a response at a requested scene visit for volume crime.
2.9 Deployment of Forensic Services Scientific Function Experts

2.9.1 **Business Hours**: The business hours of the laboratory staff is predominantly Monday to Friday 9am to 5pm, with a degree of additional coverage between 7am and 6pm due to flexitime working arrangements.

*Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs*

2.9.2 Requests for advice or deployment of Scene Attending Scientists / Function Experts should be made by telephone and routed directly to the Local Satellite Laboratory reception desk where the call will be re-directed to an available Function Expert. Refer to the table above for contact details.

2.9.3 **Outside of Business Hours**: Requests for advice or deployment of Scene Attending Scientists / Function Experts will be routed via the respective ACR, where the contact details of out of hours stand-by resources are held for each function.

2.9.4 Recalling stand-by function experts to duty is frequently to the detriment of staff availability during standard working hours and may have an adverse impact on resilience to meet the demands of an ongoing serious incident. For this reason requests for the recall to duty of scientific function experts undertaking stand-by duty must be limited to **serious incidents only** where it is not possible to protect or preserve the incident site to the start of standard working hours.

2.9.5 For Firearms advice **not** linked to a Major Investigation specifically regarding the "Make Safe" of Firearms and the classification of items with regards to holding Charges, Offences etc. the On Call Firearms Scientist should be contacted directly through the ACR.

2.10 Protocol for Major Investigations

2.10.1 The investigative activity for a major crime scene is **bespoke to that scene, for that investigation**. It is therefore necessary for a case specific discussion to take place at the outset to determine the most appropriate response by SPA Forensic Services.

2.10.2 The SE Supervisor **must contact the SIO / CSM** to discuss the matter. This initial discussion will determine what Forensic Services resources (Scene Examination / Biology / Chemistry / others) are required **at that stage**, where and when they are to meet for an initial briefing/Forensic Strategy Meeting. (See Appendix ‘J’ Flowchart Showing Scene Examination Process for Major Investigations)

2.10.3 A decision will be made during this discussion regarding who is best placed to contact the resources required.
2.10.4 The requirements will thereafter be determined through the consultative Forensic Strategy process for that investigation.

2.10.5 Out of Hours Contact Numbers for Scientific Function Experts can be found in the table below

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs

2.10.6 Chemistry

2.10.6.1 The on call Chemistry service is a National Service from Glasgow.

2.10.6.2 They provide advice and crime scene attendance in relation to Fire investigation, specialist footwear mark enhancement and interpretation, sampling of persons/premises/cars for gunshot residue and/or explosives etc. Any specific packaging/sampling advice

2.10.7 Firearms

2.10.7.1 The on call Firearms service is a National Service from Glasgow.

2.10.7.2 They provide advice and crime scene attendance in all matters in relation to the scientific examination of firearms including the examination of crime scene to locate bullets, cartridges, wadding relating to discharge of a firearm during a crime, reconstruct events for shooting incidents, legal status of suspected firearms and making guns safe.

2.10.8 Drugs

2.10.8.1 The on call Drugs service is provided from two service centres, Dundee and Glasgow.

2.10.8.2 They provide urgent analysis of drugs and telephone advice when required

2.10.9 Biology

2.10.9.1 The on call Biology service is provided on a local basis from four service centres in Aberdeen, Dundee, Edinburgh and Glasgow (SCC).

2.10.9.2 They provide advice and crime scene attendance in respect to major crime including murder, attempt murder, rape including stranger rapes and any serious crime where examination of a scene or vehicle for the presence of body fluids and/or blood pattern analysis could be relevant.
2.10.10 National Biology Coordinator

2.10.10.1 The role of a National Biology Coordinator has been introduced to better manage service requests which occur out with the direct remit of the scene attending scientists. The coordinator role will be undertaken by Biology Team Managers on a rotational basis from all four sites and will include services such as weekend DNA processing or attendance at multiple scenes.

2.10.10.2 This service should only be used or authorised by officers of at least the rank of Detective Superintendent. The coordinator will also provide support to the on call Forensic scientist as and when required.

3. Productions Seized During Examinations

3.1 All items seized by Forensic Services staff during examinations will be recorded in their examination records and details of these will be reported to the SIO. Where an investigation is being supported by dedicated police productions officers or HOLMES system then details of all items seized will be copied to these departments.

3.2 Productions seized will be lodged with the relevant local productions custodian or handed over to the reporting officer or an alternate identified police officer. In every case a record will be made of the transfer of all items seized.

4. Requests for National Standard Statements

4.1 Scene Examiners: Requests for statements are directed to the appropriate Scene Examination staff based on geographic criteria using Police Scotland crime recording systems and Standard Forensic Instruction generated by COPFS. Where the SE is required to prepare a statement and is not local to that area; statement requests should be routed to the Area Scene Examination Team Manager noted below for onward tasking.

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs

4.2 Scientific Function Experts: Statements will be managed as part of the output of scientific reports and tasked by a Standard Fiscal Instruction (SFI) or by an Examination Request Form (ERF).
5. Requests for Production of Photographic Albums

5.1 COPFS Demand: Where a photographic album is required for court purposes these are requested by the Crown Office Procurator Fiscal Service by means of a Standard Forensic Instruction (SFI).

5.2 Police Demand: Where there is an investigative requirement for photographs to be produced these requests may be made directly to the Scene Examination Imaging Unit using the following e-mail contacts.

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs

6. Roles and Responsibilities

6.1 Below is an outline of the responsibilities of the roles in relation to the process of deployment and use of Forensic Services scene attending resources. These responsibilities should be read in conjunction with other relevant SOPs, e.g. Crime Investigation SOP, Sexual Offences Investigation SOP, Stolen Vehicle SOP etc

6.2 First Officer at Scene

- Assess viability of scene as a source of forensic evidence;
- Take reasonable measures to preserve scene;
- Provide accurate tasking information;
- Share any information pertinent to the Health and Safety Risk Assessment;
- Arrange attendance of Scene Examination staff as required.

6.3 ACR Controller

- Create or update command and control records to facilitate the recording of Scene Examination activities;
- Book Forensic Services Scene Examination resources on and off work sites;
- Maintain accurate picture of location of deployed Forensic Services staff;
- Provide information in relation to risks on site or from site contacts as available via accessible information systems;
- React to requests for immediate help from Forensic Services staff;
- Perform routine welfare checks on staff deployed to scenes.
6.4 Crime Scene Manager

- Responsible for the implementation of the SIO's forensic strategy for a crime scene;
- Responsible for health, safety and welfare of all resources deployed at scene under direction of SIO;
- Provide health and safety risk assessment for work site.

6.4.1 Refer to Appendix ‘J’ for further information

6.5 Scene Examination Supervisor

- Act as Single Point of Contact for ACR staff seeking to call out Scene Examination staff on stand-by duty;
- Assess needs of incident and resource this appropriately;
- Make contact with stand-by duty staff and recall them to duty as required;
- Perform routine welfare checks on staff deployed to scenes.

6.5.1 Refer to Appendix ‘J’ for further information

6.6 Scene Examiner

- Maintain regular contact with ACR for the purposes of health, safety and welfare provision;
- Request all information in relation to task including health and safety information for purposes of risk assessment;
- Update ACR with current location, movements and commitments;
- Conduct scene examination in line with request and adopt best strategy to maximise yield of forensic evidence from scene – subject to forensic strategy where agreed with CSM / SIO;
- Update SIO/CSM/RO with outcome of Scene Examination;
- Detail seized productions and share information with SIO / Production Custodian / Productions Officer / HOLMES team;
- Provide examination report / National Standard Statement (NSS) as required.

6.6.1 Refer to Appendix ‘J’ for further information
6.7 Scientific Function Expert

- Maintain regular contact with ACR for the purposes of health, safety and welfare provision;
- Request all information in relation to task including health and safety information for purposes of risk assessment;
- Update ACR with current location, movements and commitments;
- Conduct scene examination in line with request and adopt best strategy to maximise yield of forensic evidence from scene – subject to forensic strategy where agreed with CSM / SIO;
- Update SIO/CSM/RO with outcome of Scene Examination;
- Detail seized productions and share information with SIO / Production Custodian / Productions Officer / HOLMES team;
- Provide examination report / NSS statements as required.

6.7.1 Refer to Appendix ‘J’ for further information.

7. Health and Safety Considerations

7.1 It is worth noting that SE are generally single crewed when attending the majority of non-serious scenes and some serious scenes of crime. All Health and Safety considerations must be complied with to ensure, as far as practicable the safety of the Scene Examiner attending a locus or meeting with an individual at the request of the police.

7.2 Scene Examinations are generally undertaken on sites belonging to a third party. Sites of serious incidents will benefit from police control in the form of a CSM; cordons; and controlled entry and exit points as well as police presence throughout the process of the examination. Less serious incidents are much less likely to have this level of police control and Forensic Services staff may be required to have contact with members of the public to facilitate the process of the examination. In all cases the work is subject to the provisions of the Health and Safety at Work etc Act 1974.

7.3 The Health and safety at Work etc Act 1974 details the general duties of employers to their employees. This includes the duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all their employees. This includes the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.

7.4 In practical terms this statement means that all information accessible to the organisation which may inform an assessment of the risk at a particular site must be utilised to make such a risk assessment.
7.5 It is therefore the responsibility of the police officers and staff requesting and managing the attendance of Forensic Services staff to ensure all information relating to the health, safety and welfare of staff attending the work site is properly assessed and shared. This may include information such as:

- Known physical and environmental hazards at the work site;
- Known risks in relation to the potential for exposure to violence / intimidation from expected contacts at the work site and
- Any warning markers associated with individual or premises

7.6 Examples of these are not limited to:

- Known aggressors on site;
- Contact with accused / suspect persons;
- Aggressive dogs; and
- Structural defects with buildings.

7.7 All information which may reasonably influence a risk assessment, known or accessible by the requesting officer or control room staff, must be made known to the attending Forensic Services resource as part of the scene examination request information.

7.8 SE should have an awareness of Police Scotland Health and Safety Generic Risk Assessments as this will assist when required to make specific dynamic assessments at scenes.

7.9 All records will be held in line with the Record Retention SOP.
Appendix ‘A’

List of Associated Reference Documents

- Forensic Science Gateway SOP
- Crime Investigation SOP
- Sexual Crime Investigation SOP
- Stolen Vehicle SOP
- Crime Scene Management Manual of Guidance
- Investigation of Death SOP
- Child Death Investigation Implementation of National Process
- Joint National Fire Investigation Protocol
- National Forensic Science Protocol
- Productions SOP
- Major Incidents - Initial Response, Roles and Structures SOP
- Road Death Investigation Manual
- Record Retention SOP
Appendix ‘B’


<table>
<thead>
<tr>
<th>Incident Category</th>
<th>How to Request the Attendance of a Scene Examiner at an incident Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious Incident</td>
<td>Police Officer contacts <strong>Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs</strong> to raise a Scene Examination Job request for input to the Scene Examination EMS Scene Request Management Module (SRMM)</td>
</tr>
<tr>
<td></td>
<td>If the officer is transferred to Winscribe all required and available information must be dictated and a note made of the Winscribe Job number.</td>
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<tr>
<td></td>
<td>The Officer will thereafter inform the ACR of the SE Job request number and their own Name, Rank, Registered number and ISSI number which will be marked on the incident.</td>
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<tr>
<td></td>
<td>It is the responsibility if the Reporting Officer to ensure that any Crime Report and Storm Incident number are both updated with the EMS Job number</td>
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<tr>
<td></td>
<td><strong>During Duty Hours</strong> (7am to 10.30pm) <strong>Outside Duty Hours</strong> (10.30pm to 7am)</td>
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<tr>
<td></td>
<td>ACR will inform SE point of contact and Forensic Services Scene Examination will deploy the response</td>
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<td></td>
<td>Scene examination requests are made via ACR; who will tag a call card for SE attention and arrange the priority dispatch of a Scene Examiner.</td>
</tr>
<tr>
<td></td>
<td>Scene examination requests are made via ACR who will make contact with the duty Scene Examination Supervisor in Forensic Services Scene Examination West. The Supervisor may subsequently contact the requesting officer direct for more information.</td>
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<tr>
<td></td>
<td>If an immediate response is authorised the Scene Examination Supervisor will arrange Scene Examination attendance on site.</td>
</tr>
<tr>
<td>Homicide And Fatal / Serious RTC</td>
<td>Where the appointed SIO for a <strong>homicide investigation</strong> has (1) determined that there is a requirement for Forensic Services SPA staff to support the investigation, and (2) has as appointed a CSM, the SIO or CSM will contact the ACR / Service Overview directly and arrange for contact to be made immediately with the Scene Examination Supervisor / Scene Examination staff on duty via Airwaves or Telephone. The SE Supervisor will be informed that the incident is a homicide and must contact the SIO / CSM to discuss the matter. This initial discussion will</td>
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determine what Forensic Services resources (Scene Examination / Biology / Chemistry / others) are required at that stage, where and when they are to meet for an initial briefing / Forensic Strategy Meeting. The same process is available for **Fatal and Serious (likely to prove)** RTC.

<table>
<thead>
<tr>
<th>Volume Crime</th>
<th>Scene examination requests are made by contacting Information Resources</th>
<th>Scene examination requests are made by contacting Information Resources</th>
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<td></td>
<td>Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs to raise a Scene Examination Job request for input to the Scene Examination EMS Scene Request Management Module (SRMM).</td>
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</tr>
<tr>
<td>Additional Notes</td>
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<tr>
<td>------------------</td>
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</table>
| ° It takes one full minute for a call to transfer to winscribe. **Do Not Hang Up** as you will be returned to the beginning of the telephony queue and have to begin the minute wait again. If an operator becomes free during the minute your call will be answered.  
° Where a CSM has been deployed for an incident then a call back process is in place at Information Resources to ensure a speedy logging of the incident and deployment of Scene Examination.  
° Scene Examination on the Late Cover shift and the Night shift (9pm to 7am) is generally reserved for dealing with more serious events and no guarantees can be given re the capacity to respond to demand for volume crime during this time.  
It should be noted that Information Resources cannot amend a SE job request. Officers should contact FS Admin during Mon – Fri office hours on **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30 Prejudice of effective conduct of public affairs**  
° Out of hours contact should be made to the SE Supervisor or staff via ACR  
° If the officer is transferred to winscribe all required and available information including any risk to H&S must be dictated and a note made of the winscribe job number. Specifically:  
  - Details of any risk that might cause general injury such as broken glass or defects of buildings or aggressive/dangerous animals.  
  - Details of any potential risk that the persons may cause the SE, e.g. the person to be photographed has a history of violence or weapons may be at scene.  
  - Details of any potential risk within the area, e.g. local gang area or neighbour has history of violence against Police  
° The Service Desk can determine the forensic potential of a scene and request a scene examination after assessing it using the chart shown at Appendix ‘H’.  
° In every instance a Storm Command and Control record must be created.  
° It is not necessary for a Police Officer to attend prior to a scene examination being carried out if assessment of forensic potential identifies value in SE attendance and a health and safety risk assessment is carried out by the requesting department or unit. |
Appendix ‘C’

‘A’ and ‘D’ Division

How to Request the Attendance of a Scene Examiner at an incident Site

<table>
<thead>
<tr>
<th>Incident Category</th>
<th>During Duty Hours (7am to 10.30pm)</th>
<th>Outside Duty Hours (10.30pm to 7am)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Serious Incident</strong></td>
<td>Scene examination requests are made via ACR; who will tag a call card for SE attention and arrange the priority dispatch of a SE.</td>
<td>Scene examination requests are made via ACR who will make contact with the stand-by duty Scene Examination Supervisor. The Supervisor may subsequently contact the requesting officer direct for more information. If recall to duty is authorised the Scene Examination Supervisor will contact the stand-by duty SE and arrange their attendance on site.</td>
</tr>
<tr>
<td><strong>Major Incidents</strong></td>
<td>Where the incident is a Homicide the SE Supervisor will contact the SIO or CSM to discuss the matter. This initial discussion will determine what Forensic Services resources (Scene Examination / Biology / Chemistry / others) are required at that stage, where and when they are to meet for an initial briefing/Forensic Strategy Meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>Volume Crime</strong></td>
<td>Scene examination requests are made via ACR; who will tag a call card for SE attention and arrange the dispatch of a SE. Calls that cannot be fully completed prior to termination of duty will be deferred to the next day. Timing for end of duty calculation will include expected travel time.</td>
<td>Scene examination requests are made via ACR; who will tag a call card for SE attention and arrange the routine dispatch of a SE during duty hours.</td>
</tr>
</tbody>
</table>

**Additional Notes**
- The Service Desk can determine the forensic potential of a scene and request a scene examination after assessing it using the chart shown at Appendix ‘H’.
- In every instance a Storm Command and Control record must be created.
- It is not necessary for a Police Officer to attend prior to a scene examination being carried out if assessment of forensic potential identifies value in SE attendance and a health and safety risk assessment is carried out by the requesting department or unit.
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<td>Scene examination requests are made via ACR who will make contact with the stand-by duty Scene Examination Supervisor. The Supervisor may subsequently contact the requesting officer direct for more information. If recall to duty is authorised the Scene Examination Supervisor will contact the stand-by duty SE and arrange their attendance on site.</td>
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<td></td>
</tr>
<tr>
<td>Volume Crime</td>
<td>Scene examination requests are made via ACR or Service Centre; arrange the dispatch of a SE. Control room staff pass information and do not technically dispatch as the SE adds the job to a list. Calls that cannot be fully completed prior to termination of duty will be deferred to the next day. Timing for end of duty calculation will include expected travel time.</td>
<td>Scene examination requests are made via E-mail request using the specific e-mail form called E-Mail SOC Request.</td>
</tr>
</tbody>
</table>
### Additional Notes

- The Service Desk can determine the forensic potential of a scene and request a scene examination after assessing it using the chart shown at Appendix ‘H’.
- In every instance a Storm Command and Control record must be created.
- It is not necessary for a Police Officer to attend prior to a scene examination being carried out if assessment of forensic potential identifies value in Scene Examiner attendance and a health and safety risk assessment is carried out by the requesting department or unit.
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**Major Incidents**

Where the incident is a **Homicide** the SE Supervisor will contact the SIO or CSM to discuss the matter. This initial discussion will determine what Forensic Services resources (Scene Examination / Biology / Chemistry / others) are required at that stage, where and when they are to meet for an initial briefing/Forensic Strategy Meeting.

**Volume Crime**

Scene examination requests are made via ACR; who will tag a call card for SE attention and arrange the dispatch of a SE.

Calls that cannot be fully completed prior to termination of duty will be deferred to the next day. Timing for end of duty calculation will include expected travel time.

Scene examination requests are made via ACR; who will tag a call card for SE attention and arrange the routine dispatch of a SE during duty hours.

---

**Additional Notes**

- The Service Desk can determine the forensic potential of a scene and request a scene examination after assessing it using the chart shown at Appendix ‘H’.
- In every instance a Storm Command and Control record must be created.
- It is not necessary for a Police Officer to attend prior to a scene examination being carried out if assessment of forensic potential identifies value in SE attendance and a health and safety risk assessment is carried out by the requesting department or unit.
Appendix ‘F’

Glossary of Terms

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
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<tbody>
<tr>
<td>ACR</td>
<td>Area Control Room</td>
</tr>
<tr>
<td>CSM</td>
<td>Crime Scene Manager</td>
</tr>
<tr>
<td>EMS</td>
<td>Electronic Management System</td>
</tr>
<tr>
<td>FSM</td>
<td>Forensic Strategy Meeting</td>
</tr>
<tr>
<td>HOLMES</td>
<td>Home Office Large Major Enquiry System</td>
</tr>
<tr>
<td>NSS</td>
<td>National Standard Statement</td>
</tr>
<tr>
<td>SE</td>
<td>Scene Examiner</td>
</tr>
<tr>
<td>SIO</td>
<td>Senior Investigating Officer</td>
</tr>
<tr>
<td>SRMM</td>
<td>Scene Request Management Module</td>
</tr>
</tbody>
</table>
Flowchart Showing Process for Requesting a Scene Examiner be Recalled to Duty

Key to notes

1. The flowchart is for serious incidents of crimes against the person. Where death has occurred it is likely to result from the incident under investigation. There is no justification to recall staff for domestic violence incidents.

2. Major incidents are events that are likely to generate a high profile response such as terrorist attacks, hostage situations, and overseas incidents.

3. This requires that a Crime Scene Manager has been identified and is in attendance at the scene taking control of the response. Please do not recall a Scene Examiner to duty until the CSM has a confirmed ETA on site.

4. Considerations such as:
   - Bodies in situ where the scene cannot be secured until the next shift
   - Exterior scenes that need scene preservation

5. Where the Scene Examiner identifies that additional support may be required they must contact the duty supervisor to discuss requirements and / or ensure that an appropriate approach is given to resourcing the incident.
1. POE should where possible, be unrepaired and preserved for examination. Any potential forensic items outside the POE, such as broken glass, should be placed inside the locus ensuring measures are taken to protect from destroying any evidence. i.e. gloves worn and handled carefully.
2. Consider if scene exclusively contains items that can reasonably be seized by attending officer and will not require examination of items or fixed surfaces in situ. Recovery of items by the attending officer may negate the need for a scene examination to be arranged. If all relevant items removed from the scene by the attending officer answer NO at this decision on the flowchart and request examination of item(s) via Forensic Gateway.
3. Footwear marks require to have distinguishable patterns and marking to be deemed to be of forensic value.
4. If cowling present consider seizing same and requesting submission for examination via Forensic Gateway. If cowling seized answer NO at this decision on the flowchart.
5. Rough and/or greasy surfaces very rarely reveal useable fingerprint marks using conventional powder techniques applied at scene. Items can be examined by chemical treatments; however these processes are ‘destructive’ rendering articles submitted unusable after treatments. This should be borne in mind when seizing articles which may require treatments.
Flowchart Showing “No Reply Protocol” For Instances Where Scene Examination Staff Are Unable To Obtain a Response at a Requested Scene Visit for Volume Crime

1. Scene Request comprises all required detail
   - Police Dispatch – Response to include
     - Requesting Officer’s Name, Location & Contact details (i.e. No. JSS, Email and Mobile)
   - Incident Type
   - Incident Date and Time
   - Location
   - Complaint Reference/Availability and specific notes (if available) (within a reasonable time i.e. up to 5-7 hour) and/or Complainant contact details
   - Specific & Pertinent Incident information (including – How crime was committed, specific instructions of interest, sentimental direction and any risk and hazards)
   - Consent – Have Complainant agreed to Scene Examination or there is a warrant in place?

2. Refer to Police For Resolution & Revised instruction
   - Has a Previous SE Visit/Management or failed contact taken place?
      - NO
      - YES

3. SE Attend Scene in accordance with Request Details
   - Final Scene Examination Attempt
      - Unsuccessful Scene Visit (No Reply or Response)
      - Scene Examination Contact Out
      - Unsuccessful Scene Visit (No Reply or Response)

4. Requesting Officer (SE, Crime Management & Forensic Gateway) Notifications
   - NO FURTHER SE ACTIVITY
Appendix ‘J’

Flowchart Showing Scene Examination Process for Major Investigations

1. Major Crime / Investigation
2. SIO Appoints CSM
3. SIO briefs CSM on initial scene requirements
4. CSM contacts Scene Examination Supervisor to brief and arrange required resources

Flowchart:
- Major Crime / Investigation
- SIO Appoints CSM
- SIO briefs CSM on initial scene requirements
- CSM contacts Scene Examination Supervisor to brief and arrange required resources
- Forensic Strategy Meeting - chaired by SIO - scene activity determined and recorded
  - Scene Activity implemented as per strategy
  - Scene issues or investigative changes
    - Need for change(s) to agreed strategy
      - Yes: Remote consultation with the SIO/FS decision makers may suffice to amend strategy
      - No: Further scene activity required?
  - Debrief SIO, CSM, FS
  - 6 Week Review (To include progress of submissions and continued requirement for any pre-agreed activities in light of any investigative developments)
    - Yes
    - No
  - Forensic examination of scene phase complete

Note: Remote consultation with the SIO/FS decision makers may suffice to amend strategy.
Appendix ‘K’

Associated Police Scotland Forms

- Scene Attendance Request Form - (Form FS-SE-0073F)
- Forensic Services Examination Request – (Electronic Request Form(ERF)) – (Form 068-001)