

Act Home

## FINANCE AND ADMINISTRATION

1. Budget for enquiry
2. Payment of overtime
3. Mileage allowance - use of police vehicles
4. Hours of duty/rest days/shift patterns
5. Briefings, where and when/by whom
6. Management meetings, where and when
7. Press Conferences, frequency/by whom/delegated authority?
8. Additional equipment. Office/enquiry teams
9. Use of crime intelligence analysis
10. Victim support
11. Confidential counselling for officers.
12. Liaison with other agencies.
13. Use of mobile control points.

## ENQUIRY PARAMETERS

1. Statements - when required/verification.
2. Personal description forms - age range/sex/i.c. codes.
3. House-to-house - area/street names/numbers.  
Additional questions.
4. Questionnaires - parameters.
5. Eliminating factors.
6. Alibis - verification.
7. Criteria for suspect circulation.
8. What sequence of events indexes are to be maintained.
9. Typing services - documents to be typed.
10. Linked incidents to be included.
11. Prioritisation of enquiries

12. Criteria for N.I.B. searches/M.O. suspects.
13. Indexes - how many to be maintained/documents - extent of indexing.
14. Liaison with C.P.S./Procurator Fiscal, appointment of legal advisor.
15. Information which can be released or withheld from Press.

#### LINES OF ENQUIRY

1. Lines of enquiry first 24 hours
2. Main lines of enquiry indicating those which have a high priority. Any variation to lines of enquiry.
3. Purpose of pursuing lines of enquiry which involve heavy expenses in terms of manpower and time
4. Lines of enquiry which are discontinued - with reason
5. Profile of victim/suspects
6. M.O. suspects
7. Reconstructions - road checks
8. Artist's impressions/photofits
9. Action codes
10. Media appeals/press releases
11. National circulations
12. Elimination - blood/fingerprints/D.N.A.
13. Priority of suspects
14. Rewards/informants
15. Arrest teams
16. Feasibility studies
17. Action following review

INVESTIGATION SET-UP

1. Appointment of Officer in Overall Command or Senior Investigating Officer
2. Responsible Chief Constable(s)
3. Terms of Reference
4. Determination of Incident
5. Use of manual or HOLMES system
6. Location of Incident Room(s) and/or satellites
7. Need for Central Research Unit
8. Definition of scene
9. Area to be secured/searched/fingerprinted/photographed
10. Initial decisions at scene
11. Delegation of authority
12. Command Structure

STAFFING AND APPOINTMENTS

1. Appointment of Deputy to O.I.O.C. or S.I.O.
2. Identification of personnel allocated to key positions in incident room/action teams/house-to-house teams.
3. Staffing levels of incident room/action teams/house-to-house teams/central research unit.
4. Increase or reduction in staff.
5. Appointment of management and/or advisory team.
6. Appointment of Byford Scientist
7. Mutual aid/liaison officers from other Forces.
8. Data Protection Officer

AT SCENE (continued)

Brief Deputy - Pathologist - Forensic Scientist

House to house enquiries by Detectives of properties overlooking scene, Det Insp to be in charge and make sure all facts gathered are recorded and reported.

Consider use of Task Force to search for weapon.

Drains - Canals etc., Local Authority - Underwater Search Team - Metal Detectors.

Identify Continuity Officer - Scene, travel with body to Mortuary, present on identification by relatives, Pathologist etc.

Photos - Video? 35 mm slides training

Plan Drawer

Liase with Det Ch Insp or Det Insp Division to get out LIO and FIO to pull out possible suspects from area, relative to crime and within MO of crime - LIO to pull out - FIO to check update and pass to Incident Room Office Manager for actions.

MAKE SURE ENOUGH PRIORITY ACTIONS are ready for Teams of Detectives after first briefing by SIO - NO hanging about.

Look at the body, blood runs, blood splashes, direction, wounds and blood, disc with Pathologist throughout, look for boot impressions on body etc.

Tapings agree with Forensic Scientist what tapings are required - some can be taken at Mortuary. Vital that loose material is taped and fixed there and then.

Body Sheet and bags for 'head', hands and feet. Discuss with Pathologist about using head bag if vital marks on face may obscure in transit.

Tee up with Coroner's Officer E.T.A. of undertakers, agree Mortuary to be used - tee up with Coroner's Officer call out of Mortuary Technician.

Consider further Exhibits Officers if suspects are to be brought in - STRICTLY WATCH CROSS-CONTAMINATION.

Body temperature - Pathologist.

Time off to discuss with experts over meal

AT MORTUARY

Only experts and SIO to be present with body

Pathologist - Forensic Scientist - SOC - Exhibits Officer - Coroner's Officer -  
Mortuary Attendant - SIO and Deputy (Remember AIDS) - Guidelines

Photos at every stage of undress

Bruises and other marks

Causation - Intent to cause GBH or kill (Discuss with Pathologist)

Weapon (Not to be introduced to Mortuary) -

Type - size - number of wounds - depth of wounds if knife used -  
single or double edged etc

Consider X-rays for firearms wounds and death of child skeleton survey

Body samples Hair - head - eyebrows - pubic - eyelashes

Blood for grouping

Blood for alcohol and drugs

Swabs - mouth, anus, vagina, penis

Fingernail scrapings

Clothing Separate bag per item

Dry out wet or bloodstained clothing

Do the puncture wounds correspond with body?

Full description and photos if no identification of victim

Firearms Wound to Huntingdon

Remember hand test kit for victim

(Suicide) or suspect

Other Actions

Decide who gets first go fingerprints or Forensic re weapons found.

Remember Metal Deposition and Laser Examination.

What can you keep back - anything unusual?

Time of Death - Be Careful!!

What Lines of Enquiry

87% of murders committed by 'Friend'

Relative

Associate

Can you complete line of enquiry? Consider length of time and manpower needed.

Appoint Staff Officer for Welfare

Parking

Meals

Record Hours worked

Overtime

One week after murder report of Enquiry and manpower - projected length of Enquiry etc.

PRESS OFFICER - to liaise re TV, radio, complete record of everything papers said.

Murder Posters            How many languages?

                                 Display in shops

                                 Slides for cinemas

Consider checks of people passing scene

24 hours - 48 hours - week

Consider reconstruction - publicity

Do not give everything to press at once

Continuous Liaison with Pathologist and Forensic Scientist

Always let Pathologist see murder weapon

Both to have full set of photos

Both to have full set of plans

Both to have full copy of accused's voluntary or contemporaneous notes

Check with RCIO for similar murders

Circulations - Force, Regional, National, Special Bulletin

Watch possible cross-contamination of materials via Scene, Mortuary, Suspects (Cars - Rooms)

Police Surgeon - Scene or suspects

Make sure your elimination of suspects is based on fact as to time of death - sightings etc. do not speculate.

Never start a motor vehicle enquiry unless absolutely certain of your witness.

Hold daily briefings with Senior Staff - Open discussion try to do the briefings and de-briefings of all Team CID and Task Force - Incident Room Staff personally.

This list although comprehensive is not exhaustive - every enquiry brings its own problems unique to that murder.

Detective Chief Superintendent - Western Area Crime

Professor David GEE - Pathologist

Mr A FARAGHER B Sc - Forensic Scientist