



Service Procedure

DUTIES OF PERSONNEL ATTENDING A SERIOUS CRIME SCENE

SP Identification Number	47/2004
Protective Marking	NOT PROTECTIVELY MARKED
Policy Ownership: Department Branch Author	Crime Operations Department Scientific support C108599
Procedure Approved By:	
Service Executive Department or Branch Head Date Of Approval	CM77/39/04
Date First Issued:	6 October 2004
Version Number	2
This Version Issued:	20 October 2014
Review Date:	2 years from issue date
Governing Policy Directive:	Policy directives: 04/10 Investigations carried out by the Police Service of Northern Ireland; 05/06 Dealing with Victims and Witnesses

ABSTRACT:

Guidance for, and responsibilities of, PSNI personnel involved in the initial response, control, examination and management of Serious Crime Scenes.

NOT PROTECTIVELY MARKED

Personal

Professional

Protective

INDEX

Section	Subject	Page
1	Aim of Service Procedure	3
2	Introduction	3
2(1)	Executive Summary	3
2(2)	Origin	3
2(3)	Implication of Service Procedure	3
2(4)	Contribution	3
2(5)	Application	4
3	Legal Basis	3-4
4	Policy Links	4
5	Consultation	4
6	Human Rights/Equality/Code of Ethics/Freedom of Information	4
7	Procedure and/or Guidance	4
7(1)	Definitions	4-5
7(2)	The Importance of Actions of Personnel Attending a Serious Crime Scene	5-6
7(3)	Initial Action by Police	6-7
7(4)	Identification of the Victims	7
7(5)	Identification of Suspects	7-8
7(6)	Crime Scene Surveillance	8
7(7)	Preservation of Life	8
7(8)	Protection of the Scene	9
7(8)(a)	Protection of the Outer and Inner Cordon	9
7(8)(b)	Serious Crime Scene Log (Form 38/15)	10-11
7(9)	Crime Scene Examination and Management	11-12
7(10)	Contamination Management	12
7(11)	Serious Crime Scene Notes	13
7(12)	Monitoring/review	13
Appendix		
Appendix 'A'	Crime Scene Preservation Equipment	14

1. AIM OF SERVICE PROCEDURE

This Service Procedure outlines the steps to be taken by personnel attending the scenes of serious crimes in order to ensure that potential forensic evidence is identified, preserved, recorded and recovered in a safe, effective and efficient manner.

2. INTRODUCTION

(1) Executive Summary

Police officers should be aware of their obligations under Articles 2 and 3 of the European Convention of Human Rights (ECHR) [the right to life and protection from inhuman and degrading treatment] to carry out an effective official investigation when there is reason to believe that an individual has died or sustained serious injuries in suspicious circumstances. Where death results, the essential purpose of such an investigation is to secure the effective implementation of the domestic laws that protect the right to life. The investigation must be capable of establishing the cause of the injuries and the identification of those responsible with a view to making them amenable for the crime. An investigation will only be considered effective where the authorities can show that they took all reasonable steps in attempting to secure the evidence concerning the incident.

(2) Origin

The constantly increasing contribution which forensic science makes to criminal investigations, requires that all reasonable steps be taken to protect, preserve, record and recover evidence at crime scenes.

(3) Implication of Service Procedure

There are no implications which would impede the implementation of this Service Procedure.

(4) Contribution

This Service Procedure contributes to the investigation of crime (PSNI Policy Directive 04/10).

(5) Application

This Service Procedure has been prepared for police officers, police staff and other agencies involved in serious crime scene preservation, examination and management. Police officers and staff should be aware that all action may be subject to intense scrutiny and that a breach of these procedures may undermine the public's perception of police integrity.

3. LEGAL BASIS

(1) The following is relevant to this Service Procedure:

Articles 2 and 3 of the ECHR.

(2) These procedures, with modifications relevant to structural differences in Police Service of Northern Ireland (PSNI), reflect the requirements of the Association of Chief Police Officers (ACPO) Murder Investigation Manual (MIM), Major Incident Room Standardised Administrative Procedures

(MIRSAP) Manual, ACPO Crime Committee's Manual of Standard Operating Procedures for Scientific Support Personnel at Major Incident Scenes and ACPO DNA Good Practice Guide.

4. POLICY LINKS

This Service Procedure should be read in conjunction with:

- (1) Policy Directive 04/10 – Investigations Carried Out By The Police Service of Northern Ireland.
- (2) Service Procedure No 08/13 - Police Investigations into Unexpected, Unexplained or Suspicious Deaths and Human Tissue Retention.
- (3) Service Procedure No 14/11 - Major Incident Boxes.
- (4) Service Procedure 22/2011 – Body Recovery and Identification Team.
- (5) Service Procedure 44/2008 – Casualty Bureau.
- (6) Service Procedure 10/12 – Critical Incident Management and Community Impact Assessments.

5. CONSULTATION

- (1) Crime Operations Department, Serious Crime Branch;
- (2) Serious Crime Review Team;
- (3) Operational Policy and Support;
- (4) Health and Safety Adviser;
- (4) District Commanders;
- (5) Head of Crime Training;
- (6) Human Rights Legal Adviser.

6. HUMAN RIGHTS/EQUALITY/CODE OF ETHICS/FREEDOM OF INFORMATION

This Service Procedure is deemed to be Human Rights compliant. It has been screened for Section 75 considerations and complies with the PSNI Code of Ethics. It is suitable for disclosure in accordance with the Freedom of Information Act 2000.

7. PROCEDURE AND/OR GUIDANCE

(1) Definitions

- (a) For the purpose of this Service Procedure, a 'Serious Crime' includes all murders, attempted and suspected, and all suspicious deaths, this list is not exclusive.
- (b) '**Senior Investigating Officer**' (**SIO**) is the individual in overall management of a serious crime investigation, including the forensic strategy. Their deputy is usually designated as 'Deputy SIO'.

NOT PROTECTIVELY MARKED

- (c) **'Major Crime Forensic Adviser' (MCFA)** is charged with coordinating all aspects of the scientific/forensic support to an incident, the development and management of forensic strategy, liaison with scientists in Forensic Science Northern Ireland (FSNI) and other specialist forensic providers and acting on behalf of the SIO in relation to all scientific support/forensic investigation matters.
- (d) **Crime Scene Manager (CSM)** can be a higher CSI, DFM or MCFA as appropriate to the circumstances of the incident and available resources. A CSM should be deployed to a single crime scene. The CSM will act under the direction of the SIO and MCFA/DFM to ensure that forensic evidential opportunities are recognised, crime scene managed and controlled appropriately and that scientific support/forensic resources are deployed accordingly.
- (e) **Scientific Support resources** includes Crime Scene Investigators (CSI) who provide the detailed examination of the scene and for the identification, recording and recovery of potential evidence which may require further scientific analysis. Imaging branch also provide specialist photographers and mappers.
- (f) **District Forensic Manager (DFM).** Each District has available to it a number of CSI who are managed by a DFM. The DFM will have responsibility for the coordination of the scientific support response to serious crime scenes which are investigated at a District level.
- (g) **Common approach path** is the route/path to be used by all personnel to gain access to the crime scene within the inner cordon. The path should be chosen to minimise disturbance of the scene and any potential evidence. The least likely route used by the suspects should be used as the path. The path should be marked using tape or other indicators and searched for evidence before use. All personnel entering the inner cordon should be instructed to use the path. Initial responders can designate a common approach path which can be assessed and modified by subsequent attending personnel.
- (h) **Outer cordon** – is the area that Police wish to control due to one or all of the following factors (not exclusive) access control, geography, evidence retrieval, search parameters, health and safety issues and traffic/access management. The outer cordons should be designated by blue and white police tape and/or natural/manmade barriers. The outer cordon must be sufficiently resourced with police personnel to maintain control at all times.
- (i) **Inner cordon** – is the area that police have identified as the crime scene, it should include all areas of potential evidence retrieval and items of significance. The inner cordon should be designated by red and white police tape. A 38/15 serious crime scene log must be used by the designated scene log officer (SLO) at the start of the common approach path at the marked inner cordon. All personnel entering the inner cordon must have been authorised by the SIO (or deputy) and details recorded in the serious crime scene log by the SLO.
- (j) **Scene Log Officer (SLO)** is responsible for maintaining the 38/15 – Serious Crime Scene log and ensuring integrity and control of the inner cordon area.

(2) The Importance of Actions of Personnel Attending a Serious Crime Scene

- (a) The actions of the first personnel in attendance at a serious crime scene are crucial to a subsequent successful examination and the recovery of evidence.
- (b) Preservation of life is a primary objective. It is important to establish if a victim may need medical assistance, do not assume they will not. It is essential that all personnel are aware of the importance of scene preservation and the actions they need to take to ensure that any subsequent scene examinations are not compromised. It is recognised that in times of heightened security, immediate follow-up actions may not be carried out without endangering

NOT PROTECTIVELY MARKED

lives of police, other security and support services. The safety of all police personnel and the public is another primary objective. However, in a normal policing environment there should be no unnecessary delay in the response to the attendance and preservation of a serious crime scene.

- (c) The aim of any scene examination is to maximise the recording and recovery of relevant evidence so that the material recovered becomes an integral part of the investigation. The continuity of the integrity of each scene and piece of evidence is a core objective.
- (d) Serious crime scenes properly preserved and expertly examined in a methodical, sequenced approach can provide vital evidence. Forensic evidence may be damaged by the lack of basic scene preservation procedures. It is therefore essential that police have an awareness of the areas where and what evidence can be found. It is vital to protect serious crime scenes immediately upon arrival by taking firm and active steps to prevent unnecessary and unauthorised entry. These instructions cannot cover duties and procedures for every eventuality but outline the general procedures to be followed at each stage of an investigation.

(3) Initial Action by Police

- (a) Where death or life threatening injury is reported and circumstances appear criminal, unexplained or suspicious, always approach as a potential murder until the evidence proves otherwise. **In cases of murder, a SIO and a MCFA, C2 Crime Operations Department, must be immediately tasked to the scene.** For all cases that appear suspicious, district protocol should be followed re tasking of supervisory officers to ensure an effectively managed investigation.
- (b) The first police at the scene should not terminate duty unless spoken to by Detectives or released by the SIO.
- (c) It is important to establish following the report of a potential murder whether the victim may still be alive and that medical assistance has been summoned. All victims of serious crime must be treated with dignity and consideration given to faith issues.
- (d) The significance of the information provided by the person reporting a murder/suspicious or unexplained death cannot be underestimated. Accurate and prompt recording of the details is vital.
- (e) When responding to a serious crime scene **police should request** the person(s) reporting:
 - (i) To return to an agreed safe location proximate to the scene;
 - (ii) Not to enter the obvious parameters of the scene, unless necessary to render medical assistance;
 - (iii) Not to touch or move anything;
 - (iv) To prevent others from entering the scene.
- (f) **Police should record:**
 - (i) Name, home address and telephone number of person reporting;
 - (ii) First account of person reporting;
 - (iii) Precise details of location of scene;

- (iv) Circumstances leading to discovery;
- (v) Identity of victim;
- (vi) Details of other witnesses/persons present at the scene;
- (vii) Relationship of person reporting;
- (viii) Location of person reporting;
- (ix) Demeanour of person reporting;
- (x) Details of any first descriptions of suspects;
- (xi) In cases where the caller attempts to remain anonymous, every effort should be made to discover their identity. If, however, they terminate a telephone call, steps should be taken to establish its origin. Note exact time, duration and telephone number from where call received.

(g) Personnel en route to the scene should:

- (i) Note details of date and time tasked, nature of incident, origin of call and details of other emergency services attending;
- (ii) Note vehicles and person(s) coming from the direction of or in the vicinity of the scene in an effort to identify potential offender(s) and witnesses;
- (iii) Check out any suspicious persons, vehicles or other activity encountered or communicate details via the control room and, if appropriate, have another call sign investigate.
- (iv) Ensure the use of LOCATE and ANPR for responding vehicles and monitoring of vehicle movement.

(4) Identification of the Victim(s)

- (a) Initial contact with the person reporting should seek to establish the victim(s) identity where possible.
- (b) Initial investigation should be restricted to persons present within or at the scene. Do not be tempted to search the victim's clothing for identification evidence.
- (c) A record should be made of the obvious outer clothing, footwear, jewellery or other notable item being worn by the victim, together with a physical description. Note details of visible marks, scars and tattoos. Do not move the body.
- (d) The identification of any victim is critical. Once established, investigators can instigate fast track actions, which may lead to the early identification of suspects.

(5) Identification of Suspects

- (a) When murder is suspected or when serious, life threatening injury has been sustained the identification of the offender(s) should remain at the forefront of the mind of those persons taking the report. If any person reporting/witnessing the incident suggests the offender's identity/description, the suspect's whereabouts (including if still at the scene) should be established and steps taken to effect their arrest/preservation of potential evidence. It is important to remember also that suspects for serious crime may still pose a threat to members of the public.

- (b) The identification and early arrest must always be a priority. Police officers who have not attended the serious crime scene should conduct actions directed to progress such searches/arrest, this will help avoid potential forensic cross contamination. If it is not possible, eg if the offender is at or arrested leaving the scene, the fact the police officer has been at the scene should be declared to investigators as soon as practicable.

(6) Crime Scene Surveillance

- (a) All personnel responding to a crime scene should be aware that the behavioural traits of offenders might include a continued presence or return to the proximity of the crime scene or, at least, a passing observation of the police response. With the enhanced awareness of personnel responding to and working at the crime scene, it is possible that such offender behaviour will be recognised and appropriate action taken.
- (b) Police officers/personnel in attendance within or around a crime scene, if approached by any person(s) asking questions about the investigation, should record full details of all such enquiries and obtain the description/name of individuals concerned. Contemporaneous notes/records of the conversation by such persons should be made.

(7) Preservation of Life

- (a) Preservation of life is a fundamental police duty, which has primacy at serious crime scenes. It is possible to recover important evidence and preserve the scene, whilst affording primacy to preserving the life of victims. As appropriate to the circumstances, medical assistance should be called immediately and first aid rendered to the victim(s).
- (b) When medical personnel attend, the first police officer(s) at the serious crime scene should advise them on the need to preserve and secure evidence. Minimise movement within the scene, of items and of the body.
- (c) When a seriously injured victim is moved from the scene, steps should be taken to have a police officer establish details relating to Northern Ireland Ambulance Service (NIAS) crew and the hospital. In cases of arson details of Northern Ireland Fire and Rescue Service (NIFRS) personnel, and actions taken must be recorded before they leave the scene. This should include names and contact details of all personnel and vehicle details
- (d) Ideally the police officer accompanying the victim(s) in the ambulance should, where possible, establish the victim's identity, recollection of facts surrounding the incident and obtain a dying declaration where the circumstances dictate. If it is not possible to send a police officer from the scene, then, a police officer should attend the hospital forthwith to address these and other matters listed below
- (e) Where police officers attending the scene consider the victim to be dead, a Forensic Medical Officer (FMO) should be called to formally pronounce life extinct. A pathologist and some qualified paramedics can also perform this function. (They should be instructed not to move the body unless strictly necessary). All medical specialists entering a serious crime scene must wear full Personal protective equipment (see 10(d) below). They must not take images (photographs) of the scene or deceased.
- (f) In circumstances in which the victim is deceased, it should be noted that forensic examination of the body and the scene may be protracted.

(8) Protection of the Scene

Controlling access to a crime scene is fundamentally important to the interpretation of any subsequent findings and to the facilitation of detailed examination by forensic specialists. Access control is achieved through the use of cordons and recording details of those entering the scene. It may be necessary on occasion to improvise a form of protection for valuable evidence by using such materials as may be to hand. Actions taken in this regard should be recorded in a police officer's notebook. Police officers cannot be criticised for recognising the importance of potential evidence and taking such actions as appear necessary at the time to afford protection. Refer to diagram 1 below – Schematic of theoretical crime scene.

(a) Position of the Outer and Inner Cordon

- (i) The position of cordons restricting access into the scene and designation of a common approach path is likely to be undertaken by the first police officers responding to the incident, closely followed by an on-call CSM. The extent of the crime scene may not immediately be apparent and therefore a prudent approach will identify in the first instance a wide cordon area, which can be later reviewed and reduced if necessary. Safety and welfare of personnel maintaining cordon points must be considered within current work processes;
- (ii) Within the confines of this outer cordon there will be a smaller area focused on the identified significant physical evidence such as a body, abandoned vehicle or other type of deposition site. An inner cordon protecting this area of interest will further ensure the preservation and integrity of the crime scene from the outset. Upon the arrival of the SIO and/or CSM the position of the cordons can be reviewed and, if necessary, extended or reduced accordingly.
- (iii) In scenes necessitating large numbers of emergency vehicles and personnel, consideration should be given to establishing an RV point outside of the cordoned area.

Cordons Diagram

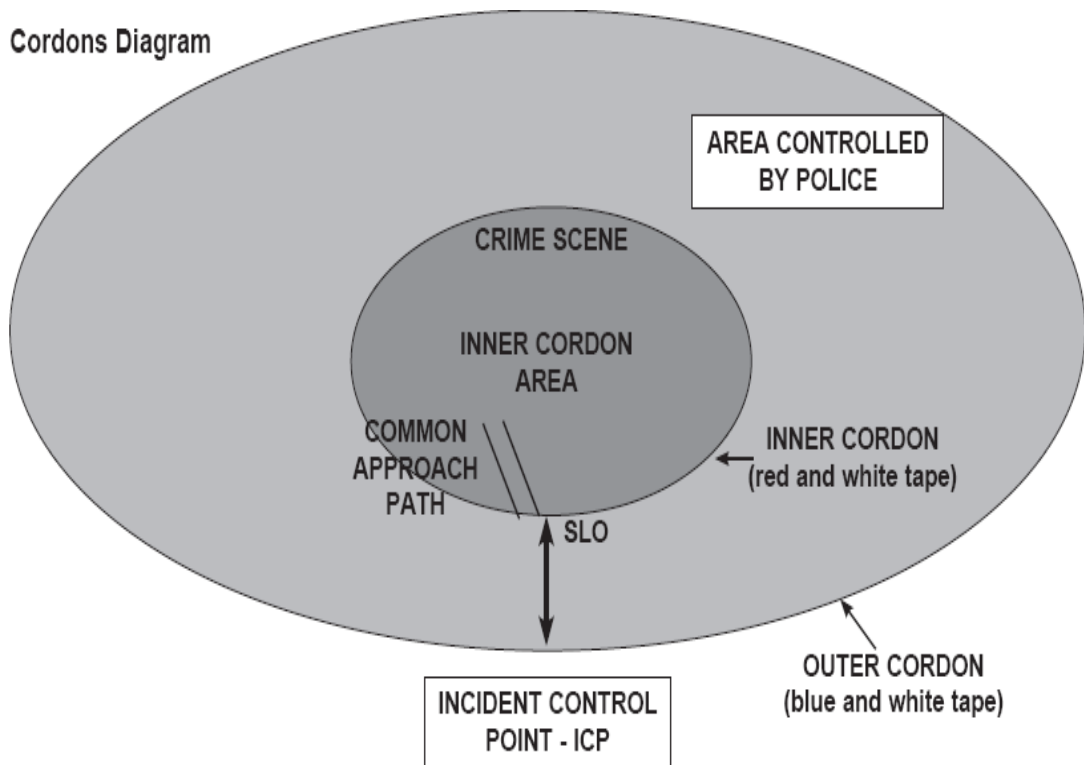


Diagram 1 – Schematic of theoretical crime scene

(b) Serious Crime Scene Log (Form 38/15)

- (i) Serious crime scene logs are original notes and should be marked as an exhibit and continuity maintained accordingly. An entry to this effect must be made in the police officers personal notebook. It should be remembered these logs are subject of disclosure in subsequent proceedings.
- (ii) The purpose of the Serious Crime Scene Log, Form 38/15 is to account for the presence and movements of personnel within the inner cordon area of the crime scene. A Serious Crime Scene Log must be started as soon as practical after arrival at the scene of any serious crime where, because of the nature of the incident, extent of the investigation and/or the number of persons or agencies visiting the scene, a record is essential.
- (iii) When the extent of the serious crime scene has been identified and cordoned , a police officer attending will assume the responsibility of Scene Log Officer (SLO) and commence a serious crime scene log. The SLO should accurately record scene details, persons present and actions that have taken place prior to the arrival of the SIO. The SIO (and/or deputy) and CSM should be briefed with this information upon their arrival at the incident. The SLO is responsible for control of the inner cordon area only.
- (iv) The SLO must ensure the guidance notes on the completion of the log are complied with. This includes recording their name/rank together with times responsible for the scene in the continuity section..
- (iv) A supervising officer will establish an Incident Control Point (ICP) adjacent to the outer cordon and will assume the role of officer in charge (OIC) of the ICP. The OIC of the ICP will manage security, control and protection of the scene and give guidance and support to cordon personnel. The OIC of the ICP must ensure the individual tasked with the role of SLO has the relevant skills, knowledge and experience. The OIC of the ICP will record their name, rank and number, signature and times responsible for management of the cordons and SLO in the 38/15 (final page). The OIC of the ICP and all other officers involved in outer cordon control must not allow entry to the scene of anyone except if authorised by the SIO or CSM. The OIC of the ICP or other supervisory officer in attendance at the scene will be responsible for ensuring compliance with these instructions.
- (v) When the log is kept by more than one SLO, handovers should be shown including the time, date and police personnel involved. The SLO should sign the log at the conclusion of each tour of duty. **The number of SLOs must be kept to a minimum to ensure continuity and proper management.**
- (vi) Both the officer in charge of the ICP and the SLO should brief the SIO and MCFA/CSM on their arrival at the scene. It should be borne in mind that members of the public and press may be present near this point so ensuring confidentiality of any communications must be undertaken. At this point a further assessment will be made of the scene(s) regarding its security, control and protection of evidence.
- (vii) The SLO will record details of person(s) known to have accessed the scene prior to the commencement of the log. The tasking of all agencies by the first officer at a scene can result in waste of resources, as police staff examining the scene are required to follow a sequential examination approach as determined by the SIO or CSM. The first police officer to arrive at a scene will therefore summon only such assistance that is immediately required to secure and preserve the scene and safeguard the welfare of others. It is the duty of the SIO/CSM to summon scientific

support services assistance. **The advantages of calling each service to attend must be carefully considered and not just a matter of routine.**

- (viii) Where there are multiple scenes responsibility for the management of each individual scene will fall to a CSM who will liaise directly with MCFA.
- (ix) Authority to enter the scene must be obtained from the SIO/MCFA or CSM, the exception being in the event of preservation of life.
- (x) On arrival at the scene, all police staff and other agency personnel should report to the ICP for briefing by the SIO or MCFA/CSM and subsequent controlled access to and exit from the scene via the SLO
- (xi) The SLO must date and time the log both at the commencement and conclusion of the task. Only one log will be kept for each scene. **However, in the event of full completion of the log additional books can be used if required and identified as a continuation document of the original book and exhibit.**
- (xii) Only personnel **entering** the scene should be recorded on the appropriate section of Form 38/15. Personnel entering the scene will be required to provide the following details on Form 38/15:
 - (i) Name/Rank/Grade/Number in block letters;
 - (ii) Date/time of such entry or departure;
 - (iii) Reason for entry;
 - (iv) Signature.
- (xiii) **If a scene is closed and subsequently reopened, a new serious crime scene log should be commenced. Under no circumstances should a serious crime scene log from a nearby-connected scene be used.**

(9) Crime Scene Examination and Management

- (a) The SIO has overall responsibility for the management of the investigation including the scene examination and forensic strategy. Decisions made will be influenced by the initial crime scene assessment and established facts at the time. The specific responsibility for the examination and management of the scene may be delegated to the CSM. Where multiple scenes require examination and management the SIO/MCFA/DFM may appoint suitable numbers of CSMs to manage at each scene. The SIO after consultation with the MCFA/DFM will agree a strategy for the scene examination based upon the crime scene assessment and information available at the time. The SIO should ensure that, in every case, a full and final search of the scene is undertaken. The search team co-ordinator should be reminded to search areas which have been covered by crime scene tents and stepping plates.
- (b) The SIO shall determine when the scene is to be released and the log terminated. **The final SLO who completes the log will note in an additional information page date, time and name/number of the officer authorising scene closure and hand the completed log personally to either the exhibits officer, or other person directly involved in the investigation.**
- (c) Upon completion of examinations and searches the SIO or nominated representative will formally record Scene Closure in their own notes and/or policy log.

- (d) **All police officers attending the scene of a serious crime must be debriefed by a nominated member of the investigation team prior to termination of duty, as they may have information of use to the investigation team.**

(10) Contamination Management

- (a) All personnel should bear in mind the potential of contamination and cross contamination between scenes and take necessary steps to reduce same. Contamination may be an issue whenever (trace) quantities of materials such as fibres, explosives and firearms residues, DNA, paint and glass etc are involved. The MCFA should maintain a cross contamination avoidance matrix in the deployment of scientific support and other resources. ***All personnel entering a crime scene will be required to provide for elimination purposes - fingerprints, palm prints, buccal swab for DNA profiling and items such as footwear as appropriate to the investigation.***
- (b) Both uniformed response/specialist units attending the primary scene must not attend related scenes where there is a likelihood of cross contamination. This must be managed by regional/local contact management centres and supervising officers on duty.
- (c) Where the availability of personnel is limited, then MCFA must ensure that the risks to the integrity of examinations through potential contamination is minimised.
- (d) When the extent of the scene has been identified and cordoned off, all personnel entering the scene will be required to wear personal protective equipment (PPE) and clothing consistent with the nature and risks of the scene and examination requirements as directed by the SIO/MCFA. As a guide standard PPE is currently understood to be disposable oversuit with hood, face mask (without valve), double disposable gloves and disposable overshoes/boots
- (e) All personnel entering the crime scene will be required to put on full protective clothing at the ICP adjacent to the entry path to the scene. The SLO will record details of protective clothing worn by personnel entering the inner cordon on the appropriate section of the Serious Crime Scene Log - Form 38/15.
- (f) Double layer of disposable gloves must be worn before handling, swabbing or packaging any evidential material which may require trace analysis.
- (g) As a standard procedure, the outer gloves should be changed after touching any frequently handled items such as door handles, light switches, etc to avoid any inadvertent transfer of DNA or trace material.
- (h) Personnel must ensure that reasonable steps are taken to clean contaminated non-disposal equipment used within scenes and from scene to scene.
- (i) It is recommended that all operational personnel should have easy access to Personal Protective Equipment (PPE) for use at crime scenes and crime scene preservation boxes (Appendix 'A') should be carried in operational response and patrol vehicles. ***The carriage of any equipment in vehicles must be subject to risk assessment to ensure the safety of occupants. Equipment carried in vehicle boots or luggage areas must be positioned and secured if necessary in order to ensure that devices such as emergency escape hatches in armoured vehicles are not compromised or blocked.***
- (j) Personnel leaving the scene **will be required** to dispose of all protective clothing into a yellow coloured plastic waste bag so that it can be removed from the scene for incineration.
- (k) It is the responsibility of each District and Department, to ensure that the contaminated waste bags are identified to Transport Workshop staff when they are at a station/department collecting confidential waste burn bags for incineration.

(11) Serious Crime Scene Notes

It is essential that police, scientific support personnel and other agencies performing duties at serious crime scenes maintain accurate contemporaneous records of their actions in relation to the investigation.

(12) Monitoring/Review

This Service Procedure will be reviewed every two years, it may also be reviewed if the procedures and guidance contained in it need to be amended or updated. Feedback on any aspect of this Service Procedure should be forwarded to the Head of Scientific Support, Crime Operations Department, Knocknagoney.

1. Crime scene preservation boxes should contain the following items:
 - (a) Form 38/15 Serious Crime Scene Log;
 - (b) Police Inner Cordon Tape;
 - (c) Police Outer Cordon Tape;
 - (d) Evidence covers;
 - (e) Disposable Gloves (Nitrile);
 - (f) Disposable over suits;
 - (g) Disposable Face Masks (DNA);
 - (h) Disposable Overshoes;
 - (i) Forensic Wipes (Alcohol Free);
 - (j) Clinical Waste Bag;
 - (k) Plastic Tags.

2. Each District and Department will be responsible for the purchase of preservation boxes and replenishment of the contents. **With the exception of the Serious Crime Scene Log only disposable PPE should be contained in the crime scene preservation boxes.** This will minimise contamination issues associated with the use of non-disposable equipment and attendance at other crime scenes. The product codes of the contents of the crime scene preservation box are outlined in the on-line supplies catalogue and details of these items can also be obtained from Scientific Support, Headquarters. As all of these items are purchased from a 'devolved' budget, all requests must be submitted via the relevant Business Managers using the product codes and quoting the relevant cost code. It should be noted that the crime scene preservation boxes (40 cm wide x 60 cm long x 30 cm deep) have limited storage capacity. **It is the responsibility of Districts to ensure that boxes are available and adequately stocked. District Command must also ensure that the carriage of boxes does not compromise or block emergency escape hatches in armoured vehicles.**