



Freedom of Information Request Reference No:

I note you seek access to the following information:

Standard Operating Procedures for the primary investigation of crime
Standard Operating Procedures for the Secondary Investigation of Crime.

DECISION

I have disclosed the located information to you with the exception of information that I consider to be exempt under provisions of Section 31 (Law Enforcement) and Section 40 (Personal Data) of the Freedom of Information Act 2000 (the Act). Therefore this response serves as a Partial Refusal Notice under Section 17 of the Act.

Before I explain the reasons for the decisions I have made in relation to your request, I thought that it would be helpful if I outline the parameters set out by the Act within which a request for information can be answered.

The right of access to information is not without exception and is subject to a number of exemptions which are designed to enable public authorities to withhold information that is not suitable for release. Importantly, the Act is designed to place material into the public domain, that is, once access to information is granted to one person under the Act, it is then considered public information and must be communicated to any individual should a request be received.

REASONS FOR DECISION

Information contained in the General Investigation Toolkit is exempt by the virtue of Section 31(1)(a)(b) or Section 40(2) & (3) of the Act.

DISCLOSURE

Attached are the General Investigation Toolkits as requested.

Where redaction has taken place, it is denoted with a series of asterisks (*****).

1. Initial Investigation Frontline checklists (Redacted - phone number and email address)
2. Initial Investigation Supervisor checklist (Un-redacted)
3. Further Investigation Frontline Checklist (Redacted - email address)
4. Further Investigation Supervisor Checklist (Redacted - name of author)
5. General Investigation - Questions and Answers (Redacted - phone number and

operationally sensitive information concerning ANPR)

I would like to take this opportunity to thank you for your interest in the Metropolitan Police Service.

Information Rights Unit

Freedom of Information Publication Scheme					
Protective Marking:	Not Protectively Marked			Publication (Y/N):	N
Title:	Investigation of Crime (Initial) - Initial Investigation Frontline checklists				
Summary:	Provides actions for general investigation				
Branch / OCU:	TP - Capability & Support				
Date created:	1 st March 2017	Review date:	May 2020	Version:	2.1
Author:	TP Crime Policy				

General Investigation Toolkit - Initial Investigation Frontline - Checklists

All Actions are Mandatory

Actions	✓
First to arrive on scene? Assume supervisory responsibility and update CAD.	
Ensure details are recorded on CAD of all officers attending the scene.	
Continually identify, assess and manage risk. (See Risk Toolkit)	
Provide/request medical aid.	
Ensure the protection and safeguarding of vulnerable people by assessing all victims/witnesses/suspects/persons in line with the Vulnerability Assessment Framework (VAF). If deemed vulnerable, follow the policing response as per the appropriate toolkit for adults and children. Complete MERLIN database and flag appropriately on CRIS.	
Establish full details of offence or incident - investigate all alleged offences.	
Record all investigative actions taken at scene. This should be directly onto CRIS, or first in PNB/EAB/other MPS document then transcribe onto CRIS.	
Make a note in EAB of anything which may be of evidential value or use in a later enquiry. Record any admissions or significant statements/unsolicited comments.	
Is this a critical incident , hate crime , DA or threat to life ? Show relevant flags on CRIS report.	
Take appropriate action where a child is involved/present and any of the Every Child Matters Key Outcomes are not being achieved.	
Inform supervising officer if the investigating officer is personally known to any suspect or witness. This will result in impartiality and transparency in the way we police.	

<u>Scenes</u>	✓
Secure crime scenes. Cordon off scene where necessary and appropriate (contact Property Services 24/7 through CCC for tents, lighting, power, visual screens, traffic management).	
Identify, preserve and secure any additional crime scenes.	
Commence crime scene log at earliest opportunity. Use PNB/EAB if not available.	
Record venue correctly including postcode, so that hotspots can be identified by BIU.	
Consider conducting a search of scene/route taken by suspects.	
Consider searching for CCTV sources and seize. If you cannot seize, view in situ and make notes.	
Consider video/photograph/sketch/draw the scene to preserve best evidence. Consider the use of an ICEFLO camera, if available. Where an ICEFLO camera is not immediately available, you must call upon support services via Met CC. (See Q&As for further guidance re the use of an ICEFLO camera or a West Point system)	
Evidence any image or footage of a scene or incident in a MG11, detail the taking, exhibiting and storage of the image or footage and update the CRIS and Investigating Officer. (See Q&As for further guidance).	
Consider the suitability of tasking the Automatic Number Plate Recognition (ANPR) team. The ANPR Investigations team can be contacted 24 hours a day on *****	

<u>Forensics</u>	✓
Consult with scene examiner at earliest opportunity. If not available, contact Central Ops.	
Prevent cross-contamination by controlling scene/victim/suspect/exhibits. Avoid unnecessary disturbance of the crime scene by police/public. Wear gloves. Preserve evidence see forensics toolkit.	
Ensure correct packaging of exhibits (see Forensics Toolkit).	
Consider forensic examination of victim(s) and suspect(s).	

<u>Victims/Witnesses</u>	✓
Ensure that all contact with the victim however communicated, i.e. in person, letter, email, SMS or via any another service, is recorded on the CRIS record DETS pages. Any investigative actions from this communication should be taken and also recorded on the CRIS DETS pages	

Obtain full contact details for victim and witnesses including alternative phone numbers, email addresses, parent/guardian details, school details if applicable. Conduct appropriate local enquiries to trace further witnesses - record your actions and enquiries. See Q&As for further guidance regarding language barriers.	
Identify vulnerable/intimidated victims/witnesses and deal according to their needs. Flag on CRIS (see VCOP Toolkit).	
Consider obtain medical consent form from victim at earliest opportunity	
Provide victim care card and explain what will happen next. Ascertain preferred contact method. Offer victim support service and refer where appropriate. Provide them with their CRIS number before you go off duty.	
Obtain initial account from the victim and/or witnesses. Record in an EAB or if applicable a 124D. This should not be an MG11. Do believe account without judging them. See Q&As for guidance on first accounts. Officers must record a summary of what evidence / information each witness can supply - this is recorded in the 'Officer notes' field on the VIW pages of CRIS.	
Consider obtaining early victim/witness statements. Consider future availability/cooperation of witness. Identify significant witnesses and deal appropriately.	
If the subject is a child (17 or under) and in local authority / foster care, the initial investigator must ascertain which local authority had original authority for placing them in care. This information must then be recorded in the dets of the MERLIN report. If a MERLIN report is made, this MUST be recorded on the CRIS DETS page.	

<u>Suspects</u>	✓
Ensure suspect description is recorded and circulated including stolen property/vehicles used	
Consider taking the victim/witness on a 'drive round' to try to identify suspect. Record in EAB in the Street Identification section (pages 22) and follow the given instructions.	
Consider the correct ID procedures are conducted and identify suspects at the earliest opportunity	
Ensure appropriate intelligence is gathered on suspects and recorded on CRIMINT. Identify the most prolific and dangerous offenders and take appropriate action. Consider making arrest enquiries where suspects are known and grounds exist. Ensure that you comply with PACE Code G. (For arrest of pupils at schools, please see More Information)	
Ensure that an appropriate risk decision is carried out and documented prior to any pre-planned arrest or premises search. (see Risk Toolkit)	
Consider exercising search powers under S32 PACE and S18 PACE where appropriate. Ensure you comply with PACE Code B. Seize any clothing described by victim/witnesses and items used during the commission of offence for possible forensic examination or	

identification. Complete Premises Search Book. See Q&As .	
Examine all items in suspect's possession and make appropriate enquiries/necessary checks. If you have the power under PACE 1984, check suspect clothing and property under UV light to identify property marking such as Smartwater.	
Where suspect arrested, complete an EAB and any other required paperwork to support the arrest and evidence of the offence. Make sure completed paperwork is made available and handed over. Consult with secondary investigation supervisor at earliest opportunity and comply with actions set.	
Suspect or person arrested is a CLPD subject (including Police employee)? Comply with CLPD toolkit and record action taken on CRIS.	

<u>Other Actions</u>	✓
Work Related Deaths Protocol - deceased - is there a connection with a work activity? Did the third party or organisation have a duty to protect the deceased or critically injured person? For example, this can include deaths in care, on a construction site or drowning at third party premises e.g. swimming pools. Guidance can be found at: http://intranet.aware.mps/Resources/Resources_Directorate/05_PeopleServices/who_are_we/PeopleServices_Operations/safety_and_health_risk_management_team/Work+related+deaths.htm	
Record full details of property serial numbers.	
Consider if this is a false report of crime. See More Information for guidance.	
Ensure CRIS report is created with comprehensive details of all actions taken on DETS screen. This must be done before you go off duty and in conjunction with NCALT CRIS training packages.	
Place any other relevant intelligence on CRIMINT e.g. criminal associations, links to vehicles, locations, mobiles, officer safety issues, terrorism information. See Q and As. This must be done before you go off duty unless non-urgent. Take advice from your supervisor.	
Is there any reason to believe a subject mentioned in this report is vulnerable to becoming involved in Extremism? Email ***** with details and CRIS number.	

Freedom of Information Publication Scheme					
Protective Marking:	Not Protectively Marked			Publication (Y/N):	N
Title:	Investigation of Crime (Initial) - Initial Investigation Supervisor checklist				
Summary:	Provides mandatory and discretionary actions for general investigation				
Branch / OCU:	TP - Capability & Support				
Date created:	1 st March 2017	Review date:	May 2020	Version:	2.1
Author:	TP Crime Policy				

General Investigation Toolkit - Initial Investigation Supervisor - Checklist

All Actions are Mandatory

<u>Actions</u>	✓
Be aware of and consider the contents of the relevant Initial Investigation Frontline checklists , both general and specific.	
Attend scene and assume responsibility in cases of serious violence, serious injury, immediate threat to life, critical incident, major incident likely to require significant resources, any other incidents deemed necessary. Log attendance on CAD. Ensure that the investigating officer understands the Golden Hour principle and maximizes the effectiveness of the first hours investigation.	
Consider commencing a Decision Log.	
Continually identify, assess and manage risk (see Risk Toolkit).	
Identify further resources as appropriate (police units, firearms, TSG, dogs, helicopter, EXPO, LAS, LFB etc.).	
Ensure the protection and safeguarding of vulnerable people by assessing all victims/witnesses/suspects/persons in line with the Vulnerability Assessment Framework (VAF) . If deemed vulnerable, follow the policing response as per the appropriate toolkit for adults and children. Complete MERLIN database and flag appropriately on CRIS.	
Comply with specific supervisor checklists where they exist, e.g. Hate Crime , DA , Safeguarding Children or other crime-specific.	
Supervise all Initial investigations within four hours of being recorded on CRIS. This should be more than a simple check and should focus on the initial investigative steps that have been taken. Record on CRIS, including any further action required.	

<u>Scenes</u>	✓
Ensure crime scene(s) are preserved and secured. (Contact Property Services 24/7 through CCC for tents, lighting, power, visual screens, traffic management) Victim/suspect.	
Identify, preserve and secure any additional crime scenes	

Ensure crime scene logs are correctly completed.	
Ensure that officers retain, record and store any evidence from the scene and update CRIS system with that information. Please see Initial Investigation Frontline checklist for what is required of the initial investigating officer.	

<u>Forensics</u>	✓
Liaise with scene examiner at earliest opportunity. If not available, contact Central Ops.	
Preserve forensic opportunities, especially around victim(s) and suspect(s). Consider Early Evidence Kit, seizing clothing, swabs, nail clippings, Gun Shot Residue kit etc.	
Manage risk of cross-contamination by controlling scene/victim/suspect/exhibits. Avoid unnecessary disturbance of the crime scene by police/public. Preserve evidence (see Forensics Toolkit).	

<u>Victims/Witnesses</u>	✓
Ensure that all contact and communication with the victim i.e. in person, letter, email, SMS or via any another service is recorded on the CRIS record DETS pages by the investigator. Supervise these entries appropriately and assign investigative actions accordingly - record on the CRIS DETS pages	
Ensure that details of all victims/witnesses at scene have been fully recorded including alternative methods of contact.	
Consider directing local enquiries to identify additional witnesses.	
Consider obtaining next-of-kin details.	
Consider assigning a continuity officer to any victim with life-threatening/life-changing injuries. Ensure they are suitably briefed and debriefed.	
Consider deploying a Family Liaison Officer. Ensure they are suitably briefed and debriefed.	
Consider identifying key victims/witnesses and arrange for statements to be taken where appropriate. Consider future availability/cooperation of witnesses.	
Consider identifying significant witnesses and deal appropriately. Significant witnesses will usually require their account to be audio-recorded.	

<u>Suspects</u>	✓
If you are to direct the arrest of suspects at scene where grounds exist, ensure that the officer is given sufficient information to afford the officers reasonable grounds for the necessary suspicion to make the arrest. Ensure that they and you comply with PACE 1984 - Code G.	
Ensure immediate circulation over radio of suspects, vehicles, property etc.	
Consider action reports or information reports regarding vehicles are placed on PNC.	
Consider victim/witness drive round to identify suspect(s). Ensure that PACE Code E is complied with and correctly recorded in EAB.	
Consider appropriate intelligence is gathered on suspects and recorded on CRIMINT. Identify the most prolific and dangerous offenders and take appropriate action.	
Consider arranging apprehension and arrest of outstanding suspect(s). Ensure that you comply with PACE Code G. Ensure that an appropriate risk decision is carried out and documented prior to any pre-planned arrest or premises search. (See Risk Toolkit)	
Suspect or person arrested is a CLPD subject (including Police employee)? Comply with CLPD toolkit and record action taken on CRIS.	

<u>Other actions</u>	✓
Consider contacting Press Bureau to seek advice on media strategy.	
Consider supervising paperwork where required. Premises search books need to be signed by supervisor.	
Ensure that your officers record and justify any steps that have not been taken to assist in potential court proceedings or inquests. Similarly, ensure that your officer records steps that they would have directed, (i.e. police helicopter, dog unit) should they have been available, but were not able to assign due to operational reasons.	
Consider liaising with secondary investigator to ensure incident/prisoner is handed over. Ensure all relevant paperwork is complete and made available.	

Freedom of Information Publication Scheme					
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Title:	Investigation of Crime - Further Investigation Frontline Checklist				
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Branch / OCU:	TP - Capability & Support				
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Author:	TP Crime Policy				

General Investigation Toolkit - Further Investigation Frontline Checklists

All Actions are Mandatory

<u>Actions</u>	✓
Record all investigative actions you carry out on CRIS.	
Continually identify, assess and manage risk. (See Risk Toolkit)	
Review all evidence obtained during primary investigation. Identify areas where further information or clarification is required. Revisit victims/witnesses if necessary.	
Take appropriate action where a child is involved/present and any of the Every Child Matters Key Outcomes are not being achieved.	
Inform supervising officer if the investigating officer is personally known to any suspect or witness. This will result in impartiality and transparency in the way we police.	

<u>Scenes</u>	✓
Check that crime scene(s) have been appropriately examined and recorded (e.g. photography, computer-modeling etc).	
Identify any further scenes and arrange preservation and examination as appropriate.	
Consider revisiting the scene with victims/witnesses to clarify/update information.	
Consider correctly seize CCTV and identify further CCTV opportunities.	

<u>Forensics</u>	✓
Consider consulting with scene examiner on forensic opportunities and forensic strategy.	
Ascertain what Forensic examination has taken place up to this point and what results are outstanding. Ensure opportunities for further forensic retrieval are identified and acted upon as soon as possible, including those arising from victim(s) and suspect(s).	
Consider ensuring appropriate seizure and preservation of clothing/footwear from victim(s) and suspect(s).	

Where forensic examination has resulted in a potential suspect identification, discuss the SFR pack with a scene examiner to inform investigative arrest and interview strategy. Ensure that the SFR pack is available prior to arrest.	
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<u>Victims/Witnesses</u>	✓
Ensure that all contact with the victim however communicated, i.e. in person, letter, email, SMS or via any another service, is recorded on the CRIS record DETS pages. Any investigative actions from this communication should be taken and also recorded on the CRIS DETS pages	
Interview victims and witnesses and obtain statements, prioritising those that are key.	
Identify 'significant witnesses' and deal appropriately.	
Identify vulnerable/intimidated victims/witnesses . Obtain evidence in line with Investigative Interviewing Policy.	
Obtain cooperation of victims/witnesses by ensuring special measures and other appropriate support is offered (e.g. victim support, alarms).	
Consider seeking to identify further witnesses through local enquiries, leaflet drops, witness appeals, media communications, and anniversary visits.	
Consider obtaining medical consent form from victim at earliest opportunity.	
Ensure VCOP is fully complied with.	
Consider referring victim/ witnesses to Victim Support Groups .	

<u>Suspects</u>	✓
Ensure appropriate research is conducted on suspects. Task BIU, DSU, MIB, schools officers, probation etc.	
Ensure suspect details are recorded on CRIS on suspect pages as soon as identified. Where a person ceases to be a suspect they must be shown as eliminated on CRIS.	
Ensure appropriate circulation of known suspects (PNC, EWMS, MetBats, local partners, media etc). Make sure key post-arrest actions are clearly set-out and all required case papers are available.	
Formulate arrest strategy. Task appropriate resources e.g. TSG, dog unit, firearms team, method of entry team. Assign roles (search officer, exhibits officer, arresting officer, premises search book officer etc). Prepare briefing. Make arrests where grounds exist. Ensure that you comply with PACE Code G. Debrief afterwards.	
Apply for search warrant where proportionate and grounds exist.	
Ensure that an appropriate risk decision is carried out and documented prior to any pre-planned arrest or premises search. (See Risk Toolkit)	

Exercise search powers under S32 PACE and S18 PACE where appropriate. Ensure you comply with PACE Code B. Seize any clothing described by victim/witnesses and items used during the commission of offence for possible forensic examination or identification. Complete Premises Search Book. See Q&As	
Examine all items in suspect's possession and make appropriate enquiries/necessary checks. Check suspect clothing and property under UV light to identify property marking such as Smartwater.	
Consider opportunities to have Offences Taken Into Consideration (TICs) .	
Consider appropriate action under the Proceeds of Crime Act. Speak to your Payback Unit.	
Conduct suspect interviews in accordance with PEACE model and PACE Code C (see Investigative Interviewing Policy).	
Consider carrying out formal identification procedures in accordance with PACE Code D.	
Place any suspect intelligence on CRIMINT. Suspect or person arrested is a CLPD subject (including Police employee)? Comply with CLPD toolkit and record action taken on CRIS.	

<u>Other actions</u>	✓
Ascertain and accurately record details of stolen property on CRIS, including serial numbers, IMEI numbers, unique identifiable references or marks.	
Consider use of WADS for all victims and witnesses. Ensure you comply with PACE Code D Annex E.	
Place any other relevant intelligence on CRIMINT. Is there any reason to believe a subject mentioned in this report is vulnerable to becoming involved in Extremism? Email ***** with details and CRIS number.	

Freedom of Information Publication Scheme							
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Title:	Investigation of Crime - Further Investigation Supervisor Checklist						
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Branch / OCU:	TP - Capability & Support						
Date created:	17 th May 2016	Review date:	May 2020	Version:	2.0		
Author:	TP Crime Policy - *****						

General Investigation Toolkit - Further Investigation Supervisor - Checklists

All Actions are Mandatory

<u>Actions</u>	✓
Attend the scene of any serious incident, for example threats to life, serious violence, homicide.	
Be aware of and consider the contents of all relevant frontline checklists too - initial and further, frontline and supervisor.	

<u>Crime supervision & ongoing management</u>	✓
<p>Ensure that all contact and communication with the victim i.e. in person, letter, email, SMS or via any another service is recorded on the CRIS record DETS pages by the investigator.</p> <p>Supervise these entries appropriately and assign investigative actions accordingly - record on the CRIS DETS pages.</p>	
Identify screened-in crimes. Consider performing a CRIS search to identify crimes requiring action prior to CMU screening decision.	
Review all evidence obtained during initial investigation. Identify areas where further information or clarification is required.	
Consider liaising with specialist units as appropriate.	
Set an investigation strategy. This should be based on, but not necessarily limited to, the investigative principles contained in the ' General Investigation - Further Investigation - Frontline Checklist ' as well as any crime-specific Further Investigation Frontline checklists. The strategy should be a prioritised and numbered list. Actions should be specific, not generic. Specify timescales and what resources are required. For examples, see ' Useful Resources '.	
Set a forensic strategy, seeking input from scene examiner or BFM as appropriate. Ensure prioritisation and prompt submission of exhibits.	
Continually identify, assess and manage risk. (See Risk Toolkit)	

Allocate crime to a detective or other appropriate investigator, ensuring they have the necessary skills. Individual actions can be allocated to other officers/staff. Ensure that investigator acknowledges the crime.	
Direct arrest of suspects at scene where grounds exist. Ensure that you comply with PACE Code G. Ensure that an appropriate risk assessment is carried out and documented prior to any pre-planned arrest. Supervisors are required to endorse the Premises Search Book (Book 101) where applicable. (See Risk Toolkit)	
Ongoing supervision is required at least every 7 days. Record progress on the investigation to date and further actions as appropriate. Update the investigation plan. Ensure compliance with VCOP. Make an entry on the CRIS supervision page.	
Ensure that an officer of the rank of Detective Inspector reviews the crime no later than 3 months from the time of the original allocation to the detective or appropriate investigator. Update the investigation plan and SUPV pages on CRIS to this effect.	
Ensure VCOP is fully complied with.	
Suspect or person arrested is a CLPD subject (including Police employee)? Comply with CLPD toolkit and record action taken on CRIS.	

Freedom of Information Publication Scheme					
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Author:	TP Crime Policy				

General Investigation Toolkit - Q&As

What is my role as an investigator?

The role of an investigator is to gather all relevant evidence which either proves or disproves a person's involvement in an alleged offence. In cases where the evidence is provided to the CPS, they will be responsible for making a decision to charge or to gather further evidence. Once a decision has been made to charge, the investigator will provide the CPS with a schedule of all relevant evidence for any future court appearance.

If, however, during the course of the investigation, whether that be pre-charge or even post-charge, evidence is discovered which disproves the person's involvement in the offence in any way, then the police will:

- consult with the CPS (by way of supply of a MG3) to seek advice on whether to charge with an appropriate alternative offence or to take no further action, or
- decide on an alternative outcome to charge, which may include taking no further action against the person suspected.

If the decision is made to take 'no further action' against that person, as they are no longer considered to be a suspect in the investigation, and there are no other reasons for keeping the person in police custody, on police bail, on court bail or on remand at HMP, then action must be taken. As soon as practicable, release the person from police custody or ensure the persons bail (police or court) is cancelled or that person is expeditiously released from serving on remand for that offence. Those persons must also be promptly told that they are no longer a suspect of the crime concerned.

N.B: There may be cases where, whilst an investigation is closed/bail cancelled etc, the evidence still points to that person's responsibility for the crime. In these cases it would not be appropriate to tell that person they are no longer suspected of the offence. A rationale should be included on the DETS page of CRIS as to the particulars of the investigation and what the individual has been told (or will be told) and why.

Which investigation toolkits do I need to look at?

The General Investigation toolkit sets out the building blocks of any crime investigation. Practitioners should always comply with the contents of this toolkit. In addition, where sign-

posted ensure you follow other subject-specific toolkits such as domestic abuse or hate crime, which contain further guidance in addition to this general guidance.

What do I do if persons involved in an investigation are known to me?

A supervisor **must** be informed when parties are known to each other. It is the supervisor's responsibility to determine whether it is appropriate for the initial investigating officer to be changed to another officer.

How do I deal with people who can't speak English or who have limited hearing or sight?

When dealing with someone whose first language is not English or if they have hearing and sight disabilities, ensure you contact Language Line or the Interpreter Deployments Team.

What is a Critical Incident?

Any incident where the effectiveness of the police response is likely to have a significant impact on the confidence of the victim, their family and/or the community. See [Critical Incidents](#) toolkit for more information.

What is Hate Crime?

The MPS Hate Crime definition is as follows, 'Any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability. See [Hate Crime](#) toolkit for more information.

What is Domestic Abuse?

The ACPO definition of Domestic Violence says: 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality'. (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family). See [Domestic Abuse](#) toolkit for more information.

What are the Every Child Matters Key Outcomes?

Please see the [Safeguarding Children Toolkit](#) for more information.

What are the basics of Correct Scene Preservation?

It is extremely important that any crime scene is correctly preserved prior to any forensic examination taking place. A Scene Examiner should be contacted at the earliest opportunity and advice sought.

The following basic steps, however, should be followed:

- Secure any evidence found outside. If possible, bring exhibits inside to protect from the weather (broken glass, cigarette butts, items placed by intruder, etc).
- Keep point of entry as sterile as possible.
- Preserve appropriate items inside scene for fingerprint / DNA examination.
- Preserve any items brought to scene by suspect.
- Always wear appropriate gloves when handling exhibits and consider use of face masks.

Further guidance relating to scene and exhibit preservation can be found in the [Forensics toolkit](#).

What is ICEFLO?

ICEFLO is the 'Immediate Capture of Evidence from Front Line Officers'. The early capture of photographic evidence can be invaluable to any investigation and to this end cameras should be available on all boroughs that can be used for ICEFLO purposes. Where an ICEFLO camera is not immediately available, you must call upon support services via Met CC.

I have access to an ICEFLO camera, what is the minimum standard for digital camera equipment?

This toolkit does not prescribe the make or model of digital camera to be used however it must be remembered that the resulting images will potentially be used as evidence. The integrity of the digital image is therefore of paramount importance and in order to maintain such integrity, at both image capture and throughout subsequent processing, the equipment used must be of a required standard. In order, therefore, to use digital cameras for ICEFLO purposes the following equipment must be available for use:

- Digital stills camera with removable storage medium capable of recording images in RAW format.
- The Westpoint Copy Station 1 (WCS1 – see below).

When can ICEFLO be used?

It is appropriate to use ICEFLO for the following purposes:-

- Photographing suspects under powers conferred by [Section 64A Police and Criminal Evidence Act 1984](#)
- Photographing crime scenes, particularly where a Photographic Officer is delayed or not required. It should be noted that all Scene Examiners are photographically trained and should therefore be consulted prior to resorting to using ICEFLO at crime scenes.
- Initial photographing of victims of assault. This should not prevent further photographs being taken by a photographic officer.
- Photographing Road Traffic Accidents.
- Photographing motor vehicles involved in crime.
- Photographing property where this is seen as a viable alternative to seizure. ([See Police and Criminal Act 1984 Codes of Practice, Code B 7.5](#)).

When must ICEFLO NOT be used?

ICEFLO must not be used for surveillance purposes and not for photography relating to complaints against police (unless authorised by the Duty Officer who will be responsible for determining the appropriateness of taking an immediate photograph having regard to all relevant factors).

I have access a Westpoint Copy Station 1 (WCS1) - what is it?

The WCS1 makes a binary (byte-by-byte) copy of the original media card thereby creating Master and Working Copy CD-R's that are exact duplicates of the media card including free space. After the copying process has been verified the media card is erased. All images are recorded onto a compact disc (CD) which must be finalised or closed before the disc is removed. This is an automated process which prevents any additional information transferring onto the CD. A CD copy will only store data of about 650MB hence only 512MB memory cards can be used. On software updates, DVD's can be used and memory cards up to 4GB copied.

What is the procedure for using the WCS1?

Ease of Use:

The WCS1 has a graphic screen, which provides the user with a selection of the devices to be copied or viewed. Any errors in the process are shown on the screen and the operator has to press a button to restart.

Sequence of Operations - Summary:

1. Insert the media card into the appropriate reader slot
2. Read media card image(s)
3. Record Master CD (bit-by-bit copy)
4. Record Working Copy CD (bit-by-bit copy)
5. Compare Working CD with media card
6. Securely erase media card
7. Copies auto-running software and images to Viewer CD
8. Record Viewer CD (Jpeg images only)
9. Remove Master CD, Working Copy CD, Viewer CD and media card.

Sequence of Operations - Description:

1) The media card is removed from the camera and is inserted into the WCS1. Blank CD-R media are inserted into the recorders.

2-3) The Copier makes an exact binary image copy of the whole of the media card onto the Master CD. At the end of the copy process the Master CD is "Finalised" to ensure that no more data can be written to the CD media. CD-R Drives and Media are used due to their "Write Once Technology" and it is impossible to overwrite or modify the data after finalisation.

The Master CD Image file will be an exact duplicate of the media card source including all free space.

4) The Master CD is copied to the Working Copy CD.

5) The data on the Working Copy CD is compared with the data on the original media card. If the data on the Working CD is an exact copy of the media card the media card will be securely erased. The erasure process writes zeros to every memory location on the whole media card to ensure that no data remains on the card. If an error is found during the comparison process, the operator is informed with an error message and the copy process halts awaiting further instructions.

6) Following a successful comparison and erasure, the Jpeg images are extracted from the Working Copy CD and embedded within the auto-running software. These images are then written to the Viewing Copy CD for general use during an investigation. At the completion of the copy process all media is removed. The total time for this procedure is approximately 10 to 15 minutes.

Encryption and Software Viewing

In addition to copying and checking, the WCS1 also encrypts the Master and Working Copy leaving them accessible only through SCD4 (2) for subsequent viewing or copying purposes. The Viewing Copy (JPEG format) is not encrypted and software included in the WCS1 process allows slide show format, zoom and alteration of brightness and contrast etc.

What is meant by 'appropriate consent'?

When photographing suspects under [Section 64A Police and Criminal Evidence Act 1984](#) the legal requirements contained within the Act must be complied with.

The following principles apply to the photographing of victims:-

- Persons Over 18 - Consent of person only.
- Persons Over 16 - Consent of person only unless there are learning difficulties or mental health issues, in which case the consent of a person with parental/carer responsibility should be sought.
- Young Person Under 16 - Consent of person with parental responsibility should be sought. If this is refused the young person may be able to provide consent if they are deemed to be 'Fraser Competent' (see below).

"Fraser Competency"

Persons under the age of 16 are able to consent to the taking of photographs providing they are considered to be "Fraser Competent". This is defined as *'being competent to give valid consent to a particular intervention if they have sufficient understanding and intelligence to enable them to understand fully what is proposed and are capable of expressing their own wishes.'*

Recording Consent

There is no requirement in law for consent to be in writing. However it is best practice to obtain written consent. This should be noted in the officer's pocketbook, EAB or within an MG11 statement.

I have used my own personal device to capture an image or recording of an incident or crime scene. How do I treat the image/footage within my device?

First of all, you should not routinely use your own personal device to capture an image or make a recording of an incident or crime scene. If you have used your own device, through reasons of urgency, where you had no other option but to use your own personal device, you must treat the image/footage the same way as if a member of public was in receipt of such a file. You must send the file to your met.pnn.police.uk email, evidence the existence of the image/footage through an MG11, update the Investigating Officer (if not you) and update the DETS pages of the associated CRIS record. Once the file has been received within the AWARE environment and is able to be opened and viewed, then the file can be removed from your personal device.

Supervisors Allocating Criminal Investigations

There are no set numbers of crimes that can be allocated to an investigating officer. The supervisor should meet with the IO and discuss workloads and actions pertaining to those CRIS reports and allocate (or not) further CRIS reports accordingly.

Supervisors should take into account the quantity of investigations any one officer has at any one time. They should also look at the complexities and urgency of investigative actions allocated within those CRIS reports.

How do I complete a Premises Search Book (Book 101)?

Instructions for completing a Book 101 are contained within the book itself. However, as a result of an IPCC recommendation, the following guidance applies, and supercedes the relevant instructions within the book.

- A)** Officers **must** follow the guidelines as stipulated on the front of the book 101
- B)** Location of where the item was found **must** be detailed and accurate
- C)** The officer finding the item **must** exhibit it using his own initials. Both the 'Finding Officer' and Exhibiting Officer details **must** be detailed in the Book 101.

D) The exhibits officer **must** not show the exhibit as his own exhibit reference as stipulated in guidelines, unless he/ she finds the item. Their role is to record and show the integrity and continuity of all the exhibit.

E) The exact time the exhibit is found **must** be recorded. However, in certain circumstances, i.e. large premises with several officers searching at the same time, it is acceptable to note the start and end time of the search and state ‘between hh:mm and hh:mm’. When this time period is used, this must be fully explained within the Book 101 in the notes section.

In all cases, a risk assessment must be completed for all premises searches and must be recorded beforehand, where practicable. It should be recorded either within the appropriate page in the Book 101, or elsewhere, and the location of this document specified within the Book 101. A supervisor must sign off the fact that they have seen and agreed with the risk assessment.

Why is it important to gather intelligence?

Accurate intelligence is fundamental in the fight against crime. It is the responsibility of all police officers and police staff to gather and record information and intelligence. When performing their daily role they must consider the intelligence value of the discussions they are having and the activities they undertake. All personnel must know the borough priorities and the associated intelligence gaps, which should be available through published briefings and taskings.

What intelligence should I record?

Ensure that a CrimInt Information Report is completed where there is additional intelligence value that may assist immediately or help other in the future for example criminal associations, links to vehicle, locations, mobiles etc, or where an officer safety issues is identified, or terrorism information.

How do I search intelligence databases?

Consider whether there is intelligence held elsewhere that could assist you. Consider searching more widely than just PNC and CrimInt, for example by using IIP or by consulting with intelligence specialists.

If there is a fast time, specialist or complex intelligence requirement which is over and above what can be provided by your local OCU, please consider contacting MIB 24/7.

How can the ANPR team assist with my investigation?

The ANPR investigations teams can assist with time critical investigations, support longer term reactive investigations, planned proactive operations and safeguarding strategies. The ANPR camera network in London consists of over 2000 fixed, deployable and vehicle-based cameras capable of reading vehicle number plates day and night and in all weathers.

The ANPR investigations team may be able to provide vital support at an early stage in order to locate persons or vehicles of interest and minimise risk. They will advise on, and formulate a bespoke ANPR strategy to address your requirements. This is particularly important if you have, (or are making applications for) communications data as it may save valuable time and resources.

Never assume that the team cannot assist you because the victim, witnesses, suspect(s) or associates do not appear to have access to vehicles. The ANPR team can in some cases identify and link people to vehicles before, during or after an incident has occurred, even when the vehicle is not known or previously come to notice.

The ANPR investigations team can, in certain circumstances, indicate areas and times a vehicle/person has frequented up to 90 days (Longer in certain circumstances) before an incident occurs. This can assist an SIO to form part of a lifestyle profile for victims, suspects and witnesses and also assist in tracing vehicles of interest.

The ANPR Investigations team can be contacted 24 hours a day on ***** for advice and assistance on exploiting data from the ANPR network. For an effective proactive or reactive investigation strategy you should always include Automatic Number Plate Recognition (ANPR).

The ANPR investigations team may require you to submit a PNC ACT report which can be found using this link [SC&O36 homepage](#) and double clicking the useful documents hyperlink.

What level of initial information should the first responder obtain from the victim / witnesses where they are under 18 or are believed to be vulnerable or intimidated?

The information and facts obtained should be enough for the officer to establish:

- What has happened?
- When did it happen?
- Who is involved?
- Where did it happen?
- Who did they first tell (early complaint)?

Any other immediate welfare or urgent evidence gathering opportunities should also be identified. In addition:

- Record in an EAB accurately
- Do not use leading questions
- Do not question victim about any delay in reporting

Should I take an MG11 or a video interview from the victim / witness if they are under 18 or if I (or any other person) feels they are vulnerable or intimidated?

First responders **must not** take an MG11 or VRI from a victim unless specifically requested to do so by a supervisor or specialist unit (ie SCD2).

If the incident is Domestic Abuse related, do I still need to complete a Book 124D?

Please see the full [Domestic Abuse toolkit](#) for actions that must take place in these circumstances.