Investigation of Major Crime Policy

Version 5 (23rd February 2015)
EQUALITY IMPACT ASSESSMENT

Section 4 of the Equality Act 2010 sets out the protected characteristics that qualify for protection under the Act as follows: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; Sexual Orientation.

The public sector equality duty places a proactive legal requirement on public bodies to have regard, in the exercise of their functions, to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is unlawful under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The equality duty applies to all protected characteristics with the exception of Marriage and Civil Partnership, to which only the duty to have regard to the need to eliminate discrimination applies.

Carrying out an equality impact assessment involves systematically assessing the likely or actual effects of policies on people in respect of all the protected characteristics set out above.

An equality impact assessment should be carried out on any policy that is relevant to the public sector equality duty.

An equality impact assessment has been completed on this policy, click here.

HUMAN RIGHTS ACT

CERTIFICATE OF COMPLIANCE

This policy has been drafted in accordance with the Human Rights Act and has been reviewed on the basis of its content and the supporting evidence and it is deemed compliant with that Act and the principles underpinning it.

Name: P Mainwaring, Solicitor
Department: Legal and Compliance Directorate
Signed: P Mainwaring
Freedom of Information Act 2000

Section 19 of the Freedom of Information Act 2000 places a requirement upon the Force to publish all policies on the Force website. Policies are why we do things and procedures are how we do them. A case-by-case review of procedures must be undertaken to protect law enforcement and health and safety considerations. Where a combined policy and procedure document is being produced the Force is legally required to publish the policy section and assess the procedure part to ensure no sensitive information is published.

There is a requirement therefore to review this document to establish its suitability for publication. Please identify below whether the document is suitable for publication in its entirety or not. Where it is believed that disclosure will be harmful please articulate the harm that publication would cause and highlight the relevant sections within the document. Where it is perceived that there is harm in disclosure the document should be forwarded to the FOI Unit for review.

Suitability for publication

<table>
<thead>
<tr>
<th>suitability for publication</th>
<th>Yes/No</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document is suitable for publication in its entirety</td>
<td>NO</td>
<td>23rd February 2015</td>
<td></td>
</tr>
<tr>
<td>Document is suitable for publication in part. I have identified those sections which I believe are not suitable for disclosure and have articulated below the harm which would be caused by publication.</td>
<td>NO</td>
<td>23rd February 2015</td>
<td></td>
</tr>
</tbody>
</table>

Harm – in publication
Under the Freedom of Information Act 2000, the document is classified as ‘CLOSED’ and therefore will not be available for public disclosure.

FOI review – to be completed by FOI Unit

<table>
<thead>
<tr>
<th>suitability for publication</th>
<th>Yes/No</th>
<th>Date</th>
<th>FOI Decision Maker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document is suitable for publication in its entirety</td>
<td>No</td>
<td>09.07.2015</td>
<td>D Jones</td>
</tr>
<tr>
<td>Document is suitable for disclosure in part and relevant redactions have been applied. A public facing version has been created.</td>
<td>Yes</td>
<td>09.07.2015</td>
<td>D Jones</td>
</tr>
</tbody>
</table>

Once review has been undertaken FOI decision maker to return document to policy author and following sign–off document to be published within Force Publication Scheme. Any future changes to the document should be brought to the attention of the FOI Unit, as appropriate.
Investigation of Major Crime/Incidents

1. POLICY STATEMENT

Dyfed Powys Police will use and refer to the ACPO Murder Investigation Manual (M.I.M.) and the Major Incident Room Standardised Administrative Procedures (MIRSAP) 2005, in following nationally approved procedures in the investigation of major incidents/crimes.

The purpose of this document is to provide police officers and staff with guidance in the investigation of major crime, taking into account the rights of the individual and balances the use of these powers against the right of other individuals and the interests of the community as a whole.

2. STRATEGY TO IMPLEMENT THE POLICY

Dyfed-Powys Police will use the National Decision Model as its default decision making tool and as the framework for managing risk. It will be informed by the Association of Chief Police Officer’s 10 “Risk Principles”.

The Major crime section of the NCALT Authorised Professional Practice website, http://www.app.college.police.uk/ will cover all areas of Major Crime Investigation.

The National Decision Model and Risk Principles are contained within the Decision Making section of the site, (click here).

3. POLICY AIM

The purpose of this policy is to document and detail how Dyfed Powys Policy will approach the investigation of suspected major crime, suspicious deaths and other major investigations.

4. APPLICABILITY

This policy applies to staff working within the Criminal Investigations Department (CID) of Dyfed Powys Police and staff assisting in the investigation and supervision of a major investigation.

5. POLICY DETAIL

See pages 6-22.

6. RELATED POLICIES, PROTOCOLS, PRACTICES OR SERVICE AGREEMENTS

This policy should be read in conjunction with the following policies and documents:

i) Force Critical Incident Policy;

ii) Witness protection – Chapter 4, Serious Organised Crime Police Act 2005 [internal link] and the TARIAN regional Protected persons acceptance criteria. [internal link]

iii) Independent Advisory Group & Dyfed Powys Police Protocol; [internal link]

iv) Murder Investigation Manual (M.I.M.);[internal link]

v) Major Incident Room Standardised Administrative Procedures (MIRSAP) 2005.[internal link]
7. **MONITORING**

This document/policy will be monitored by the Detective Inspector responsible for the investigation of Major Crime. The document will be monitored to ensure that it remains in line with legislation and investigative processes and in any case will be monitored where required to ensure the following areas are coherent:

- Any changes to legislation / Home Office Guidance;
- Changes or updates to the linked policies;
- Identified areas for improvement following de-briefing of investigations.

8. **REVIEW**

This policy will be reviewed by the person nominated by the Head of HQ Criminal Investigation Department, on an annual basis. The next review date is February 2016.

9. **WHO TO CONTACT ABOUT THIS POLICY**

The Detective Chief Superintendent in charge of CID is responsible for this policy and the Detective Chief Inspector of Major Crime may be contacted in the case of any query regarding the policy content.
FORCE POLICY & PROCEDURE
MAJOR INVESTIGATIONS

Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY STATEMENT</td>
<td>7</td>
</tr>
<tr>
<td>STRATEGY TO IMPLEMENT POLICY.</td>
<td>7</td>
</tr>
<tr>
<td>POLICY AIM &amp; APPLICABILITY</td>
<td>7</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>8</td>
</tr>
<tr>
<td>OWNERSHIP AND ACCOUNTABILITY.</td>
<td>8</td>
</tr>
<tr>
<td>CATEGORIES OF MAJOR CRIME</td>
<td>8</td>
</tr>
<tr>
<td>COMMAND</td>
<td>9</td>
</tr>
<tr>
<td>THE ROLE OF THE BCU COMMANDER IN MAJOR CRIME INVESTIGATIONS</td>
<td>10</td>
</tr>
<tr>
<td>THE ROLE OF HQ CMRD IN MAJOR CRIME INVESTIGATIONS</td>
<td>11</td>
</tr>
<tr>
<td>THE ROLE OF ACPO IN MAJOR CRIME INVESTIGATIONS</td>
<td>11</td>
</tr>
<tr>
<td>THE ROLE OF THE MAJOR CRIME SUPPORT TEAM IN MAJOR CRIME</td>
<td>11</td>
</tr>
<tr>
<td>ROLE OF PRESS OFFICE IN MAJOR CRIME INVESTIGATIONS</td>
<td>11</td>
</tr>
<tr>
<td>THE ROLE OF THE INDEPENDENT ADVISORY GROUP (IAG)</td>
<td>11</td>
</tr>
<tr>
<td>RESOURCING</td>
<td>12</td>
</tr>
<tr>
<td>HOLMES DEPLOYMENT</td>
<td>12</td>
</tr>
<tr>
<td>MAJOR INCIDENT ROOM (MIR).</td>
<td>13</td>
</tr>
<tr>
<td>DISCLOSURE</td>
<td>13</td>
</tr>
<tr>
<td>OPERATIONAL DEBRIEFING</td>
<td>13</td>
</tr>
<tr>
<td>SCIENTIFIC SUPPORT</td>
<td>13</td>
</tr>
<tr>
<td>ADMINISTRATION OF JUSTICE DEPARTMENT SUPPORT</td>
<td>14</td>
</tr>
<tr>
<td>WITNESS PROTECTION</td>
<td>14</td>
</tr>
<tr>
<td>REVIEW OF INVESTIGATION</td>
<td>14</td>
</tr>
<tr>
<td>CLOSING REPORTS</td>
<td>15</td>
</tr>
<tr>
<td>FINANCE</td>
<td>15</td>
</tr>
<tr>
<td>LOGISTICS</td>
<td>15</td>
</tr>
<tr>
<td>COMMUNITY IMPACT ASSESSMENT</td>
<td>15</td>
</tr>
</tbody>
</table>

APPENDICES

APPENDIX A - ROLE OF BCU COMMANDER / DEPUTY                           | 16   |
APPENDIX B - ROLE OF HQ CID                                          | 17   |
APPENDIX C - ROLE OF ACPO                                             | 18   |
APPENDIX D - PROTOCOL FOR MAJOR CRIME INVESTIGATION STAFFING         | 19   |
APPENDIX E - MEMORANDUM OF UNDERSTANDING BETWEEN GWENT POLICE, DYFED POWYS POLICE & SOUTH WALES POLICE INTO THE INVESTIGATION AND REVIEW OF MAJOR CRIME | 20   |
APPENDIX F - ROLE AND RESPONSIBILITIES OF FINANCE / ADMIN MANAGER (LOGISTICS) | 22   |
4. INTRODUCTION

4.1 This document gives guidance and instructions to ensure that all officers are fully aware of the current procedures when dealing with cases of suspected Murder; suspicious/unexplained deaths, and other major crime investigations.

4.2 This document should be read in conjunction with the ACPO Murder Investigation Manual (M.I.M); [internal link] the Major Incident Room Standardised Administrative Procedures Manual (M.I.R.S.A.P) [internal link] and the Authorising Professional Practice website http://www.app.college.police.uk/

5. OWNERSHIP AND ACCOUNTABILITY

5.1 The ownership of, resourcing of, and financial accountability of a murder or major crime investigation is the responsibility of the Territorial Superintendent in whose area it occurs.

5.2 The Senior Investigating Officer (SIO) has accountability for the investigation and is ultimately responsible for the planning and execution of the investigation.

5.3 The Head of C.I.D. has responsibility for the provision of a consultancy and advisory service in relation to crime investigations issues in the Force.

5.4 An appointed Chief Officer will act as arbiter in the event of conflict with finance issues within any investigation.

5.5 In the event of linked Major Crimes, an appointed Chief Officer will be nominated as Officer in Overall Command (OIOC) responsible for the ownership, resourcing and financial accountability of the relevant investigation in accordance with national guidance.

6. CATEGORIES OF MAJOR CRIME

6.1 Major crimes within Dyfed Powys have been categorised in order to aid decision making in relation to the skills and resources necessary for the professional conduct of the investigation. This is not to be confused with initial response action and initial attendance and assessment of incidents.

6.2 There are four categories of major crime: Category 'A+', 'A', 'B', and 'C' which are intended to assist in the identification of command structure and resource allocation.

6.3 Category 'A+'.
A major investigation where public concern and the associated response to media intervention is such that 'normal' staffing levels are not adequate to keep pace with the investigation.

6.4 Category 'A':
A major investigation which is of grave public concern, e.g. child victim, murder of police officer, multiple murder, or where vulnerable members of the public are at risk, where the identity of the offender(s) is not apparent or the investigation and the securing of evidence requires significant resource allocation.

6.5 Category 'B':
Major investigation where the identity of the offender is not apparent, the continued risk to the public is low and the investigation or securing of evidence can be achieved within normal Force resourcing arrangements.
6.6 Category ‘C’:
Major investigation where the identity of the offender(s) is apparent from the outset and the investigation and securing of evidence can be easily achieved.

7. COMMAND

7.1 Category ‘A+’: The SIO, appointed by ACPO, will be of at least Superintendent rank and have received appropriate training and experience to fulfil the role, taking into account future accreditation levels in accordance with PIP.

7.2 Category ‘A’: The SIO will be of at least Superintendent rank and have received appropriate training and experience, taking into account future accreditation levels in accordance with PIP. The Deputy will be a Detective Chief Inspector (Force SIO).

7.3 Category ‘B’: The Force SIO (Detective Chief Inspector) will be appointed by HQ CID supported by a Deputy SIO from the relevant territorial area. A Detective Superintendent will be the designated SIO advisor.

7.4 Category ‘C’: Following consultation with HQ CID, consideration will be given to appointing the SIO from HQ CID or the relevant territorial area, with a designated Force SIO advisor.

7.5 THE GUIDANCE BELOW WILL ASSIST OFFICERS TO DETERMINE WHEN THE FORCE DUTY SIO MUST BE CONTACTED:

7.5.1 The following type of crimes / incidents will always be classed as Major Crime:
- Murder
- Manslaughter
- Kidnap
- Abduction
- Stranger Rape
- Blackmail and Extortion e.g. food contamination
- Terrorism and Extremism
- Armed robbery involving the use of a firearm / imitation firearm
- Aggravated burglary where offender is in possession of a firearm / imitation firearm
- Paedophile networks
- Major public disorder
- Organised hate or faith crime
- Organised crime and drugs groups
- Arson on an occupied building
- Deaths in healthcare settings (where potential negligence involved).

7.5.2 The above list is not exhaustive; crimes that do not appear on this list may in certain circumstances fall to be treated as a Major Crime. The circumstances of each incident must be considered on its own facts. If an officer considers that a crime may, in all the circumstances, merit treatment as a Major Crime they must consult a Duty Inspector in order to consider whether that offence falls to be dealt with under this policy.

7.5.3 It is essential that the Force Duty SIO is contacted as soon as practicable and made aware of all such occurrences in order that informed decisions can be made on the correct parameters for the investigation.

7.5.4 Deaths in Police custody, or deaths of members of the public during, or following Police contact, and professional abuse cases involving Police Officers/Staff will be referred by the Force SIO to the Professional Standards Department.
7.6 THE FORCE DUTY SIO SHOULD ALSO BE CONTACTED IN THE FOLLOWING INSTANCES:

Disappearance of a child or young person in circumstances where the disappearance is assessed as ‘High Risk’, in accordance with the risk assessment process detailed in the Force Policy on Missing Persons.

- Missing person investigations where crime is suspected from the outset;
- Suspicious or unexplained deaths;
- Serious offences involving Sex/Violent offenders subject of Level 3 management at MAPPA, known as the “Critical Few”.
- Where any information or intelligence of the intended commission of an offence that may threaten the life of an identified individual is received (Threat to Life principles);
- Drug deaths after assessment by the territorial Detective Inspector where complexities exist e.g. suspected manslaughter.
- Any other crime where after assessment by the territorial Detective Inspector it is considered that specialist advice is required.
- By the Inspector Force Control Room where it is apparent that his/her attendance or notification is required.

7.7 Details of the Force Duty SIO can be found on the Duty Management system.

7.8 The command structure of Major Crime Investigation sits outside of the Gold, Silver and Bronze command structure for major incidents, except in those circumstances where an Operation and the Major Crime Investigation run in parallel. In these circumstances it is essential that the SIO liaises closely with the Silver Commander, for mutual support.

7.9 There will be cases where the incident becomes identified as a 'Critical Incident', i.e. “where the effectiveness of the police response is likely to have a significant impact on the confidence of the victims family and/or the community”. These may include cases where diversity is an issue and may require the establishment of a Management Team consisting of police managers and independent advisors. In effect, this would be a 'Gold' group providing leadership to the investigation and dealing with the longer-term community confidence issues. Critical Incidents will be dealt with in accordance with the Force Critical Incident Policy.

7.10 In the most complex investigations and critical incidents the most experienced and trained SIO and associated Investigation Team that could be made available should be allocated.

7.11 A Gold co-ordinating group under the chair of a Command Team member (normally Chief Officer) is the forum to facilitate management of such operations.

8. THE ROLE OF THE TERRITORIAL SUPERINTENDENT IN MAJOR CRIME INVESTIGATIONS.

Appendix A details key points for consideration by the BCU Commander.

9. THE ROLE OF HQ CID IN MAJOR CRIME INVESTIGATIONS.

Appendix B outlines the role of HQ CID in major crime investigations.

10. THE ROLE OF ACPO IN MAJOR CRIME INVESTIGATIONS
10.1 The role of ACPO officers in Major Crime Investigations is set out, in detail, in Section 3 of the Murder Investigation Manual (M.I.M.), [internal link] Appendix ‘C’ summarises the role of ACPO in Major Crime Investigations.

11. THE ROLE OF THE MAJOR CRIME SUPPORT TEAM IN MAJOR CRIME INVESTIGATIONS

11.1 Officers of the Major Crime Support Team will be deployed in major crime investigations at the discretion of the Detective Superintendent Operations. Deployment will depend upon the nature of the incident, staffing requirements and any specific or specialist skills required.

12. THE ROLE OF THE PRESS OFFICE IN MAJOR CRIME INVESTIGATIONS

12.1 It is important that the SIO engages the Force Press Office at the earliest opportunity during a major investigation whereby press officers form part of the investigative team.

12.2 The thirst for information by the media during major investigations can be great as will the pressure applied to the police for further information to meet media broadcast/publication deadlines. The SIO should work closely with the Force Press Officers to manage these demands whilst recognising and exploiting the opportunities the media can offer an investigation.

12.3 The Force Press Officers can also assist SIO’s in formulating media strategies for the investigation.

13. ROLE OF THE INDEPENDENT ADVISORY GROUP (IAG)

13.1 Independent advisors are able to provide vital advice in a wide range of police operations, from strategic advice about policy decisions to tactical advice in major investigations.

13.2 The IAG can advise on such matters as follows:
   - Critical appraisal of police actions from the perspective of a recipient of police services / member of the community;
   - Explanation of public perceptions, sensitivities and possible negative effects of proposed action(s);
   - Act as a conduit to avoid potentially damaging rumour and misinformation;
   - Ensure transparency of the decision making process, by providing independent scrutiny to ensure that decisions are fair and open;
   - Provide relevant and constructive feedback to police with regard to their actions to date and/or proposed actions;
   - Assist to secure community confidence, and help where appropriate to assist in the introduction of enquiry teams into communities to achieve greater cooperation.

13.3 The specialist knowledge and understanding of advisors can also assist Senior Investigating Officers in focussing their prioritised lines of enquiry or proposed tactics to be deployed.

13.4 To facilitate the use of the IAG in a major investigation the protocol between the IAG and Dyfed Powys Police should be referred to.

14. RESOURCING

14.1 The number of officers provided by the respective territory for any category of investigation will be at least commensurate with those from outside the host Division.
14.2 Territorial Superintendents requested to assist in providing staff for deployment to any incident should view such requests as operationally imperative rather than a process of negotiation.

14.3 Concerns about prolonged absence of staff are acknowledged and the abstraction of such resources will be subject of continuous review to allow staff to be released at the earliest opportunity.

14.4 Territorial Superintendents have a responsibility to ensure that staff supplied to major investigations are capable of performing the role expected of them.

14.5 Any subsequent increase in staffing must be authorised through the Chief Officer holding the Operations portfolio, following advice from the Detective Chief Superintendent, Head of CID, and following business case presentation by the Territorial Superintendent, or SIO on his/her behalf. The business case must identify priority lines of enquiry engaged upon and priority lines of enquiry for which extra staff are required.

14.6 Where it is deemed necessary for enquiry teams to work in pairs, ‘mutual aid’ officers should work alongside territory/sector officers to ensure that best practice and local knowledge is exchanged.

14.7 In any major investigation, as a matter of course, local officers should be seconded to the investigative team to provide local knowledge. In particular, availability for briefings is seen as vital to secure early background information regarding individuals, communities and businesses etc.

14.8 A protocol for the staffing of major crime investigations is outlined at Appendix ‘D’.

15. HOLMES DEPLOYMENT

FOIA Section 31 (1) (a)(b) Law Enforcement Exemption applies

16. MAJOR INCIDENT ROOM (MIR)

16.1 The HOLMES Major Incident Room will be regarded as the engine room for the enquiry and will contain HOLMES, FOIA Section 31 (1) (a)(b) Law Enforcement Exemption applies

16.2 Staffing levels for the efficient running of a Major Incident Room will be constantly reviewed and subject to mature assessment.

16.3 The staffing requirements of the MIR will be determined by the SIO. The Finance/Admin Manager (Logistics) will liaise with the host Territorial Superintendents, regarding the skilled staff requirements. It is the responsibility of the host Territorial Superintendents to obtain and provide the skilled staff required.

16.4 Should a Territorial Superintendents not be able to supply the skilled staff required, it is his/her responsibility to liaise with neighbouring BCUs in the first instance to obtain the staff. In practice, requirements may well have to be spread across the Force. Sufficient staffing should be provided to ensure that the enquiry is not hindered through documentary backlogs.

17. DISCLOSURE

17.1 Under the Criminal Procedure and Investigations Act 1996 and Codes of Practice, the SIO is required to appoint a Disclosure Officer at the commencement of an investigation. In HOLMES cases the Disclosure Officer must be a dedicated Holmes trained Disclosure officer.
17.2 Major Incident enquiry notebooks will be used on all HOLMES based major investigations and, on any other serious crime enquiry at the discretion of the SIO. The books are accountable and disclosable and, at the conclusion of the enquiry, the book will be handed to the Disclosure Officer. The issue and audit trail of enquiry notebooks will be the responsibility of the BCU Crime Manager.

18. OPERATIONAL DEBRIEFING

18.1 Operational debriefing will be undertaken at the conclusion of every major crime investigation to identify the strengths and weaknesses of the strategy and tactics adopted during the investigation.

18.2 Guidance on operational debriefing and the prosecution’s duty of disclosure can be found at Chapter 19 of the CPS Disclosure Manual.

19. SCIENTIFIC SUPPORT

19.1 Headquarters Scientific Support Unit will ensure that a Crime Scene Manager (CSM) service is available to the Force on a 24/7 basis.

19.2 A CSM must be appointed for all Category ‘A+’ and ‘A’ Major Crime Investigations as a permanent forensic support officer for the duration of the enquiry. The CSM will supervise the scene examination in a way that facilitates the input of specialists to maximise evidence and information that is extracted from the scene. The CSM will be directly responsible to the Senior Investigating Officer (SIO).

19.3 An SIO may consider allocating a Crime Scene Manager to other major crime investigations in order to maximise the potential of forensic services.

19.4 The CSM will form part of the Crime Management Team and will advise the SIO on forensic strategy.

19.5 The CSM will be co-located with the Exhibits Officer and will review the forensic potential of every exhibit on a daily basis. The CSM will review the work carried out by individual specialists and forensic providers and advise the SIO on progress and evidential potential.

19.6 In very complex multi-scene or cross border investigations consideration will be given to allocating a Scientific Support Co-ordinator. This decision will be undertaken by the Detective Chief Superintendent (or Deputy) in consultation with the Scientific Support Manager.

19.7 A Home Office Pathologist will only be contacted on the authority of the Force Duty Senior Investigating Officer.

20. ADMINISTRATION OF JUSTICE DEPARTMENT SUPPORT

20.1 The provision of support and advice on Criminal Justice issues relating to the preparation of a prosecution file and advice from the Crown Prosecution Service is the responsibility of the Police Trials Unit.

20.2 Once an offender has been identified, the OIC will seek an early meeting with the CPS lawyer to agree case preparation matters and timescales. Further advice in respect of the preparation and submission of major crime prosecution files can be obtained from the Major Crime Support Team (MCST)
20.3 The provision of this advice will improve the information flow and result in enhanced delivery of service at the subsequent prosecution of the offender(s) at Court.

21. WITNESS PROTECTION

FOIA Section 31 (1) (a)(b) Law Enforcement Exemption applies

22. REVIEW OF INVESTIGATION

22.1 Reviews play an important part in supporting investigating officers, whilst contributing to the quality assurance process and ensuring high professional standards.

22.2 Whilst the investigation remains undetected, an appointed SIO will be nominated to undertake a weekly review until such time as the formal review process is activated at the 28-day stage.

22.3 Reviews at the 28 day stage will be undertaken in accordance with the Memorandum of Understanding agreed between Gwent Police, Dyfed Powys Police and South Wales Police in relation to the investigation and review of major crime. Details of this collaborative arrangement can be found at Appendix E.

23. CLOSING REPORTS

23.1 Full accounts and closing reports will be submitted in respect of each category of major crime investigation after conviction, or a decision made to close enquiry.

24. FINANCE

24.1 Where Gold Groups are set up to oversee major incidents, then finance will be one of the key areas overseen by that group. However, on a day-to-day basis, the SIO should retain responsibility for financial management of operational activity. In cases where a Gold Group is not convened, financial management and accounting of such cases will be via the SIO to the Head of Crime who will oversee budget reporting to the designated Chief Officer.

25. LOGISTICS

25.1 The appointment of a Finance/Admin Manager (Logistics) to provide the necessary logistical support for the investigation is the responsibility of the 'host' territorial Superintendent.

25.2 Appendix F outlines the role of the Finance / Admin Manager (Logistics) in major crime investigations.

26. COMMUNITY IMPACT ASSESSMENT

26.1 When a homicide or other major investigation is conducted, its impact on the immediate community including minority or vulnerable groups may be considerable and must be considered. The object of such an assessment is to analyse objectively any factors that may impact upon community tranquillity; any assessment must be categorised in broad terms of high, medium and low risk.
26.2 It is crucial that any Impact Assessment is evidence / intelligence based, objective and capable of withstanding scrutiny.

26.3 The Territorial Superintendent, after initial consultation with the SIO, will be responsible for the preparation and, subsequent maintenance, of a community impact assessment to be completed as soon as reasonably practicable and in any case within the 24 hours of commencement of investigation. This must be reviewed every 24 hours thereafter, at least.
APPENDIX A

ROLE OF TERRITORIAL SUPERINTENDENTS / DEPUTY

1. The role of the host Territorial Superintendent is critical to the support of a major investigation. The Territorial Superintendent should support the SIO to ensure that the investigation has the required logistical, welfare, resourcing and financial support to complete the task in hand. The BCU Commander should be fully briefed and engaged in the overall management of the enquiry.

2. Territorial Superintendents will, through the financial support they provide, be responsible for managing and accounting for budget reporting to the nominated Chief Officer. Applications for central funding will be considered at the initial review and subsequent review meetings. Full accounts will be received by the nominated Chief Officer from the relevant BCU Commander 7, 14, 21 and 28 days after the date of the incident in respect of Category ‘A+’ and ‘A’ investigations.

3. Responsibility for ensuring the completion and maintenance of the community impact assessment document lies with the relevant Territorial Superintendent or appointed deputy, after initial consultation with the SIO. The community impact assessment must be completed within 4 hours of the commencement of the investigation and subsequently reviewed regularly.

4. The Territorial Superintendent for each Division will ensure that accommodation for housing a HOLMES Incident Room and associated functions is earmarked, readily available and functional at the following locations in the force area:

   FOIA Section 31 (1) (a)(b) Law Enforcement Exemption applies

5. The amount of accommodation required is dependent upon the scale of the investigation and subject of discussion between the SIO and Territorial Superintendent.

   FOIA Section 31 (1) (a)(b) Law Enforcement Exemption applies

6. The Territorial Superintendents for each policing area should initiate a quarterly self-inspection process to:

   (A) ensure that identified Incident Room locations within their respective areas are fit for purpose and,
   (B) identify any current/predicted shortfalls in the Divisional skills profile.
APPENDIX B

ROLE OF HQ CRIMINAL INVESTIGATION DEPARTMENT

I. The Head of the Criminal Investigation Department has responsibility for
the provision of a consultancy and advisory service in relation to crime
investigations in the Force.

II. The Head / Deputy of HQ CID will:

- Decide upon the initial classification of the investigation and appointment
  of SIO.
- Consider deployment of HOLMES 2 or otherwise.
- Examine the need for engagement of specialist scientific support and
  expert witnesses.
- Whilst the investigation remains undetected, appoint an accredited SIO to
  undertake a weekly review until such time as the formal review process is
  activated at the 28 day stage.
- Undertake regular liaison with the BCU Commander and provide support,
  advice and guidance, as necessary, aimed at ensuring the efficient and
  effective conduct of the investigation.

III. Routinely, HQ CID will maintain the capacity to:

- Provide a cadre of SIO’s for the investigation of major crime.
- Provide support in the maintenance, management and training in respect
  of HOLMES 2 and MIRSAP compliance.
- Provide specialist support in respect of covert law enforcement
  techniques.
- Provide specialist forensic and scientific support.
- Process intelligence, information and best practice and act as a gateway
  to other law enforcement agencies and engagement of experts.
ROLE OF ACPO


II. A member of the Command Team (normally Chief Officer with Operations portfolio) will, in normal circumstances, liaise with the Senior Investigating Officer (SIO) within 24 hours of an incident occurring and review the current status of the investigation. It is for the individual ACPO officer to decide, given the circumstances, whether a visit to the Major Incident Room is appropriate, however, it is expected that ALL incident rooms relating to a murder or attempted murder will be visited.

III. During the course of the visit the status of the investigation will be reviewed. The following key points should be considered:

i) Is the Senior Investigating Officer (SIO) of sufficient rank and possessing appropriate skills to undertake the investigation?
ii) Is the BCU Commander fully briefed and engaged in the overall management of the enquiry?
iii) Is the management structure of the MIR appropriate?
iv) Are all of the key managerial posts staffed by skilled/experienced officers and/or support staff?
v) Have all the main lines of enquiry been established and prioritised correctly?
vi) Is the media strategy appropriate?
vii) Has a Community Impact Assessment been completed/implemented?
viii) Have appropriate decisions been made in respect of the financial support of the investigation?
ix) Are staff welfare issues being addressed?
x) Endorsement of the SIO’s Policy Book and any decisions made which affect the investigation.

IV. The nominated Chief Officer officer should be satisfied that appropriately trained and skilled staff have been appointed to the MIR, recognising that there may be incidents where it is not necessary to resource certain roles/functions. The Chief Officer must be satisfied, particularly in those circumstances, that the MIR can and is operating efficiently and effectively.

V. The nominated Chief Officer will receive full accounts with full de-briefs after either a conviction or a decision to close the enquiry in relation to Category ‘A+’ and ‘A’ investigations and, be made aware of any issues arising from Category ‘B’ and ‘C’ investigations.

VI. The nominated Chief Officer will act as arbiter in the event of conflict with finance issues in any investigation.

VII. In the event of linked Major Crimes, the Chief Officer appointed as OIOC will be responsible for the ownership, resourcing and financial accountability of the relevant investigation.
APPENDIX D

PROTOCOL FOR MAJOR CRIME INVESTIGATION STAFFING

This protocol exists between Divisions and Headquarters Departments. Within the protocol the detection of major crime is seen as a Force priority and it reaffirms the commitment that each of the Divisions and Departments will give to ensure the effective and efficient investigation of such offences.

The protocol recognises that a major incident is owned by the host policing area, and that area will provide the first level of response, dependant on the classification as a category A+, A, B or C level incident.

- Where necessary, territorial areas and Departments will provide mutual support to the Division hosting the Major Incident
- Headquarters CID will arrange to provide to policing areas a HOLMES Office Manager in respect of an enquiry classified as category A+, A or B incident. For incidents classified as category C, the Host Division will find staff from its own resources to perform this role.
- Headquarters CID will arrange to provide a HOLMES Indexing Supervisor to territorial policing areas in respect of an enquiry classified as a category A+, A or B incident. For incidents classified as category C, the Host Division will find staff from its own resources to perform this role.
- The Force Chief Officers will recognise the impact on divisional performance caused when large-scale abstractions occur to support Major Incident enquiries. The territorial percentage measurement of abstractions is to include MIR staffing.
- Each area has a responsibility to maintain sufficient trained staff as identified within the Divisional Skills Profile. Any shortfalls and training requirements identified must be notified by the territorial HR Manager to HQ Development Services.
- A member of the Territorial Command Team will be included within the Investigation Management Team and will be responsible for providing sufficient staffing levels in support of Major Incident enquiries.
- The issue of providing mutual assistance will be dealt with by negotiation with the parties concerned. In the event that agreement cannot be reached, the final arbiter will be the ACPO Officer holding the Operations portfolio.
MEMORANDUM OF UNDERSTANDING BETWEEN GWENT POLICE, DYFED POWYS POLICE & SOUTH WALES POLICE INTO THE INVESTIGATION AND REVIEW OF MAJOR CRIME

BACKGROUND
Police forces in Wales have agreed to undertake a Regional Collaboration Project into various areas of policing. Two of the areas under review are those of Major crime investigation and Major crime reviews. This memorandum seeks to establish the position of the Region and sets out arrangements for major crime investigation and review collaboration. The development of PIP (Professionalising the Investigation Process) sets out a clear method by which Senior Investigating Officers will be accredited for the purpose of major crime investigation and review processes. These collaborative arrangements will enhance officers’ skills in this area and also improve Forces’ capabilities to undertake these tasks.

A process of consultation has been undertaken which has examined the feasibility of establishing dedicated regional teams, with the responsibility for major crime investigation and reviews. This consultation has clearly indicated that there is no support for this concept at this time and that the needs of the Forces can be met through a regional Memorandum of Understanding.

It was felt that the establishment of such dedicated teams would actually hinder the ability of Forces to meet the requirements of PIP.

This Memorandum of Understanding sets out the arrangements of mutual support and forms the basis upon which any requests for assistance are based.

North Wales Police were consulted as part of this process, however, at this time due to their location and relationship with the North West Region, have decided not to participate with this agreement.

AUTHORITY
This agreement is entered into on behalf of the Chief Officers of the member forces. The responsibility for approval for requests for assistance will lie with the Heads of CID of the member Forces on behalf of Chief Officers.
SCOPE OF THE MEMORANDUM

- The member forces undertake to comply fully with the ACPO Murder Investigation Manual, and MIRSAP adopting the policies and procedures for the investigation and review of major crime.
- All undetected murders and undetected stranger rapes will be formally reviewed and any other offences at the discretion of ACPO (Ops).
- 7-day undetected reviews will be conducted in force.
- In the case of undetected murders a reviewing officer will be appointed by the ACPO (Ops) if the case has not been detected after 28 days. A further review will take place every 28 days thereafter, or as deemed necessary.
- 28-day undetected reviews will be conducted with mutual aid between Dyfed Powys and Gwent. South Wales Police will have the capacity to seek assistance from both forces where required. In addition South Wales Police will also provide a review capability for Dyfed Powys Police and Gwent Police as and when required.
- In undetected murder cases where the offence has not been detected after two years, a review will be commissioned by (ACPO Crime) and then further reviews will be conducted at two year intervals or when deemed necessary.
- South Wales Police Major Crime Review Team will afford opportunities for SIO’s from Gwent and Dyfed Powys to enhance their review skills in accordance with PIP.
- ACPC part 8 Reviews will normally be conducted in force, however all parties agree to provide mutual aid if and when required.

FUNDING

Each force providing the mutual aid will be self-funded or in the case of protracted reviews, by prior agreement of ACPO.

PERIOD OF AGREEMENT

This agreement commences on the date of execution of all parties, and shall remain in effect until cancelled by mutual agreement. The agreement shall be reviewed at two yearly intervals.

SIGNATURES

The undersigned agree to the terms and conditions of this Memorandum of Understanding.

CHIEF CONSTABLE    CHIEF CONSTABLE    CHIEF CONSTABLE
Dyfed Powys Police  Gwent Police     South Wales Police

…………………………  ………………………  ………………………
Date                 Date                 Date
ROLE AND RESPONSIBILITIES OF FINANCE / ADMIN MANAGER (LOGISTICS)

This role co-ordinates all administration and financial issues regarding staff, vehicles, accommodation, refreshments and equipment, thereby relieving the SIO and Office Manager of all administrative matters not connected with the investigation itself.

The Finance / Admin Manager should be appointed immediately. Persons appointed to this role should be of sufficient rank/grade to undertake the role and responsibilities outlined. This individual is key in the setting up of a major enquiry.

Responsibilities

The Major Incident Standardised Administrative Procedures (MIRSAP) outline that the person fulfilling this role should have the necessary skills and competencies to be able to:

- Liaise with the Office Manager and BCU Commander to ensure that adequate accommodation is available for the Major Incident Room, property and exhibit storage, car parking and other purposes;
- Arrange call out and attendance of staff as required;
- Ensure delivery of necessary equipment;
- Liaise with the House to House Co-ordinator to ensure suitable accommodation for the House to House Control;
- Be prepared to form part of the management team if required, to provide expertise in projected costings;
- Attend briefings and management team meetings as required by the SIO;
- Ensure that furniture, stationery and other necessary equipment is available for Incident Room use;
- Maintain all records regarding staff employed on the enquiry including contact telephone numbers and details of personal or hired vehicles used, together with the number of normal hours worked and number of overtime hours worked;
- Receive and verify all claims for subsistence, overtime and other expenses, submitting for authority to pay on a regular basis;
- Administer all usage of police vehicles made available for the enquiry;
- Be responsible for preparing an advance daily record for staff welfare, and identify future potential staff shortages;
- Maintain a running total of the current expenditure of the enquiry;
- Provide a timely and accurate ongoing weekly report on costs from information retained;
- Provide data as required by the Policing Activity Based Costing model.