



New Zealand Police

2014

CREWE HOMICIDE INVESTIGATION REVIEW



NZ Police
Manual for Detectives –
Homicide Investigation

APPENDIX 18



NEW ZEALAND
POLICE DEPARTMENT

618

ORIGINAL INVESTIGATION REPORT

23 MAR 1966

NELSON, N.Z.

New Zealand Police

MANUAL FOR DETECTIVES

FOREWORD

THE work of detectives requires personal attributes such as initiative, perseverance, and dedication, and it also requires a sound knowledge of the law and investigation procedure.

The manual is an attempt to place in each detective's hands, in a convenient form, a basic knowledge of law and procedure. The subjects covered are selected and written at a level to assist study and work of young detectives.

It must be realised that the procedure set out for investigation is a basic one and will have to be modified and improvised to meet the individual inquiry.

This manual is the work of Detective Inspector R. J. Walton, and what he has produced will, I think, be a great help to detectives. In research and preparation he has been assisted by Mr O. S. W. Power, Assistant Commissioner at Auckland; Mr W. R. Fell, Assistant Commissioner in Charge of the Criminal Investigation Branch; Mr J. M. Dwyer, Legal Officer; and the Director of Police Training, Chief Inspector G. Claridge.

My thanks are due to them all.

G. L. SPENCER, Commissioner of Police.

Wellington, 1 May 1964.

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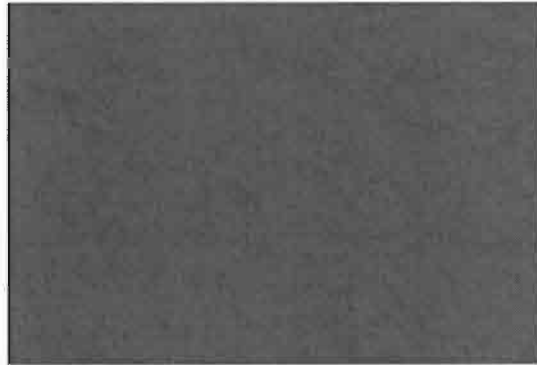
Detective Sergeant

Nelson G.

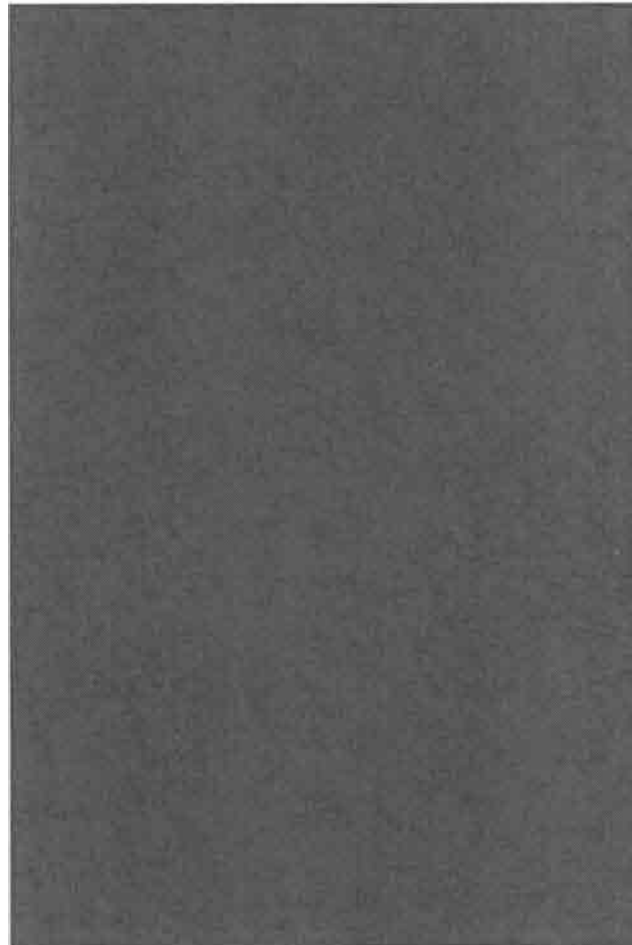
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CONTENTS

PART 1—PRACTICE AND PROCEDURE



PART 2—OFFENCES



USE OF THE MANUAL

Part 1 contains chapters dealing with matters of practice and procedure, and these apply generally to the work of detectives and to any investigations that are carried out.

Part 2 contains chapters dealing with the various offences that are commonly met with in detective work.

At the top of each chapter there are references to sections of Acts. Where a reference is in bold type the section is dealt with in the text below. Where a reference is in ordinary type, it is there merely as a reference to other sections that might assist in dealing with the particular matter.

The text of each chapter of Part 2 deals firstly, under the heading "What Must be Proved", with the ingredients of offences and with defences to charges. Often here a relevant section of an Act is paraphrased, and it must be noted that where doubt arises on a particular point the words of the Act itself must be referred to.

Each chapter of Part 2 deals secondly, under the heading "Investigation Procedure", with the manner of carrying out an investigation into the particular offences. The investigation procedures are the basic procedures, and will require modification to meet the needs of individual inquiries.

Specimen charges are added at the end of chapters of Part 2 of the Manual.

References and Abbreviations:

Usually where a section is quoted without naming an Act, the reference is to the Crimes Act 1961. There are instances where a section only is mentioned and the reference is not to a section of the Crimes Act. But in such cases, e.g., in the chapter on the Banking Act, the proper reference is obvious.

Names of Acts are abbreviated, e.g.:

- Cr. for Crimes Act 1961.
- M. for Marriage Act 1955.
- M.H. for Mental Health Act 1911.
- C.W. for Child Welfare Act 1925.

Dealing with the jurisdiction of Courts, the following abbreviations are used:

- S – refers to a summary offence.
- TI – refers to an offence triable only on indictment.
- TS – refers to an indictable offence that can be charged summarily.

HOMICIDE			
Offence	Act	Section	Juris
Murder	Cr.	172	TI
Manslaughter	Cr.	177	TI
Infanticide	Cr.	178	TI
Aiding and abetting suicides	Cr.	179	TI
Suicide pacts	Cr.	180	TI
Party to murder outside New Zealand	Cr.	68	TI
Attempt to murder	Cr.	173	TI
Counselling or attempting to procure a murder	Cr.	174	TI
Conspiracy to murder	Cr.	175	TI
Accessory after the fact to murder	Cr.	176	TI
Concealing dead body of child	Cr.	181	TS

WHAT MUST BE PROVED

Murder (s. 172)

1. There was a homicide committed by accused.
2. The homicide was culpable.
3. The culpable homicide amounted to murder.
4. The death took place within a year and a day after the cause of death—s. 162 (1).

Manslaughter (ss. 171, 177)

1. There was a homicide committed by accused.
2. The homicide was culpable (but does not amount to murder or infanticide—s. 171).
3. The death took place within a year and a day after the cause of death—s. 162 (1).

Infanticide (s. 178)

1. Deceased was child under 10 years.
2. Accused was mother of child.

Homicide—Law

3. Mother caused death.
4. Homicide was culpable as defined.
5. The death took place within a year and a day after the cause of death—s. 162 (1).
6. At the time of offence accused's balance of mind was disturbed to such an extent that she should not be held fully responsible.
7. That the reason for the disturbed balance of mind was:
 - (a) She had not fully recovered from the effect of giving birth to that child or any other child; or
 - (b) The effect of lactation; or
 - (c) Any disorder consequent upon childbirth or lactation.

Aiding and Abetting Suicide (s. 179)

s. 179 (a)—

1. The accused incited, counselled, or procured a person to commit suicide.
2. That that person committed or attempted to commit suicide in consequence thereof.

s. 179 (b)—

1. A person committed suicide.
2. The accused aided or abetted that person.

Suicide Pacts (s. 180)

1. Everyone who kills another pursuant to a suicide pact is guilty of manslaughter and not murder—s. 180 (1).
2. Where a person kills himself pursuant to a suicide pact any survivor of the pact commits an offence under s. 180 (2) and not against s. 179 (aiding and abetting suicide)—s. 180 (2).
3. The onus of proving that section 180 (1) or (2) applies is on the accused—s. 180 (4). Therefore in practice the Police would not lay a charge under s. 180 (1) or (2). The offender would be charged either with murder or an offence against s. 179 and it would then be for the offender to prove that the lesser offence applied.

What is Homicide? (s. 158)

Homicide is the killing of a human being by another directly or indirectly, by any means whatsoever—s. 158.

NOTE—(1) See s. 159 which sets out when a child becomes a human being.

(2) No one has a right to consent to death and such consent is no defence to a criminal charge—s. 63.

When is Homicide Culpable? (s. 160 (2))

Homicide is culpable when it consists in the killing of any person by:

- | | | |
|--|-------|---|
| (a) An unlawful act | | An unlawful act must be one which all sober and reasonable people would inevitably regard as one subjecting the other person to, at least, the risk of some harm resulting therefrom— <i>R. v. Church</i> (1965) 2 All E.R. 72. |
| (b) An omission without lawful excuse to perform or observe any legal duty | | For examples of duties imposed by statute see ss. 151–153 (duty to provide necessities for person under charge, and duties of parent, guardian, and employer to provide necessities); ss. 155 and 156 (duties of person doing dangerous acts or in charge of dangerous things); and s. 157 (duty to avoid omissions dangerous to life). |
| (c) Both combined | | This is self explanatory and involves the combination of both (a) and (b). |
| (d) By causing that person by threats or fear of violence, or by deception to do an act which caused his death | | E.g. A woman caused to jump or fall out of a window through fear of an assault upon her by a man— <i>R. v. Curley</i> (1909) 2 Cr. App. R. 109. |
| (e) By wilfully frightening a child under the age of 16 years or a sick person | | This is self explanatory but s. 163 (killing by influence of the mind) should also be noted. |

NOTE—See also the provisions relating to acceleration of death—s. 164; causing death which could have been prevented—s. 165; and causing injury the treatment of which causes death—s. 166.

Matters of Justification or Excuse

(1) Homicide that is not culpable is not an offence—s. 160 (4). For examples see where death is caused in self defence—s. 48 (2); in the execution of criminals—s. 26; by a constable, or a person called upon to assist, while using force in making an arrest or preventing an escape—ss. 39 and 40; and in the prevention of suicide or serious offences—s. 41.

Homicide—Law

(2) Everyone authorised by law to use force is criminally responsible for any excess—s. 62. Therefore any excess of lawful force may be an “unlawful act” for the purposes of s. 160 (2) (a). For examples of force authorised by statute see the provisions relating to self defence—ss. 48 and 49; defending persons under protection—s. 51; defending property—ss. 52 to 58; domestic discipline—s. 59; discipline on ships and aircraft—s. 60; surgical operations—s. 61; preventing breach of the peace—s. 42; suppressing riots—ss. 43 to 47; and ss. 39 to 41 mentioned above in (1).

When does Culpable Homicide Amount to Murder (ss. 167, 168)

S. 167. Culpable homicide is murder where the offender:

- | | |
|--|---|
| (a) Means to cause the death of the person killed | This is self-explanatory and requires the prosecution to prove that the accused intended to kill the deceased. |
| (b) Means to cause to the person killed any bodily injury that is known to the offender to be likely to cause death, and is reckless whether death ensues or not | E.g. A man, out of revenge, kills another by hitting him repeatedly about the head with a tyre lever. Although the offender may not have set out specifically to kill the deceased this would still come within this subsection if he knew the deceased was likely to die from the injuries inflicted and was reckless whether death ensued or not. |
| (c) Means to cause death, or, being so reckless as aforesaid, means to cause such bodily injury as aforesaid to one person, and by accident or mistake kills another person, though he does not mean to hurt the person killed | E.g. A man shoots at one man intending to kill him but the bullet kills another. |
| (d) For any unlawful object does an act that he knows to be likely to cause death, and thereby kills any person, though he may have desired that his object should be effected without hurting anyone | E.g. To obtain insurance money a publican sets fire to his hotel knowing that the occupants are sleeping inside. If one of the occupants died this may come within this subsection even though the publican may have hoped that all the occupants would escape. |

Homicide—Law

S. 168 (Further definition of murder)—Culpable homicide is also murder where the offender:

	for the purpose of:	the following offences:	and death ensues from:
(a) Means to cause grievous bodily injury	(1) Facilitating the commission of:	Treason, s. 73 Communicating Secrets, s. 78 Sabotage, s. 79 Piracy, s. 92 Piratical acts, s. 93	(a) Such injury.
(b) Administers any stupefying or overpowering thing	(2) Facilitating the flight or avoiding the detection of the offender upon the commission or attempted commission of:	Escape or rescue from penal institution or lawful custody or detention, ss. 119–122. Rape, s. 128 Murder, s. 167 Abduction, s. 208 Kidnapping, s. 209 Robbery, s. 234 Burglary, s. 241 Arson, s. 294	(b) Effects of administering such stupefying or overpowering thing.
(c) By any means wilfully stops the breath of any person	(3) Resisting lawful apprehension in respect to <i>any offence</i> whatsoever		(c) Such stopping of breath.

NOTE—The important distinction between s. 168 and s. 167 is that under s. 167 it must be proved that the offender intended death to ensue or knew that death was likely to ensue. This is not necessary under s. 168.

Provocation

Culpable homicide that would otherwise be murder may be reduced to manslaughter if the person who caused the death did so under provocation—s. 169. Illegal arrest may be evidence of provocation—s. 170.

Specimen Charges

s. 172—

On the _____ day of _____, 19____, at _____, murdered _____

s. 177—

On the _____ day of _____, 19____, at _____ by an unlawful act, namely by striking one _____, killed the said _____, and thereby committed manslaughter.

Homicide—Law

ss. 177 and 152—

On the _____ day of _____, 19____, at _____, without lawful excuse, neglected his legal duty to provide the necessities for _____, a child aged _____ years, whereby the death of the said child was caused, and thereby committed manslaughter.

ss. 177 and 156—

On the _____ day of _____, 19____, at _____, having under his control a (motor boat) which in the absence of precaution or care may endanger human life, omitted without lawful excuse to take reasonable precautions against and to use reasonable care to avoid such danger, thereby causing the death of _____ and thereby committed manslaughter.

s. 179 (a)—

On the _____ day of _____, 19____, at _____, (incited) (counselled) (procured) (name) _____ to commit suicide, in consequence whereof the said _____ (committed) (attempted to commit) suicide.

s. 178 (1)—

On the _____ day of _____, 19____, at _____, while the balance of her mind was disturbed (by reason of her not having fully recovered from the effect of giving birth to a child _____) (by reason of the effect of lactation) (by reason of any disorder consequent upon childbirth or lactation), to such an extent that she should not be held fully responsible, caused the death of her child _____, aged _____, in a manner amounting to culpable homicide, and thereby committed infanticide.

HOMICIDE INVESTIGATION: NATIONAL PATTERN

THESE instructions have been prepared to provide a framework on which the organisation and operation of a large scale homicide inquiry could be based.

The success of a major homicide investigation is dependent on leadership and teamwork. Our prestige depends on the fact that we spare nothing in our endeavours to apprehend and bring the culprit to trial by proper means.

In a modified form the same organisation could be adapted to deal with some other serious crimes, such as those "against the person".

It is important to remember that the Basic Pattern is only an aid to investigation and it is not the investigation.

HOMICIDE: BASIC PATTERN

DUTIES OF UNIFORM BRANCH

On Receipt of Telephone Call

1. Record accurately all details that can be given by the caller. Obtain his full name and address and obtain all available information, including:
 - (a) Exact location of the crime.
 - (b) Identity of the deceased.
 - (c) Identity of the suspect.
 - (d) Time offence committed, e.g., recent or approximate time lapse.
 - (e) Location of caller in order that he can be interviewed as soon as possible. Obtain caller's telephone number if possible.If possible, keep the caller on the telephone whilst you inform your superior officer for any further directions.
Note—111 calls to be traced immediately.
2. Ascertain any immediate action required, e.g., whereabouts of offender or his direction of escape. Further likely violence by offender.
3. Request caller:
 - (a) To clear people from immediate scene and guard.
 - (b) Touch nothing.
 - (c) If possible keep the witnesses and suspect present.
4. Inform your superior officer immediately. If your superior officer is not readily available, the CIB are to be informed forthwith.
Inform your superior officer or the CIB of any immediate action you have initiated.
5. Record full telephone message in triplicate. This message must include directions given to caller.
6. Preserve original notes of message.

On Arrival at Homicide Scene

1. Clear persons from immediate scene, which must be kept guarded.
2. Detain witnesses and suspect. Ascertain if any person has already left.
3. Note in your notebook:
 - (a) Time on arrival.
 - (b) Weather conditions.
 - (c) Any other relevant points.

Homicide—Basic Pattern

4. Establish death without moving body. Call a medical practitioner to establish death.

See the medical practitioner does not move the body unnecessarily or alter the scene in any way. Record any moving of body.

Record medical practitioner's name, address, and telephone number. Request him to remain to await the arrival of the investigating staff, otherwise note his report.

5. If victim shows any sign of life, immediately call medical aid and ambulance. Note names, addresses, telephone numbers of medical and ambulance staff.

Ascertain any facts that can be given by victim, particularly how, when, and why offence occurred, and identity of offender. Keep the requirements of a "Dying Declaration" in your mind. (Accurately record any statement he makes regarding possible death and any statements he makes regarding the circumstances of receiving his injuries.)

If victim is alive and moved, clearly mark original position with chalk or any suitable material.

6. If first on the scene, after assessing the position, immediately notify your superior officer of the known facts; what immediate action is required.

Do not leave the scene for this purpose unless it is guarded by a member of the police. If necessary, send your message through a suitable civilian. He should be requested to confirm the sending of the message.

Guard against the use of telephone at scene. There could be fingerprints.

7. As soon as appropriate at the scene, ask only:

- (a) What has happened?
- (b) When did it happen?
- (c) Who?
- (d) Why?

Note all that is said in reply.

Do not offer your theories, or comments on the guilt or otherwise of any person to anybody other than the official investigators.

8. Obtain names, addresses, and telephone numbers, private and business, of all persons present, or who arrive on the scene. Request them to remain until the arrival of the CIB staff. Request them not to discuss the matter amongst themselves.

9. Make a visual examination of the scene *without disturbing or interfering with anything*. Enter details of what you see, including a sketch of body and immediate surroundings.

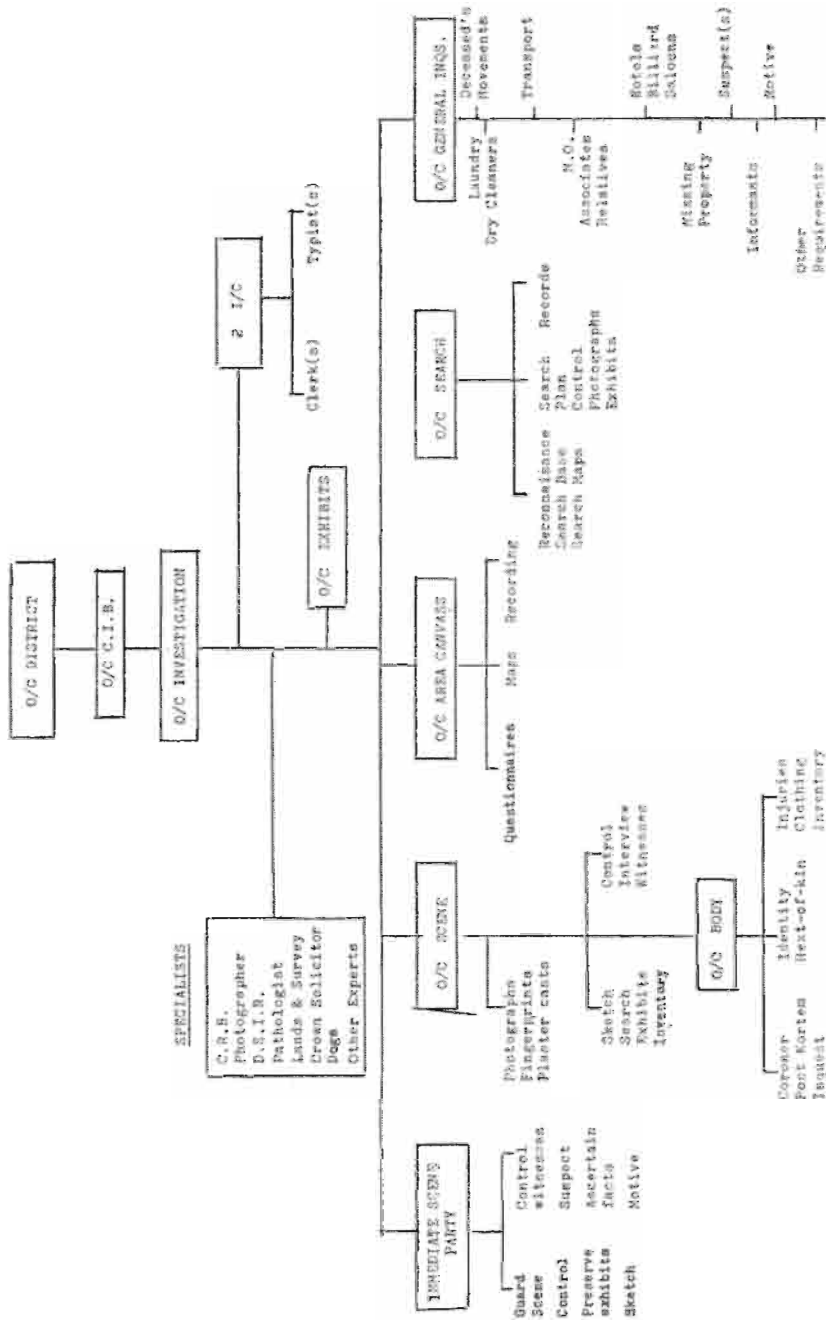
10. If the victim is dead:

- (a) Do not touch the body or anything else at the scene.
- (b) Do not trample about the scene.
- (c) Keep *everyone* away from the scene.

Homicide—Basic Pattern

11. Endeavour to ascertain the identity of the suspect. If he is present, see he does not leave the scene, but do not arrest him unless it is absolutely necessary, and then only if you have definite proof.
Do not endeavour to interview the suspect, but note everything—
 - (a) What he says.
 - (b) His appearance and conduct.
 - (c) Endeavour to segregate him from any witnesses.
12. Prevent the destruction of any evidence. You must adopt the role of a "watchdog", not that of a "bloodhound".
If the scene is outside, prevent evidence from destruction by weather, e.g., cover footprints and tyre marks, body, etc.
13. Stand by on guard until the arrival of the CIB. Be prepared to give a clear, concise, and brief account of what you have observed, ascertained, and done.
14. *If you have made any mistakes, i.e., moved body or any exhibits, be sure and advise the CIB officers of this fact. This is extremely important, and your failure to report the matter may adversely affect the course of the inquiry.*
15. *Use your notebook throughout.* Note everything you possibly can in your notebook.
16. Submit report in triplicate as soon as possible.
17. *Throughout, if possible, remain in communication with your superior officer and keep him posted with all possible information, particularly as to any immediate action required.*

Homicide—Basic Pattern



INITIAL CIB ACTION

1. Record accurately all details that can be given by the caller. Obtain all available information.
 - (a) Exact location of the crime.
 - (b) Identity of the deceased.
 - (c) Identity of the suspect.
 - (d) Time offence committed, e.g., recent or approximate time lapse.
 - (e) Location of caller, in order that he can be interviewed as soon as possible. Obtain caller's telephone number if possible.If possible, keep the caller on the telephone whilst you ask your superior officer if there are any further directions for the caller.

NOTE—111 calls to be traced immediately.
2. Verbally convey message to Detective Senior Sergeant (Staff) and as soon as possible record message in triplicate.
3. Detective Senior Sergeant (Staff) to:
 - (a) Commence log.
 - (b) Dispatch Immediate Scene Party and appoint O/C of same.
 - (c) Record staff dispatched, equipment, and transport taken.
 - (d) Alert other staff to stand by.
 - (e) Consider sending dogs to scene.
 - (f) Notify local Police to attend and guard scene until arrival of Immediate Scene Detectives.
 - (g) Notify O/C Uniform Branch of possibility of assistance being required for check points, guards, and patrol.
 - (h) Notify O/C C.I. Branch who will appoint O/C Investigation.
4. Establish lines of communication.

DUTIES OF O/C IMMEDIATE SCENE DETECTIVES

1. Take homicide kit and proceed immediately to scene, watching for suspect en route.
2. Record in notebook members included in party, time of arrival and weather conditions.
3. Ascertain from uniform Police, if present, what has been done and what has happened. Check if body has been moved.
4. If necessary, clear immediate scene area. This includes members of the Police. It is the duty of the Immediate Scene Detectives to control and preserve the scene. Decide on boundaries and isolate the area so that no valuable evidence is lost. It is better to make the boundaries too wide than too confined. Witnesses to be kept available near scene. No unauthorised person, including Police members, to be allowed to enter scene area. Instruct scene guards as to their responsibilities and duties.

Homicide—Basic Pattern

5. Establish communication with Investigation Headquarters. Do not use telephone at scene until examination of it is completed. Confirm offence is homicide and advise Investigation Headquarters of any immediate action required and brief survey of position.
6. Establish death. Feel body to estimate temperature to assist in establishing time of death. Ascertain identity of victim. If in any doubt about death, call medical practitioner. The path to the scene to be checked for evidence so that any further movement to and from the body can be made along the same path.
7. If victim shows signs of life.
 - (a) Call medical practitioner.
 - (b) Call ambulance and arrange for experienced member to accompany victim (Dying Declaration).
 - (c) Mark the outline of the position of the victim prior to removal.
 - (d) Make an examination of the victim including the hands and fingernails for evidence which may be washed away when the victim is in hospital.
 - (e) Arrange for clothing to be taken possession of on arrival at hospital.
 - (f) Preserve surrounding area as much as possible.
8. Ensure that plumbing fixtures and utensils containing water and fluid are not interfered with so that blood or other evidence is not washed away.
9. While awaiting arrival of main scene party, record particulars of:
 - (a) Position of doors, windows, blinds, light switches, and any other relevant details.
 - (b) The murder weapon should be left untouched and a record made of its position, appearance, and condition.
 - (c) Make a sketch plan of the scene showing the relevant objects in relation to fixtures.
10. Make a record of the names, addresses, and telephone numbers of all witnesses, together with a brief account of information they can supply. Endeavour to have witnesses separated so that they do not discuss the matter.
11. If suspect present:
 - (a) Do not interrogate him, but note any admissions made.
 - (b) Do not arrest suspect unless this action is absolutely necessary.
 - (c) Note appearance, condition, speech, and action.
12. Ascertain all relevant facts for report to O/C Investigation on his arrival. Make a tentative mental reconstruction from observation and information as to what may have taken place. Is the motive known?
13. Record in notebook all arrivals, departures, and exhibits removed or touched.

14. In due course submit full report to O/C Investigation.
15. Remember that your main duty is to preserve. Be a watchdog rather than a bloodhound. Do not wander aimlessly about looking for fanciful clues to the exclusion of the obvious. This could lead to evidence being irretrievably destroyed.

DUTIES OF O/C INVESTIGATION

The O/C Investigation has the responsibility to plan, organise, direct, and control the inquiry.

His approach to the inquiry will have a great bearing on the final outcome and on the attitude of the members of the team to their inquiries.

Before Proceeding to Scene

1. Acquaint himself with action taken to that stage. Ensure Immediate Scene Party has left with required equipment and transport.
2. Appoint 2 I/C and arrange with him the setting up of Investigation Headquarters.
3. Assess and arrange immediate staff and transport needs.
4. Have specialists alerted for early appearance at the scene:
 - (a) C.R.B. fingerprints and photographer.
 - (b) Pathologist.
 - (c) Government Analyst.
 - (d) Crown Solicitor and Coroner to be invited.
 - (e) Other necessary experts.
5. Arrange any further immediate action (or confirm action taken), e.g., road blocks, patrols, dogs, etc.
6. The early attendance of the O/C Investigation at the scene should not be delayed through administrative details which should be left to the 2 I/C.

Main Party at Scene

7. The main party at the scene will generally consist of:
 - (a) O/C District.
 - (b) O/C C.I.B.
 - (c) O/C Investigation.
 - (d) C.R. Branch.
 - (e) Pathologist.
 - (f) Detectives.
 - (g) Other experts.
- The O/C Investigation must assume full charge at scene.

Homicide—Basic Pattern

8. Ascertain known facts from Immediate Scene Party.
9. Appoint O/C Scene and/or O/C Search.
10. Appoint O/C Exhibits.
11. Confer with O/C Scene and/or O/C Search and fix areas of responsibility and arrange staff requirements. Direct any special or additional requirements.
12. Accompany the Pathologist and O/C Scene when the preliminary examination of the body is made.
13. Discuss photographic coverage with O/C Scene and/or O/C Search.
14. Reconstruct—motive.
15. When satisfied O/C Scene and/or O/C Search has matter in hand and are conversant with their duties, return to Investigation Headquarters.

After Visiting Scene

16. Through the O/C District, Commissioner to be advised of the facts and of outside staff requirements.
17. Confer with 2 I/C and ensure Investigation Headquarters is functioning correctly. Discuss the indexing of the file and the categories to be implemented at this stage.
18. Appoint staff to phase work.
19. Direct 2 I/C regarding staff, rosters, accommodation, meals, and other administrative requirements.
20. Arrange for conference at earliest convenient time so that all investigation staff are fully informed of facts. Set times for future conferences with staff.
21. Arrange times or conference with news media. O/C Investigation is to be the only squad member to make release.
22. Attend post mortem. 2 I/C to attend in unavoidable absence. Provisions of G.I. D21 to be complied with where necessary.
23. Evaluate all information and arrange for correspondence to be minuted out to staff for further investigation.
24. Keep O/C C.I.B. informed of progress and supply a summary of inquiries when required. Arrange for senior squad member to inform C.I.B. and uniform staff, other than those engaged on the inquiry, with appropriate information regarding developments.
25. Continually assimilate all aspects of investigation in order that the suspect may be efficiently interviewed on all facts, when located.
26. As a general principle, O/C Investigation is responsible for the interrogation of the offender, but circumstances may dictate some other course of action.

On Arrest

28. Arrange examination of suspect by Pathologist if necessary.
29. Arrange for psychiatric examination and report to be forwarded under the requirements of General Instructions.
30. Commissioner to be informed of arrest.
31. Have offender photographed, fingerprinted, palm printed and, if necessary, foot printed.
32. Supervise preparation of file for Court. Confer early with Crown Solicitor.
33. Make application for services of Crown Solicitor at Lower Court hearing.
34. Hold a debriefing conference with staff to critically examine the methods under which the inquiry was performed.
35. Give attention to the return of equipment, submission of accounts, and acknowledgment of thanks for outside help.

DUTIES OF 2 I/C—INVESTIGATION HEADQUARTERS

1. On appointment, obtain suitable accommodation to set up Investigation Headquarters.
2. Arrange for telephone, teletype, and radio communication as required.
3. Arrange for supplies of stationery and maps if required.
4. Arrange for clerks and typist(s). Consideration to be given as to whether reception clerk is necessary.
5. Notify telephone operator of location and extension number(s) of Investigation Headquarters.
6. Receive information and arrange for it to be systematically recorded and indexed. Ensure that any necessary follow-up inquiries are made and draw attention of the O/C Investigation to the information received, action taken, and seek his further direction.
7. Provide the Investigation Team with the facilities and equipment to do their inquiries and to generally look after their welfare.
8. Assist the O/C Investigation and leave him free from routine administrative duties.
9. Compile the file in categories and not chronological order.
10. Confer with the O/C Investigation on the categories to be used. The categories are flexible and depend on the nature of the investigation.
11. Utilise the card index system as it can be extended indefinitely.

Homicide—Basic Pattern

12. Ensure that all correspondence passes through the Investigation Headquarters. The correspondence is to be in triplicate. The original is to remain intact as its production in Court may be necessary. The duplicate copy is used for indexing the file and for reference. The triplicate copy is the working copy which if required can be minuted out for further inquiry. An extra copy is required if inquiries are being sought in other districts or overseas.
13. Be responsible for the issuing of:
 - (a) Police Notice—With brief details of the offence and request for written information to be forwarded to the Investigation Headquarters in triplicate.
 - (b) Special Notice—The preparation of a Special Notice for approval by the O/C Investigation.
 - (c) Situation Report—The issuing of a daily Situation Report setting out:
 - (i) Progress of inquiries being made.
 - (ii) What information is being sought.
 - (iii) How the staff on the inquiry are being deployed.
 - (iv) Hours of duty, days off, meals, transport, reporting points, correspondence requirements, etc. (e.g., teleprint messages).
 - (d) Notice Board—The Notice Board is supplementary to the Situation Report and assists the O/C District or new staff coming into the inquiry, to quickly assimilate the present position. The Notice Board should contain:
 - (i) Copies of the Situation Report.
 - (ii) Map of the area.
 - (iii) Photographs of the suspect or any person who is wanted.
 - (iv) An organisation chart so that the men can see what duties they are on and who is in charge of a particular phase.
 - (v) Rosters.
14. Maintain a record of hours worked by staff so that it can be available on file at completion of inquiry.
15. Be responsible for the security of the file and see that it is locked away when no person is on duty at Investigation Headquarters.
16. To attend full Investigation Squad Conferences. To prepare agenda for conferences called by O/C Investigation and ensure shorthand-typist is present to record all matters brought forward.
17. To act for the O/C Investigation should the necessity arise.
18. On arrest of offender, prepare file for prosecution.
19. On completion of proceedings, complete inquest and prepare file for forwarding to Commissioner's office with index. Duplicate and triplicate copy to be filed in District.

DUTIES OF O/C SCENE

O/C Investigation will appoint O/C Scene who will be responsible to see the following points are attended to:

1. Appoint O/C Body.
2. Confer with O/C Immediate Scene Detectives and ascertain position.
3. Responsible for control and preservation of scene. Ensure scene guards established and fully instructed. They are to note particulars of persons calling at the scene.
4. Make preliminary inspection of scene with O/C Investigation and Pathologist. Nothing must be disturbed.
5. With O/C Investigation reconnoitre scene to fix boundaries and assess staff requirements.
6. Arrange for photographs to be taken and scene to be fingerprinted. Ascertain needs of other specialists.
7. An area at the scene to be checked early so that during the scene examination property can be left in this area without destroying evidence. See no evidence is destroyed by movements of specialists.
8. A thorough examination of scene is to be made:
 - (a) All relevant matters to be noted, including position of blinds, etc., and diagrams made if necessary.
 - (b) Nothing to be moved unless noted or until inventory completed.
 - (c) No other personnel except those called in for specific tasks, to be allowed on the scene.
9. Ensure that plumbing fixtures and utensils containing water and fluid are not interfered with, so that blood or other evidence is not washed away.
10. Note changes of:
 - (a) The temperature at the scene.
 - (b) Lighting effects.
 - (c) Odours.
 - (d) Blood or fingerprint impressions in blood or other substances.
11. Communications with Headquarters to be established. Keep O/C Investigation posted as to progress.
12. Arrange for witnesses to be interviewed. Assistance may be required from Investigation Headquarters.
13. See to custody and safety of all scene exhibits. Exhibits to be labelled, where found, by whom, date and time, nature of exhibit. All exhibits must be kept separate from one another and placed in suitable containers. O/C Exhibits will liaise with O/C Scene for this purpose.
14. Arrange taking of inventory. Confer with O/C Investigation as to the scope of the inventory.

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15. When retention of body at scene serves no further useful purpose, instruct O/C Body to remove body to mortuary.
16. A guard is to be retained at the scene until no longer necessary.
17. Arrange for plan of scene by draughtsman.
18. Continually reconstruct.
19. Attend Investigation Squad conferences. Keep all Squad members posted as to the developments at scene. Findings in one phase of the inquiry may vitally assist some other phase.
20. Keep record of members engaged at scene, allocation of tasks, and the area of responsibility.
21. On completion of scene duties, submit full report to O/C Investigation.

DUTIES OF O/C BODY

1. The O/C Body will carry out his duties under the supervision of O/C Scene.
2. Ascertain if the body has been moved or interfered with. If the body has been moved, do not attempt to restore the scene to its original appearance, but make full inquiries so that the original scene can be later reconstructed and photographed if required.
3. Remain with the body and at no time leave it unattended. Ensure it is not interfered with until after the photographs have been taken.
4. In company with the O/C Investigation, O/C Scene, and necessary experts, make a preliminary examination of the body to preserve any evidence that may be lost when the body is moved. The preliminary examination may cover scrutiny of documents in pockets, to assist in establishing identity.
5. Record:
 - (a) All facts regarding the body, position of limbs, appearance, wounds, clothing. You must be in a position to later report on any aspect regarding the body.
 - (b) If pathologist not present and not available within reasonable time ascertain lividity if any. Extent of rigor mortis.
 - (c) Make a sketch, accurately recording the position of the body.
 - (d) Before the body is moved, mark the outline with chalk, crayon or some other suitable material.
6. Report death to Coroner and obtain permission for post mortem examination.
7. On directions from O/C Scene remove body to mortuary.
 - (a) Care must be taken in the removal of the body to ensure that no evidence is lost.

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- (b) It may be necessary to cover the hands and feet with plastic bags and to have the body contained in a plastic sheet to avoid losing evidence.
 - (c) Ensure the clothing on the body is not contaminated through contact with foreign objects.
 - (d) Make a careful search under the body to ensure no evidence is lost.
8. Take possession of the sheet on which the body is conveyed to the mortuary. On arrival at the mortuary, label the body and see that it is so placed that it cannot be interfered with.
 9. The body is NOT to be stripped unless directions have been given by O/C Investigation or O/C Scene.
 10. Ensure relatives have been informed of the death.
 11. Have the formal identification of the body completed. This should if possible, be carried out before the body is stripped. If identification cannot be established, obtain assistance of Odontologist.
 12. Obtain previous medical history for information of Pathologist.
 13. Ensure fingerprints and palm prints are obtained after the hands have been examined by the Pathologist, and any evidence removed.
 14. Inform Investigation Headquarters of the time and place of the post mortem. G.I.D21 to be complied with where necessary.
 15. When the body is stripped:
 - (a) An inventory (five copies) is to be made of the clothing and contents of each pocket.
 - (b) Articles and possessions are to be placed in separate plastic bags or containers and labelled.
 - (c) Take care nothing is lost or damaged.
 - (d) Matron or Policewoman to strip female body.
 16. Remain at the post mortem until it is completed.
 17. Ensure photographer attends post mortem to photograph body before stripping and after stripping, and any wounds.
 18. Ensure that if the Pathologist is not acquainted with homicide requirements, that he is requested to record all essential points, such as:
 - (a) Description of body, external appearance (front and back), including bruises, injuries, scratches, discolouration, bodily imperfections such as one eye, bald, false teeth. Complete description, height, build, weight, colour of hair. X-ray body if necessary.
 - (b) Wounds should be carefully examined and measured. Wounds must be carefully explored for depth and direction. Bullets and fragments, and wound tissue must be protected from damage while awaiting transport to D.S.I.R. or other experts. Remind Pathologist what needs to be done and see that it is completed.

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- (c) Sufficient control samples should be obtained of stomach contents, liver, urine, blood, nails, and hair.
 - (d) In cases of suspected poisoning, whole organs should be obtained—stomach, liver, kidneys, bladder, also samples of nails, hair, and bone.
 - (e) See only clean containers are used.
19. During the post mortem, note wounds and record comments by Pathologist. The Pathologist may ask questions about the incident. Do not guess the answer. If you do not know, say so.
 20. Take possession of exhibits and deliver them to Government Analyst or other experts.
 21. Prepare the file for the opening of the inquest. The correspondence required is:
 - (a) A deposition in quadruplicate regarding the identification of the body.
 - (b) R.G. 28—Registration of Death.
 - (c) Police Form 47.
 22. Inform close relatives of the deceased of the opening of the inquest and offer any practical assistance to them.
 23. Arrange for the attendance at the Coroner's Court of the identifying witness and, if instructed, open the inquest. Request the Coroner to adjourn the inquest sine die.
 24. Report with completed part file to the O/C Investigation when the inquest has been adjourned.
 25. The O/C Body then resumes inquiries as directed.

DUTIES OF O/C AREA CANVASS

1. Confer with O/C Investigation as to the area to be covered, and fix boundaries. Assess staff and transport requirements.
2. Arrange early for the obtaining of suitable street maps of the area showing houses and location of sections.
3. Confer with O/C Investigation as to the desirability of a questionnaire form after obtaining the facts regarding the crime. Prepare a draft of questions for his approval.
4. Prepare two forms. One form—Part A—on which to record the number of the property, and those persons living or at the address during the relevant period. The second form—Part B—to be the questionnaire. A separate questionnaire to be filled out in duplicate for each person interviewed. Consideration to be given to having the first form a different colour from the second. This can assist in recording the information at the Investigation Headquarters.

5. Divide area into sections and plan for a progressive canvass.
6. Brief members responsible for area canvass:
 - (a) Summarise situation and detail the duties and areas of responsibility of each member.
 - (b) Emphasise the need for thoroughness and that every person in every household must be seen personally.
 - (c) Stress that the questionnaire is only a guide to ensure the questions are asked, but should be regarded as flexible in that new information could lead to other questions.
 - (d) Evidence of possible probative value to be obtained in statement form.
7. The individual questionnaires to be retained until every person in a house has been interviewed. The duplicate to be forwarded to the Headquarters. It is the responsibility of the O/C Area Canvass to carefully read the completed questionnaires watching for significant statements and having checks made where indicated. When all persons at the address have been seen, the questionnaires together with the covering form—Part A—should then be forwarded to the Investigation Headquarters for indexing. There will be occasions when an occupant of, or a visitor to, a house has departed from the district. All information should be obtained that will assist in the interviewing of that person, and a report together with the questionnaire to be forwarded to the district in which the person is now living, to have him or her seen.
8. As each household is completed, the map can be shaded in. This enables a quick and up-to-date record to be kept of the progress of the area canvassed.
9. When area canvass is under way see members regularly to ensure control, morale, and efficiency is maintained. Area canvass is a demanding job and it is important to watch morale and enthusiasm.
10. Keep O/C Investigation informed of progress and see that all needed information is passed to and from Investigation Headquarters. Attend Squad Conferences with summary of progress and results up to that time.
11. On completion of area canvass, hold a debriefing session with members.
12. Submit report to O/C Investigation covering areas canvassed.

DUTIES OF O/C AREA SEARCH

1. On appointment, reconnoitre area, and with O/C Investigation fix boundaries of search area, type of search required, Assess staff needs and type of organisation required.

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2. Appoint clerk if necessary, select site of search base and arrange for staff and facilities to deal with search base control and records, preparation of search map, equipment, catering, transport, communications, and exhibits.
3. Arrange early for photographs and maps to preserve evidence of features in search area likely to be altered by search procedure.
4. Have guard points, road blocks, and patrols instituted to control approach of public and press to search area. Instruct members to note movements of persons and vehicles in and near search area.
5. Seek advice of experts, including those with particular knowledge of search area and keep them readily available for later consultation. Arrange for inquiries to gain further knowledge of search area and significant features, e.g., caves, shafts, offal pits, etc.
6. Prepare course of action for search, in writing if necessary. Consider:
 - (a) Plan for progression of search and consider all factors.
 - (b) Divide search area into smaller sections which can be clearly defined.
 - (c) Could dogs assist?
 - (d) Mine detectors.
 - (e) Plan to rotate search teams to ensure that search is thorough.
7. Divide searchers into small teams with suitable N.C.O. in charge. Put inexperienced men in teams with those more experienced.
8. Record allocation of staff to duties and areas for inclusion in final report on search. See Detective Manual on search procedure for guidance.
9. Brief the search team. In large scale searches this may be only team leaders.
 - (a) Use search map.
 - (b) Summarise situation and reconstruct to present time.
 - (c) Describe matters of evidence or objects to be searched for. Show samples if possible.
 - (d) Present your plan and detail the duties of each search team and the guard unit.
 - (e) Allot search areas and staff, specify search methods to be used.
 - (f) Emphasise control, training, and supervision of searchers—team leaders to control, not search.
 - (g) Advise staff of transport, communications, and catering arrangements, handling of exhibits, expert help available.
 - (h) Allocate maps and equipment.
 - (i) Arrange times for conferences.
 - (j) Follow verbal briefing with written instructions, if necessary.

10. When search is under way, visit team areas frequently. Ensure that discipline, control, and efficiency is maintained by team leaders. Leave yourself free to reconstruct and keep a broad view of the operation. Plan future moves and methods.
11. Hold frequent conferences with team leaders and O/C Guards to pool information and assess progress. Keep search map up to date. Reconstruct continually as findings are made. Findings materially affect the direction of the search.
12. Keep O/C Investigation informed of progress and ensure that all needed information is passed to and from Investigation Headquarters. Attend Squad Conferences as required by O/C Investigation, with summary of your results to that time.
13. Watch welfare and morale of searchers—adequate clothing, equipment, and meals for conditions and circumstances. Demand concentration but watch for fatigue.
14. See that significant objects or finds are properly recorded, photographed (before removal), safe-guarded, and their evidential value quickly assessed. Use your experts' help.
15. On completion of search, hold a debriefing session with your team. The search file is to be submitted to O/C Investigation.
16. Give attention to:
 - (a) Return of equipment, receipt to be obtained.
 - (b) Submission of accounts.
 - (c) Acknowledgment of thanks for outside help.
 - (d) Preservation of search records, diaries, rosters, etc.
 - (e) Restoration of search area, if necessary.

DUTIES OF O/C GENERAL INQUIRIES

1. On appointment, confer with O/C Investigation as to the scope of the inquiries to be made, phases, and priorities.
2. Assess staff needs to cover each phase of inquiries.
3. Confer with O/C Investigation as to the use and value of a questionnaire to cover some of the inquiries, and if necessary, prepare draft for approval, e.g., taxi drivers, dry cleaners.
4. Brief staff on their duties and the manner in which correspondence is to be submitted. (Correspondence to be submitted in triplicate with the exception of the questionnaire.) Stress to staff the need for patience and that inquiries must be meticulously and painstakingly carried out. To bear in mind that any one seen could be the actual offender.

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5. Keep O/C Investigation informed of progress. Ensure all General Inquiry staff are kept posted with developments in the investigation. Attend Squad Conferences with summary of results up to that time.
6. On completion of inquiries, submit full reports to O/C Investigation covering each particular phase of the inquiry and results thereof.

DUTIES OF O/C EXHIBITS

1. O/C Exhibits appointed by O/C Investigation.
2. To be responsible for custody of all exhibits after they have been photographed in position found, and for their continuing safe custody.
3. To maintain an Exhibits Register, showing exhibits received, date received, date and time found, from whom received, description of exhibit, by whom found, where found, to whom delivered, and present whereabouts of all exhibits.
4. To liaise with O/C Scene or O/C Search for the purpose of uplifting exhibits found at the scene or search area.
5. To deliver the Exhibits Register to the 2 I/C on return from the scene or search area to allow for the exhibits to be indexed and further inquiries made if necessary.
6. To attend Squad Conferences with Exhibits Register, together with results reported by examining experts.
7. On completion, to submit full report to O/C Investigation covering duties together with Exhibits Register.