

## AD09 FSST Security System

1. **Issued 19/7/05 by FJH** **Reviewed 19/11/08 by TMM**
2. **PURPOSE**
  - 2.1. To provide policies and procedures for security at Forensic Science Service Tasmania, 20 St. John's Avenue, Newtown, Hobart.
3. **SCOPE**
  - 3.1. All aspects of security on the site including access policy, keys, motion detectors, monitoring systems and alarms, doors, proximity cards etc.
4. **REFERENCES (for detailed information)**

	<b>Location</b>
4.1. Administration Office Information Manuals	Admin
4.2. Group and Proximity Card Allocation	Bus Man
4.3. Authorisation for Arming / Disarming FSST	Bus.Man
4.4. Security Monitoring Service - Contact List	Bus.Man
4.5. Plan A.20 marked with lock location and identity	Bus.Man
4.6. Key register	Bus.Man
4.7. Out of Hours Contact List for Alarms	Bus Man
5. **DEFINITIONS**
  - 5.1. Security : any internal or external matter that may potentially affect the integrity or safety of staff or exhibits/samples under the control of FSST staff.
  - 5.2. FSST Staff : all those staff employed at Forensic Science Service Tasmania as detailed in the organisation chart.
  - 5.3. Authorised personnel: those personnel with the Director's approval for access to designated areas.
  - 5.4. Visitors: Non FSST staff and unauthorised personnel.
  - 5.5. Scientific areas: All internal areas except toilets, administration foyer and 1<sup>st</sup> floor administration.
  - 5.6. FSST Executive Staff: Director, Business Manager, Manager Quality and Section Heads.
  - 5.7. Proximity Card: A card or other object that can be used to access some or all areas of the laboratory by swiping in front of a proximity card reader to open a door.
  - 5.8. Spare Proximity Card Issue Form/book: Book or Spreadsheet kept in the Admin Computer Room to record issue and return of proximity cards to staff or visitors.
6. **SECURITY SYSTEM**

## 6.1. Responsibilities

### Director

6.1.1. The Director shall be responsible for

- Authorisation of staff access to various areas of the laboratory
- Authorisation of staff to change system parameters

### Business Manager

6.1.2. The Business Manager shall be responsible for

- Security System management and systems maintenance including
  - security records either PC based or hard copy
  - Group and Proximity Card Allocation
  - Key Register
  - Marked Plans
  - Users Manuals
  - Contact Lists
  - Arranging perimeter/boundary visual inspection several times per week
  - Contacting section reps if appropriate

and

**at the end of the business day,**

- Arming the computer room and checking that the security system for fridges/freezers, and fire doors alarms are **ON**
- Locking the front door and Reception slide window
- Shutting the front gate, compound gate and roller door.

**Note:** day end responsibilities are shared with the Admin staff.

### Administrative Clerk / Utility Officer

6.1.3. The Administrative Clerk / Utility Officer shall be responsible for

- Issue of spare proximity cards and associated records

and

**at the end of the business day,**

- Arming the computer room and checking that the security system for fridges/freezers, and fire doors alarms are **ON**
- Locking the front door and Reception slide window
- Shutting the front gate, compound gate and roller door.

**Note:** day end responsibilities are shared with the Business Manager.

### Staff

6.1.4. At the end of the business day staff shall be responsible for securing their areas of operation by shutting all windows and doors etc.

6.1.5. At the end of the business day and being the “last” staff member

- leaving a Section,
    - ensure that the security system for that Section is set to **ON**
  - leaving the Forensic Science Service site,
    - ensure that the administration section is also set to **ON**
    - checking that areas 5 [fridges] & 6 [fire doors] are **ON**
- In the event that areas 5 or 6 are not ON then the staff member shall arm the areas if authorised to do so or ring the Business Manager or Director to ensure the areas are armed.

## **6.2. Access Policy**

6.2.1. Access to any area of the laboratory shall be controlled and limited to those personnel with a recognised need to be in the area and to visitors when accompanied by a FSST staff member.

6.2.2. The Director may authorise access to the Forensic Block for personnel other than FSST staff in special circumstances. See Group and Proximity Card Allocation for details

6.2.3. Access to the forensic block shall be controlled and limited to forensic staff and authorised personnel. Non FSST authorised personnel and visitors to the forensic block shall wear a visitors tag or FSST ID Badge and be signed in and out of the Forensic Block by a designated staff member in the Visitors Register located at the main access door to the Forensic Block.

6.2.4. Personnel with delegated authority to sign in and supervise visitors are all forensic staff.

6.2.5. The Administrative Clerk / Utility Officer shall file completed sheets from the Visitors Register.

## **6.3. SIGN IN / OUT**

6.3.1. Sign in / out of visitors shall be completed at 1<sup>st</sup> entry and last exit on the day when visitors are in the building.

6.3.2. On ascertaining the purpose of the visit staff shall,

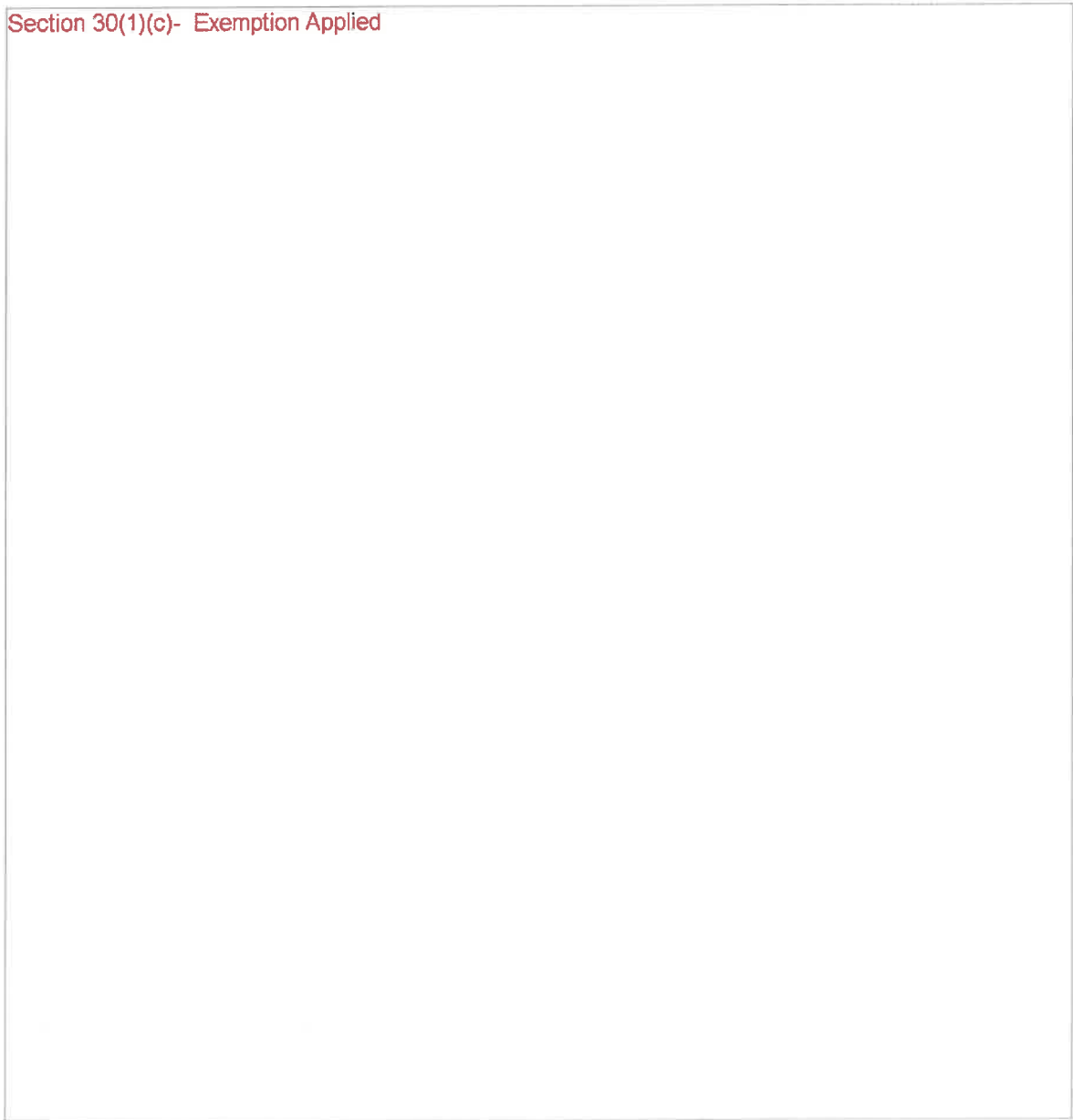
- Restrict the visitor to limited areas of the laboratory
- Arrange supervision by staff in areas that contain evidence items or confidential records
- Decide the level of supervision necessary to protect
  - The integrity of evidence items

- The confidential nature of records
- The security system of the laboratory.

6.3.3. Staff signing visitors in shall accompany the visitor until the section Manager / Business Manager has decided the level of supervision required.

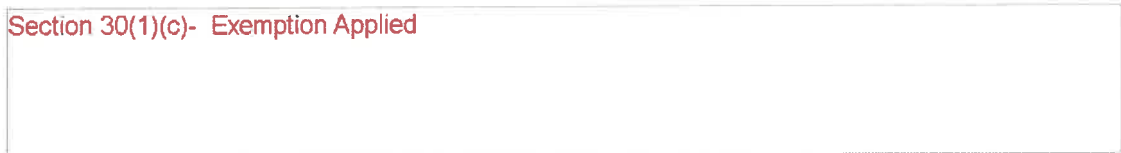
**6.4. SECURITY ACCESS SYSTEM**

Section 30(1)(c)- Exemption Applied



**6.5. KEYS**

Section 30(1)(c)- Exemption Applied



- 6.5.2. Allocation of keys and maintenance of the key register is arranged and recorded by administration. See key register for details.
- 6.5.3. Grand Masters are held by the FSST Director, Business Manager and the Tasmania Fire Service.
- 6.5.4. The master key system works independently of the security system. Unless the security system is deactivated the security alarm will sound when keys are used. However the system will record a forced or unforced entry if the master key is used on any door fitted with access detection.

## 6.6. SYSTEM DESCRIPTION

- 6.6.1. The system is a movement monitoring and alarm system. It has detectors which record movement in the building, detectors that note if external doors have been opened and alarm outputs that activate an alarm if a fridge/freezer goes outside set parameters.
- 6.6.2. If a breach is detected while the system is armed, alarms on site are activated and following a short delay are monitored by the security company. If the breach relates to movement alarms, doors or fridges the security company notifies a member of staff in accordance with the list of contacts previously supplied.
- 6.6.3. If two or more security detectors are activated the police are called by the monitoring company. A staff member is then advised.
- 6.6.4. In working hours the exception to this arrangement is the Fridge/Freezer detectors which when activated during office hours start a flashing blue light in the administration office.
- 6.6.5. The alarm when sounding or flashing may be de-activated by a FSST staff member who has delegated authority for that area by inputting their personal alpha/numeric access code into the system key pad and pressing, **OFF, ENTER.**
- 6.6.6. The various areas shall be activated by the last persons to be in or use that area before leaving to go home.
- 6.6.7. The Business Manager or Administrative Clerk / Utility Officer shall be responsible for ensuring the Security System for the fridge/freezers, firedoors and computer room are armed or arranged, before leaving FSST.
- 6.6.8. The last FSST Staff member on site shall ensure that the Administrative Office doors are shut and the Administration building is armed.
- 6.6.9. The Security System automatically arms itself at 7.00pm or two hours after the keypad was last used. Details are displayed adjacent to the System Keypad. This is a failsafe arrangement and should not be relied upon. It is possible to bypass the auto arming at 7.00pm for a period of two hours by inserting your access code and activating the OK button twice. To extend the period simply do it again before the expiration of the two hour period.

### **System Maintenance**

- 6.6.10. The system has a number of areas which may be individually de-activated. Personnel authorised to de-activate the various areas shall be indicated in reference 3.3, signed by the Director or Business Manager. The incumbents of the following positions have the delegated authority to change existing access records. The Director, Business Manager and Section Heads.
- 6.6.11. The Administrative Clerk has delegated access to do backup's required
- 6.6.12. The security maintenance contractor has his own password to access the system however the maintenance contractor doesn't hold a proximity card or pin number to FSST.

### **System Records**

- 6.6.13. Each access to the Laboratory, whether it be authorised, unauthorised or an emergency access is monitored and recorded automatically.
- 6.6.14. The security monitoring company are provided with updates of the records of FSST staff/contact people for contact if a situation occurs. A copy is held by administration. The Laboratory has voice code for identification purposes which is used when contact is made with the security monitoring company
- 6.6.15. The Monitoring Company Name and contact phone number is noted on the wall adjacent to the keypad and listed in the Maintenance Contracts Folder held at Reception.

## **6.7. LOCAL ALARMS**

- 6.7.1. Local audible alarms are fitted to several doors at the 20 St Johns Avenue site, including the main access door of the laboratory building, the forensic Biology Office fire door door and the door at the southern end of the Laboratory building.
- 6.7.2. Local alarms activate when the doors are opened without using the proximity card readers or the door is left open too long.
- 6.7.3. The Local Alarms do not activate the general security sirens but a small local alarm can be heard in the general vicinity of the door in question.
- 6.7.4. The person activating the local alarm shall be responsible for deactivating the alarm by shutting the door.

## **6.8. GATES AND WINDOWS**

- 6.8.1. On work days the front gate will be locked open by administration after 8.15 am and closed at 5.00 pm.
- 6.8.2. The rear vehicular gate is to be kept locked unless actually being used
- 6.8.3. The rear gate to the compound and roller door shall be kept locked outside business hours.

6.8.4. Windows shall be closed at night.

6.8.5. The rear fire emergency gate is to be kept shut at all times other than an emergency situation. If opened it will activate the general security alarm.

#### **6.9. CASE ITEMS AND SAMPLES**

6.9.1. Administrative/reception staff shall refer clients with evidence items and samples to the responsible officer/section staff.

#### **6.10. FIRE SAFETY SYSTEM**

6.10.1. The Laboratory is fitted with smoke and thermal detectors in accordance with the Australian Building Standards and Regulations.

6.10.2. Illuminated exit signs and emergency lighting are installed in accordance with the Australian Building Standards and Regulations.

6.10.3. Regular servicing/repairs/replacement is undertaken under maintenance contracts which are organised and held by Administration.

#### **6.11. FILING SECURITY RECORDS**

6.11.1. The FSST Business Manager shall maintain copies of security records as deemed necessary.

### **7. ATTACHMENTS - (as hyperlink)**

AF07 - [Visitors Register form](#)

AF19 – [Issue of Spare Proximity Cards](#)

BM02 Receiving Evidence Items

Issued 24/05/2007 by CGM

Reviewed 24/05/2007 by CGM

## 1. PURPOSE

To provide an operating procedure for the receipt of evidence items by Forensic Biology.

## 2. SCOPE

All evidence items received at FSST for Forensic Biology.

## 3. REFERENCES

- 3.1. Administration Section Procedures
- 3.2. The Business Management (Quality) Manual
- 3.3. Forensic Biology Procedures
- 3.4. Forensic Biology Methods and Operating Procedures
- 3.5. Forensic Biology Training Manual

## 4. DEFINITIONS

- 4.1. OIS – Operational Information Services (Tasmania Police)
- 4.2. RFSE – Request for Scientific Examination: Tasmania Police form
- 4.3. SAIK – Sexual Assault Investigation Kit
- 4.4. LIMS – Laboratory Management Information System
- 4.5. FPA – Forensic Procedures Act
- 4.6. DNA Person Sample – reference sample taken from an individual, to be used for DNA profiling
- 4.7. Sampling Kit – manufactured kit used to collect a DNA Person Sample
- 4.8. Register – DNA Person Sample Kit Register: Tasmania Police form
- 4.9. Person form – DNA Person Sample Information form: Tasmania Police form

## 5. PROCEDURE

- 5.1. Administration staff contact Forensic Biology
- 5.2. Select appropriate vetting officer
- 5.3. All items must be vetted by an appropriate officer except for minor property crime cases where only one item is being submitted.

The appropriate vetting officer is (in order):

- 1 the examiner who was previously allocated the case (where evidence items from the case have already been received by the section)
- 2 the examiner designated as vetting officer for the week
- 3 an examiner
- 4 a DNA scientist (level 2 or higher)

Evidence items should be received by the Forensic Administrative Officer after vetting. Other authorised officers may assist as required.

When a vetting officer is unavailable and the client cannot return later to submit the evidence items, the following FSST staff may receive evidence items for Forensic Biology without vetting. They should complete the steps shown below:

- 1 the Forensic Administrative Officer
- 2 a forensic technical officer [steps 5.5 - 5.13; only after training/authorisation]



## BM02 Receiving Evidence Items

- 3 a DNA scientist [steps 5.5 - 5.13; only after training/authorisation]
- 4 a forensic chemistry scientist [steps 5.5 - 5.11 & 5.13; all evidence items to be placed in the cold room (room 1.25)]
- 5 Forensic Director [as for a forensic chemistry scientist]
- 6 FSST Business Manager [after verbal contact with a forensic biology scientist, steps 5.5-5.8, 5.11, 5.13; all evidence items to be placed in cold room]

Where evidence items were received by 2-6, above, the other aspects of this procedure must be completed by the Forensic Administrative Officer (or other authorised person) as soon as possible after the evidence items have been received.

## 5.4. Critical assessment/discussion of evidence items to be submitted

The vetting officer shall critically assess the evidence items to be submitted, with a view to accepting only those evidence items that appear immediately relevant, those evidence items that will deteriorate significantly without correct treatment at FSST or those items as indicated by any FSST policy in place at the time.

These decisions must be made taking into account the information presented about the particular circumstances and, where possible, after discussion with one of the investigating officers. When such a person is not the delivering officer, an investigator should be contacted by phone by the vetting officer, and the evidence item acceptance decisions discussed.

The purpose of this process is to optimise the service provided whilst minimising the time spent on evidence items that may not be examined or are unlikely to provide valuable information. It is not to be heavy handed and the wishes of the client should be respected. It should be emphasised that evidence items not submitted should be stored by the client and may be submitted for examination at a later stage.

The vetting officer shall assign a case category (F1-F4) to the case and write this in the upper right front corner of the RFE form.

## NB Firearms

- prior to accepting any firearm the package must be opened at FSST in the presence of an FSST staff member (preferably the vetting officer) by someone who is competent and experienced at handling firearms, and the gun rendered safe by this person to the satisfaction of the FSST staff member
- both the above should sign the bag to say that the firearm is safe and that this has been witnessed

## 5.5. Contact investigating officer if required

As soon as possible the vetting officer should speak to the investigating officer or other relevant person if evidence items were not accepted by FSST or anomalies were apparent (such as inappropriate evidence item collection or storage prior to submission to FSST). Not required for F3s – where details should be written on RFE before copying.

## 5.6. Check the RFE form, Register and the Person Sample forms (as appropriate)

## BM02 Receiving Evidence Items

A completed RFE form must accompany all evidence items and person samples received by the Biological Examination Section unless they are Sampling Kits received as a batch, which must be accompanied by a Register.

A Person form must accompany each person sample from an alleged offender.

An OR number must be present on all RFE and Person forms (except Person forms collected from prescribed offenders, and DPPS personnel).

Check that all items and kits received are listed and that all items and kits listed have been received. The RFE form or Register should be altered, where necessary, to ensure accuracy. Such alterations should be initialled by the delivering officer.

Ensure that the kit numbers are written on applicable RFE forms.

Check that the delivering officer details are correct.

### 5.7. Check evidence items

For each evidence item check that:

- it is in an appropriate container. If not then the person who packaged the items should be informed.
- there is only one evidence item in each container. If not then the person who packaged the items should be informed or the items not accepted. An exception should be made for medical samples collected from one individual by one doctor at one time.
- the container has been sealed. A container is properly sealed only if its contents cannot readily escape or become contaminated and only if entering the container results in obvious damage or alteration to the container or seal. If not then it should be sealed at FSST by the delivering officer. In some instances (eg. very large or wet evidence items) sealing may not be appropriate and this should be noted on the RFE form. Sampling Kits where the seal appears that it may have been tampered with will be accepted but made void (see below 5.17)
- the evidence item appears to conform to its expected, or specified, condition. If it obviously does not (eg. a brick like object in a bag labelled “t-shirt”) then corrective action must be taken and the details noted in the case record. After the case is allocated, the case officer must contact the person responsible for the anomaly to discuss the action taken with a view to the prevention of a future occurrence.
- a completed continuity label is attached and that the delivering officer has completed the appropriate details. If a label is not attached, or is incomplete, then this should be rectified as far as is possible by the delivering officer.

#### 5.6.1 Discrepancies

During reception or examination if an item does not match what it is described as being, or the information available is conflicting (eg different OR numbers, different origins, etc) then this must be mentioned in a report (except in iii, below, if the item is not returned) and, in addition:

- i where the issue can be readily resolved (eg it is virtually certain that it is a typographical error, etc) it should be corrected.

## BM02 Receiving Evidence Items

- if we do not have the information readily available to resolve the issue, then:
- ii F1 – resolve the issue by contacting an appropriate person or information source
  - iii F2/3 –
    - a if the error is discovered prior to the item being booked in to FSST:  
Mark the RFSE accordingly and return the item (put a copy of the RFSE and Despatch receipt in any existing BEX case file – not F4)
    - b if the error is discovered after the item is booked in to FSST:  
Use the discrepancy facility in LIMS to log the discrepancy, pack up the item and attach the discrepancy letter to the package for return. If this was the only item in the case then complete the case file, if there are other items proceed as appropriate with the case.

### 5.8. Obtain case number (non Sampling Kit items only)

Use the Laboratory Information Management System (LIMS) “Items/Received” menu and input the OR number to obtain an FSST case number and item numbers (Sexual Assault Kits [SAIK] should be booked in as one item, opened as soon as practicable and further item numbers are obtained from the LIMS at that time).

### 5.9. Complete and copy the forms

- Fill in the case number in the spaces provided on both sides of the RFE form, or accompanying continuity sheet, or Register.
- Complete the receiving officer details in the appropriate place on the RFE form, or accompanying continuity sheet, or Register.
- Photocopy the RFE form, accompanying continuity sheet and Register if necessary, and hand the copy to the delivering officer. This is the delivering officer’s record of FSST’s receipt of the evidence items.
- Retain both the blue and white copies of the register.

### 5.10. Check evidence items for return

Check the cold room (room 1.25) for any packed evidence items waiting to be returned to the appropriate police district. If so, hand these over as per the [Returning Evidence Items operating procedure](#) (BM19).

## THE DELIVERING PERSON MAY NOW LEAVE

### 5.11. Number evidence items on the RFE form

Write item numbers (and case number if not done previously) provided by LIMS on the appropriate section of the RFE form.

### 5.12. Make copies of the accompanying continuity sheet for all cases, the original should be stored in the file for the first case number on the list.

### 5.13. Complete continuity labels

## BM02 Receiving Evidence Items

Complete the continuity labels with the same receiving details as were written on the back of the RFE form and with the appropriate case/item number.

### 5.14. Place evidence items in storage and note storage reference on the RFE form

All evidence items should be left in their original containers if possible. Most evidence items should be placed together in the cold room (room 1.25) and the shelf number (or box number if appropriate) recorded on the RFE form. The following exceptions apply:

- place Sampling Kits in the current box with the copies of the Register on top of each batch (NB. A separate box is provided for DPPS samples).
- place reference blood samples and SAIKs into the fridge in the serology room (room 1.12). This includes any blood samples for the forensic chemistry “current month” rack. The outer container of the samples should be marked with the shelf number where the other evidence items in that case are stored.
- place SAIKs received for storage, post-mortem samples and other appropriate small evidence items together into a plastic bag (labelled with the case number) into the -20°C freezer in the strong room (room 1.26). Note details on the RFE form.
- the vetting officer should ensure that evidence items requiring drying are placed on the cables or spread out on the table in the drying room, with the packaging in close proximity. The RFE form should be appropriately annotated. The vetting officer must also ensure that evidence items are packed and sealed when dry (preferably within 5 days).
- place items from F2 and F3 cases in the allocated box in the cold room. (Only exceptions to this, eg. Large items stored on shelves, need to be recorded on the RFE form).

### 5.15. Complete details in LIMS

The Forensic Administrative Assistant, or delegate, should complete the details in the LIMS as soon as possible after the receipt of the items, preferably on the same day.

#### FPA Item

Login

#### **Menu** FPA/New FPA Item

Enter OR number (If an existing case, LIMS will automatically link the item to the case and allocate the next available item number)

Enter details for each case (in F4 cases if previous FPA items have been received for an individual the LIMS will display a “possible duplicates” screen. Click “OK” to print out an “FPA Duplicate ?” sheet and attach to Sampling kit.)

LIMS will generate a new case number if applicable.

#### Other Cases

Use “Case/Amend” and “Items/Receive” menus.

Enter details for each case.

Complete all possible fields under each appropriate tab (Including “General”, “BI”, “Work”)

Complete item description details.

## BM02 Receiving Evidence Items

NB For non-FPA person samples, or FPA samples received with other items double click on FPA reference sample line under Items tab to enter FPA details.

The RFE form should be placed in the case file for an existing case or in the new case file (see below).

Write the case numbers on the Register for all case types, and F1-F3 if appropriate.

### 5.16. Distribution of Forms

#### 5.17. F4 Cases, and other cases where only person samples are in the delivery

5.18. Put the white copy of the Register form, or a copy of the RFE form if used, in the OIS tray.

5.19. For F1 only, place photocopy of register form in BEX file.

5.20. Leave the blue copy of the Register form, or original of the RFE form if used (and any other paper work received, write the FSST case number on the top right), with the FPA kits to which they refer (attached with clip).

#### 5.21. F1-F3 Cases, where crime scene samples are also in the delivery

5.22. If a person sample kit received, put a copy of the RFE form, in the OIS tray and attach a copy to the appropriate kit.

5.23. Put all paper work in the case file (see below, write the FSST case number on the top right), unless copies of orders etc, which should be attached to the kit.

### 5.24. Make file

For new cases the Forensic Administrative Assistant, or delegate, should make a file immediately after entering the data into the LIMS.

A colour coded document wallet shall be used as the file to contain the paperwork for each case (except F4 see below).

F1= blue

F2= green

F3= red/pink

F4= A4 document sleeve (see BMO4 Reference Sample Handling for file creation)

Print 2 labels (use LIMS – “Print/Case Label” menu):

Fix labels to the upper corners of the front of the document wallet.

For Kit samples only one label is produced, fix (staple or similar) to the bag for later use. If duplicate sheet is generated (automatic), attach as well.

### 5.25. File Storage

Place F1-F3 case files in numerical order in the appropriate file storage area.

**Exceptions:**

## BM02 Receiving Evidence Items

- sexual assault cases - should be handed to the vetting officer for immediate attention.
- F1 cases that have been commenced (or completed) - should be handed to the relevant examiner.

### 5.26. Void Sampling Kits

5.27. All processing should be done as part of Reference Sample Handling (BM04)

### 5.28. If delivered as Void kits

5.29. Ensure the kit is listed on the Register (or RFE) and is marked as VOID. Leave kit, with the others received at the same time, for processing. Do not enter into LIMS.

### 5.30. Interim Order Sampling Kits

5.31. Where the Person Sample form indicates that the sample was collected under an interim order the following steps shall be taken:

- Photocopy form without opening bag
- Send copy to OIS annotated to say that the form indicates that the sample was taken under an interim order and will not be processed without further advice.
- Place the unopened bag in the box for interim orders.

## 6. ATTACHMENTS

### 6.1. 5.1 Summary of Procedure for Receiving Evidence Items

Steps in this procedure are usually performed by the Forensic Admin Assistant unless indicated.

1. Administration staff contact Forensic Biology
2. Select appropriate vetting officer
3. Vetting officer to critically assess and discuss evidence items to be submitted (and contact investigating officer asap if required)
4. Check the RFE form, continuity sheet, DNA Kits Register and the DNA Person forms
  - case details complete
  - item list accurate
5. Check evidence items
  - check containers appropriate
  - one evidence item per container
  - check container sealed
  - does evidence item conform to expected condition?

## BM02 Receiving Evidence Items

- continuity label - attached and completed by deliverer
6. Obtain a case number and item numbers from the LIMS (non Sampling Kit items)
  7. Complete and copy the forms
  8. Check evidence items for return
- 6.2. THE DELIVERING PERSON MAY NOW LEAVE
9. Number evidence items on the RFE form
  10. Complete and copy continuity forms
  11. Complete continuity labels
  12. Place evidence items in storage and note storage reference on the RFE form if required
  13. Complete details in LIMS
  14. Make file

**BM19 Returning Evidence Items**

Issued

6/6/2008 by PJS

Reviewed 24/05/2007 by CGM

1

**PURPOSE**

To provide an operating procedure for the returning (or destroying) evidence items by Forensic Biology.

2

**SCOPE**

All evidence items in the custody of Forensic Biology handed to a person outside of the forensic sections of FSST.

3

**REFERENCES**

- 3.1 The Business Management (Quality) Manual
- 3.2 Forensic Biology Section Procedures
- 3.3 Forensic Biology Methods and Operating Procedures
- 3.4 Forensic Biology Training Manual

4

**DEFINITIONS**

- 4.1 OIS – Operational Information Services (Tasmania Police)
- 4.2 RFSE – Request for Scientific Examination: Tasmania Police form
- 4.3 SAIK – Sexual Assault Investigation Kit
- 4.4 LIMS – Laboratory Management Information System
- 4.5 FPA – Forensic Procedures Act
- 4.6 DNA Person Sample – reference sample taken from an individual, to be used for DNA profiling
- 4.7 Sampling Kit – manufactured kit used to collect a DNA Person Sample
- 4.8 Register – DNA Person Sample Kit Register: Tasmania Police form
- 4.9 Person form – DNA Person Sample Information form: Tasmania Police form

5

**RETURNING EVIDENCE ITEMS**

In most cases all evidence items should be returned to the client once the examination process and subsequent testing is complete. In some instances arrangements may be made with the client to selectively collect one or more evidence items or samples from a case. This procedure applies to both situations.

**5.1 packing up**

All forensic biology evidence items to be handed to a person from outside the forensic sections of FSST must be packed up and booked out according to this procedure.

This should be done after the DNA is completed for F1 cases, and after examination for F3 items (except for DNA swabs – see 5.5, below) but may be required at other times when special circumstances apply.



## BM19 Returning Evidence Items

### 5.1.1 use LIMS to “pack up” appropriate items

A pack up record and package list can be produced and if so must accurately reflect the items that are packed (usually as an itemised list) and should be amended using the LIMS if required.

The pack up record shall also record a signed and dated statement by the person packing the items listing the items packed and the number of containers used.

### 5.1.2 Check items

All items that are to be packed must be properly sealed. If any items cannot be found (or accounted for) this is a non-conformance and must be investigated.

### 5.2 Storage

Evidence items awaiting collection should be stored in the cold room (1.25), on the appropriately labelled shelf against the back wall.

### 5.3 Booking Out

Evidence items in criminal cases shall be handed to any police officer, officer from the DPP or a delegate of either with prior written permission (fax or email is adequate). Evidence items in other cases shall be only handed to a representative of the client.

#### 5.3.1 Checking for evidence items to be handed over

It is the responsibility of a FSST staff member receiving items to check those evidence items awaiting collection and hand over any that are from the appropriate police district.

#### 5.3.2 Receipt completion

Return evidence in LIMS. The receiving person must sign the receipt that is produced.

The signed Return Receipt shall be filed in the Admin Office area.

### 5.4 Destroying evidence items

Where an item is to be destroyed, use the usual item return process with “Destroyed” as the destination.

### 5.5 F3 DNA swabs

5.5.1 After examination these swabs should be placed, in numerical order and sealed in their original packaging, into a container, labelled with

## BM19 Returning Evidence Items

the current month and year, in the cold room. Use the batch completion process in LIMS to record this movement.

### 5.5.2 After DNA profiling:

- i if no profile for the database
  - items should be placed into an incinerator bag for destruction
  - this movement should be recorded in LIMS
- ii if profile for the database
  - items should be left in a container labelled with the month and year that the BEX was completed
  - after at least 13 months items should be placed into an incinerator bag for destruction
  - this movement should be recorded in LIMS

## 6 ATTACHMENTS

Nil



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## Collection of biological evidence

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The best chance of obtaining a DNA profile and having the result accepted in court is by collecting and submitting the whole item to FSST.

The next best is to take part of the item. Remove the part of the item where DNA is thought to be.

The least desirable option is to sample the DNA directly, eg. swabbing. Swabbing is a last resort as there will always be some DNA left behind on the item, dampening the swab creates an environment for degradation, and we won't be able to re-examine the item if something goes wrong with the testing process.

### General principles

The following notes are provided as a general guide for minor crimes, although some information is provided in relation to major crime. Attendance of a forensic biologist at a major crime scene can be organised through Forensic Services. A summary page is provided here - [Key Points to Remember](#)

### Documentation

Document (by notes, measurement and photography if possible) all items BEFORE moving them. Often the position of an item or the pattern of the staining on it forms part of a more general picture which becomes meaningless once the items are disturbed.

### Think about what you collect

Not all items will provide useful information. However, it is better to collect an item if in doubt. It may not be there if you have to go back.

### How to collect specific evidence items

For information regarding collecting specific sample types see [Collection of Specific Types of Samples](#)

### Think about what you send for examination.

Just because you collect an item doesn't mean it needs to be examined.

### We will damage some items during testing!

It is important to note that during examination at the laboratory it may be necessary to cut or remove pieces from an item, or mark an item with permanent pen or pencil. The investigating officer requesting the tests should therefore inform FSST in writing whenever items are not to be damaged by cutting or marking, though bear in mind that such a request may severely limit the testing that can be carried out.

### Think about what you collect

---

#### What to collect to get a full DNA profile?

The body fluids blood, semen and saliva are all excellent sources of DNA.

**Blood** This is often the most obvious evidence as it has the advantage of being visible, especially at murder and assault scenes. In burglary cases, look for blood at the point of entry (on glass, window frames etc). See Collection of Specific Types of Samples

**Semen** Semen contains high levels of DNA, and may be present on the medical exhibits from the complainant and their clothing, the medical exhibits from the suspect and their clothing, and bedding from the crime scene. Remember that if a condom was used, it is sometimes possible to obtain the complainant's DNA profile from the outside of the condom and the DNA profile of the offender from inside the condom. Semen is unlikely, but has been found at minor crime scenes. However it is hard to see (usually) without some form of enhancement (which FSST can provide but is usually reserved for major crimes). see Collection of Specific Types of Samples

**Saliva** Saliva is also usually invisible and you need to guess where it may be. However, because saliva only comes from the mouth, an educated guess is often possible. Saliva can be found on balaclavas, cigarette butts, the spouts of drink containers, stamps or envelopes which have been licked, food items which have been partially eaten and on used cutlery, glasses and mugs. Beware that some of this DNA is portable. see Collection of Specific Types of Samples

## What is sometimes worth collecting?

In the absence of the above body fluids, the following sources of DNA can be considered:

*Hairs*

Forcibly removed hairs have DNA rich roots which often give good DNA profiles. Naturally shed hairs have very little DNA left and DNA profiling is not often successful. Due to the potentially large number of hairs which may be found in even the cleanest home, car or on an item of clothing, hair evidence should be considered a "last resort", but can be examined where the circumstances of the case warrant it. See Collection of Specific Types of Samples

It is possible to obtain good DNA profiles from objects which have been handled or worn. The collar and cuffs of shirts and jumpers and the inner sweat bands of caps, and gloves, can give DNA profiles of the main wearer. However, it is possible that an offender briefly wore someone else's clothing or cap while committing a crime, and did not leave much of their DNA behind.

*Contact (trace)*

Where a weapon was used to assault someone, the blood on the weapon is often from the victim: the handle of the weapon may have the DNA profile of the offender. The difficulty with interpreting handling evidence is that a number of people may have handled an object in addition to the offender, and it may be difficult to guess exactly what, if anything, was touched by the offender (and no one else) at a crime scene.

Most forms of handling evidence (other than clothing and gloves) have low DNA profiling success rates (e.g. swabs of steering wheels and fingerprint smudges usually do not give a useful DNA profile). Fingerprinting techniques (except magnetic powder, UV light and treatments that have multiple wash steps) do not significantly reduce the ability to obtain a DNA profile.

Fingerprinting should generally be done prior to sampling for DNA, and can be used to localise the areas to sample in the case of "handling DNA".

See Collection of Specific Types of Samples. However, it is important to remember that fingerprinting powders and reagents can obscure blood stains and therefore bloodstained items should be examined at FSST prior to fingerprinting.

## Collection criteria

Some things to consider when deciding what items to collect:

- current DPFEM policy - monetary value, task force, targeted crimes
- collect items most likely to provide single, complete DNA profiles (as above)
- collect items to include all offenders (requires some indication that multiple offenders were involved and that the items collected are likely to be from separate offenders)
- consider portability of objects (portable objects maybe introduced into a scene by 3rd parties but often are the best DNA sources). Collect 2nd samples from fixed objects if possible - eg. cigarette butt and steering wheel swab.

## Think about what you send for examination

Only submit those items that appear to be likely to provide useful information. It is the policy of the section to rigorously select, in consultation, items submitted for examination.

Some things to consider when deciding what items to submit to FSST:

### In minor crimes:

- submit the single item most likely to provide a DNA profile (one for each offender - where this can reasonably be postulated) - this is to limit the FSST workload and maintain a fast turn-around-time for the reporting of results.
- submit a second sample (if indicated) where the first is portable (eg. foreign cigarette butt and steering wheel swab from an SMV)
- further samples may be submitted after receipt of the DNA results (this is up to the investigator with the approval of OIC Forensic Services)
- any item submitted must meet the DPFEM policy

### In serious crimes:

- all items whose results will be sufficient for the requirements of the case (assuming results are obtained). For instance in most rapes the finding of semen and obtaining a male DNA profile from it in the medical samples is sufficient, and in these instances only the SAIK (Sexual Assault Examination Kit) will be accepted initially.
- in major crimes discussions involving the investigators, Forensic Services and FSST (and the DPP if they are involved) will aid in focusing resources to the best effect, including the submission and examination of items.

**Responsible Staff:** Matthew Osborn

**Last Updated:** 2 Mar 2022



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## Contamination & Packaging

### Contamination

Contamination of biological material is extremely easy since DNA profiling is so sensitive. It is necessary to take precautions not to transfer your own DNA to the item and not to transfer material from one item to another. No matter what precautions are taken contamination will sometimes occur. All steps should be taken to minimize the risks and everyone (at a scene, in the office or in the laboratory) should maintain a constant awareness of the possibility of their actions resulting in contamination (eg. "oops I just scratched my nose, now I should change the glove")

#### Contamination - minimizing the risk

- control the scene ASAP and restrict access to the areas of interest and direct entry/exit via a defined path where possible.
- determine who had access to the scene prior to it being controlled, and what their movements were and what they handled (e.g. paramedics, first response police officers, witnesses, other residents, fire brigade, etc)
- at a scene:
  - all personnel entering the restricted area prior to the completion of biological sampling MUST wear coveralls, a face mask, gloves and booties
  - do not touch anything without wearing gloves (fresh gloves for each item and/or changed as frequently as is practicable)
  - do not sneeze, cough or talk in the vicinity of an item even when wearing a mask
- gloves
  - fresh pair for each item to be touched, put on just prior to collecting item and do not touch anything else before the item
  - fresh pair whenever you think a glove may have been contaminated (eg. sneezing near it)
- mask
  - should be worn at all times. If a mask is not available do not go into the scene or handle any item until it has been packaged appropriately. Do not speak, sneeze or cough near an item even when wearing a mask - they can "leak"
- instruments
  - preferably disposable, if not clean between sampling (alcohol wipes, sterile water and clean tissue)
- pack and seal items immediately with one item per bag. This will minimize actual and alleged contamination
- elimination of legitimate contributors. Reference samples should be provided from people known to have had legitimate contact, and FSST should have samples from attending police and all FSST staff.

Victoria Police have prepared two videos with methods to minimise DNA contamination.

- [DNA Contamination Minimisation Part 01](#)
- [DNA Contamination Minimisation Part 02](#)

### Degradation

#### Contributing Factors

<i>Moisture</i>	DNA is more likely to degrade (and therefore not give a profile) in warm and damp conditions. Wet items need to be air dried (no heat). All items to be packed so that any moisture can evaporate (see Packing, Sealing & Continuity below).
<i>Heat</i>	Excessive heat will degrade DNA rapidly. Room temperature is OK if not damp or in direct sunlight.
<i>Light</i>	UV light degrades DNA. Keep in dark as ordinary light contains UV.

## Packing, Sealing & Continuity

### Packing

- done at the scene and immediately after collection (no swabs in pockets, repacking in the office, etc)
- paper or cardboard - as this allows moisture to escape and keeps out light
- one item per container

### Sealing

A container is properly sealed only if its contents cannot readily escape or become contaminated and only if entering the container results in obvious damage or alteration to the container or seal.

- must prevent any escape or entry into the container
- any tampering must be evident
- signature must be able to be recognized by the sealer at a later date if required
- as soon as possible after collection (certainly at scene and preferably in front of witness)
- eg. folded paper bag, folds, adhesive tape, signed seal to bag

### Continuity

You must be able to later identify the item in court and the chain of evidence between you and the court must be documented.

- is being increasingly targeted by lawyers
- completed continuity label and a barcode must be present on each package or container

### Submission of Articles for Forensic Examination (SAFE) form

Use one SAFE form for each set of items submitted to FSST in a case at one time. All items collected can be listed as a reminder of what other items are available. SAFE forms are available through the Forensic Register.

Ensure that the SAFE includes a brief summary of what has occurred, how the submitted items are relevant to the investigation, names of persons of interest to the investigation, and what testing is required (e.g. DNA, drug analysis, etc).

**Responsible Staff:** Matthew Osborn

**Last Updated:** 2 Mar 2023



## **GUIDELINES FOR DETERMINING THE ORDER OF FINGERPRINTING, DNA AND CHEMISTRY EXAMINATIONS**

For items requiring fingerprinting, DNA and chemistry examinations the following should apply.

1. Fingerprinting should generally be conducted before DNA. If the fingerprinting technique is likely to destroy DNA evidence consult FSST with a view to FSST viewing and sampling staining prior to fingerprinting.
2. Items which have bloodstains on them should be sent to FSST first for bloodstain pattern analysis before the item is fingerprinted. Once FSST has performed the bloodstain pattern interpretation the item will be sent to fingerprints and then returned to FSST so sampling for DNA can be done: FSST (blood interpretation) → FP → DNA.
3. Items which have chemical trace evidence that may easily be lost e.g. accelerants, glass fragments on clothing, fibres on a knife, trace drug residue on a capsule filler etc should be examined in the following order: chemistry → FP → DNA.
4. Items having chemical evidence that is not easily lost e.g. paint smears on a jemmy bar should be examined in the following order: FP → DNA → chemistry.
5. Drug deal bags still containing drugs will only be examined for drugs and DNA unless there is a good reason that fingerprints also need to be conducted.
6. Examiners who are uncertain as to the order of examination should contact either Forensic Services or FSST for advice.





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## What is Biological Examination (BEX)?

BEX is a section within Forensic Biology that identifies the biological material present on crime scene items (where possible) or at a crime scene and collects samples for DNA profiling. BEX provides the following services to clients:

### Forensic Biology Advice 24 hours a day.

Forensic biologists are available within the section during normal business hours on the general contact phone number **03 6165 3944**. If advice is required after hours, call **0427 868 076** and you will be forwarded to the on-call scientist's mobile phone. Staff are also available in an educative or advisory role, for training courses, committees, etc.

### Forensic Biology Crime Scene Service

A forensic biologist experienced and authorised to examine crime scenes and a forensic assistant are available at any time to attend any alleged crime scene in Tasmania.

A forensic biologist should be called to all murder scenes to collect any relevant biological evidence items directly from the scene, but is also available to attend any crime scene where the location and identification of biological material is important (eg. assaults, sexual assaults, etc). Blood and seminal stains may not always be visible to the naked eye and therefore the on-call forensic biologist should be called to the scene if these stains are suspected in a particular area (e.g. in a vehicle or on carpet). Appropriate screening tests can then be applied to locate and sample the stains.

Call out for a crime scene is generally through the Forensic Services Duty Sergeant.

At the crime scene, the following forensic biology services are available, where appropriate:

- The detection and screening testing of visible blood and semen stains
- The use of luminol enhancement to detect invisible or faint blood stains, or evidence of 'clean-up'
- The use of acid phosphatase activity to detect invisible semen stains
- The documentation of blood stain patterns and general advice as to the possible interpretation of these patterns
- The collection of items for further analysis at the laboratory, the sampling of biological stains and the collection of hairs and obvious fibres at the crime scene
- The collection of biological samples directly from the deceased at a mortuary under the broad direction of a pathologist
- The detailed documentation of all of these procedures

It is absolutely vital that crime scenes relating to serious offences are strictly controlled and access severely restricted to those who must enter and then only for the time their tasks require. This is to minimise alteration and contamination of biological and other trace material and to allow for the maximum utilisation of evidence. The scene may need to be sprayed with luminol at night to detect any trace bloodstains or pattern information: failure to secure the scene and limit access can make such an exercise worthless. It is also important to ensure that all evidence items are handled with clean gloves, given the ease with which DNA can transfer from hands to objects. Remember: limit access to major crime scenes. The Tasmania Police Forensic Services Procedures Manual v1.2 "CS-GEN 3 Crime Scene Examination" takes the above factors into account and should be followed.

Please remember that a forensic biologist is always on-call and should be contacted for advice at any time if any doubt about the biological aspects of a scene arise.

### Laboratory Examination of Casework Items

- All items examined at FSST are photographed, including the packaging and seals. They are briefly described prior to the examination for biological material.
- The presence of biological material, such as blood stains, semen stains, saliva, and other evidence such as hairs, faeces and urine are recorded. The presence of blood, semen, saliva, urine and faeces is indicated using screening tests. Hairs and obvious fibres are removed for further analysis. Other obvious matter, including fibres, plant material, soil and trace evidence may also be collected.
- The presence of damage, primarily to textiles, which may have been caused by weapons, sharp instruments, or some other means can also be described if pertinent.
- Further testing on biological material can be conducted if relevant:
  - The presence of blood is confirmed by chemical or immunological testing and identified as human or non-human
  - Semen is confirmed by a microscopic examination of sperm and/or by immunological testing (where no sperm are present)
  - Hairs are identified as being human or non-human in origin.
  - Screening and confirmatory tests for other biological materials are also available
- If the material is non-human and further testing is required to identify the species, this testing needs to be conducted interstate. Contact Forensic Biology to discuss in the first instance.

# Reporting of Forensic Biology Examination Results for Court

For major crime cases the result of an item examination is initially uploaded onto the Forensic Register under the exhibit's barcode. The investigator will receive an email with a link to access the results. The results will be in a table format with the most recent result at the top of the table. A summary report of all items examined for a case is compiled at the completion of all Forensic Biology examinations (BEX and DNA) and sent to the investigator. A Court Report can be issued upon request.

A Forensic Biologist will be available to give evidence in Court if required.

## Criteria for acceptance of items for BEX/DNA examination

All items submitted to FSST for BEX/DNA must be delivered to Forensic Services in each district who will record them and select those items thought appropriate for submission.

Exceptions are SAIKs (Sexual Assault Investigation Kits), used condoms, any sample thought to contain faeces and/or items that are wet and unable to be dried. These should be submitted to the laboratory directly. SAIKs, used condoms and samples containing faeces must be frozen as soon after collection as possible, or alternatively these items may be submitted to FSST immediately.

FSST will vet all items that are submitted for examination and only accept those items that meet our acceptance criteria.

FSST will routinely only test items where the charge is, or will be, a serious offence as defined by the *Forensic Procedures Act 2000*. If in doubt as to this please check with the FPCU (Forensic Procedures Compliance Unit). FSST may test items relating to a non-serious offence, however we will not be able to compare any of the results obtained from such a matter to any reference samples from individuals taken under the Forensic Procedures Act.

FSST will only accept items that are adequately sealed and labelled.

FSST places items for biological testing into the following categories. The number and type of items accepted for examination is dependent on the category. All acceptance decisions are negotiable depending on the circumstances and further items will be received after the initial items have been processed if this is still warranted.

### F1 CRIMES AGAINST THE PERSON (MURDER/RAPE/ASSAULT/ARMED ROBBERY ETC)

All items may be accepted if they are likely to provide evidential value. Testing will be conducted until sufficient results are obtained for the case, following agreement with the investigating officer and/or the DPP. For instance in most rapes the finding of semen and obtaining a male DNA profile from it in the medical samples is sufficient, and in these instances only the SAIK (Sexual Assault Examination Kit) will be accepted initially.

### F3 MINOR PROPERTY CRIME CASES (BURGLARY/DAMAGE ETC)

Contact DNA samples should be collected from exhibits where the offender is the only person to have had recent and prolonged contact, the area of interest can be specified (not a generalised area) and the exhibit/sample has not been exposed to contact from numerous people.

Steering wheel swabs from vehicles that have been driven and tools that have been used to gain entry to or used to attempt to start a vehicle should also be collected.

### F4 REFERENCE SAMPLES FOR THE DNA DATABASE

All reference samples will be accepted and the information entered onto the FSST Laboratory Management System. The information regarding the person, offence/s and any destruction requirements will be verified by the Forensic Procedures Compliance Unit (FPCU) *prior* to the sample being made available for DNA profiling.

A sample will be made VOID and not processed if it is inadequately sealed or the Person Sample Information Form (PSIF) and consent forms (where relevant) are not completed correctly. A new sample will need to be obtained if one that is submitted is declared to be VOID.

Information regarding the correct procedures for the taking of a person reference sample can be found in the Forensic Procedures Resource Guide under the Reference/Resources tab on the intranet.

It is important to ensure that reference samples are available from nominated persons of interest (including complainants) to ensure accurate/thorough statistical analysis in relation to DNA profiles obtained from crime scene samples. You can contact FSST to enquire whether DNA profiles exist for these nominated persons.

## Why are correct Offence Report numbers important?

FSST uses the OR number to keep the paperwork for all evidence items together in the one case, and to identify person DNA samples that need to be compared to the evidence samples in a particular case. An incorrect OR will lead to evidence items being allocated to different cases and relevant person samples not being associated with the correct case.

The FPCU uses the OR number to check the recorded offence types against the charges reported on the Person Sample Information Form, and monitors all charges for which a sample was taken throughout the court process. This ensures that DPFEM meets its DNA destruction obligations under the *Forensic Procedures Act 2000* (FPA).

Please note that the OR number should relate to a Serious Offence, as defined by the FPA.

## Why are correct barcodes important?

Barcodes were introduced for evidence samples and person samples to uniquely identify each item and to prevent transcription errors when numbers are written or typed. If a barcode is used on more than one item or person sample kit FSST will reject the second item or kit to arrive.

Items will not be accepted at FSST from Tasmania Police if they do not have a barcode and have not been entered onto the Forensic Register.

Results of testing are sent to the Forensic Register using the barcode to identify where the results should be stored. If the barcode is incorrect the results will be displayed against the wrong item.

## Prioritising Case Examinations

Cases are generally examined in the order that they arrive at FSST. The volume of cases submitted each year can mean that there can be delays before a case is picked up by a Forensic Biologist. If there is an investigative need and/or an impending court deadline, investigators can apply for a Priority Request through their Inspector, who forwards the request to the Inspector (Forensic Services) and on to FSST.

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**Responsible Staff:** Matthew Osborn

**Last Updated:** 2 Mar 2022



## OFFICE OF THE COMMISSIONER

GRF:DW

(A11/39885)

Our Ref

Your Ref

1 July 2011

Commander, Northern District  
 Commander, Southern District  
 Commander, Eastern District  
 Commander, Western District  
 Commander, Operations Support  
 Director, Forensic Science Service Tasmania

### CONTACT DNA FROM MINOR CRIME SCENES – REVISED EMPHASIS

A recent examination of the process for obtaining DNA exhibits at 'minor' property crime scenes reveals that it can be unproductive to collect an evidence item for DNA profiling on every occasion when there is little likelihood of obtaining a successful result.

The focus of crime scene exhibit collection for DNA should remain on samples likely to yield informative and probative results. Collection of samples of blood, saliva or clothing likely to have been left behind by an offender is encouraged.

Contact DNA may also prove useful if an offender is likely to have been the only person to have had recent, prolonged and/or forceful contact with the exhibit (e.g. scissors and tools used to force entry, and a swab of the steering wheel of a motor vehicle that has been moved or stolen).

This is not a criticism of current crime/forensic investigations, but more a requirement to move towards making a more informed situational assessment at each minor property crime scene, as opposed to the historical emphasis of obtaining an exhibit regardless of the likelihood of such an exhibit identifying a suspect.

The collection of large volumes of low yield exhibits, costing \$160.00 per examination, diminishes the throughput of informative exhibits at Forensic Science Service Tasmania (FSST), which in-turn, slows the response back to investigators for serious and minor crime.

So as to minimise delays to investigators, FSST will only DNA profile exhibits from minor crimes that are likely to be informative.

This report does not seek to be prescriptive for forensic examinations at minor property crime scenes such as burglaries, stolen motor vehicles and damage to property, only to reinforce that members should exercise their professional judgement when deciding on when and how many forensic exhibits should be obtained.

Whilst the primacy for crime scenes remains with criminal investigators it is now expected that there will be a renewed emphasis on constructive dialogue between investigators and forensic examiners, with forensic officers advising on the likelihood of any particular exhibit yielding positive DNA results.

Under the current crime attendance model it is not unusual for forensic examiners to conduct an examination in the absence of the investigator but this does not diminish the requirement for the examiner to exercise their professional judgement in deciding on whether to obtain forensic exhibits.

Forensic Services will coordinate district training to improve crime scene practices and awareness of this revised emphasis.

This advice is in addition to the existing guidelines (*Minor Property Crime Exhibits to FSST*, issued on 5 September 2008, and available on the FSST intranet site: <http://info/FSST/>).



**G R FRAME**

Acting Assistant Commissioner of Police  
Crime and Operations

**DETECTIVE TRAINING COURSE**

**TASMANIA POLICE**

***FORENSIC  
SERVICES***





Detective Training Course – Forensic Services Overview

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## Forensic Capability

### What is the meaning of “Forensics”?

The strict definition of “forensic” is anything pertaining to the law.

Forensic Science is the application of science to the law.

It has long been accepted by the courts that scientific “experts” in their field can apply their specialized knowledge to aspects of an investigation into crime or other incident where the law is involved. They may then give evidence in the court and, if accepted as experts, are allowed to give opinions in their field of expertise.

Not all forensic experts are scientists in the true sense of the word and there are police experts operating in specialised fields such as fingerprints and ballistics who where a science degree is not a prerequisite.

Over time the meaning of “forensic” has become less general and now, due in part to the popularity of crime novels and TV shows such as CSI, everyone thinks of it as the application of science by forensic experts to solve murders and serious crime.

The role of a forensic expert includes

- Recording and measuring
- Searching the scene and collecting physical evidence
- Processing the evidence
- Reconstruction
- Looking for Links
  - To an offender
  - From object to scene
  - From object to object
  - From scene to scene
- Providing expert/specialised evidence in court

## Detective Training Course – Forensic Services Overview

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### **Locard's Principal**

States:

“Every contact leaves a trace”

In other words, when two objects come into contact there is an exchange of material between them.

This is the basis for all forensic science.

### **Some of the Forensic Agencies or Services available to Tasmania Police**

- Tasmania Police Forensic Services
- Forensic Science Service Tasmania
- State Forensic Pathologist
- Forensic Odontologists
- DIER Vehicle Inspectors
- Aurora
- Department of Mines Inspectors
- University Scientists
- Forensic Anthropologist
- Entomologist

Detective Training Course – Forensic Services Overview

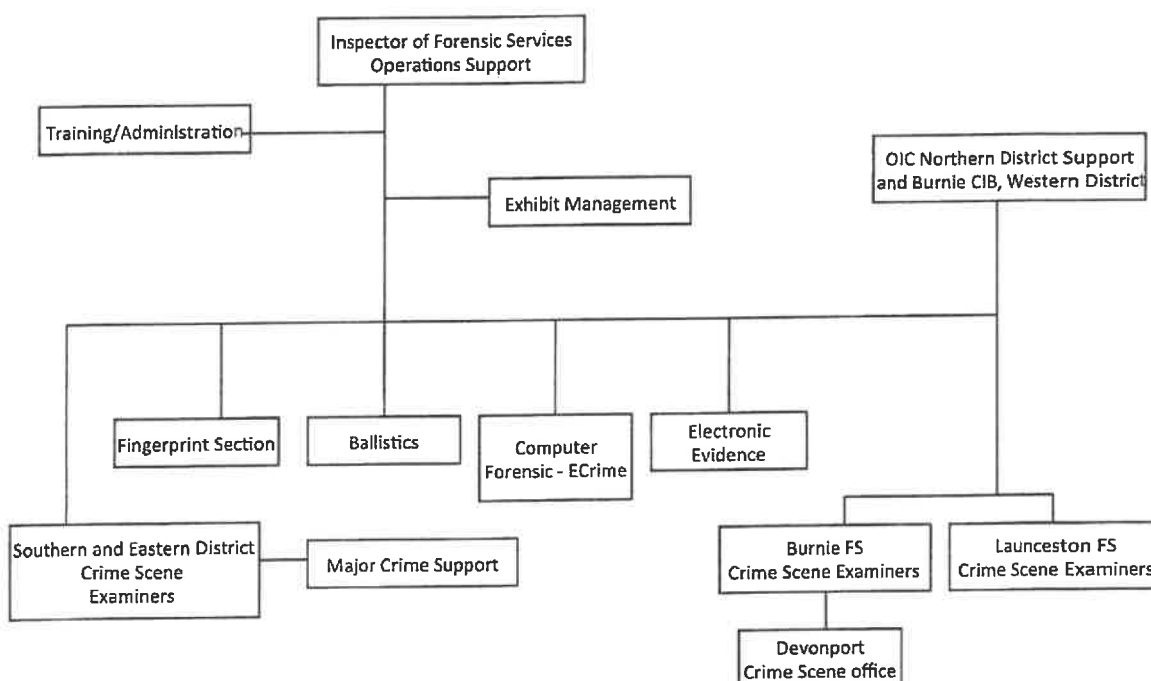
### Establishment and Control

Forensic Services is divided into three geographical districts. Forensic Services, Hobart is attached to Operations Support and covers the Southern and Eastern Police Districts. Other Forensic Services Sections are located in the north and west of the State and are administratively part of District Support in those Districts.

Northern and Western District Forensic Services Sections provide general crime scene control and support and to their districts augmented by additional resources and specialised support from Forensic Services, Hobart when necessary.

Forensic Services, Hobart under the command of an inspector is divided into the following specialised Sections:

- Crime Scene
- Fingerprints
- Ballistics Section
- Electronic Evidence and Imaging
- Computer Forensics (now under ECrime)
- Training



## Detective Training Course – Forensic Services Overview

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**Western District Forensic Services** provides crime/incident scene examination, related tasks and crime scene examination forensic support to police operations and investigations in their District.

**Northern District Forensic Services** provides crime/incident scene examination, related tasks, crime scene examination forensic support and limited fingerprint identification capacity to police operations and investigations in their District.

**Forensic Services, Hobart – *Crime Scene*** provides the following investigation support functions to Southern and Eastern Districts and, where their resources are restricted, to the Northern and Western Districts:

- scene control and management
- scene examination and processing
- photography (scene, technical, post mortem and P.R.)
- bomb scene - examination, clandestine drug laboratory
- processing, CBR scenes
- comparison evidence – shoe, foot and tyre impressions, physical matches and pattern matching
- vehicle examination and serial number restoration
- plan drawing
- blood stain pattern interpretation
- face identikit

**Forensic Services, Hobart – *Fingerprints*** provides the following investigation support functions to Southern and Eastern Districts and, where resources are limited, to the Northern and Western Districts:

- fingerprint "expert" scene examination
- maintenance of the Automated Fingerprint Identification System/Livescan System
- fingerprint identification
- post treatment and enhancement of fingerprints

## Detective Training Course – Forensic Services Overview

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- processing fingerprint based police clearances
- provision of “expert” court fingerprint evidence

**Forensic Services, Hobart – Ballistics** provides the following investigation support functions to Southern and Eastern Districts and, where resources are limited, to the Northern and Western Districts:

- scene examination where firearms involved
- firearm testing
- comparison and identification of firearms and ammunition components
- toolmark comparisons
- police firearm maintenance
- ammunition reloading
- technical reporting on firearms and ammunition
- metal detection
- provision of “expert” court firearms and ballistics evidence

**Forensic Services, Hobart – Electronic Evidence and Imaging** provides the following investigation support functions to Southern and Eastern Districts and, where resources are limited, to the Northern and Western Districts:

- crime scene videoing, related tasks (videoing interviews, walk throughs and line-ups) and editing
- production video and editing
- enhanced prints from surveillance cameras
- Colour-Lab - digital still photography and printing/ prisoner photo database management (PhotoTrac)
- QTVR imaging – virtual reality scene photography
- Facial recognition and Identikit (FACES)

Detective Training Course – Forensic Services Overview

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**Forensic Services, Hobart – Computer Forensics** (now under **Fraud & ECrime**)

provides the following investigation support functions to Southern and Eastern Districts and, where resources are limited, to the Northern and Western Districts:

- analysis of electronic storage devices (computer hard drives, CDs, mobile phones etc)
- investigation support for computer and internet related crime
- computer as a crime scene
- provision of “expert” court computer forensic evidence
- technical advice on the forensic aspects of computers

**Forensic Services, Hobart – Training** provides the following support functions to all Districts:

- training to Basic Crime Scene Examination Competency for new members of Forensic Services
- co-ordination of standardised statewide training within Forensic Services
- co-ordination of statewide training in volume crime forensic skills for all members, particularly Investigative Skills courses (precursor to CIB/DIS postings) and country/regional station personnel
- co-ordination of District Forensic Training
- co-ordination of in-service course presentations

## Detective Training Course – Forensic Services Overview

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### ***Forensic Services - Specialised Roles***

- Clandestine Laboratories Response Team – members trained in wearing of breathing apparatus and specialised processing of drug laboratory crime scenes
- Bomb Scene Examination Team – members trained in specialised processing and recovery of evidence from scenes of explosions)
- Disaster Victim Identification – all Forensic Services members are trained to undertake scene and post mortem roles in relation to the identification of deceased persons at mass casualty incidents and other occasions where identity is an issue. Phases 1 and 2 DVI.
- CBR Forensic Response – Forensic Services personnel are equipped and trained to sample and process chemical, biological and radiological contaminated crime scenes
- Questioned Documents and Writing – Forensic Services has limited, non-expert capability. Any questioned writing can be submitted for screening and referring outside expert examination where appropriate

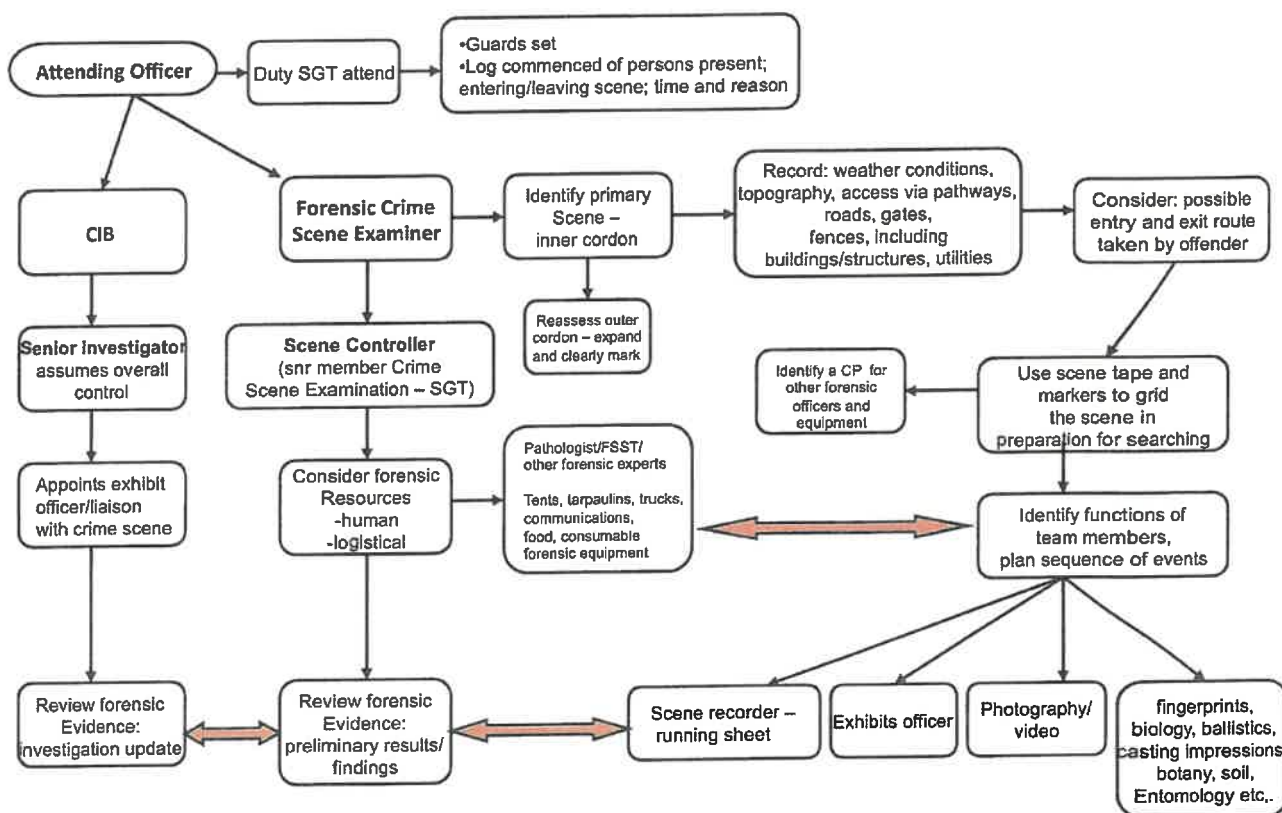


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**Forensic Co-ordination**

In relation to crime/incident scenes where the services of Forensic Science Service Tasmania personnel, the State Forensic Pathologist or other forensic experts are required to assist in any investigation, a request should be made direct to the Forensic Services' Forensic Supervisor in the relevant District

**Sequence of events – Major crime scene attendance**



**Initial Actions at Major Crime – roles and responsibilities**

## Detective Training Course – Forensic Services Overview

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### **Forensic Science Service Tasmania**

Functions alongside the Tasmania Police as another agency within the Department of Police and Emergency Management.

It contains the following sections:

- Biology/Scene Examination
- DNA
- Chemistry

### **State Forensic Pathologist**

Located at the Royal Hobart Hospital and comes under the Department of Health. Responsibilities include:

- Post Mortems
- Cause of Death
- Time of Death
- Scene Examination – Forensic Supervisor

### **Forensic Odontologists**

Provide a quick and reliable method for identifying diseased persons, particularly when the body is burnt or skeletal.

- Private practitioners
- Identification by means of:
  - Teeth
  - Fillings
  - Bridgework, jaw characteristics, dental charts and x-rays

### **Forensic Anthropologist**

Provides the examination of skeletal remains to estimate, age, ethnicity, sex, height, pre, peri or post mortem injuries.

- Referrals via the State Forensic Pathologist
- Attached to the University of Tasmania, School of Medicine

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**DIER Vehicle Inspectors, Aurora, Workplace Safety Officers, Department of Mines Inspectors**

Various government departments have experts in their fields and can be called upon to come to a scene or apply their expertise to aspects of a police investigation. In some cases such as death in the workplace where no crime is involved they will be the primary investigating agency.

**University Scientists, Forensic Anthropologist, Entomologist and Other Specialists**

There are a range of other specialist in Tasmania and interstate who are used from time to time.

In some cases the scientists at FSST, if lacking in equipment or expertise, may call upon resources at the University of Tasmania.

There is a qualified Forensic Anthropologist currently living in Hobart who can assist the Pathologist in relation to bone damage and the age of a skeleton.

An entomologist at the University Department of Agriculture will assist with estimating the time of death using the development of insects and larvae on a body and there is currently research underway to obtain data specific to Tasmanian insects and environmental conditions.

## Detective Training Course – Forensic Services Overview

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### Attendance at Scenes

- Volume Crime
  - Uniform/CIB response if suitable (where only evidence is portable or crime is minor in nature)
  - Non urban and other patrol units (Investigative Skills course trained)
  - Forensic Services
- Complex Scenes, Serious Crime and Incidents
  - Forensic Services
  - F.S.S.T. via Forensic Supervisor
  - Forensic Pathologist
- Sudden Death
  - Treated as Major Crime until investigator is satisfied it is not suspicious
  - Forensic Services role is to record the scene and to determine if the scene is consistent with known circumstances
  - Forensic Supervisor will monitor sudden deaths
- Fire Scenes
  - Tasmania Fire Service provide detail on the cause and origin of the fire
  - Tasmania Police must investigate the criminal aspect of the fire scene

### First Response

*“Actions taken by the first person at a scene (First Responder) are crucial to any investigation. In many cases success or failure of the investigation depends on steps taken by that person.”*

### Secure the Scene

- Assume control (if no other Police present)
- Remove unnecessary persons from the scene
- Post guards and/or erect barriers – scene tape
- Do not enter or allow others (including other police) to enter the scene unless it is to preserve life or for reasons of safety-
- Keep a log of events – running sheets
- Prevent loss of evidence – document all steps taken
- Obtain an Offence Report Number – check with Uniform first to avoid duplication.

## **CIB Role at Major Crime Scenes**

### **Definition of “Major Crime”**

There is no accepted definition of “Major Crime” and the Police Manual avoids this issue although there is a whole section (**Section 4.5.4**) concerning the roles of personnel at a major crime.

Common sense will determine what constitutes a major crime in most cases but obviously homicides and suspicious deaths, serious assaults and rapes, violent robberies and burglaries come under this category. As a precaution, all deaths should be treated as suspicious until shown to be otherwise and in every case where a death is involved the Forensic Supervisor is to be informed.

If in doubt – treat as a major crime.

### **What is a “Crime Scene?”**

A crime scene is any place associated with the occurrence of a crime or incident where forensic evidence may be present. It can be in a building or structure or out in the open. It can be a motor vehicle or on board a boat. It may also include areas of access and egress to the main scene.

A person and their clothing may also be considered to be a crime scene and people who may have evidence on their person or clothing should be given the same considerations regarding security of the evidence and protection from contamination

#### **NOTE**

Most investigations will involve more than one crime scene – there may be the scene of the offence, the offender’s vehicle, the offender’s house and others and then of course offenders themselves should be treated as a crime scene to maximise the evidence potential

### **Legal Requirements**

There is a Common Law duty for police to investigate crime which gives us the right take evidence and to “peaceable possession” of land to examine scenes of crime and the Criminal Code Section 41 allows persons in peaceable possession of land the right to use reasonable force to prevent wrongful entry on that land.

Since the Search Warrants Act was introduced the Common Law may not be applicable to private premises and in these cases the crime scene examiner must confirm that the appropriate warrant under the Search Warrants Act or written legal consent is obtained by the investigator before commencing the examination of a scene and the removal of any evidence.

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Section 59 and 59A of the Coroners Act where a death is being investigated give police officers acting under the delegation of the Coroner the powers to enter property, using reasonable force, and seize evidence. Also in an emergency where evidence may otherwise be lost, they may act without his direct authority, using reasonable force if necessary and enter, search for and seize evidence.

Liability for compensation for damage to property when searching and seizing property lies with the Department.

Section 63 of the Police Offences Act 1935 relates to the **Declaration of a Crime Scene**;

For the purpose of preserving, searching for or gathering evidence, a police officer of or above the rank of inspector may declare any public place or other place to be a crime scene if –

- (a) the officer reasonably believes that it is necessary, for that purpose, to exercise powers in section 63A(1) or to exclude persons from the place; and
- (b) the officer reasonably believes that –
  - (i) an offence or a crime has been committed at or near that place; or
  - (ii) there is evidence at that place that is relevant to an offence or crime.

## Police Manual

### 4.5.4.5 CIB RESPONSIBILITIES AT CRIME SCENES

1. Unless directed otherwise, the Criminal Investigation Branch (CIB) will be the investigating authority at a major crime.
2. A senior CIB member should take charge and control of the crime scene on arrival.
3. In order to retain the integrity of the scene, the CIB member in charge should, where practicable, await the arrival of Forensic Services and then view the scene accompanied by a Crime Scene Examiner to co-ordinate and plan that part of the investigation.
4. A CIB member should be designated to remain at the crime scene at all times to liaise with Forensic Services.

### 4.5.4.6 CRIME SCENE CONTROLLER

1. When a Crime Scene Examiner or member of Forensic Services has been requested to attend at the scene of a major crime or incident, the first Forensic Services member attending should report to and formally take charge of that crime scene examination from the senior CIB member or first officer attending, who has secured the scene. However, the Officer in Charge CIB, or their nominated representative, retains overall command and responsibility for the incident scene.
2. The Duty Scientific Officer or, until their arrival, the senior Crime Scene Examiner, should be designated the Crime Scene Controller.

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3. The overall responsibility of the Crime Scene Controller is the examination and integrity of the crime scene. The Crime Scene Controller should be aware of the following matters:
- the transfer of formal control of the crime scene for the purposes of examination, which will be by means of a signature from the CIB member on the running sheet or on a pro-forma slip;
  - appropriately authorised persons entering the crime scene should only do so if appropriately clothed so as to protect against cross contamination of possible exhibits;
  - the Crime Scene Controller is responsible for the attendance of all Forensic Services personnel including ballistics, crime scene and fingerprint experts. Where necessary, the Crime Scene Controller is responsible for the attendance of the Government Pathologist, personnel from the Forensic Science Service Tasmania (FSST) and other technical and scientific services deemed necessary. The Crime Scene Controller is to maintain charge of activities within the scene until these services have completed their examination;
  - depending on the type of incident and upon attendance of all the relevant Forensic Services, members and other specialists, the Crime Scene Controller, in consultation with other specialists including the member responsible for the investigation and after consideration of the known and suspected circumstances, climatic conditions and other relevant factors, should decide on forensic and technical priorities including searching and retrieval of exhibits;
  - the log of persons who enter, or have entered, the crime scene is to be maintained. In appropriate cases, a member should be nominated as Log Keeper after consultation with the CIB Officer in Charge of the crime investigation;
  - the location, examination, collection and packaging of exhibits from the crime scene is the responsibility of the Crime Scene Controller and the other specialists. All exhibits collected at the scene are to be recorded and labelled. The CIB member designated the Exhibits Officer is to supply exhibit numbers and maintain a chronological exhibits list including exhibits collected and retained by Forensic Services and other specialist personnel. When retained by the Exhibits Officer, an exhibit becomes their responsibility including transportation, storage and further examination;
  - periodically, or as directed otherwise, the Crime Scene Controller or Scene Co-ordinator should keep the Officer in Charge of the CIB investigation informed of progress in the crime scene examination; and

## CIB Duties at Major Crime Scenes

The Manual outlines CIB roles at the scene of a major crime or incident

- If arriving at the scene before a Forensic Services Officer, DO NOT enter unless to treat the injured or to prevent loss of evidence
- Check and amend scene boundaries if necessary
- When a Forensic Services Officer arrives, formally hand over the scene to them by means of a pro forma (not available at this stage), or a signed entry in the Log of Persons entering the scene
- At Major Crime and any other scene the responsibility for calling out forensic experts including FSST and the Forensic Pathologist lies with Senior Forensic Officer. A decision to call out these personnel may be discussed with the Senior investigator but contact should be made by the Forensic Officer
- The senior investigator accompanied by the senior Forensic Officer will together view the scene wearing appropriate protective clothing in order to coordinate and plan the investigation
- The Senior CIB Investigator should appoint one or more detectives as **Exhibits Officer**. Their role is to accept and log all exhibits located at the scene
- The Senior CIB Investigator should appoint a detective as a **Forensic Liaison Officer** to act as a conduit for information flowing from the scene or updates from the wider investigation that may have a bearing on the scene investigation. This person may double up as Exhibits Officer
- From time to time when appropriate, meetings or discussions should take place between senior persons investigating the scene and the Senior Investigator or his appointee to plan and prioritise processing and searching of the scene
- Officer in Charge CIB, or their nominated representative, retains **overall** command and responsibility for the incident scene and when the scene is processed and all forensic tasks are completed the scene should be handed back to the Senior Detective present
- The Senior CIB investigator should then consider, after reviewing the circumstances of the case and the progress of the investigation, whether



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to retain control of the scene or to release it – this decision should not be taken lightly and may need the input of the forensic investigators as release of the scene could preclude the possibility of further evidence being obtained.

### **Forensic/CIB Liaison**

An important and sometimes neglected aspect of any investigation is the exchange of information while processing the scene and during the follow-up period.

Investigation of most crimes today requires a joint approach combining, on the one hand the investigation of facts surrounding the offence by means of locating witnesses, checking suspects and looking for information pertaining to the crime and on the other hand processing the scene, locating evidence and processing and analysing exhibits.

As new information comes to light it needs to be shared as soon as possible. Not just the results of a fingerprint search revealing a suspects name for instance but seemingly insignificant discoveries which may be very relevant and might change the direction of the investigation.

All physical evidence collected during the course of the investigation needs to be assessed for its potential and prioritised to ensure optimum recovery of information. This is facilitated by maximising the flow of information through effective liaison and briefing.

### **Scene Processing – Briefings and Case Conferences**

Regular briefings and revue meetings are an effective way to share information and should be held both during the scene processing and the follow-up period. During the scene processing these could take the form of a planning meeting attended by the key people at the scene and the Senior Investigator or Liaison Officer. Further meetings can be held as new information is revealed or new potential crimes scenes relevant to the investigation are discovered.

It is important that all persons involved are aware of any developments so that appropriate and timely decisions are made. There have been instances in the past where search teams have spent unnecessary time looking for a particular weapon when information from a separate search of different premises where the item had been located but was not passed on.

### **Follow-up Processing and Analysis**

During this phase of an investigation information regarding the names and number of suspects, the nature of the offence, the cause of death or injuries,

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items used in the commission of the offence and other facts which may be crucial to investigation.

In some cases hundreds of evidence items are obtained only some of which are relevant. These will not all be processed and, because of limited resources and the length of time taken to get a result, there needs to be direction as to which items are most likely to reveal pertinent information and which need prioritising.

After the scene is processed and the investigation is underway the Senior Investigator should arrange a meeting as soon as possible between senior forensic officers, FSST and the investigation team to discuss forensic priorities and determine the order in which items are to be examined. Resources at FSST, in particular, are limited and key items for processing need to be identified and expedited. The best way to achieve a positive forensic result is for all parties to be involved at all stages. Briefings or progress meetings for investigators during the investigation should ideally be attended by at least one forensic officer and a FSST representative who can also share any progress made to date.

Effective investigation of major crime requires the two way passing of information from the scene and the Lab to the investigator and vice versa. Successful investigations result from a timely and efficient flow of fully disclosed information in both directions. Too often in the past items have been processed at considerable cost when the results obtained have already become irrelevant to the investigation because new developments have not been passed on to all parties involved.

### **Purpose and Use of Sample to Lab ORs:**

- Should only be created where an offence has not been identified.
- For the tasking of Forensic Services to a scene where the Reporting Officer has not had the opportunity to create the OR themselves.
- The initial - verified OR number must be referred to when submitting exhibits for examination.
- Must be updated as soon as possible by the Reporting Officer.
- Reporting Officers requesting a 'Sample to Lab' OR are responsible for relaying the reference number to other police attending the scene in order to avoid duplicate numbers.

*All members are to be reminded that the examination of forensic evidence is reported to the Offence Reporting System automatically from the Forensic Register. Errors due the incorrect or a duplicate 'Sample to Lab' OR will result in the outcomes of examinations and analyses being sent to the OR given to Forensic Services at the time of tasking. Investigators will therefore, not be able to refer to the examination information. The examination information may also relate to the identification of suspects on DNA or Fingerprints. These results will not be reported on until the duplicate OR or erroneous number is rectified, causing delays to the apprehension of offenders.*

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**Running Sheets**

There are several versions of running sheets in use by Tasmania Police. Regardless, each sheet should be able to confirm the following details;

- Exhibit number
- Barcode number (if known)
- Full Description
- Date and time collected
- Location from within the scene
- Scene address
- Collecting officer
- Other examinations conducted – ie. Has it been fingerprinted, photographed etc.
- Exhibit storage location/ handed to

It is important to liaise with the Senior Crime Scene Examiner to ensure details are consistent.

Exhibit No.	Description	Date Collected	Time Collected	Location collected	Scene address	Collecting officer (surname and badge no.)	Fingerprinted	Photographed in situ	comments	Storage location/ handed to:

## Forensic Evidence at Major Crime - Evidence Types

### *Primary Identifiers*

#### **Fingerprints**

- Can search database for unknown offender even via telephone link on site
- Reliable - well accepted by Courts
- Conclusive, unambiguous identification
- Easier to locate
- Large database
- Very quick turnaround – can be minutes
- Preferred method to link an offender to a scene

#### **DNA**

- Useful addition to fingerprints – search database for unknown offender
- Only a small amount of material needed
- Difficult to locate unless visible such as blood
- Small database but growing
- Contamination issues
- Slow turnaround – minimum 48 hours up to several months

### *Secondary identifiers*

#### **Shoe, foot and tyre impressions**

- Shoe impressions are often the only forensic evidence at a scene
- Can be compared to suspect's shoe
- In some cases can provide an exact match
- Even matches of class characteristics are useful (size, pattern etc)
- Foot and tyre impressions can also be useful

#### **Glass**

- When broken it shatters into microscopic pieces
- Small fragments lodge in the offender's clothing
- Using the refractive index it can be positively identified
- Control or reference samples need to be collected from the scene
- Will only remain present for a few hours on clothing/hair as it is shed quickly

#### **Tool marks**

- Need a suspect tool for comparison
- Marks or impressions made by screwdrivers, crowbars, bolt cutters etc
- Marks can be compared to tool found on suspect
- Most marks can be identified to an individual tool

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### **Bite marks/Odontology**

- Bite marks on a victim can be compared with a suspect's teeth pattern
- Can give a positive identification
- Teeth from a body or skeleton can give a positive ID when compared with dental charts

### **Hairs and fibres**

- May be present at POE or similar
- May be present after violent struggle
- Can be linked to offender or his clothing
- Not easy to locate
- Hairs do not always yield DNA result

### **Paint and Trace Evidence**

- Paint often transferred to entry tools jemmies etc
- Paint from scene can be compared to tools in possession of suspect
- Chemical traces from a scene can be found on a suspect
- Contact FSST for detailed advice

### **Safe ballast**

- Inner lining of most safes
- Made of various materials that can be highly individual
- Lodges in clothing and footwear when safes are broken open
- Chemical composition from clothing can be compared with sample from safe

### **Soil**

- Found in shoes, tyres, in or on vehicles
- Expensive to test
- Often inconclusive

### **Plant material**

- Wood and any plant material can be identified as to species
- Pollen can be invisible to the naked eye but present in clothing or on a person – can be highly individual as to species

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### *Other useful evidence types*

#### **Documents and Writing**

- Important evidence in suicide and fraud cases
- Hand writing can be conclusively identified as can some types of printing and machine writing
- Initial assessment only - no expert currently available in Tasmania (outsourced)

#### **Serial Numbers**

- Vehicles – engine, VIN and chassis numbers can be restored if ground off, even when restamped
- Various techniques including chemicals and heat treatment
- Also firearms, chainsaws and other serial numbers

#### **Gun Shot residue**

- Test kits available for the detection of gun shot residue on the hands or clothing of persons to show if they have been close to a weapon when recently fired
- Should be done as soon as possible – within three hours
- Negative results can be counterproductive to an investigation as GSR is not always present on the hands of person firing a weapon

#### **Ropes and packaging material**

- Type of knot used can be vital evidence in suicide or abduction cases
- Sticky packaging tapes can be highly individual and can be positively identified to an individual roll, or position on the roll, by striae present in the glue or plastic
- There can also be a physical match to the roll end from the torn or cut end

#### **Blood stain pattern analysis**

- Useful to reconstruct events
- May be able to estimate number of blows, position of victim, actions of offender (may negate self-defence claims)
- Important evidence particularly at serious assaults
- Requires high level of training

#### **Luminol**

- A chemical reagent sprayed on to surfaces to indicate the presence of blood
- Fluoresces when blood is present even when the blood is old or when it has been considerably diluted
- Needs a darkened room or night time to be viewed effectively
- All Luminol testing performed by FSST
- Useful to reconstruct events at a bloody crime scene – shows drag marks and, because it is sensitive to very low concentrations, even areas that have been cleaned up
- Can give false positives such as meat products, dog excreta and copper metal, bleach

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### Acid Phosphatase

- A chemical reagent applied to a surface with blotting paper as a presumptive test for semen
- Stains paper purple when positive
- Can be done in daylight on any surface
- Scenes of sexual assault
- Testing performed by FSST

### Entomological

- Insect eggs, pupae and fully developed flies and beetles gathered near a body can indicate time of death due to life cycle phases.
- Can give accurate times to within hours over several days
- Involves meteorological measurements to be taken also
- Very useful when time of death is an issue

### Anthropological

- Useful when skeletons or bones are involved
- Can indicate species, race, age and sex of deceased
- Marks on bones used to determine nature of death and post mortem handling

### Facial Recognition

- Requires biometric mapping of facial features
- Useful for CCTV footage or other unidentified images (from digital cameras, phones etc)
- Provides a list of candidates from a biometric search of PhotoTrac database (prisoner photos)
- Dependent on the accuracy of photo capture for database images (how well the prisoner photograph was taken!)
- Intelligence use only – will not report matches as 100%, requires corroboration

### FACES – Identikit

- Useful where a suspect is not available
- Requires recent witness account (best within 24hrs)
- Allow several hours for composite
- FACES may be used to construct a composite from poor quality CCTV footage
- Media release and Police Circular
- May be used for facial recognition
- Request made via Forensic Duty Sergeant – victim to attend Police Station

## **Collecting, Packaging and Documenting Crime Scene Exhibits**

***When attending a crime scene the examining police officer must ensure that all exhibits are:***

1. Documented in situ – using notes, diagrams, sketches, or photographs.
2. Collected in the correct manner using sterile equipment.
3. Packaged in a suitable container to avoid loss, contamination or destruction of the exhibit.
4. Labelled correctly to enable item to be clearly identified and easily distinguished from other exhibits.
5. Sealed appropriately to ensure security, integrity and continuity.
6. Accompanied by relevant documentation explaining the circumstances surrounding the examination.
7. Stored in a secure area both before and after analysis.

### ***Documenting Exhibits***

Notes need to be more thorough than what is required for an offence report. The location, condition and descriptions of exhibits need to be precise. Use the following methods of recording a volume crime scene:

- Notes  
(Including, observations, eg. lights on, ignition on, car in gear, handbrake off etc. measurements of distances, eg. between exhibit and point of entry/exit)
- Diagrams/Sketches/Plans
- Photographs

It may be crucial to an investigation as to where exactly an exhibit is located within a crime scene. Exhibits may be portable. Dispute as to how the exhibit may have been transported into the scene can be reasoned with if all steps are taken to prove the exhibit has been left behind by an offender during the commission of a crime.



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Simple recording of identifying marks and features can assist. These should include:

- **Colour**
- **Shape**
- **Size**
- **Brand**
- **Condition**

Measurements or distances can either be estimated by stride length or using a measuring tape if available. The proximity of exhibits to each other, point of entry/exit or the scene in general may be of assistance.

Scale is an important aspect of recording. Using endorsed scale templates from Forensic Services is best. Rulers, objects of common size (such as coins) can be used where scientific rulers and scales are not available. Essentially the size must be reproducible in court.

### 4.5.13 DIGITAL PHOTOGRAPHY

#### POLICY

It is the policy of Tasmania Police that all photographic images intended or likely to be used as evidence are captured using digital photography. Emulsion film based cameras are no longer processed by the Colour Laboratory DPEM and require outsourced processing and, therefore, should not be used.

The capture of digital images should be strictly controlled and align with the *National Guidelines for the Use of Digital Images*. Equipment recommendations should also be met in order to produce a minimum quality standard.

(1) The following recommendations from the National Guidelines must be adhered to;

- (a) Images should not be altered in any way when saving a file from a camera onto a storage device (hard drive, CD, DVD). The saved file on the camera is considered to be the 'original image';
- (b) The original image must not be cropped, re-coloured, compressed, re-sized or rotated when downloaded from the camera;
- (c) Software programs designed to make changes in quality and appearance should not be used.

(2) Equipment standards for the capture of digital images used or likely to be used for the recording of evidence are;

- (a) Standard digital handheld compact or SLR camera, no less than 5 mega pixels, built in flash or external attached flash capability, no less than 3X optical zoom;

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- (b) Mobile phones are not acceptable methods of recording evidence. (An exception to this is the justifiable emergency where the loss, alteration or destruction of evidence exists and no digital camera is available.)

(3) Forensic Services are the primary response for photographic recording of evidence except in the following circumstances;

- (a) Minor crimes;
- (b) Property recovered with no significant features or evidence attached;
- (c) Minor damage to property;
- (d) Where there is a risk of evidence being lost, altered or destroyed if there is a delay in attendance of Forensic Services personnel.

(4) Non-specialist areas should **not** be the primary photographer in the following instances;

- (a) Major crime, such as murder, rape, arson, armed robbery etc.;
- (b) Injuries to a person;
- (c) Crime scenes at night;
- (d) Large scenes;
- (e) Serious motor vehicle accidents;
- (f) Sudden deaths;
- (g) Tool marks, shoe impressions or other evidence requiring scaled and close-up detail.

(5) Purchase and selection of digital cameras

- (a) Where a need exists for the purchase of a digital camera, Districts should forward a report outlining the request to the OIC Forensic Services Hobart. The reasons for this are;
  - i. Standardised equipment means less burden on training staff;
  - ii. Each camera brand has different features which can be excessive for the needs of the users. This can affect costs.
  - iii. Peripheral equipment such as batteries, USB cables are often different amongst brands and are expensive to replace.
  - iv. After sales service and warranty is more easily managed by one area rather than individuals.
  - v. Bulk quantities of equipment can reduce costs.
  - vi. Equipment managed by Forensic Services can be audited via the Forensic Register.

The costs for equipment are to be the responsibility of the allocated District.

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### **Collecting Exhibits**

#### *What to Collect?*

- If the item is portable the **WHOLE** item must be collected.  
Eg. Jemmy bars, screwdrivers, drink containers, small pieces of glass

This maximizes the sampling performed by analysts and improves the likelihood of a result.

- The exhibit must be able to achieve the following results
  1. Be corroborative evidence to show that a crime has actually been committed/not committed
  2. Identify an offender
  3. Withstand scrutiny of the judicial system

#### *Prior to collection of exhibits;*

- Always wear gloves
  - Change gloves between exhibits
- Always wear a face mask
  - Disposable face masks are available in all kits
- Select an appropriate package to place exhibit in.
  - **All biological exhibits MUST be in paper bags**
  - Check the size of the bag is sufficient before collection
  - Ensure collection devices (swabs, tweezers, bags) are sterile

### **Collection**

1. Whole item where portable
2. Empty liquid or other contents if not required for analysis (ie. Bottles, either pierce the bottom and pour out or carefully pour it out to avoid washing evidence away)
3. Select exhibits carefully – must relate to the offender
4. Swabs taken from handled exhibits are proven to be less reliable when analysed.
  - i. Collect the whole item unless it is part of a fixture or very large/heavy
5. For contact DNA; **only choose items that have been manipulated, used, vigorously handled by an offender, not just picked up and moved.**
6. The priority of DNA sampling should be blood, semen, saliva, hair (with root follicle attached) and lastly contact (handling/sweat)
7. If contact areas are all that is identified; choose areas which have **not** had frequent handling by either the complainant or others – Avoid high traffic areas

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Eg1. Drawer from filing cabinet which has been vigorously forced open as opposed to drawer which was unlocked and simply pulled open

Eg2. The broken plastic casing underneath a steering wheel has been pulled away/broken off, in an attempt to start the ignition, rather than the steering wheel

Excessive exhibit collection for volume crimes will be most likely rejected. Perspective needs to be maintained for volume/minor crime exhibit collection; contact DNA is unreliable and has a low success rate. In some instances there may be no viable forensic evidence – you must identify the reasons for reaching this conclusion. Document your assessment of the scene in the Offence Report.

A member of Forensic Services should examine Major Crime Scenes. Attending Police should refer to major crime scene protocols and preserve the evidence in situ until a Forensic officer arrives.

### **Swabs**

- If a surface is required to be swabbed the tube must be checked to ensure seal is intact for it to be sterile
- Identify what is to be swabbed before removing outer tube, don't wander around with the cotton tip exposed
- **Always** wear a face mask – your saliva can be easily deposited on the exhibit surface, by talking, sneezing or coughing over it.
- Drop a minute amount of water onto the cotton tip using sterile (deionised) water supplied in the kits. DO NOT use NaCl in personal protection kits or tap water
- If the area is wet (ie. Blood) water is not required
- Rub the cotton tip vigorously over the area identified, ensuring the head is well covered, continue this process for a reasonable amount of time. The swab head should appear rough
- Place the swab in the tube immediately and write details on label
- Aerate the tube by cutting a sufficient hole in the top away from the swab head (If the swab has a wooden shaft, this may be shortened to prevent head from being exposed)
- Place the tube in a paper bag, seal and place continuity label on front.

### **Packaging Exhibits**

#### **Biological Exhibits**

- ✓ Paper bags
- ✓ Must be dry before packaging
- ✓ Must be able to breathe

#### **Other Exhibits (except arson/chemicals)**

- ✓ Suitable sterile container, sealed in the same manner as biological exhibits

#### **WHY?**

- Biological exhibits are likely to go mouldy, destroying DNA, if damp when placed in a bag. Even a small amount of moisture will cause mould.

## Detective Training Course – Forensic Services Overview

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- Plastic containers, such as the tube of a swab, will develop condensation. Swab tubes must be aerated prior to placing in bag

### Sharp or heavy exhibits

- Knives, screwdrivers, scissors, jemmy bars etc will eventually fall through a paper bag. Steps to avoid this occurring include;
  - ✓ Double bagging
  - ✓ Placing bagged exhibit in clean cardboard box (seal box also)
  - ✓ Using cardboard or bags wrapped around sharp end as a support

### Glass

- Glass samples collected from the scene as reference samples must be taken from each affected pane of the window.
- Package in a plastic jar or supported in a paper bag (ie. Double bag or use cardboard).

### Small exhibits – trace fibres, hairs

- It may be more practical to place small exhibits in an envelope, either postage or made up from clean A4 sheet. Small exhibits such as hairs or cigarette butts can be damaged or lost by excess movement within the bag.
- It may then be necessary to place the envelope in a standard bag for appropriate labelling and sealing.

### Multiple exhibits

- ALL exhibits must be packaged INDIVIDUALLY
- This includes bottles, cigarette butts, clothing items, shoes etc., regardless of whether you believe they have come from the same source.

### Arson exhibits

- Should only be collected by Forensic Services or Tas Fire Service and must be sealed in a sterile metal tin
- Clothing from suspects must be sealed in arson bags, which are supplied by Forensic Services. These bags are specially treated to contain accelerants from evaporating. Standard plastic bags are not suitable as they are too porous.

### Chemicals

- Liquid chemicals – containers of liquid chemicals should be sealed in metal arson tins to prevent leakage, evaporation or chemical hazard. Never place two chemical substances together in the same tin. Gases may be produced that are flammable or toxic.
- Powder chemicals must be placed in glass jars not plastic. Small vials with Teflon lids are available from forensic services. If necessary use a metal tin.

### Other exhibits

- Any other evidence items should be packaged in secure containers or bags and be labelled and sealed according to standard practices.

### Firearms

- Must be checked by at least two officers for clearance and the outer packaging/ bag clearly signed by both.

Detective Training Course – Forensic Services  
 Scale in generally used for photographs. Cut the scale off and use the small barcode for notes

**Labelling**

- All packages MUST have a continuity label containing the specific contents and the location and address exhibit was collected from. Small rectangular barcodes are used for the outer packaging and details on swab tubes must reflect exact location swab was taken from. notes/running sheets

All labels MUST contain the following information

1. Offence report number
2. Incident type
3. Full description of item, including where in scene it was collected from,  
 Eg. Swab of steering wheel from BS1234 or beer stubby rear passenger side floor  
 BS1234 or stain on carpet r/h corner - lounge room
4. Location/address exhibit collected at
5. Whom collected by/ badge number
6. Date and time of collection

Although it is repetitive this information must be consistent between labels and records.

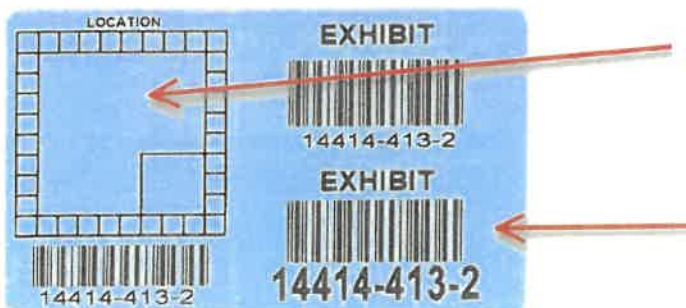
**ALL** of the above details **MUST** be included on

- ✓ Swab tube (Do not try to follow pre-printed sub headings on swab label such as hospital/ward etc., use the spaces available to include all of the above details)
- ✓ Continuity label
- ✓ Exhibit list (rear of Forensic Request form)
- ✓ Offence reporting system (via Call Centre)

**Barcodes**

Unique barcode numbers are provided for entry of exhibits onto the Forensic Register. They are once only use. The unique barcode comes in a group of 3. Unused barcodes must be destroyed, so that they are not applied to other exhibits by mistake.

Barcode labels must be applied to the outer packaging of the exhibit. The best placement is the top left corner of the Continuity Label. DO NOT apply barcodes to the actual exhibit. The remaining two barcodes may be used in notes or on running sheets. DO NOT place barcode labels on Request Forms (Submission of Articles for Examination, SAFE, Form)



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**Sealing Exhibits**

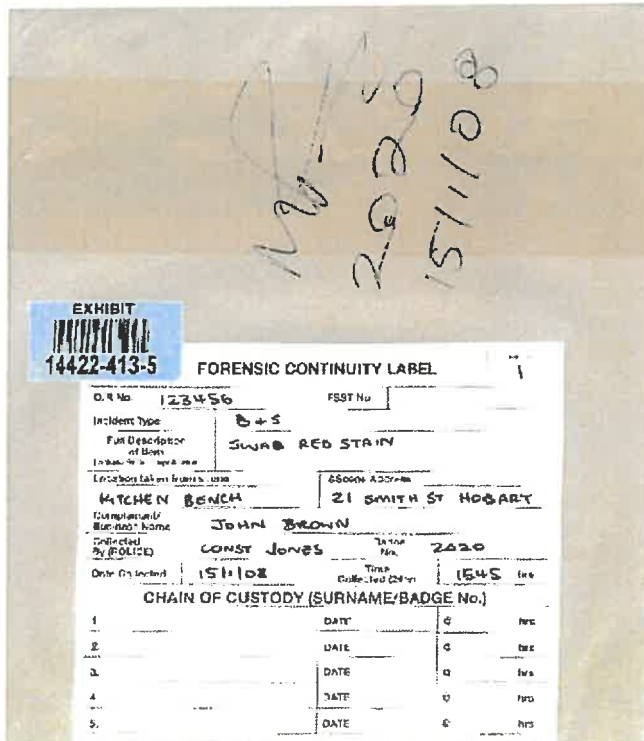
- When sealing a bag or container the seal must prevent any possible access to the exhibit
- Tamper proof seals are still sometimes used but are no longer compulsory
- Brown packing tape is supplied in kits and is most suitable
- Tape should be neatly placed over the fold of the bags or lid of container and cover any gaps

**Signing seals**

- The officer collecting/packaging the exhibit must sign the seal
- A seal should be signed with the following information
  - Signature
  - Date
  - Badge number

These details should overlap the sealing tape and the bag/container

- SIGN ON THE FOLDED SIDE!!
- DO NOT use continuity label to seal exhibits



## Contamination

### GAZETTE NOTICE NO. 57

#### DNA EXHIBITS – CONTAMINATION ISSUES

Due to the sensitive nature of DNA testing (as few as 10 cells can give a profile), it is appropriate that all personnel are reminded of some of the precautions necessary to minimise exhibit contamination, even if that exhibit is not immediately required for DNA testing purposes.

When sampling, a single, full DNA profile is the desired outcome. Mixed and partial profiles which may be due to contamination have considerably less value to the investigator and may be completely useless as court evidence.

Contamination can be from person to item, or by transfer between items. Item to item transfer and contamination, particularly between different jobs, could have severe consequences and may result in a match identifying the wrong person.

The following are some of the precautions that should be followed, as far as practicable, when collecting, packaging and transporting exhibits, having regard to the nature of the crime scene:

- Remove all unnecessary persons from the scene;
- wear fresh gloves (when removing from the box, touch only the cuff area);
- wear a mask covering the nose and mouth when searching a scene and handling exhibits;
- change gloves frequently and use a new pair for each exhibit collected;
- do not cough, sneeze or talk near exhibits, even when wearing a mask;
- package using new, clean material or bags and seal each item separately;
- package and seal immediately where located;
- wrap sharp objects with clean materials before sealing; and
- do not use staples or pins to attach forms to the exhibit packaging – use sticky tape if necessary.



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### ***Submitting a Request for Examination***

Once an examination is complete the examining officer should have comprehensive notes contained in their personal notebook. A request for examination form is essentially your account of the crime scene and how the exhibits collected relate to the crime. This is useful if later required to complete a proof of evidence.

The request for examination form should be used in all circumstances where exhibits are collected, regardless of their destination for analysis. This enables a full case file record of the evidence relating to the crime. An exhibit may be submitted for any type of examination by a range of experts. These include;

Biological examination/DNA testing  
 Drug/plant/chemical identification  
 Alcohol/drugs  
 Accelerants  
 Drug/plant/chemical purity  
 Glass RI

FSST – St Johns Ave, Newtown

Fingerprints  
 Photographics  
 Ballistics  
 Physical comparisons/footwear/toolmarks  
 Computer crime  
 Electronic Evidence  
 Facial Recognition Searching

Contact TASPOL Forensic Services

### **How to Complete the Submission of Articles for Examination Form (formerly RFSE)**

Police offence report number must be obtained prior to entering exhibits onto the Forensic Register. This must be verified first! All results will be reported to this number.

#### **IMPORTANT NOTES WHEN COMPLETING REQUEST FORM**

- When completing the case summary, all details should be included to **relate the exhibit(s) to the crime scene and/or the offender**. This will assist further examiners with their analysis and **may determine the priority given**.
- Use the case summary to explain why multiple exhibits are required to be tested and list any suspects (full details) if known.
- If a case is particularly urgent, a request to your relevant Detective Inspector must be made.
- If an exhibit is required for several different analyses then list these under other in the Reason for submitting item box (page1)
- If the whole item is not to be submitted for a legitimate reason, then explain your actions in the case summary
- A Request Form is required for **each section** the exhibit(s) will be sent to for examination; i.e. one for fingerprints, another for biology DNA

## Detective Training Course – Forensic Services Overview

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### Example pro-forma Examination Summary

At ( time/date) examination was conducted at (address/location, name victim/business name/ rego and vehicle description). Entry was via (location and action and implement if known) or (injury to the victim or damage to property was.....). (Outline MO briefly - assists to determine analysis and seriousness of the crime/offence). Exhibit (description as per continuity label) was located at/in (area specified - inside/outside etc.) and appears to have been used/contact made to (action performed). Exhibit (did/did not) belong to complainant/victim. Fingerprints and photographs were taken from/of (exhibit(s) - specify) at scene/location.

### Exhibits

The Forensic Register will only include those exhibits that have been allocated to the examination type – i.e. when entering an exhibit and it is to go to Forensic Biology and Fingerprints you must select both when entering the exhibit detail.

If an area for analysis – Fingerprints, Ballistics, Electronic Evidence, Chemistry or Biology is not selected for your exhibit you will not be able to print the correct Request Form from the Forensic Register – check records thoroughly before finalising.

## **Occupational Health and Safety Considerations**

Maintain a safe working environment by considering health and safety aspects of the scene before and during examination.

Crime Scenes can be hazardous and the risks should be identified before processing so precautions can be observed and protective clothing worn where necessary.

It may be necessary to locate further safety equipment and resources to ensure safe processing to the scene.

**Note:** *There is always the possibility that an offender may return to the scene.*

### **SOME COMMON HAZARDS**

<b>Physical</b>	<b>Remedy</b>
<ul style="list-style-type: none"> <li>✓ Glass</li> <li>✓ Heights</li> <li>✓ Slippery surfaces</li> <li>✓ Falling objects</li> <li>✓ Weak surfaces materials</li> </ul>	<ul style="list-style-type: none"> <li>- wear appropriate gloves</li> <li>- use ladder, take care</li> <li>- be careful, especially on roofs</li> <li>- check for hanging broken glass</li> <li>- check burnt flooring, roof</li> </ul>
<b>Biological</b>	
<ul style="list-style-type: none"> <li>✓ Needles see</li> <li>✓ Blood gloves</li> </ul>	<ul style="list-style-type: none"> <li>- don't search where you can't</li> <li>- wear protective clothing and</li> </ul>
<b>Chemical</b>	
<ul style="list-style-type: none"> <li>✓ Fingerprint powder</li> <li>✓ Spillages brigade etc</li> <li>✓ Smoke advice</li> <li>✓ Fumes from vehicle fires</li> </ul>	<ul style="list-style-type: none"> <li>- wear a mask if sensitive to dust</li> <li>- seek advice – fire</li> <li>- ventilate, use mask, seek</li> <li>- very dangerous, ventilate first</li> </ul>
<b>Electrical</b>	
<ul style="list-style-type: none"> <li>✓ Exposed wires</li> </ul>	<ul style="list-style-type: none"> <li>- call Aurora</li> </ul>
<b>Fire</b>	
<ul style="list-style-type: none"> <li>✓ Motor vehicles</li> <li>✓ Fire scenes</li> </ul>	<ul style="list-style-type: none"> <li>- be aware of spilt fuel dangers</li> <li>- be careful of hot spots</li> </ul>

In addition the risks outlined above you should also consider your own emotional and mental reactions. Some scenes can be distressing, particularly those involving children or persons known to you. Be self aware and continually monitor your own feelings and reactions to the incident.

**DO NOT PROCESS A SCENE UNLESS IT CAN BE DONE SAFELY.**

Detective Training Course – Forensic Services Overview

**Powers of Police for the Collection of Reference Samples from Suspects/Victims**

**FORENSIC PROCEDURES ACT 2000**

<b>Category of person</b>	<b>Forensic procedure</b>	<b>Authority to obtain</b>
<b>Suspect</b> 15 yrs and over	Non-Intimate	Consent or Officer of Police
15 yrs and over	Intimate	Consent or Magistrate
Under 15 yrs	Non-Intimate	Person and parent consent or Magistrate
Under 15 yrs	Intimate	Person and parent consent or Magistrate
<b>Charged person</b> 15 yrs and over (in custody)	Non-Intimate	Police Officer
15 yrs and over (not in custody)	Non-Intimate	Officer of Police
15 yrs and over	Intimate	Consent or Magistrate
Under 15 yrs	Non-Intimate	Person and parent consent or Magistrate
Under 15 yrs	Intimate	Person and parent consent or Magistrate
<b>Prescribed offender</b>	Non-Intimate	Police Officer
<b>Volunteer</b> 15 yrs and over	Non-Intimate	Consent (order from Magistrate for retention)  Consent (order from Magistrate

**SAMPLES SHOULD BE TAKEN AS SOON AS POSSIBLE AFTER THE PERSON IS IN POLICE CUSTODY. LOSS OF EVIDENCE AND CONTINUITY MAY RENDER THE EVIDENCE INADMISSIBLE.**

15 yrs and over	Intimate	for retention)
Under 15 yrs	Non-Intimate	Person and parent consent (order from Magistrate for retention)
Under 15 yrs	Intimate	Person and parent consent (order from Magistrate for retention)

Where an order from a Magistrate is required, an application for an Interim Order may be made by telephone, fax etc. (if within constraints)



Detective Training Course – Forensic Services Overview

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### ***Serious Offences Determination***

Fingerprints, photographs and buccal swabs *are to be taken each time* a person (over 15yrs) is charged for the following 'serious offence' as defined by the Forensic Procedures Act 2000

- (1) .....any indictable offence whether it may be dealt with summarily or not.
- (2) **Police Offences Act 1935;** sections:
  - 13A** Observation or recording in breach of privacy;
  - 13B** Publishing or distributing prohibited visual recording;
  - 13C** Possession of prohibited visual recording;
  - 21** Prohibited behaviour – offensive or indecent
  - 21A** Unlawfully administering drug, &c.
  - 34B** Resist, and obstruct of police or public officers
    - (a) assault, resist, or willfully obstruct threaten, intimidate, or use abusive language
  - 35** Assault
  - 37(1)** Destroy or injure any property
    - (2) Unlawfully and maliciously kill, maim, or wound any animal the property of any other person.
    - (3) Remove, displace, deface, obliterate, or conceal any –
      - (a) boundary mark; (b) beacon (c) survey mark ;(d) mark used in setting out any work; (e) milestone or kilometre post; (f) sign post; or (g) notice –set up or posted by or on behalf of a public authority.
      - (4) Carelessly or negligently break, throw down, destroy, or damage a lamp erected to light a street in a town or a post, iron, cover, or other furniture of such a lamp.
    - (4A) Unlawfully damage or interfere with any work of a council or any material used or provided for that work.
  - 37B** Motor vehicle stealing
  - 39** Possession of stolen property
- (3) **Misuse of Drugs Act 2001** sections:
  - 20** Manufacturing a controlled precursor
  - 21** Manufacturing a controlled drug
  - 26** Selling or supplying a controlled drug
  - 27** Selling or supplying controlled plant or its products
    - A person must not sell or supply to another person –
      - (a) a controlled plant; or
      - (b) a controlled plant product.

**FPA Definitions****Under the FP Act 2000, Police officer's may take non-intimate samples**

**"non-intimate forensic procedure"** means –

- (a) the taking of a sample of blood; and
- (b) the taking of a sample of saliva; and
- (c) the taking of a sample by buccal swab; and
- (d) an external examination of a part of the body, other than the external genital or anal area, the buttocks or, in the case of a female, the breasts, that requires the touching of the body or the removal of clothing; and
- (e) an internal examination of the mouth; and
- (f) the taking of a sample of hair other than pubic hair; and
- (g) the taking of a sample from a nail or under a nail; and
- (h) the taking of a sample by swab or washing from any external part of the body other than the genital or anal area, the buttocks or, in the case of a female, the breasts; and
- (i) the taking of a sample by vacuum suction, by scraping or by lifting by tape from any external part of the body other than the genital or anal area, the buttocks or, in the case of a female, the breasts; and
- (j) the taking of a handprint, fingerprint, footprint or toeprint; and
- (k) the taking of a photograph of a person or an external part of a person other than the external genital or anal area, the buttocks or, in the case of a female, the breasts; and
- (l) the taking of an impression or cast from a part of the body other than the genital or anal area, the buttocks or, in the case of a female, the breasts; and
- (m) any other procedure prescribed by the regulations as a non-intimate forensic procedure –

## ***Examinations For Forensic Samples***

### **DNA**

The standard practice for obtaining DNA samples from charged persons and suspects is via the buccal swab.

### ***Suspects/Charged Persons***

There are many instances where the person in custody will have evidence pertaining to a crime on their person. For example;

#### ***Assaults***

- blood stains on knuckles
- blood stained clothing, including shoes
- scratch marks and bite marks from the victim to the offender.

#### ***Sexual assaults***

- the examination must be done by an authorized person (medical practitioner) a same sex police officer may be present.

### ***Victims***

The Forensic Procedures Act 2000 does not apply to victims and as such a consent form is not required. Typical evidence that may be obtained from a forensic examination of a victim may be;

#### ***Assaults***

- fingernail scrapings
- offender's blood on clothing or the body
- saliva from spitting on or biting the victim
- handling/sweat from attempts at choking or holding wrists to restrain the victim

#### ***Sexual assaults***

- Sexual assault examinations are to be carried out by a medical practitioner from the SAS.
- Evidence detailed above may be obtained at the same time and officers should be present and inform the medical practitioner prior to their examination.
- Photographic documentation is highly desirable to record such injuries and the location of swabs taken (other than intimate samples). Without proper documentation these samples may be difficult to corroborate.



***Trace evidence on either suspects or victims (other than DNA)***

Other evidence types may link the offender to the scene or commission of a crime, or the presence of a victim in a crime scene. Evidence such as;

- glass (fragments from a broken window smashed to gain entry or bottle used to strike a victim)
- gunshot residue (must be taken using GSR kit as soon as possible after the discharge of the firearm – see Forensic Services)
- carpet fibres (where a victim has been placed in a vehicle, or wrapped in a blanket or an offender has struggled with the victim in a residence – commonly found on clothing/shoes)
- foliage (plant matter from surrounding gardens, perhaps the scene of the crime)
- soil, sand (placing the offender at a scene)
- tool marks (the weapon used may inflict a particular shaped wound, blunt objects such as hammers, wrenches etc, have distinctive patterns and may be evident in bruising and impressions left on the victim's skin.

***Collection of samples*****DNA**

The collection of DNA samples are the same for person samples as a crime scene sample, with the exception of buccal swabs. The buccal swab kit is a specially designed method for the collection of buccal cells lining the inside of the mouth cheeks. Buccal swabs are not to be used on any other part of the body.

- The collection of DNA samples from the body should be carried out using sterile cotton swabs.
- Each area of the body MUST be treated as a different swab, including hands (left and right).

***Hair samples (including combing of the hair)***

Hair samples can be obtained by

- plucking the hair from the head (several stands are sufficient). These strands must have a root follicle attached and reasonable force is required.
- The hair strands should then be placed in a clean envelope to ensure their integrity. The envelope should then be placed in an outer bag to be labeled and sealed as with any crime scene exhibit.
- Combing of the hair for trace evidence such as glass is a more difficult process as the aim is to get as much of the sample as possible. The glass fragments can be easily lost if care is not taken.

## Detective Training Course – Forensic Services Overview

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- Stand or sit the subject over a large clean sheet of paper, move the subject close to the surface to avoid spillage. Carefully comb the hair using a clean comb and brush the hair forward onto the paper.
- When completed, fold the paper into the centre and secure it with tape. Place the paper into a suitable sized paper bag and seal and label accordingly.

### **Nail clippings**

- A sterile set of nail clippers is required for the taking of fingernail samples.
- Cut the nails closely on to a clean piece of paper as per the hair combing. Depending on the circumstances of the crime, ie. knowledge of the hand used or if a particular finger is relevant to be separated, a set of clippings per hand is sufficient.
- These clippings should be wrapped in the clean sheet of paper they are collected on and packaged in a suitable paper bag. Making an envelope out of the clean sheet of paper is the preferred method to avoid loss of nail clippings.

### **Glass fragments from clothing**

- Where an offender is suspected of having glass fragments on their clothing the most effective way to collect this is using the same methodology as for hair combing but in a larger scale.
- Use a large sheet of paper on the floor to collect any dropped evidence during the removal of clothing. Collect the outer clothing individually from top to bottom.
- DO NOT shake the clothing when taken from the suspect. Firmly roll the individual clothing items and place immediately in a paper bag. Package all clothing items individually, including shoes.
- Gather the sheet on the floor and carefully fold the sheet towards the centre. Package the sheet in an outer bag and forward for examination also.

### **Trace evidence (fibres, foliage)**

The location of these samples on a person is usually most valuable as corroborative evidence.

For example, in a sexual assault case;

*A female stated she was forced to her knees in a garden area off the side of a road by a male person. The male sexually assaulted her whilst she was on her knees. In an effort to escape the female managed to push the male backwards into the garden bed and fled on foot.*

- soil types or even the amount and positioning of stains from the soil on the knees of the victim and the foliage (leaves) on the back of the suspect's clothing can corroborate the victim's statement about where she was and the positioning of the offender.

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### Collection of trace evidence

Photographs must be taken of the scene, victims and suspect as soon as possible.

Discarded clothing from the suspect may still be useful and must be considered when apprehending the suspect even some time after the event.

It is preferable for samples of soil and foliage or fibres to be taken by Forensic Services, however, to prevent loss or destruction, the following steps can be taken if required;

- document the location of the sample on the person, photographs, notes, diagrams
- Collect the whole piece of clothing and package it separately, including shoes (separate left and right)
- If it is necessary to collect a sample from the clothing first then:
  - carefully remove the sample and place in a clean paper bag or envelope if small
  - collect samples and separately package from individual locations, i.e. if one sample is located on the right shoulder and the other on the chest then two packages are required.
- Different types of samples must be packaged separately also regardless of where they are collected from.
- Always use clean paper bags or envelopes. Package small envelopes in a larger bag and seal to avoid damage or loss of the sample.

### Collection of Samples from Arson Suspects

Always use approved bags and tins for the collection of clothing and scene samples.

- **Clothing**
  - Must be collected as soon as possible after the arson incident.
  - Should be packaged individually in arson bags – nylon bags not paper or plastic
  - Keep in mind shoes and trousers may have splashes of accelerant also during fast ignition fumes will adhere to jumpers etc.
- **Samples from a person**
  - Accelerant samples from the hands should be taken using a Kleenex tissue or similar to wipe each hand.
  - The tissues should then be sealed in a sterile arson tin. A control tissue should also be collected and sealed in an arson tin to discount any chemicals found in the tissue which may alter results in testing.

\*\*\*\*Singed hair and eyelashes are common when an accelerant has been used. Be aware of this type of circumstantial evidence and have it photographed by Forensics.

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- **Exhibits**
- Any exhibits required to be collected must be collected as soon as possible and sealed in sterile arson tins.
- DO NOT use plastic jars or bottles to store liquid accelerants or arson samples
- Glass vials with a Teflon coated lid are supplied and are approx. 12mL which is sufficient as a reference sample.

*IF THE DELAY IS SIGNIFICANT BETWEEN COLLECTING ARSON SAMPLE AND THE INCIDENT*

- *THE ACCELERANT WILL EVAPORATE.*
- *OTHER COLLECTION BAGS SUCH AS PAPER OR GENERAL USE PLASTIC BAGS AND JARS ARE NOT SUITABLE, AS THEY WILL ALLOW EVAPORATION TO OCCUR.*
- *ALWAYS USE APPROVED ARSON BAGS AND TINS.*

***FORENSIC SERVICES PERSONNEL SHOULD BE TASKED TO COLLECT ALL ARSON SAMPLES ASAP***

## Detective Training Course – Forensic Services Overview

**Useful Forensic Numbers**

Inspector Glen Ball		ext 2285
 <u>HOBART</u>		
Crime Scene	Sergeant	ext 2321
Fingerprints		ext 2348
Training		ext 2334
Ballistics		ext 2346
Computer Forensics	ECrime	ext 2292
Electronic Evidence		ext 2412
 S.O. MOBILE (Duty Sgt Forensic Officer)		
		0419321195
 <u>LAUNCESTON</u>		
	Sergeant	ext 3847
	Car Phone	0419 874 552
	General	ext 3846
 <u>BURNIE</u>		
	Sergeant	ext 5270
	Forensic Mobile	0418 142 772
	General	ext 5282
FSST	On Call	62785619
FORENSIC PATHOLOGIST	Dr. Chris Lawrence	62228611
	Dr. Don Ritchie	
	Mob	check on call roster
HOBART MORTUARY		62228333
FORENSIC ODONTOLOGY	Dr. Taylor	62241855
MT. PLEASANT LAB (white powder)		63443085



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## Exhibit Collection & Submission

[Submission of exhibits diagram click here](#)

### Collecting & Packaging Exhibits

[What to Collect?](#)

[Prior to Collection of Exhibits](#)

[Collection of Exhibits](#)

[Swabs](#)

[Biological Exhibits](#)

[Other Exhibits \(except arson exhibits\)](#)

[Sharp or Heavy Exhibits](#)

[Small Exhibits](#)

[Multiple Exhibits](#)

[Arson Exhibits](#)

[Labelling](#)

[Barcodes](#)

[Sealing Exhibits](#)

[Signing Seals](#)

### WHAT TO COLLECT?

If the item is portable the WHOLE item must be collected (Eg. Jemmy bars, screwdrivers, drink containers, small pieces of glass). This maximizes the sampling performed by analysts and improves the likelihood of a result. The exhibit must be able to achieve the following results:

- Be corroborative evidence to show that a crime has actually been committed/not committed
- Identify an offender
- Withstand scrutiny of the judicial system

### PRIOR TO COLLECTION OF EXHIBITS:

- Always wear gloves (change gloves between exhibits)
- Always wear a face mask (Disposable face masks are available in all kits)
- Select an appropriate package to place exhibit in.
- **All biological exhibits MUST be in paper bags**
- Check the size of the bag is sufficient before collection
- Ensure collection devices (swabs, tweezers, bags) are sterile

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### COLLECTION

- Whole item where portable
- Empty liquid or other contents if not required for analysis (ie. Bottles, either pierce the bottom and pour out or carefully pour it out to avoid washing evidence away)
- Select exhibits carefully
- Swabs taken from handled exhibits are proven to be less reliable when analysed.
- For contact DNA; only choose items that have been manipulated, used, vigorously handled by an offender, not just picked up and moved.
- The priority of DNA sampling should be blood, semen, saliva, hair (with root follicle attached) and lastly contact (handling/sweat)
- Choose areas which have **not** had frequent handling by either the complainant or others – Avoid high traffic areas

(E.g. 1. Drawer from filing cabinet which has been forced open as opposed to drawer which was unlocked and simply pulled open)

(E.g. 2. The broken plastic casing underneath a steering wheel, in an attempt to start the ignition, rather than the steering wheel)

**Excessive exhibit collection for volume crimes will be most likely rejected. Perspective needs to be maintained for volume/minor crimes. Excessive collection of contact DNA is unreliable and has a low success rate. In some instances there may be no viable forensic evidence – you must identify the reasons for reaching this conclusion. Document your assessment of the scene in the Offence Report.**

**A member of Forensic Services should examine Major Crime Scenes. Attending Police should refer to major crime scene protocols and preserve the evidence in situ until a Forensic officer arrives.**

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## SWABS

- If a surface is required to be swabbed the tube must be checked to ensure seal is intact for it to be sterile
- Identify what is to be swabbed before removing outer tube, don't wander around with the cotton tip exposed
- **Always** wear a face mask – your saliva can be easily deposited on the exhibit surface, by talking, sneezing or coughing over it.
- Drop a minute amount of water onto the cotton tip using sterile (deionised) water supplied in the kits. DO NOT use NaCl in personal protection kits or tap water
- If the area is wet (ie. Blood) water is not required
- Rub the cotton tip vigorously over the area identified, ensuring the head is well covered, continue this process for a reasonable amount of time. The swab head should appear rough
- Place the swab in the tube immediately and write details on label
- Aerate the tube by cutting a sufficient hole in the top away from the swab head (If the swab has a wooden shaft, this may be shortened to prevent head from being exposed)
- Place the tube in a paper bag, seal and place continuity label on front

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## BIOLOGICAL EXHIBITS

- Paper bags
- Must be dry before packaging
- Must be able to breathe

## OTHER EXHIBITS (EXCEPT ARSON)

- Suitable sterile container, sealed in the same manner as biological exhibits

## WHY?

- Biological exhibits are likely to go mouldy, destroying DNA, if damp when placed in a bag. Even a small amount of moisture will cause mould.
- Plastic containers, such as the tube of a swab, will develop condensation. Swab tubes must be aerated prior to placing in bag.
- Any other evidence items should be packaged in secure containers or bags and be labelled and sealed according to standard practices.

## SHARP OR HEAVY EXHIBITS

Knives, screwdrivers, scissors, jemmy bars etc will eventually fall through a paper bag. Steps to avoid this occurring include:

- Double bagging
- Placing bagged exhibit in clean cardboard box (seal box also)
- Using cardboard or bags wrapped around sharp end as a support

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## SMALL EXHIBITS

- It may be more practical to place small exhibits in an envelope, either postage or made up from clean A4 sheet. Small exhibits such as hairs or cigarette butts can be damaged or lost by excess movement within the bag.
- It may then be necessary to place the envelope in a standard bag for appropriate labelling and sealing.

## MULTIPLE EXHIBITS

- ALL exhibits must be packaged INDIVIDUALLY (This includes bottles, cigarette butts, clothing items, shoes etc., regardless of whether you believe they have come from the same source).

## ARSON EXHIBITS

- Should only be collected by Forensic Services or Tas Fire Service and must be sealed in a sterile metal tin
- Clothing from suspects must be sealed in arson bags which are supplied by Forensic Services. These bags are specially treated to contain accelerants from evaporating. Standard plastic bags are not suitable as they are too porous.

## LABELLING

- All packages MUST have a continuity label detailing the specific contents and the location and address exhibit was collected from.
- Details on swab tubes must reflect exact location swab was taken from.

All labels MUST contain the following information:

- Offence report number
- Incident type
- Full description of item, including where in scene it was collected from, Eg. Swab of steering wheel from BS1234 or beer stubby rear passenger side floor BS1234 or stain on carpet r/h corner - lounge room
- Location/address exhibit collected at
- Whom collected by/ badge number

- Date and time of collection

Although it is repetitive this information must be consistent between labels and records.

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**ALL** of the above details **MUST** be included on:

- Swab tube (Do not try to follow pre-printed sub headings on swab label such as hospital/ward etc., use the spaces available to include all of the above details)
- Continuity label
- Exhibit list (rear of Forensic Request form)
- Offence reporting system (via Call Centre)

## BARCODES

Unique barcode numbers are provided for entry of exhibits onto the Forensic Register. They are once only use. The unique barcode comes in a group of 3. Unused barcodes must be destroyed, so that they are not applied to other exhibits by mistake.

Barcode labels must be applied to the outer packaging of the exhibit. The best placement is the top left corner of the Continuity Label. DO NOT apply barcodes to the actual exhibit. The remaining two barcodes may be used in notes or on running sheets. DO NOT place barcode labels on Request Forms (Submission of Articles for Examination, SAFE, Form)

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## SEALING EXHIBITS

- When sealing a bag or container the seal must prevent any possible access to the exhibit
- Tamper proof seals are still sometimes used but are no longer compulsory
- Brown packing tape is supplied in kits and is most suitable
- Tape should be neatly placed over the fold of the bags or lid of container and cover any gaps

## SIGNING SEALS

The officer collecting/packaging the exhibit must sign the seal. A seal should be signed with the following information:

- Signature
- Date
- Badge number


These details should overlap the sealing tape and the bag/container

SIGN ON THE FOLDED SIDE, and DO NOT use continuity label to seal exhibits

**Responsible Staff:** Leanne Little

**Last Updated:** 14 Feb 2019



	<b>Tasmania Police Forensic Services</b>	
<b>Title: Investigative Skills Course, Module 4 – EVIDENCE (COLLECT/PACKAGE FORENSIC EXHIBITS)</b> CERT VI Crime Scene Examination - Module 2 Unit 4 Interpret and Process a Crime Scene		
Prepared by: Training and Quality Assurance – Forensic Services Hobart	Authorised by: Inspector Forensic Services	Endorsed by: Inspector Professional Development
Effective date: Oct -2011	Revision date: July-2012	Ref: TPFS_LP_M2U4_V1.0

## Crime Scene Exhibits

### Collection, Packaging and Documenting Physical Evidence at a Crime Scene

**When attending a crime scene the examining police officer must ensure that all exhibits are:**

1. Documented in situ – using notes, diagrams, sketches, or photographs.
2. Collected in the correct manner using clean or sterile equipment where required.
3. Packaged in a suitable container to avoid loss, contamination or destruction of the exhibit.
4. Labelled clearly and correctly to enable item to be identified and easily distinguished from other exhibits.
5. Sealed appropriately to ensure security, integrity and continuity.
6. Accompanied by relevant documentation explaining the circumstances surrounding the examination and relevance to the commission of the crime.
7. Stored in a secure area both before and after analysis.
8. Have a current continuity record clearly written on the label.

The first consideration when examining and collecting physical evidence at a crime scene is occupational health and safety.

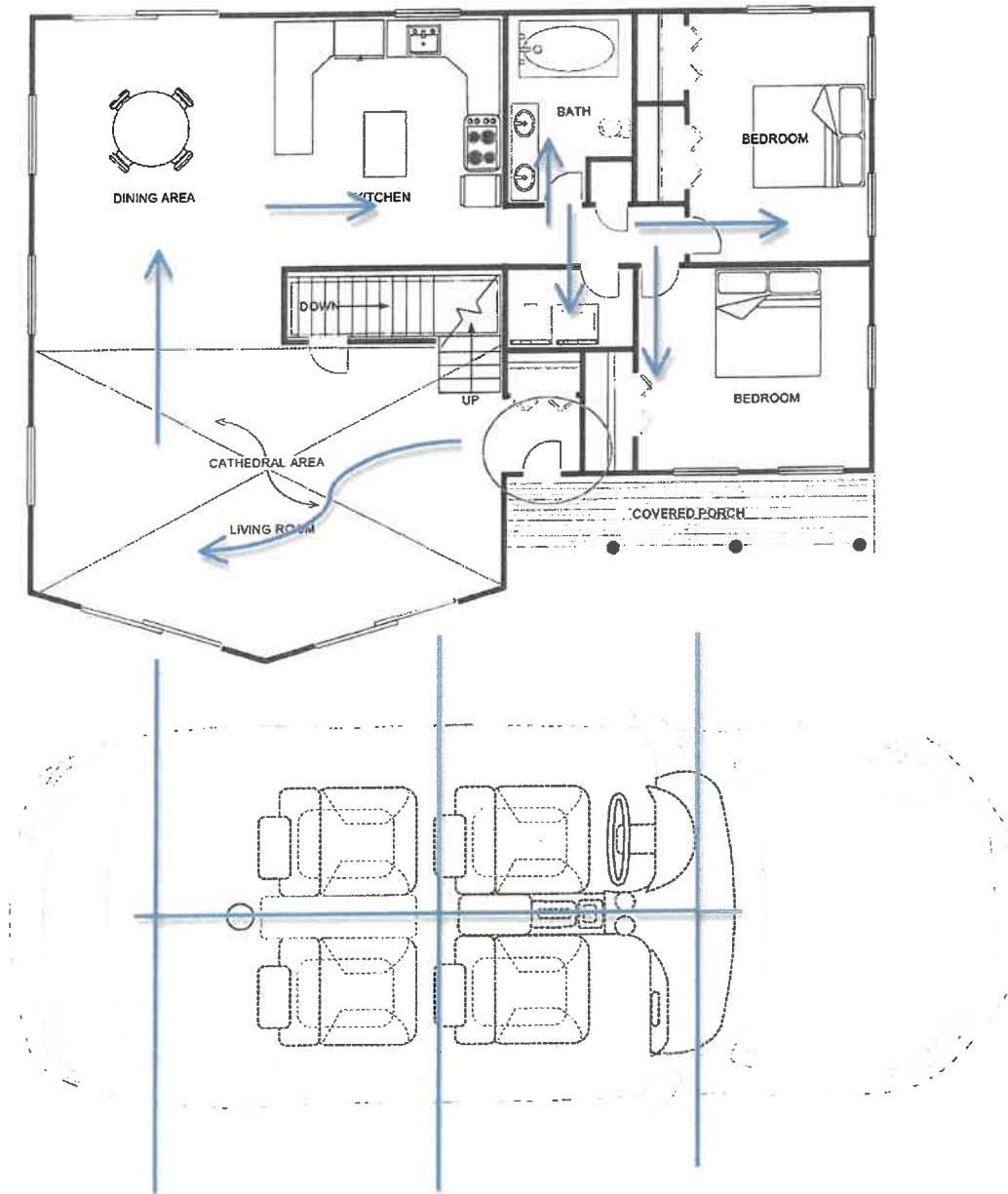
The collection of evidence from minor crime scenes must be limited to justifiable samples relevant to the commission of the crime/offence. Submission of DNA evidence items is limited to only those offences defined as **Serious Offences** under the Forensic Procedures Act 2000. Major crime scenes are processed by Forensic Services.

### Step 1 Develop a plan for your examination

#### Methodical approach

Divide your scene into areas to be examined similar to a grid. Select the order of examination from beginning to end. A start point is usually the area of the point of entry. Often most of the evidence for minor crimes is found at the point of entry. Some reasons for this include the amount of time the offender has spent gaining entry, the nature of the entry is usually forced, therefore, more contact with surfaces. For example, kicking in a glass panel of a door to gain entry, requires force to kick in the glass, effort to climb through and then walking over the broken glass once inside.

An example of a house and car examination plan:



## **Triage**

Evidence may be lost or destroyed if not collected immediately, especially in a public place or in poor weather conditions. If not protected, it may even be removed or altered by another person or animal. When developing a plan, consider the most 'at risk' evidence and collect this first, recording the state and position of the evidence.

## **Workspaces**

Contamination can occur easily, when bags and equipment are in contact with a scene and then used later to collect evidence from other areas or at another scene. Always prepare your equipment prior to collection.

### **Clean space:**

- ready for evidence collection,
- clean bags still in packaging or storage container
- do not leave exhibits or evidence with clean packaging storage
- do not place other police equipment with clean packaging bags and equipment

### **Examination space:**

- where further examinations of evidence are done at the scene or back at the office, the workspace should consist of a clean sheet of paper for each exhibit to rest on.
- The sheet of paper (or open out a paper bag and use the inside surface) must be changed between exhibits – even when fingerprinting

### **Dirty space:**

- Used equipment and items for disposal or for further cleaning.
- Not connected to examinations

## **Step 1 Documenting Exhibits**

Notes need to be more thorough than what is required for an offence report. The location, condition and descriptions of exhibits need to be precise. Use the following methods of recording an examination of a crime scene:

### **Notes**

(Including, observations, eg. lights on, ignition on, car in gear, handbrake off, windows/doors unlocked, damage etc. measurements of distances, eg. between exhibit and point of entry/exit)

### **Diagrams/Sketches/Plans**

### **Photographs**

It may be crucial to an investigation and analysis as to where exactly an exhibit is located within a crime scene. Exhibits may be portable. Dispute as to how the exhibit may have been transported into the scene can be reasoned with if all steps are taken to prove the exhibit has been left behind by an offender during the commission of a crime.

Simple recording of identifying marks and features can assist. These should include:

- **Colour**
- **Shape**
- **Size**
- **Brand**
- **Condition**
- **Serial/ Model Numbers**

Measurements or distances can either be estimated by using relative known distances or using a measuring tape if available. The proximity of exhibits to each other, point of entry/exit or the scene in general may be of assistance.

Descriptions must be consistent throughout notes, labels and report documentations such as exhibit logs, property receipts and request for analysis forms.

## Step 2 Collecting Exhibits

### What to Collect

- The scene assessment should dictate what is relevant to the commission of the crime.
- If the item is portable the **WHOLE** item must be collected.

Eg. Jemmy bars, screwdrivers, drink containers, small pieces of glass

Not only does this mean the exhibit may be tendered in evidence, if a swab is all that is taken the risk that this is insufficient for analysis is quite high. The Defence counsel is also entitled to examine an exhibit independently.

- The exhibit must be able to achieve the following results:
  1. Be corroborative evidence to show that a crime has actually been committed/not committed
  2. Identify an offender
  3. Withstand scrutiny of the judicial system

### Minor Crime Contact DNA Policy

Contact DNA samples often have a low success rate, with only a very small proportion giving a potentially useful DNA profile for the DNA database. Contact DNA samples often have either no DNA or only trace levels of DNA, and it is inherently difficult to clearly identify contact areas with DNA from the offender.

Collection of contact DNA samples is at the discretion of Forensic Services crime scene officers, and should be limited to samples where the offender is the **only** person likely to have had recent and prolonged contact with an item.

Officers should **not** collect contact DNA samples from:

- items where the area of interest cannot be specified (e.g. window frames)
- items that have only been touched briefly (such as to move them)
- items exposed to numerous people (e.g. door handles, money, shop counters)

Where it is considered likely that blood, saliva (e.g. cigarette butts, drink containers) or clothing from an offender has been left at a minor crime scene, these should be collected as per the current practice.

The following contact DNA evidence should also continue to be collected:

- a swab of the steering wheel of motor vehicles that have been moved or stolen
- tools used to attempt or gain entry, or to start a vehicle (such as scissors, screwdrivers and knives)

It is preferable for the whole exhibit to be submitted to FSST for examination as this preserves any staining for pattern interpretation, limits degradation and maximises the amount of material available for DNA profiling and for further testing if required. Large or heavy exhibits for minor crimes may be swabbed at the scene.

### Prior to collection of exhibits

- Always wear gloves
  - 2 pairs of gloves is preferred in order to allow for easy removal when changing often, protection against breakage and minimising contamination from subsequent gloves being taken out of the box
  - Change gloves between exhibits to avoid secondary transfer and contamination
- Always wear a face mask
  - Disposable face masks are available in all kits
  - *Do Not* cough, sneeze, talk over areas to be examined or exhibits
  - Saliva may contaminate potential DNA exhibits
- Select an appropriate package to place exhibit in.
  - **All biological exhibits MUST be in paper bags**
  - Check the size of the bag is sufficient before collection
  - Ensure collection devices (swabs, tweezers, bags) are sterile

### Collection

- ✓ Whole item is preferred. This allows for further sampling at the laboratory if required.
- ✓ Empty liquid or other contents if not required for analysis, i.e. Bottles, either pierce the bottom and pour out or carefully pour it out to avoid washing evidence away
- ✓ Select exhibits carefully
- ✓ Swabs taken from handled exhibits are proven to be less reliable when analysed. If no other sources of DNA, such as saliva or blood are available and contact DNA is all that may be collected, items must have been vigorously handled, used or manipulated by an offender for some time, not just picked up and moved.
- ✓ Choose areas which have not had frequent handling by either the complainant or others
  - Eg1. Drawer from filing cabinet which has been forced open as opposed to drawer which was unlocked and simply pulled open
  - Eg2. The broken plastic casing underneath a steering wheel, in an attempt to start the ignition, rather than the steering wheel

This is not to say that further justifiable exhibits should not be taken in the first instance, however, for a volume crime the single best exhibit is selected for analysis. Additional exhibits should be stored if required for analysis later. Avoid taking unnecessary samples for contact DNA. Your assessment should justify the reasonable and obvious contact an offender has had at the scene.

Always fingerprint the surface or exhibit first prior to DNA submission. This may indicate areas of handling or provide fingerprint latent impressions, therefore, negating the need for further DNA testing.

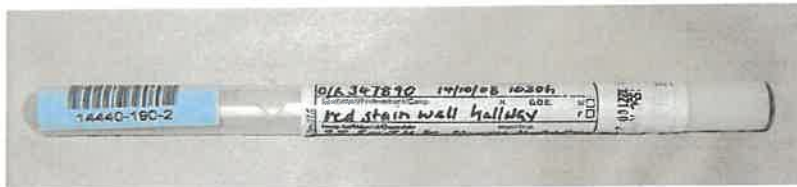
## Swabs

- If a surface is required to be swabbed the tube must be checked to ensure seal is intact for it to be sterile
- Identify what is to be swabbed before removing outer tube, don't wander around with the cotton tip exposed
- **Always** wear a face mask – your saliva can be easily deposited on the exhibit surface, by talking, sneezing or coughing over it.
- Drop a minute amount of water onto the cotton tip using sterile (deionised) water supplied in the kits. DO NOT use NaCl in personal protection kits or tap water
- If the area is wet (ie. Blood) water is not required

- Rub the cotton tip vigorously over the area identified, ensuring the head is well covered, continue this process for a reasonable amount of time. The swab head should appear rough



- Place the swab in the tube immediately and write details on label



- Offence Report number
- Location swab taken from
- Address of scene
- Date/Time collected
- Surname/Initial and badge number

- Aerate the tube by cutting a sufficient hole in the centre above the label away from the swab head (If the swab has a wooden shaft, this may be shortened to prevent head from being exposed)



- Non-aerated swabs will not be tested for minor crimes
- Place the tube in a paper bag, seal and place continuity label on front
- Swabs must be kept in a cool dry environment away from direct sunlight or heat

### Step 3 Packaging Exhibits

#### Biological Exhibits

- ✓ Paper bags
- ✓ Must be dry before packaging
- ✓ Must be able to breathe

#### Other Exhibits (except arson)

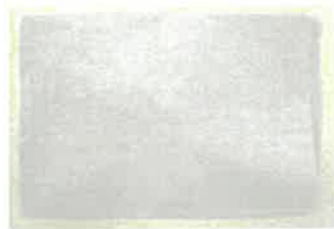
- ✓ Suitable sterile container/bag, sealed in the same manner as biological exhibits
- ✓ Consideration must be given to the possibility of further DNA testing and where unsure, package in clean paper bags as per biological exhibits.

#### WHY?

- Biological exhibits are likely to develop mould, destroying DNA, if damp when placed in a bag. Even a small amount of moisture will cause mould.
- Plastic containers, such as the tube of a swab, will develop condensation. Swab tubes must be aerated prior to placing in bag

#### Sharp or heavy exhibits

- Knives, screwdrivers, scissors, jemmy bars etc will eventually fall through a paper bag. Steps to avoid this occurring include;
  - ✓ Double bagging
  - ✓ Placing bagged exhibit in clean cardboard box (seal box also)
  - ✓ Using cardboard or bags wrapped around sharp end as a support





## Small exhibits

- It may be more practical to place small exhibits in an envelope, either postage or made up from clean A4 sheet as in a pharmacy fold. Small exhibits such as hairs or cigarette butts can be damaged or lost by excess movement within the bag.
- It is then necessary to place the envelope in a standard bag for appropriate labelling and sealing.

### Pharmacy fold for trace evidence collection

- Avoid using large bags and tipping the contents of trace vacuuming in so that small particles are difficult to retrieve.
- Using a clean piece of A4 paper or brown paper for larger area, a series of folds can be prepared to wrap the trace before placing in an outer bag for labelling.



1. Place evidence on A4 sheet



2. Make 2 folds longways towards the centre



3. Fold both edges towards the centre with one edge folded over at the corners



4. Open the edge of the flat fold so that the triangular end can be inserted



5. Insert the ends of the fold together and smooth flat.
- Do not use sticky tape or labels to secure fold!
  - Place barcode label with identifying notes on the outside for identification of sample
  - Place fold in outer paper bag and label and seal

### Multiple exhibits

- ALL exhibits must be packaged INDIVIDUALLY
  - This includes bottles, cigarette butts, clothing items, shoes etc., regardless of whether you believe they have come from the same source.
- Where a large sample of exhibits is found of similar kind, a selection of best quality samples should be taken rather than the entire collection. For example; ash tray full of cigarette butts – collect those of different brand or condition (such as lipstick marks etc)

### Arson exhibits

- Should only be collected by Forensic Services or Tasmania Fire Service and must be sealed in a sterile metal tin or arson bag
- Clothing from suspects must be sealed in arson bags, which are supplied by Forensic Services. These bags are specially constructed to contain accelerants from evaporating. Standard plastic snap lock bags are not suitable as they are too porous.
- Control samples must be collected.
- Liquid accelerants for reference (control) samples should be collected using glass vials with a Teflon lid to prevent evaporation.

### Other exhibits

- Any other evidence items should be packaged in secure containers or bags and be labelled and sealed according to standard practises.
- Mobile phones, computers and electronic media must be packaged, sealed and labelled with Continuity Labels, this includes DVDs/CDs containing CCTV footage.

**Step 4 Labelling**

- All packages **MUST** have a continuity label detailing the specific contents and the location and address exhibit was collected from.
- Details on swab tubes must reflect exact location swab was taken from.

All labels **MUST** contain the following information

- ✓ Offence report number
- ✓ Incident type
- ✓ Full description of item, including where in scene it was collected from,
  - Eg. Swab of steering wheel from BS1234 or beer stubby rear passenger side floor BS1234 or stain on carpet r/h corner - lounge room
- ✓ Location/address exhibit collected at
- ✓ Whom collected by/ badge number
- ✓ Date and time of collection

FORENSIC CONTINUITY LABEL			
O/R No.	FSST No.		
Incident Type			
Full Description of Item <small>(include H/E/GO if applicable)</small>	Scene Address		
Location taken from scene			
Complainant/ Business Name Collected By (POLICE)	Badge No.	Time Collected (24hr)	hrs
Date Collected	CHAIN OF CUSTODY (SURNAME/BADGE No.)		
1.	DATE	o	hrs
2.	DATE	o	hrs
3.	DATE	o	hrs
4.	DATE	o	hrs
5.	DATE	o	hrs

Although it is repetitive this information must be consistent between labels and records.

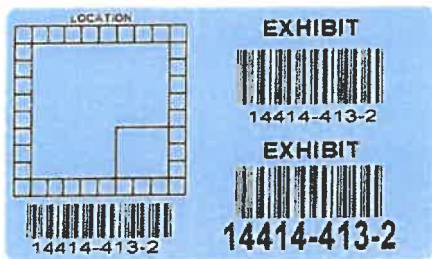
**ALL** of the above details **MUST** be included on

- ✓ Swab tube (Do not try to follow pre-printed sub headings on swab label such as hospital/ward etc., use the spaces available to include all of the above details)
- ✓ Continuity label
- ✓ Exhibit list (rear of Forensic Request form)
- ✓ Offence reporting system

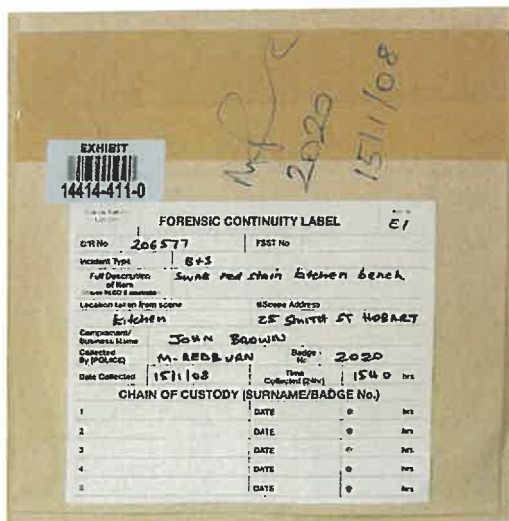
**Barcodes**

- Each individual exhibit requires a unique barcode number
- Note that fingerprint lifts also require their own barcode number and it is separate from the exhibit that it was lifted from.
  - Eg. A bottle was found at the scene of a crime belonging to the offenders.
    - Bottle fingerprinted and a lift of fingerprint impressions taken – barcode for lift
    - Bottle was also collected for DNA – new barcode for bottle (packaging)
- DO NOT place barcode stickers directly on to exhibits
- Barcode stickers are for use on packaging for exhibits, including swab tubes.
  - In the case of a swab being obtained; the smaller barcode sticker is placed on the outside of the tube and the larger printed barcode (same number) is placed on the outside of the paper bag it is packaged in.

**Barcode Stickers**



Each barcode number comes in 3 separate stickers. The number is unique to the individual exhibit. Unused barcode stickers must be disposed of.

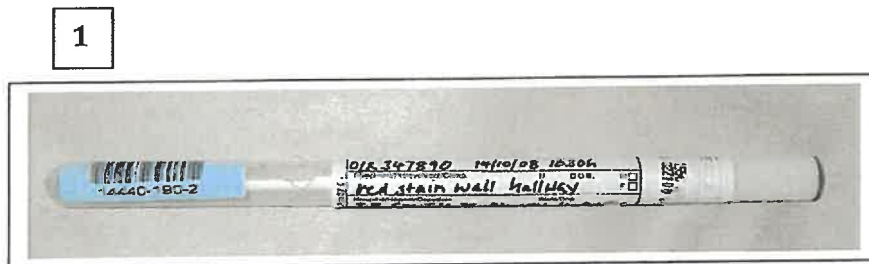


Place the barcode sticker with the larger font on the outside of the packaging as shown.

The smaller font barcode of the same number should only be used if the exhibit relates to a swab.

There are two ways this can be done;

- (1) Use the small font sticker to place on the furthest end of the tube above the aerated hole – preferred method
- (2) Use the scale sticker to partially attach to the tube. \*details of the swab must be written clearly.



### Step 5 Sealing Exhibits

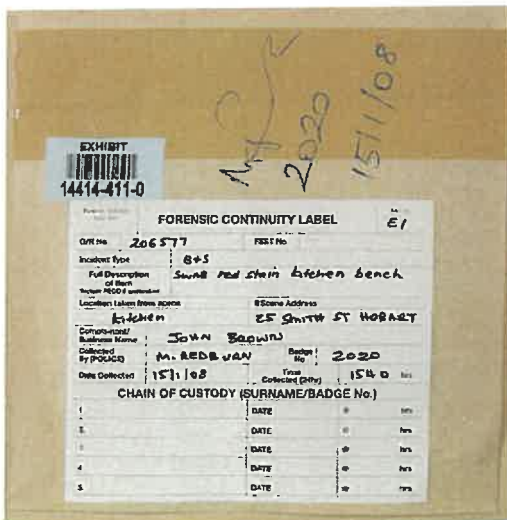
- When sealing a bag or container the seal must prevent any possible access to the exhibit
- Tamper proof seals are still sometimes used but are no longer compulsory
- Brown packing tape is supplied in kits and is most suitable
- Tape should be neatly placed over the fold of the bags or lid of container and cover any gaps

### Signing seals

- The officer collecting/packaging the exhibit must sign the seal
- A seal should be signed with the following information
  - Signature
  - Date
  - Badge number

These details should overlap THE FOLDED SIDE OF THE BAG, OVER THE TAPE AND BAG ITSELF

DO NOT use continuity label to seal exhibits



## Continuity

- Chain of Custody must be maintained at ALL times.
- Exhibits must be signed by the receiving officer and include badge number for identification – ensure the person you are handing the exhibit to, signs the Continuity Label immediately
- Continuity is often required for court and all movements must be accounted for.

## Storage

### Storage Chain of Custody

- Exhibits placed in after hours storage must be signed over to the storage area with date and time;  
*e.g. Smithton Station Exhibits locker 12/3/11 0700h*
- Make a note in your notebook the time you have entered the exhibit into storage

### Storage Physical Requirements

- Immediately after collection (this does not include desk drawers)
- You must be able to account for the security if maintaining possession
- Cool, dry, away from direct sunlight

### Documentation Required for Analysis

- A Submission of Articles for Examination – SAFE (formerly a Request for Forensic Examination form – RFSE) must be produced for each analysis area.  
For example; Fingerprint Section, FSST Biology (DNA), Ballistics
- Your Case Summary MUST outline the relationship between all exhibits and scene/offender and justify why you believe they should be analysed (value of the evidence to the case)
- Example case summary proforma:

At ( **time/date** ) examination was conducted at ( **address/location, name victim/business name/ rego and vehicle description** ). Entry was via ( **location and action and implement if known** ) or ( **injury to the victim or damage to property was.....** ). ( **Outline MO briefly - assists to determine analysis and seriousness of the crime/offence** ). Exhibit ( **description as per continuity label** ) was located at/in ( **area specified - inside/outside etc.** ) and appears to have been used/contact made to ( **action performed** ). Exhibit ( **did/did not** ) belong to complainant/victim. Fingerprints and photographs were taken from/of ( **exhibit(s) - specify** ) at scene/location.

- Note: In order to comply with the FSST Contact DNA policy – if contact DNA is collected you must justify that the exhibit/surface was **vigorously** used, handled or manipulated and for some time. (MINOR CRIME ONLY)



## COMMISSIONER'S OFFICE

TAT:LF

A08/21610

Our Ref

Your Ref

5 September 2008

Commander, Northern District  
 Commander, Southern District  
 Commander, Eastern District  
 Commander, Western District  
 Commander, Operations Support  
 Director, Forensic Science Service Tasmania

### MINOR PROPERTY CRIME EXHIBITS TO FORENSIC SCIENCE SERVICE TASMANIA (FSST)

FSST has been receiving a large number of additional exhibits from some minor property crime incidents (e.g. burglary, stolen motor vehicle, damage to property) where the first exhibit, selected as the most likely to give a useful DNA profile, fails to give a DNA profile suitable to be put on the DNA database. These additional exhibits also generally do not give a DNA profile suitable for the database.

In order for the DNA testing of exhibits from minor property crimes to be effective and timely the following shall apply:

- Only one exhibit, most likely to give a relevant DNA profile, is to be submitted in the first instance;
- If the first exhibit fails to generate a DNA profile suitable to be placed on the DNA database, the investigator can request the testing of one additional exhibit (DNA results from these exhibits that generate a match on the DNA database are sent to the District CMU for action and IDM entry on the OR system whilst no match or no DNA profile results are placed directly on the OR system);
- If the additional exhibit also fails to generate a DNA profile suitable for the database no further exhibits will be accepted at FSST, unless the following applies:




- If the investigator believes that DNA testing of a third or subsequent exhibits is warranted, a request, including the justification, is to be sent to the Officer-in-Charge, Forensic Services who may then authorise the submission of additional exhibits.

Exceptions to this policy:

- Where the exhibit most likely to provide a useful DNA profile is a portable item a relevant second exhibit from a fixed item will also be accepted in the first instance, e.g. a drink container and a swab of the steering wheel from a SMV. If neither of these give a profile suitable for the DNA database, as per the previous dot points, one additional exhibit will be accepted. If this also fails to generate a profile suitable for the database the submission of any subsequent exhibits will require authorisation through the Officer-in-Charge, Forensic Services;
- Where the information provided to FSST on submission of the exhibit indicates there is evidence of multiple offenders more than one exhibit will be accepted if the information makes it apparent they may have originated from different people.

An officer should seek guidance from a supervisor, their local Forensic Services officers or FSST when making the decision as to which exhibit should be submitted to FSST.

**Please note that this policy only applies to minor property crime cases, not crimes against the person where all relevant exhibits will be accepted.**



T A TULLY

Acting Assistant Commissioner of Police  
Crime and Operations

## National Association of Testing Authorities, Australia



25 June 2015

Mrs T M McCusker  
Quality Manager  
Forensic Science Service Tasmania  
20 St Johns Avenue  
NEW TOWN TAS 7008

Dear Mrs McCusker,

**Re Ms Sue Neill-Fraser**

NATA has recently received a complaint relating to Forensic Science Service Tasmania's (FSST) involvement in the case of the above named individual.

NATA is aware that a letter pertaining to this case, dated 9 September 2014 was sent to Mr Lazlo Szabo, Director of Forensic Science Service Tasmania. NATA is lead to believe that the response to this letter was provided by Donna Adams, Assistant Commissioner, Crime and Operations, Tasmania Police.

At this point in time, NATA seeks to establish if the letter of 9 September 2014 was considered as a complaint by FSST and subsequently investigated as such.

If the matter was not handled as a complaint by FSST, NATA would appreciate your response in clarifying why this matter was not considered a complaint and how it was actioned and referred to Tasmania Police for a response.

NATA requests provision of the records of your investigation and subsequent corrective action(s), should any such actions have been considered necessary.

I would appreciate your response, addressed to me in our Melbourne office, please by no later than 8 July 2015.

Yours sincerely,

Phillip Hill  
Quality Manager

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## Forensic Science Service Tasmania

20 St John's Avenue  
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 phone: (03) 6278 5608  
 e-mail: laszlo.szabo@fsst.tas.gov.au

7 July 2015

Mr Phillip Hill  
 Quality Manager  
 NATA  
 Level 1, 675 Victoria Street,  
 Abbotsford VIC 3067

Dear Mr Hill

### Susan Neill-Fraser complaint

Thank you for your letter dated 25 June 2015 referring to a complaint received by NATA regarding FSST's involvement in the Susan-Neill Fraser case. I confirm that FSST received a letter dated 9 September 2014 from Ms Susan-Neill Fraser's legal representative, Ms Barbara Etter.

FSST did not regard the letter as a complaint, but rather a continuation of legal proceedings. We would not normally regard legal and scientific arguments from legal counsel in favour of a defendant or convicted person as a complaint, given the adversarial nature of our legal system.

At my request, the Manager Forensic Biology reviewed the information received from Ms Etter to see if any corrective actions were required. Most of the information provided by Ms Etter related to the forensic biology evidence given by two of our forensic scientists at the trial of Susan-Neill Fraser, rather than the content of their forensic reports. FSST remained of the view that our forensic findings and evidence given at the murder trial were sound and that corrective actions were not required.

FSST is part of the Department of Police and Emergency Management (DPEM), which includes Tasmania Police, the Tasmanian Fire Service and the State Emergency Service. FSST is operationally independent of Tasmania Police and the Director FSST reports directly to the Head of Agency (Mr Darren Hine), who is also the Commissioner of Police. The response to Ms Etter's letter was handled at an Agency-wide level. Assistant Commissioner Adams responded to Ms Etter's letter after considering legal advice received from the Principal Legal Officer of Tasmania Police and the Acting Director of Public Prosecutions.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Laszlo Szabo', is written over a faint circular stamp.

**Laszlo Szabo**  
 Director FSST



## National Association of Testing Authorities, Australia



9 July 2015

Mr L Szabo  
 Director FSST  
 20 St John's Avenue  
 NEW TOWN TAS 7008

Dear Mr Szabo,

**Re Ms Susan Neill-Fraser**

Thank you for your letter dated 7 July 2015 and in response to our letter of 25 June 2015.

Whilst I note the view of FSST, that corrective actions were not required in relation to your forensic findings it is important that NATA be able to satisfy itself that FSST were compliant with its associated accreditation criteria.

It is therefore requested that you supply the necessary evidence to demonstrate that specific aspect of the NATA *Supplementary Requirements for Accreditation (FAD) in the Field of Forensic Science*, applicable at that time had been met.

1. Evidence that Ms Deborah McHoul was deemed competent in the use of luminol;
2. Evidence that Ms McHoul was deemed competent to provide expert evidence in Court;
3. Evidence that Court Monitoring had occurred in each year testimony was given or when next in Court (as was a requirement under 5.9.1 of the FAD at the time the case was presented in Court);
4. Details of whether the State vs Neill-Fraser case was part of the Court Monitoring and any outcomes as a result.

In relation to the methodology accredited by NATA at that time (luminol testing being accredited under subclass 18.04.02 Blood Stain Pattern Analysis), NATA seeks your further advice of the following in relation to the results reported 12 June and 1 July 2009 respectively, (FSST No 0900608).

1. The application of luminol as described on pages 651 - 652 of the court transcript from State v Neill-Fraser (a copy of which is enclosed);
2. That a control sample was not taken at the time of sampling, as described on pages 652 - 653 of the court transcript from State v Neill-Fraser (a copy of which is enclosed).

NEW SOUTH WALES & ACT  
 7 Leeds Street  
 Rhodes NSW 2018  
 PO Box 7517  
 Silverwater NSW 2128  
 Tel: 02 9736 8222

VICTORIA & TASMANIA  
 Level 1  
 375 Victoria Street  
 Abbotsford VIC 3067  
 Tel: 03 9274 3200

QUEENSLAND  
 328 Ipswich Road  
 Annulay QLD 4108  
 PO Box 1122  
 Arundel QLD 4108  
 Tel: 07 3721 7800

SOUTH AUSTRALIA & NT  
 Unit 1  
 18 King William Rd  
 Unley SA 5061  
 Tel: 08 8375 3800

WESTERN AUSTRALIA  
 Business Centre  
 Suite 7  
 2A Brodie Hall Drive  
 Bentley WA 6102  
 Tel: 08 9486 7800

FSST are also requested to provide details of the control blood stain associated with the day of initial testing, whether there is evidence of the luminol being in date, and whether there is evidence that the control sample (not taken at the same time) was assessed using the same batch of luminol.

I would appreciate your response by 16 July 2015.

Yours sincerely

S36(1)



Whereas, a brownish (indistinct word) stains are also positive – was that at the same area on the port side?.....On the top of the port side towards the stern – is that – sorry, is that where you are?

5 Yes, is it – is that where it refers to?.....Sorry, I think I – I think I've missed something, sorry. Sorry, small brown stains on the port side towards the stern – I can't point – point you to it in the photograph. I can have a look at my notes whether I have a clearer indication of where it is.

10 Okay. Perhaps if you could go through the remaining photographs and see – just acquaint yourself with them?.....Okay, so this are just generalised overview shots of the – of the dinghy after it's been fingerprinted. So this is the – the right side towards the front.

15 Mm hm. ....Any – unfortunately because I – what happened is, I gave – I gave an examination by eye and made some notes and then the dinghy was fingerprinted, so the specific stains that I might have mentioned as being brownish you probably can't see beneath the  
20 fingerprint powder, unfortunately. The stains that I've described as drop and run type stains were on the very front on the inner aspect of the inflatable area at the front. But again, you can't really see them beneath the fingerprint powder. This is towards the back, obviously, showing the left hand side or the port side. This is subsequent to the  
25 luminal examination, so the area outlined in black there is an area that was positive with the luminal screening test for blood.

Yeah.....That's a closer view of that.

30 All right. And does that seem to show the staining?.....Yes, it shows that there was something there that reacted, certainly. That's around the same – I think that's the same stain, and closer again. And that's just a shot of the overall dinghy and then that's the shot showing the luminol positive areas.

35 Right, thank you. Now as to the luminol positive areas what can you say about those, the strength of the reaction or whatever?.....Okay. The strength of the reaction in the front on the inside was very long lived and strong as was the area of staining towards the back on the  
40 port side. Unfortunately you can't really see the staining on the trim– well you can a little I think on the trim at the front, that also was strong and long lived. The area in the middle and towards the back was slightly less, gave a slightly less strong glowing reaction but was again long lived. This run down here that you can see is just  
45 the chemical itself running down towards the back. Because the glow is very pale to some extent, even though I'm calling it strong



That wasn't positive with luminol and I've taken that as a control so that the two results can be compared.

5 Thank you.....However the control samples weren't taken on the same night as the luminol samples were taken.

10 And a little time later some microscopic examination was attempted on the dinghy, is that right?.....Yes, that's correct, so because I got such strong positive reactions in the - in the dinghy I wanted to have a look at it with good light and with magnification so I asked that the boat - that the dinghy be brought to the laboratory, which happened, and I did that exam with an operating microscope and some good light but I didn't find any obvious red/brown staining in the boat.

15 In the - sorry?.....I didn't find any obvious red/brown staining that would correspond with my luminol positive reactions.

20 Thank you. Just bear with me for a minute, please, Ms McHoul. Well, I'll just ask you about - about this; a forensic biology report was compiled -.....That's correct.

25 - and - well in fact two were, and as I understand it, that's done under - by your - by examination of scientists or under their supervision, and this one was the 1<sup>st</sup> of July, was done partly by Mr McKenzie and partly by you, is that right?.....Yes, that's correct, it's actually been written and signed by Mr McKenzie, but some of the items within that report were done by or under the direction of me.

30 Okay. And were the ones that you did numbered 113 onwards?.....Yes - can I have a look at my notes?

HIS HONOUR: Is there any objection to that?

35 MR GUNSON SC: No, your Honour.

HIS HONOUR: Yes, have a look at your note.

40 WITNESS: Yes, that certainly seems to be the case.

MR ELLIS SC: (Resuming): And were they mainly samples and items taken from - from a motor vehicle, registered DOO402?.....Without sitting here and going through them all -

45 No.....- I don't think I can tell you that.



**Forensic Science Service Tasmania**

20 St John's Avenue  
NEW TOWN TAS 7008  
phone: (03) 6278 5608  
e-mail: laszlo.szabo@fsst.tas.gov.au

24 July 2015

Mr Phillip Hill  
Quality Manager  
NATA  
Level 1, 675 Victoria Street,  
Abbotsford VIC 3067

Dear Mr Hill

**Susan Neill-Fraser complaint**

In response to your letter dated 9 July 2015, we can provide the following information.

Deborah McHoul began her employment at FSST in 1991, prior to the formal documentation of methods, procedures and training in accordance with NATA accreditation requirements. FSST first received NATA forensic accreditation in 1998.

Debbie was assessed as competent as a biological examiner (including in the use of luminol and giving expert evidence in court) some time prior to 30 June 1997 when the current form of record keeping was introduced. Her training records include a note to this effect:

*As a serologist of long standing all modules A1-5, C1-20 are considered to have been competently completed prior to 30/6/97 (when this form of documentation was introduced).*

The first documented court testimony monitoring of Debbie occurred in 1997, and our records indicate that monitoring occurred in all of the subsequent years (sometimes more than once), except in 1998, 2000, 2006, 2008 (Debbie had no court appearances in 2008), 2009 (Debbie had one court appearance early in the year and was then on leave for a significant portion of the remainder of the year and into 2010) and 2013 (Debbie was on leave from March 2013 to October 2014, and had no court appearances in 2013). Our records show that Debbie's court testimony has been monitored 22 times since 1997 inclusive.

Debbie's evidence in the Susan Neil-Fraser case was monitored in September 2010 by the prosecutor, Mr Tim Ellis (who was also the Director of Public Prosecutions at the time). The transcript of the evidence given by our forensic biologists in this case was also circulated to all forensic biology staff on 8 October 2010, and reviewed by the Manager Forensic Biology. The only issue recorded as having arisen from this evidence is that of the Judge allowing the Defence to question Debbie about an area she stated was outside her field of expertise (pages 26-30 of our copy of the transcript of Debbie's evidence).

I have attached copies of relevant records from our files, as requested.

In answer to your questions regarding the luminol results:

At the time of the examinations relating to this case, the procedure was for authorised FSST staff to apply the luminol reagent, and for Tasmania Police Forensic Services officers to photograph positive luminol reactions whenever possible, given the superior cameras and photographic expertise of these officers. To obtain the best photograph of a luminol reaction, the camera lens is kept open for a long period of time (given the low levels of light emitted by the luminol reaction), and, in order to maintain the luminescence while photographing, the area may be re-sprayed with luminol. This can result in an overspray of the area and cause pooling of any excess solution. This is the situation Debbie explained in her evidence on pages 651-652 of the transcript.

A pre-prepared dried diluted bloodstain is used as the positive control for the luminol reaction. The luminol solution is made up at the time of use and the procedure is to discard the solution if a positive reaction is not seen when sprayed onto this control bloodstain. From the luminol procedure:

*Spray the reagent onto your control blood stain to ensure that the solution is working. (If a positive reaction is not seen, make fresh working solution and test again).*

As this is our Standard Operating Procedure there is no recording necessary of a positive luminol control test. In addition we have a "Technical Officer of the Month Calibration and Task List" form that includes a monthly check of the luminol reagents in the crime scene kit and a requirement to replace them if they are nine months old. This also includes ensuring there are sufficient blood stains to use as controls. These tasks were performed on 2 January 2009 prior to the dinghy first being sprayed with luminol on 30 January 2009.

The "control samples" referred to on pages 652-653 of the transcript were not control samples associated directly with the luminol screening process. They were swabs collected for DNA testing and potential comparison to the DNA profiles obtained in February 2009 from the luminol positive areas in the dinghy, to see if the DNA was confined to the luminol positive areas or was more widely distributed. Debbie's case notes from 16 April 2009 clearly state the intent of the control samples:

*'Control' type samples collected to compare DNA results from lum. pos samples & non lum. pos. areas.*

These swabs were collected when the dinghy was at FSST rather than during the initial luminol screening out in the field. Given that these swabs were intended for DNA testing, their collection after luminol spraying did not compromise the luminol screening process, or the subsequent DNA testing.

The results of the DNA testing of these swabs (items 160, 167, 168, 169 and 170) were included in an FSST forensic report issued by Chris McKenzie and Carl Grosser and dated 1 July 2009.

Given that this is the first time that FSST has responded to a complaint investigation by NATA, could you please provide advice as to the level of confidentiality that NATA will apply to the information provided in this letter, and the information provided in my previous letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laszlo Szabo', written in a cursive style.

**Laszlo Szabo**  
Director FSST

**Szabo, Laszlo (FSST)**

---

**From:** Phillip Hill <Phillip.Hill@nata.com.au>  
**Sent:** Friday, 24 July 2015 11:54 AM  
**To:** Szabo, Laszlo (FSST)  
**Cc:** Scott, Pam (FSST); McCusker, Marie (FSST)  
**Subject:** RE: NATA complaint investigation - FSST

Dear Laszlo,

Thank you for your response.

In relation to your question on confidentiality, NATA is bound by its Regulation R.39 (contained in the NATA Rules). As such all the information provided to date is considered privileged and confidential and without the permission of FSST will not be disclosed to another party.

Your response will be reviewed in due course and I will get back to you or the other nominated FSST staff in due course.

Regards  
 Phil

---

**From:** Szabo, Laszlo (FSST) [mailto:Laszlo.Szabo@fsst.tas.gov.au]  
**Sent:** Friday, 24 July 2015 9:38 AM  
**To:** Phillip Hill  
**Cc:** Scott, Pam (FSST); McCusker, Marie (FSST)  
**Subject:** NATA complaint investigation - FSST

Dear Phillip,

I have attached our response to the attached letter from NATA, along with the requested supporting documentation.

Please note that I will be on leave from 3-28 August 2015, and if you have further queries or requests for information, please cc your email to Pam Scott (Acting Director) and Marie McCusker, and Pam Scott will respond on behalf of FSST.

Kind regards,

Laszlo

---

Laszlo Szabo  
 Director  
[Forensic Science Service Tasmania](#)  
 20 St John's Avenue  
 New Town TAS 7008  
 Phone: 03 6278 5608

**From:** Phillip Hill [mailto:Phillip.Hill@nata.com.au]  
**Sent:** Thursday, 16 July 2015 12:36 PM  
**To:** Szabo, Laszlo (FSST)  
**Cc:** Scott, Pam (FSST)  
**Subject:** RE: NATA complaint investigation - FSST

Dear Laszlo,

Thank you for keeping NATA informed. I look forward to receiving your response next week.

Regards  
Phillip Hill  
Quality Manager

---

**From:** Szabo, Laszlo (FSST) [<mailto:Laszlo.Szabo@fsst.tas.gov.au>]  
**Sent:** Thursday, 16 July 2015 12:05 PM  
**To:** Phillip Hill  
**Cc:** Scott, Pam (FSST)  
**Subject:** NATA complaint investigation - FSST

Dear Phillip,

I am in the process of seeking legal advice and Agency approval for my draft response to your second letter, and will be unable to send you a formal response until the end of next week.

Regards,

Laszlo

---

Laszlo Szabo  
Director  
[Forensic Science Service Tasmania](#)  
20 St John's Avenue  
New Town TAS 7008  
Phone: 03 6278 5608

**From:** Phillip Hill [<mailto:Phillip.Hill@nata.com.au>]  
**Sent:** Thursday, 9 July 2015 1:46 PM  
**To:** Szabo, Laszlo (FSST)  
**Cc:** McCusker, Marie (FSST); Scott, Pam (FSST)  
**Subject:** RE: NATA complaint investigation - FSST

Dear Laszlo,

Apologies for the delay in my acknowledgement.

In order to expedite our investigation process I have attached our latest correspondence on this matter and for your response.

NATA does not require that your correspondence be provided as hardcopy.

Regards  
Phillip Hill

---

**From:** Szabo, Laszlo (FSST) [<mailto:Laszlo.Szabo@fsst.tas.gov.au>]  
**Sent:** Tuesday, 7 July 2015 12:39 PM  
**To:** Phillip Hill  
**Cc:** McCusker, Marie (FSST); Scott, Pam (FSST)  
**Subject:** NATA complaint investigation - FSST

Dear Phillip,

Thank you for your letter dated 25 June 2015 (scan attached), which was received by FSST on 30 June 2015.

Our response is attached.

Please let me know if you would also like a hard-copy sent to you in the mail.

Kind regards,

Laszlo

---

Laszlo Szabo  
Director  
[Forensic Science Service Tasmania](#)  
20 St John's Avenue  
New Town TAS 7008  
Phone: 03 6278 5608

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**AUTHORISATION RECORD**

Name: DEBORAH MC HUGH

Authorisation level	Authorised by <sup>1</sup>	Date
<b>DNA analyst</b> Full authorisation to conduct and report DNA profiling tests		
<b>Serology analyst</b> ✗ Full authorisation to conduct and report serology tests <sup>2</sup>	L. [Signature]	30 JUNE 97
<b>Review DNA results</b> Authorisation to independently type GeneScan DNA profile data and technically review DNA reports/files Q: Quadruplex P: Profiler Plus	Q: L. [Signature] P: L. [Signature] P: (W.I.) [Signature]	Q: 20 JUNE 97 P: 21 AUG 98 31 MAY 99
<b>Review serology results</b> Authorisation to independently type serology results and technically review serology reports/files		
<b>Crime scene examination</b> Authorisation to conduct the forensic biology examination of crime scenes, including blood stain pattern interpretation		
<b>Blood stain pattern examination</b> Authorisation to interpret blood stain patterns		
✗ reauthorised after extended leave	[Signature]	10.11.14
Authorised to prepare reference samples from mouth swab kits.	L. [Signature]	31/1/01
Kenatrance	[Signature]	25.11.04
Basic Textile Damage	[Signature]	22.7.11
Advanced Textile Damage	[Signature]	7.11.11

<sup>1</sup> Authorisation may only be approved by the Section Head or GAFL Manager.

<sup>2</sup> A DNA analyst is authorised to review DNA results. A serology analyst is authorised to review serology results (as broadly defined in Procedure BS03) and to examine crime scenes and interpret blood stain patterns.



TRAINING SUMMARY

NAME: DEBORAH McHUGH *			
Module	Date Completed	Initials of Trainee	Initials of Assessor
Serology modules:			
C1. Documentation of a crime scene			
C2. Screening tests for blood			
C3. Luminol enhancement of blood stains			
C4. Blood stain pattern interpretation	reauthorised 16.10.14	DM	PJS
C5. Screening tests for semen - AP & Pollight			
C6. General case examination			
C7. PGM-starch typing <sup>1</sup>			
C8. Photography			
C9. Use of the microscope			
C10. Haemochromogen test for blood			
C11. Preparation of reference blood stains			
C12. Species identification (Ouchterlony)			
C13. Haptoglobin typing <sup>1</sup>			
C14. PGM-IEF typing <sup>1</sup>			
C15. Identification of sperm <sup>1</sup>			
C16. Identification of aspermic semen (PSA)			
C17. Identification of human hairs	reauthorised 15.10.14	DM	PJS
C18. Screening tests for saliva/urine/faeces	reauthorised 27.10.14	DM	PJS
C19. Serology report writing			
C20. Presenting serology evidence in court			

C15  
DM  
17.10.14  
C16  
27.10.14

<sup>1</sup> These modules are made up of a number of submodules. If only some of the submodules were completed, make a note of those that were actually completed in the Date Completed column (eg C14-3 only).

\* As a serologist of long standing - all modules A1-5 C1-20 are considered to have been competently completed prior to 30/6/14 (when this form of documentation was introduced) @ DEB SM 20/10/14

accessed  
multiplication of  
C19 at 22.7.11  
220 at 7.11.11

File: BTRAV02.DOC

Basic Damage PJS 22.7.11  
Advanced Damage PJS 17.11.11

**NATIONAL ASSOCIATION OF TESTING AUTHORITIES AUSTRALIA**  
**REPORT ON ASSESSMENT**



<b>FACILITY:</b>	Forensic Science Service Tasmania
<b>SITE:</b>	Forensic Science Service Tasmania
<b>ACCREDITATION NO:</b>	13072
<b>SITE NO:</b>	13065
<b>DATE OF VISIT:</b>	9 - 10 October 2019
<b>AUTHORISED REPRESENTATIVE:</b>	Mrs Christine Moller- Foster
<b>LEAD ASSESSOR:</b>	Ms Kirsty Putsey
<b>CLIENT COORDINATOR:</b>	Ms Kirsty Putsey
<b>JOB NUMBER:</b>	73102
<b>ASSESSMENT TYPE:</b>	Surveillance visit
<b>ON-SITE TIME (HR):</b>	9/10 – 8.5 hours, 10/10 – 6.5 hours
<b>RESPONSE DUE DATE:</b> <i>(refer to page 2)</i>	21 November 2019
<b>SIGNED ON BEHALF OF:</b> JENNIFER EVANS, CEO	
<b>NAME:</b>	Ms Kirsty Putsey
<b>DATE:</b>	24 October 2019

NATA Report on Assessment	Accreditation No:	13072
	Site No:	13065
	Job No:	73102

### CODING OF ASSESSMENT FINDINGS

Assessment findings are recorded as nonconformities and observations. Each finding is coded with a cross reference to the relevant clause number of the accreditation standard(s).

Responses to any nonconformities are to be recorded in the *Facility Response* section with reference to any supporting evidence. Responses to all nonconformities must be provided by the due date indicated on the front page of the report. In the case that any nonconformity has not been able to be addressed, the reason why and a progress summary is still required to be provided by the due date.

The accreditation status of the facility will be confirmed once all nonconformities have been satisfactorily addressed. The accreditation status of currently accredited facilities will be reviewed should there be significant delays in satisfactorily addressing any nonconformity.

Findings are coded as follows:

Code	Explanation
<b>C</b> <b>(Major nonconformity)</b>	<p>May include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• An issue that contributes directly, or has the potential to contribute directly, to the reliability of test results (e.g. inadequate staff training, calibration deficiency, inadequate quality control). This is irrespective of whether the issue is random/infrequent or systemic;</li> <li>• An issue, that whilst it does not contribute directly to the reliability of test results, is systemic (i.e. the same deficiency has occurred on at least a number of occasions);</li> <li>• An issue that contributes directly to how results may be interpreted by the client (e.g. sampling deficiencies);</li> <li>• An issue that has been raised previously as a minor nonconformity but has not been fully or appropriately addressed.</li> </ul> <p>A response is required on major nonconformities, including the cause analysis, the action taken and supporting evidence.</p>
<b>M</b> <b>(Minor nonconformity)</b>	<p>May include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• An issue is random or infrequent (e.g. only a few staff training records have been found to be out of date);</li> <li>• An issue that does not contribute directly to the reliability of test results but is still a criterion for accreditation (e.g. all</li> </ul>

NATA Report on Assessment	Accreditation No:	13072
	Site No:	13065
	Job No:	73102

	<p>staff have received appropriate training for an updated method but this has not been recorded).</p> <p>For initial assessments and variation visits, minor nonconformities must be addressed as per major nonconformities.</p> <p>For all other visits, the cause analysis and action taken or planned to be taken is required. Supporting evidence does not need to be submitted as this will be reviewed at the following assessment visit.</p> <p>Responses to minor conditions raised in relation to the transition of accreditation from the one version of a Standard to a new version of the same Standard, e.g. ISO/IEC 17025:2005 to ISO/IEC 17025:2017 or ISO Guide 34 to 17034:2016, must include supporting evidence of the action taken. Such minor conditions are written with the year of the new Standard in brackets e.g. M (2017).</p>
<b>Observation</b>	<p>This may be a recommendation, information, clarification, a reminder or flag for follow-up/review at the next assessment.</p> <p>Observations do not require a response.</p>

NATA Report on Assessment	Accreditation No:	13072
	Site No:	13065
	Job No:	73102

### GENERAL COMMENTS

The purpose of this surveillance visit was to monitor the facility's continuing fulfilment of ISO/IEC 17025:2017 and the applicable NATA Accreditation Criteria (NAC) for its scope of accreditation. This included a complete review of the facility's management system together with a review of records relating to the activities performed by its scope of accreditation.

Verification of action taken on the findings coded "M" from the previous assessment, conducted on 12 April 2018, was also reviewed as part of this visit and the findings included in this report.

Forensic Science Service Tasmania holds corporate accreditation. A document review of the corporate management system was conducted on 7 - 8 October 2019.

The facility was found to comply with all criteria of *General Accreditation Criteria: Corporate Accreditation*.

The facility has implemented a management system in accordance with Option A.

The facility is operating at a standard that demonstrates it is competent to perform the activities for which accreditation is sought. There are, however, matters detailed in this report where the facility does not comply with the criteria for accreditation which must be addressed. Once these matters are satisfactorily addressed, a recommendation to grant/continue/maintain accreditation can be made.

NATA Report on Assessment	Accreditation No:	13072
	Site No:	13065
	Job No:	73102

### **VARIATIONS TO THE SCOPE OF ACCREDITATION**

A copy of the complete scope of accreditation is available on the NATA website.

#### **Additions**

(NB: Additional activities will not be recommended for accreditation until all the nonconformities detailed in this report have been satisfactorily addressed. This includes provision of supporting evidence for those nonconformities coded M directly related to the requested extension(s).)

The addition of ISO/IEC 17025:2017 will be recommended once all nonconformities detailed in this report have been satisfactorily addressed.

#### **Deletions**

Nil

#### **Amendments**

All methods be removed from the scope and replaced with a reference to 'in house procedures' only.

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<b>ASSESSMENT FINDING</b> (Nonconformity)			
Clause No:	6.2.6	Finding Code:	M
<b>Finding:</b>			
<u>Controlled Substances</u> Records must be maintained to demonstrate staff are authorised to conduct testing activities, e.g. forensic scientist conducting drug purity analysis for sample 1804796.			
<b>FACILITY RESPONSE</b>  (Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).			
<b>Cause Analysis:</b>			
Some staff members have worked at FSST for over 15 years prior to training records being documented.			
<b>Action taken (attach supporting evidence):</b>			
Training records have been updated to include a statement signed by the respective Section Manager or Director stating that staff member is historically signed off according to satisfaction of specified skills. (Ref doc 03).			
<b>NATA Review</b>			
Finding close-out date:		Staff name:	

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<b>ASSESSMENT FINDING</b> (Nonconformity)			
Clause No:	6.4.13	Finding Code:	M
<b>Finding:</b>			
<p><u>Toxicology</u> Preparation details must be recorded for all internal standards, e.g. oral fluid standards for batch 17421.</p>			
<b>FACILITY RESPONSE</b>			
<p>(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).</p>			
<b>Cause Analysis:</b>			
Oral Fluid Standards are prepared from stock solution used in Illicit Drug Screening but dilution step for OFS not recorded.			
<b>Action taken (attach supporting evidence):</b>			
CF58 IDS Prep form updated to include dilution step for OFS standards. (Ref doc 05).			
<b>NATA Review</b>			
Finding close-out date:		Staff name:	



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<b>ASSESSMENT FINDING</b> (Nonconformity)			
Clause No:	6.6.2	Finding Code:	M
<b>Finding:</b>			
Records must be maintained to demonstrate external providers are periodically evaluated, e.g. Agilent and NMI.			
<b>FACILITY RESPONSE</b>			
(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).			
<b>Cause Analysis:</b>			
Evidence of issues/ feedback to suppliers not documented/ saved when they have occurred in the past.			
<b>Action taken (attach supporting evidence):</b>			
Amended AD12 Management review to capture Supplier Review as an agenda item. (Ref doc 08). AD04 Purchasing Procedure updated 7.5.2 to include reference to notify Admin Manager and Quality Officer when reviewing with technical officer alternative goods/ services or issues with receiving (Ref doc 11). AD03 Corrective and Preventive Action section 5.4.1 has been added that sets out criteria for what constitutes a Quality Incident or Improvement including reference to products or services that may be non-conforming or not fit for purpose (Ref doc 12).			
<b>NATA Review</b>			
<b>Finding close-out date:</b>		<b>Staff name:</b>	

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<b>ASSESSMENT FINDING</b> (Nonconformity)			
Clause No:	7.4.1	Finding Code:	M
<b>Finding:</b>			
<p><u>Toxicology</u></p> <p>The facility must ensure records are maintained to demonstrate an exhibits movement log during laboratory custody, e.g. sample 1903123.</p>			
<b>FACILITY RESPONSE</b>			
<p>(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).</p>			
<b>Cause Analysis:</b>			
Evidence items not able to be recorded in LIMS when moved from cool room to lab area.			
<b>Action taken (attach supporting evidence):</b>			
Bar code system roll out progressed with first unit implemented in Toxicology. Bar code reader identifies user, evidence item or batch, location item moving to which are recorded in LIMS. (Ref doc 07). Plan is to roll out bar code readers to other areas of the facility.			
<b>NATA Review</b>			
Finding close-out date:		Staff name:	

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**ASSESSMENT FINDING**  
(Nonconformity)

Clause No:	7.5.1	Finding Code:	M <sub>1</sub>
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**Finding:**

Toxicology  
Batch worksheets must be updated to record the date of analysis, e.g. oral fluid batch 17421.

**FACILITY RESPONSE**

(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).

**Cause Analysis:**

Batches of tests are uploaded into LIMS but on occasion may not actually be run until a subsequent date. Date of upload recorded on worksheet as derived from LIMS.

**Action taken (attach supporting evidence):**

Staff have been notified to always sign and date the top of the worksheet when analysis is done. (Doc ref 06).

**NATA Review**

Finding close-out date:		Staff name:	
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**ASSESSMENT FINDING**  
(Nonconformity)

Clause No:	7.5.1	Finding Code:	M <sub>2</sub>
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**Finding:**

Forensic Biology/DNA Testing  
Further information must be documented in casefile records to support results submitted in reports, e.g. 3 person DNA profile reported for case 1900207 however 4 person contributors noted in LIMS.

**FACILITY RESPONSE**  
(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).

**Cause Analysis:**

The case scientist had initially recorded 4 profiles but following discussion with the reviewer it was agreed that 3 profiles would be reported. It is a simple error in that the number of contributors was not changed after review and before reporting. The change to the reported information was made after discussion with the reviewer and both the case scientist and the reviewer missed that the number of contributors had not been changed as well.

**Action taken (attach supporting evidence):**

Case notes in LIMS have added by scientist of error and if court report required, it needs to be reported as a 4 person mix. (Doc ref 04).  
Section staff have been reminded that to ensure that when reviewing/ writing reports that all DNA profiles recorded are also reported.

**NATA Review**

Finding close-out date:		Staff name:	
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**ASSESSMENT FINDING**  
(Nonconformity)

Clause No:	7.8.2.1	Finding Code:	M
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**Finding:**

The mandatory statement on test reports must be updated as per the Second Schedule of the *NATA Rules*, e.g. reports 1804796, 1903123 and 1901300.

**FACILITY RESPONSE**

(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).

**Cause Analysis:**

Staff vacancies prior to June 19 resulted in the update to Schedule 2 of the NATA rules being missed and not implemented.

**Action taken (attach supporting evidence):**

All report templates have been amended so that any reports generated from mid October 2019 will now state accreditation field (ie. Testing). (Doc Ref 02).

**NATA Review**

Finding close-out date:		Staff name:	
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<b>ASSESSMENT FINDING</b> (Nonconformity)			
<b>Clause No:</b>	8.9.1	<b>Finding Code:</b>	M
<b>Finding:</b>			
The facility must ensure the review of the management system is conducted at planned intervals as per AD12, e.g. annual management review meeting for 2018 was not conducted.			
<b>FACILITY RESPONSE</b>			
(Response must be provided by the due date indicated on the front page of this report. The nonconformity must be addressed at each applicable site if corporate accreditation is held. This must be reflected in the cause analysis and action taken).			
<b>Cause Analysis:</b>			
Due to multiple staff vacancies at the end of 2018, the Management Review was not conducted until May 2019, missing a calendar year.			
<b>Action taken (attach supporting evidence):</b>			
AD12 Management Review, section 5.2.1, added reference to responsibilities on Section Managers to conduct meeting in event of Qual Officer or Director being unable to. Updated 5.1.1 to preferably time the meeting near the end of the financial year to allow for budgeting. (Doc ref 08).			
<b>NATA Review</b>			
<b>Finding close-out date:</b>		<b>Staff name:</b>	

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<b>ASSESSMENT FINDING</b> (Observations)	
Clause No:	Finding:
6.2.5	<p><u>Toxicology</u></p> <p>The facility is reminded that staff qualifications are to be maintained in training records.</p>
6.3.4	<p><u>Controlled Substances</u></p> <p>It is strongly recommended that further clarification be sought to determine the <i>Cannabis</i> Laboratory door identification, e.g. room 104/door 12.</p>
7.4.1	<p><u>Forensic Biology/DNA Testing</u></p> <p>It is strongly recommended that processed exhibits currently maintained in the laboratory be stored in an alternative secure area to ensure exhibit continuity is assured.</p>
7.5.1	<p><u>Controlled Substances</u></p> <p>The facility is reminded that the accuracy of all records is to be maintained, e.g. GC/MS auto tune records from 2019 dated as 2018.</p>
7.7.2	<p>The facility has participated in the following proficiency testing programs:</p> <p><u>Forensic Chemistry/Criminalistics</u></p> <ul style="list-style-type: none"> <li>• CTS Glass, Fibres, Ignitable Liquids, GSR, Adhesive Tape, Paint</li> <li>• FTS Explosives</li> </ul> <p><u>Forensic Biology/DNA Testing</u></p> <ul style="list-style-type: none"> <li>• CTS DNA Parentage, Body Fluid</li> <li>• FTS Hair</li> <li>• FTS Fabric Damage</li> <li>• Forensic Assurance DNA, Genotyping, BPA</li> </ul> <p><u>Toxicology</u></p> <ul style="list-style-type: none"> <li>• CTS Blood Alcohol, Urine Drug</li> <li>• FASS Carboxyhaemoglobin</li> </ul> <p><u>Controlled Substances</u></p> <ul style="list-style-type: none"> <li>• CTS Drug Analysis, Marijuana and THC</li> <li>• NMI Drug Quantitation</li> <li>• FTS Chemical Unknown, Clandestine</li> </ul> <p>Participation was reviewed during this assessment and found to be satisfactory.</p>
7.8.2.1	<p><u>Forensic Biology/DNA Testing</u></p> <p>It is recommended that the facility review the incidental blank pages in reports that are paginated as part of the report, e.g. 1900207.</p>
8.3.2	<p>It is recommended that an amendment history be considered for all controlled documents to identify changes that are made when a new version is created, e.g. AD18.</p>

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8.3.2	The current process for archiving obsolete documents could be improved to ensure the location of previous document versions is maintained in a single system/folder.
8.9.2	The facility is reminded that actions to address risks and opportunities is to be included as an input into the annual management review meeting.



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Attachments:

Audit	Clause No:		Prefix number on file attachment
Testing	7.8.2.1	Report template showing change to NATA logo	02
Testing	6.2.6	Example of historical prior training.	03
Testing	7.5.1	Case notes added in LIMS	04
Testing	6.4.13	CF58 IDS IS prep sheet (batch traceability)	05
Testing	7.5.1	Email to staff to note date with signature of analysis	06
Testing	7.4.1	Bar code reader	07
Testing	8.9.1	AD12 Management Review	08
Calibration	6.2.6 a)	Quality Manual	09
Calibration	8.8.1	AD02 Internal Audits	10
Testing	6.6.2	AD04 Purchasing	11
Testing	6.6.2	AD03 Corrective and Preventive Action	12
Testing	6.6.2	AD12 Management Review	08

Actions: (Delete before sending to NATA)

**NON-CONFORMANCES - RESPONSE TO NATA REQUIRED**

Audit	17025 Clause (finding)	Action	Owner	Status
Testing	6.6.2	Document requirements of what constitutes a QIR inc. supplier issues (Update AD03) Add supplier issues as an agenda item to AD12 Management Review (annual) – <i>see 8.9.1 below. AD12 updated. )</i>	Christine	in progress
		AD04 Purchasing to inc reference to raising non-conforming goods and comms to Qual Officer.	Prue	complete
Testing	6.4.13	Document prep details for internal standards/ solutions	Craig	complete
Testing	8.9.1	Amend AD12 Managmt Review to include reference to frequency occurring on annual basis. (added responsibilities to Section managers to conduct meeting in event of QO or Director unable).	Christine	complete
Testing	7.4.1	Improve exhibit movement by trialling bar code system in tox lab.	Matt/ Craig	complete

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Testing	7.5.1 (TOX)	Add 'date of analysis' to GC/ HPLC (?) results form to avoid confusion with date of samples entered in LIMS	Craig	complete
Testing	7.5.1 (BIO)	Pams response entered in 'cause analysis' of this report re 3 person DNA profile reported when 4 contributors noted in LIMS. Discuss evidence suitability to address this issue.	Chrstine/ Paul	complete
Testing	6.2.6	Grandfathering prior training for long-term staff members	Michael	complete
Calibration	6.2.6 a)	Update 8.4.3 of Quality Manual to reflect staff are only authorised to validate methods under supervision/ instruction of Manager.	Christine/ Michael	complete
		Obtain feedback from auditor around whether above item relates to validation of methods only (as it relates to 6.2.6 a) or updating methods/ procedures. Update of AD08 (Paradigm) will address this if the case.	Christine	complete
Calibration	7.9.6	Update complaints process in AD03 Corrective and preventive action (5.5) to include wording excluding individuals involved in the complaint not investigating and reporting back to complainant.	Christine	in progress
Calibration	8.8.1	Include calibration lab in audit program. Update AD02 Internal Audits to reflect planning.	Christine	complete

**OBSERVATIONS (Do not need a response to NATA, but suggested to action)**

Audit	17025 Clause (finding)	Action	Owner	Status
Calibration	6.2.6	Propose training for additional staff member to be Breathalyser signatory (authorise to report, release, review test results)	Michael	Training has been completed for Craig Gardner and Amy Kok.waiting for results as of 30/10
Testing	6.2.5	Obtain records of all staff qualifications and store in central, secure location (TRIM?)	Matt	

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Testing	6.3.4	Tidy up Titan system so no confusion over door numbers/ room numbers. (Titan changed to door # and room #)	Prue	Complete
Testing	8.3.2	Consider consolidating AD16 Doc of Procedures and Methods with AD08 Document control including that from Nov 19 updated/ reviewed procedures will include a Document History template at the back page.	Christine	In progress. Newly updated docs being added.
Testing	8.3.2	Consolidate all archived documents folders into one central location on Share drive.	Christine	complete
Testing	8.5.3	Include action to address risks and opportunities as an agenda item in AD12 Management Review.	Christine	complete