



NTIA

Incident Reporting, Evidence
Gathering & Crime Scene
Preservation Policy

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Incident Reporting, Evidence Gathering & Crime Scene Preservation Policy

Purpose

This policy has been developed to protect the business, employees, customers and visitors from claims and accusations made against the business, and to ensure that the authorities and other agencies receive as much information as possible to assist them with their enquiries.

Policy

It is policy that our workplaces are managed safely and that we recognise that all employees and visitors have a right to expect this. It is unfortunate, yet recognisable that incidents of varying natures and severity occur, therefore it is essential that all available evidence of the incident is documented should it be required.

To ensure that our venues comply with this policy, the following are available:

- Incident Report logging site on the company intranet – this allows the incident to be fully recorded with information such as: date, time & location of the incident, authorities/agencies involved, statements from all witnesses, descriptions of persons involved, injuries to persons involved, other notes and whether CCTV is available.
- In house CCTV system.
- Accident Report Books.
- Notebooks for staff.
- Portable Video Body Camera (selected venues only)

Should an incident occur, the following procedures should be taken to gather as much evidence as possible:

- Determine the exact location of the incident.
- Should the incident be in relation to a slip, trip or fall, this area should be immediately recorded using Portable Video Body Camera to determine the condition of the floor – additional light source may be required to aid the recording.
- Should the incident be in relation to a serious assault, see **Crime Scene Preservation Policy section** below.
- If any person is injured, ensure that an accident report is completed as fully as possible with the person's details and signed.
- The person should then be interviewed in the presence of the staff member with the portable video body camera (if available) to determine the cause of the incident, what happened, how it happened and who was to blame.
- Any witnesses should be interviewed also as above.
- Additional photographs should be obtained of anything that may assist with the investigation, e.g. a female's high heels in a slip, trip or fall incident. This can be done by using a Portable Video Body Camera or mobile phone.
- CCTV systems should be reviewed to establish if there is any other footage that will assist in the investigation.

- Once as much information as possible is gathered, this should all be transferred to the online Incident Reporting site.
- All statements from staff and witnesses should be recorded here.
- Photographs may be uploaded also.
- Floor cleaning check sheets are available from the bar areas should they be required.

Following a crime it can be very important for Police to get real evidence in order to be able to convict criminals. The rule of evidence is that 'real' evidence is best. Real evidence is, for example, the bottle used in an assault or a written or oral witness account of the incident.

The next best evidence is secondary evidence. An example of this is a CCTV recording of an incident.

Items of evidence may also have forensic evidence on them. Examples of forensic evidence are hair, blood samples or fingerprints.

If a serious crime has been committed, it is important that the scene is not disturbed in any way. Valuable evidence can be lost in minutes. Door stewards are in the best position to take charge of the scene until the Police arrive.

Key tasks to follow to preserve a crime scene:

- Clear the immediate area and cordon-off with ropes & poles, barrier tape or chairs / stools.
- Have the area guarded by a member of security. Ensure you know what is in the area – the evidence that will be collected, i.e. blood, bottles, glass, clothing etc. This must remain untouched until Police arrive. Note this down for future reference.
- Do not let evidence be contaminated; for example, by adding fingerprints or footprints.
- Prevent evidence being destroyed; for example, fingerprints or disposing of drugs.
- Prevent evidence being removed; for example, glasses or drug taking items.
- Prevent evidence being moved; for example, tidying up.