

194(1)
PARC 277

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TERMS OF REFERENCE

TO FACILITATE APPLICATION OF THE POST SHOOTING PROCEDURES POLICY AND THE I.P.C.C. INVESTIGATION, BALANCING THE WELFARE NEEDS OF OFFICERS WITHIN CURRENT LEGAL REQUIREMENTS, PROTECTING THE RIGHTS OF BOTH INDIVIDUALS AND THE FORCE

- 1) Establish immediate contact with those officers identified as 'principal officers' (eg. Those directly related to the decision to use force). Remember that officers likely to be affected by the trauma of a critical incident may not only be those immediately involved: supervisors, managers and operational commanders may also be affected whilst appearing preoccupied with the welfare of their officers.
- 2) Ensure all officers known to be involved are advised this policy has been implemented and fully explain the PIM role.
- 3) Establish contact with the appointed Initial Investigating Officer within Force and the designated Senior Investigator from the I.P.C.C. and outline the role of the PIM. Provide a copy of the Basic Facts.
- 4) Take measures to ensure the physical and emotional well being of the officers for the immediate period after the incident, with the help of those officers' line managers and trained T.R.I.M. personnel.
- 5) Remain Independent of the Investigation.
- 6) Ensure the basic needs of the officers involved are provided.



*Already done by
John M. Spence*



21/5/15

www.pcc-scotland.org Freephone [Redacted]
impartial oversight and reform

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DETAILS OF INCIDENT		Storm Record Number	
Day	Sunday	Date	3/15/15
		Time	09:55
Reports male machete in street. Police attend, male strikes one with machete. Other officers use CS and effect. Use batons restrain. Collapses. CPR commenced by officers → ambulance → hospital. PLE 0906. Declared critical incident		Stage 1: Sit rep as known to the PIM:	
PIM Informed of Incident By	ACC	Tel. No.	
Post Incident Manager	Arrange call out of PIM support Team	Arrange Federation Call out	
Time and date contacted	Feed Rep at kitchen	Tel. No.	
Comments	Team in canteen in kitchen		
Consult with Tactical (Silver) and Strategic (Gold) and ensure everyone who needs the PIM process is contacted.			
Dep. Post Incident Manager	Commence PIM log		
Time and date contacted	1124 3/5/15	Tel. No.	
Comments	None firearms PIM asked for.		
Reception and attendance log at PIM suite	Canteen facilities informed?	✓	
Senior Officer Initiating PIM process	ACC		
Time and date contacted	At 0930 morning meeting	Tel. No.	
Comments			
Principal Officers removed from scene to PIM location?	(Ensure that their basic needs are catered for eg. Telephone, clothing, refreshments, friends and family)	Any Injuries? <input checked="" type="checkbox"/>	
(Yes/No) (If no, arrange as a matter of urgency)	Yes.	FME contacted?	
Comments	Initiate Anonymity for all Principal Officers.	Command & Control (closed door)	Allocate pseudonyms. (Prepare a list of names)

④ PC N Shaw attended hospital and returned to Pim suite

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Meet and Greet Officers Explain ECHR	Advise PIM team Relieve them of their weapons	✓ N/A	Explain the PIM role
<p>Advice to the principal officers on the new ACPO guidelines around conferring.</p> <p>Chapter 7 of the Manual of Guidance on the Management, Command and Deployment of Armed Officers (7.99) ' Post Deployments' states :</p> <p>'As a matter of general practice officers should not confer with others before making their accounts (whether initial or subsequent accounts). <i>The important issue is to individually record what their honestly hold belief of the situation was at the time force was used.</i> There should therefore be no need for an officer to confer with others about what was in their mind at the time force was used.'</p> <p><i>Officers can still talk to each other - it is the most natural thing for them to do.</i></p>	<p>ACPO have given further advice on when any such dialogue between officers may be essential before making their accounts.</p> <p>The PIM will offer any appropriate advice to officers. The fact that any such conferring took place will be recorded.</p> <p>Officers will have ready access to legal advice whilst at the PIM suite.</p> <p>Under no circumstances will officers be separated at the PIM suite.</p>	<p>→</p>	<p>An offender or offenders may be at large</p> <p>A discussion is required to establish priority areas for searching.</p> <p>Forensic issues and the protection of exhibits require decisions to be made</p> <p>Weapons need to be made safe or secured in their original condition</p> <p>There are health and safety issues to discuss</p> <p>Fast track actions and details need to be established for the subsequent investigation</p> <p>Details of the incident are required to brief senior officers, the media or to address community implications</p> <p>Sketch plans need to be prepared on descriptions of suspects or witnesses require compiling in fast time</p>
<p>If conferring takes place:</p>	<p>Rationale? Issues? Who present?</p>	<p>Time / Date</p>	<p>Place?</p>
Empty space for notes			

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FME / Nurse Required?	Reason	Time / Who?
1245 - Nurse requested re	NO . CS cases contamination + hand injury PC shirt	
Police/Federation Representative?	YES - Already in place. Amanda Givan.	
Time and date contacted		Tel. No.
Comments	Arrange legal advice	
Initial Investigating Officer (Kenk Police)	D Supt Pat Cambell	(name entered later - GST)
Police SCOTLAND		
Time and date contacted		Tel. No.
Comments	Initial Forensic requests?	CSI en route?
Senior or Deputy Senior Investigator (I.P.C.C.)		
Time and date contacted		Tel. No.
Comments	Forensic / evidential requests?	Initial meeting with officers? Facilitate subject to agreement of principals and note time.

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C.S.I. (Allocated to Post Incident Suite)	N/A		
Time and date contacted		Tel. No.	
Comments	Allocate AFO not involved in the incident to oversee / support handover of weapons		
OHU / Welfare Officer / TRIM contact			
Time and date contacted		Tel. No.	
Comments	Future date for process made?		
Visitor 1:			
Time and date		Tel. No.	
Reason and Comments	All visits to be sanctioned by the primary PIM after consultation with the principal officers		

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Visitor 6:	
Time and date	Tel. No.
Reason and Comments	
Visitor 7:	
Time and date	Tel. No.
Reason and Comments	
Visitor 8:	
Time and date	Tel. No.
Reason and Comments	
Visitor 9:	
Time and date contacted	Tel. No.
Comments	

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Visitor ID:	
Time and date contacted:	Tel. No.:
Comments:	
Any other specific requests?	
Time and date contacted:	Tel. No.:
Comments:	
Any other specific requests?	
Time and date contacted:	Tel. No.:
Comments:	

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Media Release:			
Time and date			
Comments	Principal Officers informed of Press Release YES / NO?		
PROVIDING ACCOUNTS			
PIM Basic Facts provided?	Stage Two		Copy to individual providing them?
Time and date			Original to the IPCC?
Comments			
Personal Initial Account recorded?	Stage Three		Subject to legal / medical advice
Time and date			
Comments			

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Detailed Accounts / Evidential Statements made		Stage Four		Subject to legal / medical advice	
Time and date		Should (except in exceptional circumstances) be within 7 days of incident			
Date handed to IPCC?					
Arrangement to make statements		After two sleep periods			
Location					
Date and time					
Comments		The PIM and or deputy should meet the officers at this location		Federation and Solicitor present?	
Stand down of officers from PIM suite					
Time and date					
Comments		Involve principal officers / line managers to clarify forthcoming duties / time off. Firearms permit issues?		How are officers getting home? Lifts required? Do officers have family / friend support at home?	

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LOG		
DATE & TIME	ACTIONS	COMPLETE? YES/NO
1100	Attend at Kirkcaldy	Yes.
1130	Meet & Greet all officers as per my memorandum. Kead raised.	
	finishing time.	with SEO ✓
	FME required for CS cross contamination.	Windy Nite. ✓
	Holding statement.	ITone/SEO. ✓
	Statements to be given. First (attached to Fed Rep)	with SEO ✓
	Clotting.	with SEO. ✓
	Legal advice	FedRep. ✓
	Plm Support - Insp Jane Combe	
	Fed Rep - Amanda Givan	
1215	Change T-shirt - cross contamination with CS - put in bag. PC Ash Tomlinson.	complete
1215	Fed Rep / Scott Maxwell to get post.	
1215	Change clothing to civilian clothing - in locker. PC Alan Poston.	
1340	Initial discussion with S/O Supt Post - Campbell - PIRC enquiry. Take external clothing. No need to take statements.	

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1341	<p>at this time.</p> <p>Supt Pat Campbell speaks to officers.</p> <p>Provides initial circumstances of enquiry to date.</p> <p>No suspicion on part of any officers.</p> <p>No injuries (visual) on deceased examined at hospital.</p> <p>S loci of deceased movements during night.</p> <p>clothing in bags</p> <p>No operational statements at this time.</p>	
1400	<p>Det Stewart Houston</p> <p>Discussion with DCZ re: taking clothing. DO's in white suits. Cover table brown bag. Lay out clothing. take record of it labels. Name.</p> <p>Need call wearing - outer clothing</p>	
1420	<p>brief officers. Provide Business card / obtain contact details</p>	
1530	<p>Draws length of time of recovering clothing with Supt</p>	

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DATE & TIME	ACTIONS	COMPLETE? YES/NO
	Campbell - stated he wanted Speak with DCI Stuart Houston.	
1650	Craig Walker handed over uniform. Nicole Short Doctor. Alan Perton to hand over.	
1658	Craig Walker Doctor. Request DCI Stuart Houston for injuries to be photographed on Nicole Short - She agreed.	
1630	Kelly Good Doctor. Alan Smith to Doctor. Kelly Good to hand over. Alan Perton Doctor.	
1659	Alan Perton leaves PM site.	
1706	Kelly Good leaves PM site Alan Smith to handover Ash Tomlinson to Doctor	
1712	Craig Walker leaves PM site	
1719	Danny Gibson to Doctor	
1725	Alan Smith leaves PM site Ash Tomlinson to handover	
1730	James McDonough to Doctor	

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DATE & TIME	ACTIONS	COMPLETE? YES/NO
1750	Scott Maxwell to Doctor, Nicole Short to photographer for injuries.	
1755	Doctor leaves.	
1800	Nicole Short to hand over.	
1815	Nicole Short leaves PM suite	
1820	Ash Tomlinson leaves PM suite	
1838	Dannay Gibson to handover discussion with DCI Houston re: DS getting clothes handed over. CID taking clothes started last 2 card change and handover police uniform passed on.	
1930	Press release handed over by Press Officer - Kate. Shown to Scott Maxwell, James McDonough. Fed Rep.	
1945	James McDonough to handover. Dannay Gibson leaves PM suite. Scott Maxwell to handover.	
2030	James McDonough leaves PM suite	
2045	Scott Maxwell to leave PM suite	
	stand down PM suite contact short in place for tomorrow - morning phone call check welfare - if returning to	

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	duty.	
Mon 4 May 1115	Telephone call for update - CI Nicola Shepherd Area Comd Phoning naval officers at request for welfare check / sea plans for day. ACC decision not operational for remainder of week. Enquiries ongoing re: purchase of boats.	
1300	No contact today from PIRC. Discussion with Supt McHenry regarding provision of statements. Reference SOP section 1.2. Email to Supt Campbell / McHenry / CI Shepherd / Amanda Giron (Fed Rep) to inform.	
1500	All officers except Nicola Shortt (A.L.) allowed for duty. Questions on Tim - not yet. Advise officers on cause of death? (Update from Nicky Shepherd). Discussion.	
Tuesday 5 May	2 voicemails left for Nicky Shepherd for update. Spoke with Jane Combe (am/pm) she updated me that cause of death was	

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	<p>advised last night pending toxicology and did not resist from blunt trauma. Officers had been told last night.</p> <p>Told Jane I could be in court following day as required.</p>	
1945	<p>Phone call from Nicky Shepherd - explained cause of death - inconclusive pending toxicology but not result blunt trauma. Officers have lots of concerns - questions. Nicole Short has been signed off sick [REDACTED]</p> <p>Amanda Given has arranged PAE briefing for tomorrow pm. Agreed to attend court tomorrow to plan personal welfare strategies for each individual.</p>	
Wed 6 May. 1030	<p>Welfare strategy meeting Alan Seath, Amanda Given</p>	
Agenda	<p>TRIM [REDACTED]</p> <p>[REDACTED]</p>	
	<p>Media - Can't control</p>	

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DATE & TIME	ACTIONS	COMPLETE? YES/NO
	Diary - write your recollection keep diary ongoing.	
	FAT - 21 years from now, will be called as witness.	
1200	Above Agenda briefed to Scott, Alan, Danny, Kelly Individual plans to be prepared for them all.	
1245	Briefing given to James.	
1300	Templates for Individual Welfare Plan prepared. CID officers that were involved in post-mortem to be included in individual welfare checks / plans.	
1400	Develop Personal Welfare Strategy - create document.	
1725	Email sent to Keith Hardie re: Contact from PRC re statements to come through PCM.	
Tuesday 7 May 1050	Discussion with Alan Seath / Keith Hardie re: Statements from officers. Legal advice has been to wait until cause of death after toxicology "Compel" officers to provide Statement - difficulty if status	

