

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.

DETAILS OF INCIDENT

Storm Record Number

Day	Sunday	Date	3/5/15	Time	09:55
Reports make mistake in street. Police attend, male strikes one with Macebatte. 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	Fed Rep at Kirkcaldy	Tel. No.			
Comments	Team in canteen in Kirkcaldy				
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 (Close) down	Allocate pseudonyms. (Prepare a list of names)		

⊕ PCNshaw attended hospital and returned to Pim suite

Meet and Greet Officers Explain ECHR	✓ 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 held 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>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 or 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 / Place? Date</p>
Empty space for notes		

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FME / Nurse Required?	Reason	Time / Who?	Date
1245 - Nurse requested	re CS cobs contamination + head injury PC Swift	NO	
Police Federation Representative?	YES - Already in place. Amanda Givan		
Time and date contacted	/	Tel. No.	
Comments	Arrange legal advice		
Initial Investigating Officer (Kent Police) Police Scotland	D Supt Pat Campbell	(name entered later GST)	
Time and date contacted		Tel. No.	
Comments	Initial Forensic requests?		GSI en route?
Senior or Deputy Senior Investigator (I.P.C.S.)			
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 2:		
Time and date		Tel. No.
Reason and Comments		
Visitor 3:		
Time and date		Tel. No.
Reason and Comments		
Visitor 4:		
Time and date		Tel. No.
Reason and Comments		
Visitor 5:		
Time and date		Tel. No.
Reason and Comments		

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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 PCC?
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			
Date handed to IPCC?	Should (except in exceptional circumstances) be within 7 days of incident		
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 aide memoire.	
	Issued raised.	
	finishing time.	with SIO ✓
	FME required for CS cross contamination.	Custody Nurse. ✓
	Holding Statement	Jane/SIO. ✓
	Statements to be given.	with SIO ✓
	Food (taken to Fed Rep)	
	Clothing.	with SIO. ✓
	Legal advice	Fed Rep. ✓
	HM 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 food.	
1215	Change clothing to civilian clothing - in locker. PC Alan Paton.	
1340	Initial discussion with SIO Supt Pat Campbell - PIRC enquiry.	
	Take external clothing.	
	No need to take statements.	

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DATE & TIME	ACTIONS	COMPLETE? YES/NO
	at this time	
1341	<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>5 loci of deceased movements during night.</p> <p>clothing in bags</p> <p>No operational statements at this time.</p> <p>DCI Stewart Houston</p>	
1400	<p>Discussion with DCI 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>Discuss length of time of recovery clothing with Supt</p>	

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DATE & TIME	ACTIONS	COMPLETE? YES/NO
	Campbell - started he would speak with DCI Stuart Houston.	
1600	Craig Walker handed over uniform. Nicole Short Doctor. Alan Paton to hand over. Craig Walker Doctor.	
1608	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 Paton Doctor.	
1659	Alan Paton leaves PLM site. Kelly Good leaves PLM site	
1706	Alan Smith to handover Ash Tomlinson to Doctor	
1712	Craig Walker leaves PLM site	
1719	Danny Gibson to Doctor	
1725	Alan Smith leaves PLM 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	Danny Gibson to handover discussion with Det. Houston re: DS getting clothes handed over. CID taking clothes stated last 2 could change and hand over police uniform - passed on.	
1930	Press release handed over by Press Officer - Kate Shawn to Scott Maxwell, James McDonough - Fed Rep.	
1945	James McDonough to handover. Danny Gibson leaves PM suite. Scott Maxwell to handover. James McDonough leaves PM suite	
2030	Scott Maxwell to leave PM suite	
2045	stand down PM suite contact sheet in place for tomorrow - morning phone call check welfare - if returning to	

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DATE & TIME	ACTIONS	COMPLETE? YES/NO
	duty.	
Mon 4 May 1115	Telephone call for update - CI Nicola Shepherd, Area Cond Phoning panel officers at moment for welfare check / see plans for day. ACC decision not operational for remainder of week. Enquiries ongoing re: purchase of boots.	
1300	No contact today from PIRC. Discussion with Supt M'Kenzie regarding provision of statements. Reference SOP section 10. Email to Supt Campbell / M'Kenzie / CA Shepherd / Amanda Giver (Fed Rep) to inform.	
1500	All officers except Nicole Short (AK) attend for duty. Queries 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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DATE & TIME	ACTIONS	COMPLETE? YES/NO
	advised last night pending toxicology and did not result from blunt trauma. Officers had been told last night.	
	Told Jane I could be in Kirkcaldy following day as required.	
1945	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]	
	[REDACTED]	
	Amanda Given has arranged PAI briefing for tomorrow pm. Agreed to attend Kirkcaldy tomorrow to plan personal welfare strategies for each individual.	
Wed 6 May. 1030	Welfare strategy meeting Alan Smith, Amanda Given	
Agenda	TRIM [REDACTED]	
	[REDACTED]	
	Media - Can't control	

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DATE & TIME	ACTIONS	COMPLETE? YES / NO
	Diary - write your recollection keep diary ongoing.	
	FAT - 2+ 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	Template for Individual Welfare Plan prepared CID officers that were involved on periphery 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 PRM.	
Thursday 7 May 1050	Discussion with Alan Smith / Keith Hardie re: Statements from officers. Legal advice has been to wait until Cause of death after toxicology "Compel" officers to provide Statement - dignity if status	

	KEY DATES
Incident	
Statements provided	
Strategic (Gold) Group meetings:	
First	
Second	
Third	
Fourth	
Fifth	
Initial Inquest date	
Full Inquest date	
IRCA 28 Day Report	All principals should receive a copy of the 28-day report.
Date:	
Date:	
Date:	
Date:	
Date:	
Date:	
Date:	
Final report date	Update Officers
Officers back to work date:	Officers to take part in the back to work programme and be signed off by the Deputy Chief Constable
AFO authorised: Yes / No	

OTHER CONSIDERATIONS

1	Do not discuss the incident with others not involved in the incident. Be mindful of the new ACPO guidelines around conferring.	
2	Security of the homes of the officers involved (radio, TV and press reporters)?	
3	Permits.	
4	Structured rehabilitation.	
5	Prepare for Inquest and Court - contact Coroner's Officer.	
6	Family Welfare.	
7	Annual, sick or special leave.	
8	Keep officers involved updated.	
9	Property / Sensitive exhibits.	
10	Maintain regular contact with SI PSD Investigating Officer	
11	Liaison with DCC / ACCs.	
12	Diary of key dates.	
13	Regularly review process.	

OP BIRNIE – POST INCIDENT PROCEDURES – PERSONAL WELFARE STRATEGY

Introduction

In line with the Police Scotland Post Incident Procedure Standard Operating Procedures (SOP) it is recognised that individual Personal Welfare Strategies need to be developed to fully support each Principal Officer identified during the Post Incident Procedure.

The Personal Welfare Strategy is led by the Post Incident Manager, supported by line management and Police Federation representation.

Each Principal Officer should receive a briefing on the Welfare Strategy and a one to one meeting to develop their individual plan.

Plan Content

The Personal Welfare Plan should be recorded on the template at Appendix A.

If the Principal Officer is absent, this plan should also be recorded within the Absence tab on the Officers Scope record in line with the Absence SOP.

The Personal Welfare Plan should be tailored to deliver on the concerns of the individual and the contents cannot be prescriptive.

The individual should receive a briefing on TRiM by a trained member of staff in line with the TRiM SOP. Whether the individual progresses through the TRiM process is a matter for them.

The individual may elect counselling out with the TRiM process which should be facilitated through Occupational Health or the Federation.

The personal, home and work security concerns should be discussed with the individual; risk assessed and mitigation measures put in place, which could include, command and control flags and operating from other establishments either short or longer term.

Individual circumstances may dictate a bespoke arrangement is made to support the Officers welfare and this should be accommodated wherever possible and recorded.

Plan Monitoring

All Principal Officers should have a designated Single Point of Contact (SPOC).

Once the Personal Welfare Plan is created it should be monitored as agreed within the plan between the SPOC and individual Officer or in line with Absence SOP where relevant.

The lifetime of the Plan is dependent on the extent of the Post Incident Investigation carried out and any subsequent legal proceedings.

PERSONAL WELFARE PLAN - NAME

TRiM

Attended TRiM briefing

Yes / No / Outstanding

TRiM assessment required

Yes/ No

Counselling Arrangements

(from TRiM or direct referral – OH / Fed)

Security

Home Requirements

Work Requirements

Short term –

Medium / Long term –

Individual Plan

Ch Supt M^s Ewan.

7 am reports African male chasing cars Machete.
Templehall, Kirkcaldy.

PC Nick Shaw. Male allygator.

↳ injury to head but hospital.

CS male. laughter.

Baton.

CPR → hospital.

Ambulance

PLE 0906.

0910 Critical Incident.

Supt Craighall.

Fed rep with officers. (PIM approach) Kirkcaldy.
↓

Female report male mistaking → victim.

CIA - Local CI out.

1100 - Gold Gp?

Crown Office PIRC led enquiry.

↓

OASS Appointed PIM.

DSupt Campbell Insp Jane

Aranda Givan

Due to finish at 4pm.

Jane - FMS,

1

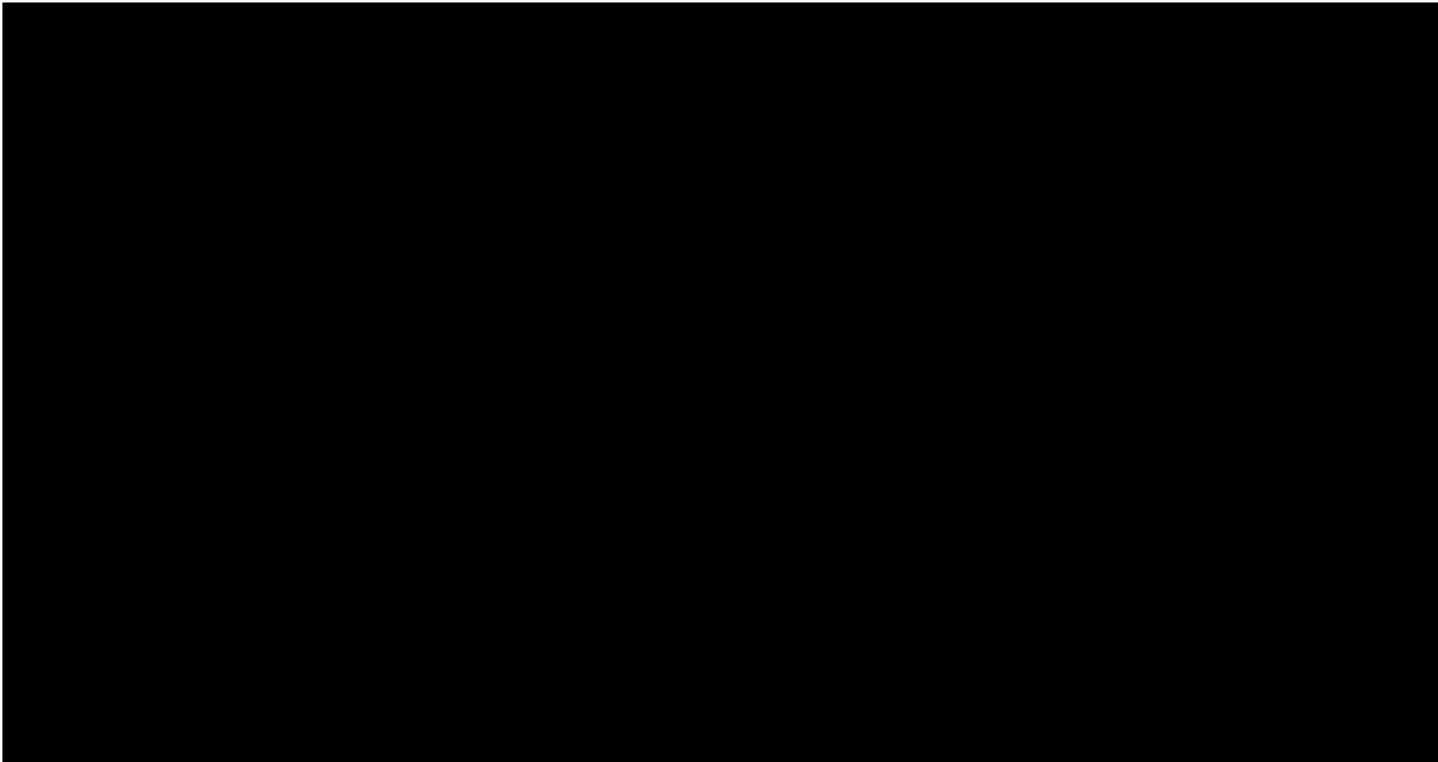
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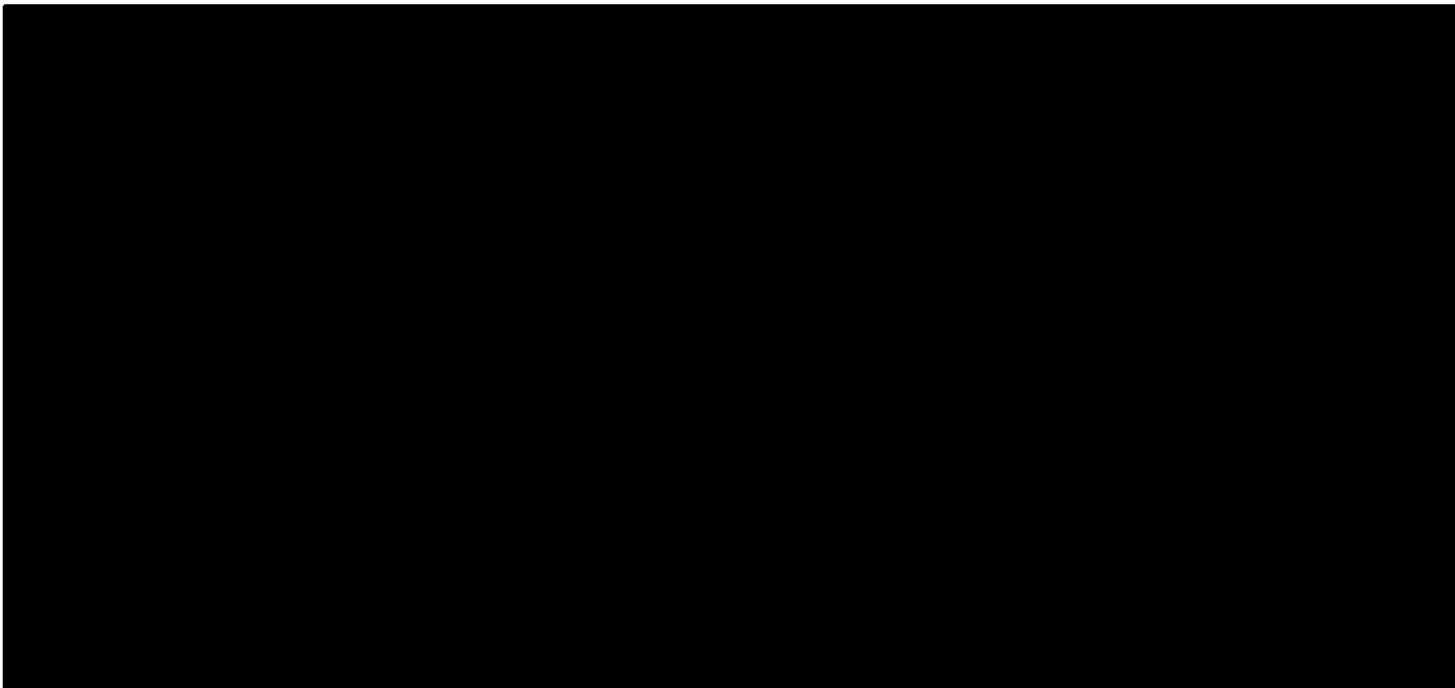
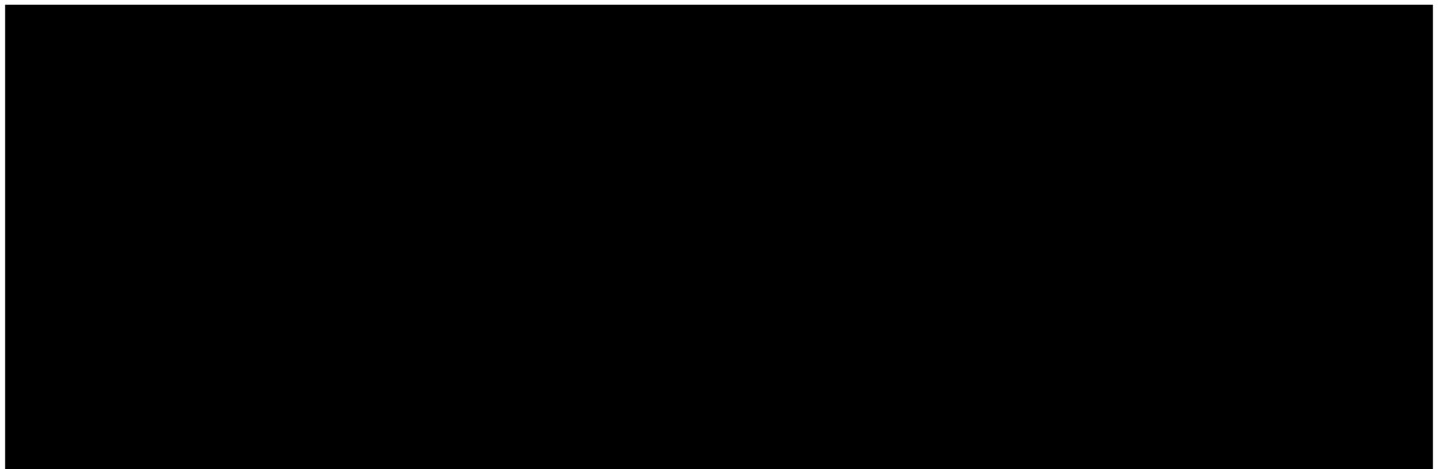
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RESTRICTED



NATIONAL KEY EVENTS DIARY UPDATES



RESTRICTED

GROUP 4

P DIVISION > P DHQ > RESPONSE POLICING > KIRKCALDY ST. BRYCEDALE AVE > RESPONSE POLICING

	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06	
	Sunday, 03 May 2015																								
PCP0379 Geddes B (0)	[07:00-16:00] SEC																								
PCP0724 Gibson D (0)	[07:00-16:00] E																								
PCP0203 Good K (0)	[07:00-16:00] E																								
PCP0349 Maxwell S (0)	[07:00-16:00] VE																								
PCP0435 Mcdonough J (0)	[07:00-16:00] E																								
[REDACTED]																									
PCP0694 Paton A (0)	[07:00-16:00] E																								
[REDACTED]																									
PCP1014 Short N (0)	[07:00-16:00] E																								
PCP1035 Smith A (0)	[07:00-16:00] E																								
[REDACTED]																									
PCP0691 Tomlinson A (0)	[07:00-16:00] E																								
PCP0523 Walker C (0)	[07:00-16:00] E																								
	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06	
	Sunday, 03 May 2015																								

Act
Sgt.