

P Division - POLICE SCOTLAND

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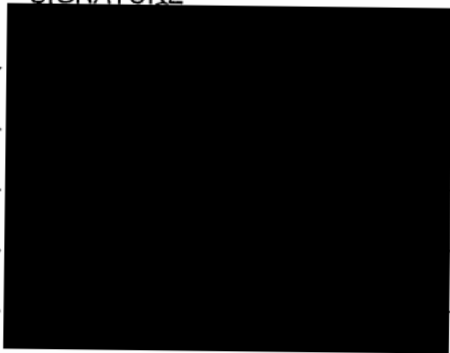
CASE AGAINST:

WITNESSES WHO CAN ID:

NAME (Block capitals)

SIGNATURE

PC JOHN WILSON  
PC GAVIN DONALDSON  
DC 949 ANCH  
GARRY SMCURR PIC  
John Ferguson  
/



CERTIFICATION OF AUTHENTICATION ATTACHED

~~YES/NO~~

BUSINESS DOCQUET ATTACHED

~~YES/NO~~

# POLICE SCOTLAND

## SCENE ENTRY LOG

Incident:.....	Saeed home address
Locus:.....	
Time/Date Commenced:.....	1330 hrs 3-5-15
<i>To be completed by Supervisor issuing Log</i>	

V2-A0113

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**Note:—**

*Entries made in this log provide details of information available, activity considerations and decisions made which relate to a scene under investigation. Consequently these form the basis of contemporaneous or aide memoire notes which if considered to be relevant by the reviewing officer will be revealed to the Crown and liable to be disclosed to the defence in subsequent judicial proceedings.*

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## *ROLE OF THE SCENE ENTRY LOGGIST*

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### **The Entry Log keeper plays a vital role in ensuring the security and integrity of a scene**

Where such a serious crime/incident has occurred, the first officer at the scene is responsible for introducing control and arranging the commencement of a Scene Entry Log. The purpose of this log is to exclude everyone from the scene, irrespective of rank or department, until advised by the Crime Scene Manager (CSM) or the Senior Investigating Officer (SIO). The only exception to this may be other Emergency Services personnel, where it is necessary to preserve life or, where there is a requirement, to establish that death has occurred.

A briefing note containing salient incident information is located to the front of this log. This should be updated, as appropriate, to reflect current information for successive officers performing the scene entry role.

The first officer performing the role of scene entry loggist should record the details of all individuals known to have entered the scene prior to formal control being introduced (yellow section pages 4–8).

Subject to any access restrictions or requirements for protective clothing etc, only persons authorised by the SIO or CSM should be allowed access beyond an established scene entry point. A separate entry requires to be made in the log for each person entering the controlled area of the scene. An appropriate entry must be made as a 'Cross Contamination' consideration when persons indicate their previous involvement at related scenes. Entry to the scene by such persons should be fully considered prior to facilitating admittance.

It is the duty of the officer maintaining the Scene Entry Log to ask for identification, deny access if unsure and to notify the CSM or their supervisor as appropriate. In such circumstances the officer concerned will be fully supported in their actions.

The accurate completion of this log is a crucial part of any serious incident as it may later be necessary to account for every person who has had access to the scene, the precautions taken to ensure its integrity and to prevent the potential for cross contamination of evidence.

The Scene Entry Log should also provide a record of all persons who have presented themselves at the scene entry point and who, on subsequent interview, may have information useful to the investigation. It is important that this data is captured in **page 37** of this log and also communicated to the Senior Investigating Officer for the benefit of the enquiry

On completion, the SIO in the enquiry is required to endorse the log. The completed log will then be filed with the case archive files when active enquiries are terminated.

## LOGGIST BRIEFING

This section requires to be completed by the Crime Scene Manager or other officer responsible for establishing a Scene Entry Log. It should include pertinent incident history, a précis of salient instructions given during the initial briefing and any subsequent briefings of the Scene Entry Loggist/s.

As Scene Loggists are relieved of their duty, it is incumbent on them to brief their replacement as appropriate and for the log to be endorsed accordingly

DATE & TIME	OFFICER MAKING ENTRY	INCIDENT INFORMATION	SPECIFIC INSTRUCTION TO LOGGIST
		NOTE—THE CONTENTS OF THIS DOCUMENT MAY BE SUBJECT OF DISCLOSURE IN SUBSEQUENT JUDICIAL PROCEEDINGS	
Date & Time	Signature & Reg. No. of Officer Assuming Loggist Role		Date & Time Signature & Reg. No. of Officer Assuming Loggist Role
Date & Time	Signature & Reg. No. of Officer Assuming Loggist Role		Date & Time Signature & Reg. No. of Officer Assuming Loggist Role
Date & Time	Signature & Reg. No. of Officer Assuming Loggist Role		Date & Time Signature & Reg. No. of Officer Assuming Loggist Role
Date & Time	Signature & Reg. No. of Officer Assuming Loggist Role		Date & Time Signature & Reg. No. of Officer Assuming Loggist Role
Date & Time	Signature & Reg. No. of Officer Assuming Loggist Role		Date & Time Signature & Reg. No. of Officer Assuming Loggist Role

## ***GUIDANCE NOTES ON COMPLETION OF LOG***

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Where a serious incident has occurred, the first officer at the scene is to exclude everyone, irrespective of rank or department, from the scene until advised by the Crime Scene Manager (CSM) or the Senior Investigating Officer (SIO). The only exception to this may be Emergency Services Personnel, and even then only in order to preserve life or establish that death has occurred.

## ***CONTINUITY AND INTEGRITY***

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The accurate completion of this log is a crucial part of any serious incident and it may be necessary at some stage to account for every person who has access to the scene and to be aware of others who presented themselves at the scene entry point.

Only persons authorised by the SIO or CSM should be allowed access. **ASK FOR IDENTIFICATION AND DENY ACCESS IF UNSURE. YOU WILL BE SUPPORTED FOR DOING SO.** Notify the CSM or your Supervisor.

In the yellow section of the log (pages 4–8) record details of persons known to have had access to the scene prior to the police gaining control, e.g. Emergency Services, Relatives, Neighbours etc. (include description of clothing and footwear).

On pages 9–33, create an entry for each person entering the scene. An example of how these pages should be completed is reproduced on page 38 of this log. A subsequent Scene Entry Log should be commenced as entry space becomes unavailable. Log entries should include:—

- Time/Date In:----- The time and date that a person enters the scene must be recorded. A separate entry must be made on each occasion.
- Name/Designation: ----- Name of the person, rank if police or details of their organisation or role.
- Reason for Entry: ----- Record brief outline as to their reason for entering the scene.
- Protective Clothing: ----- A delete as appropriate box is provided to assist the recording of what protective clothing is worn.
- Signature: ----- Obtain the signature of the person entering the scene.
- Time/Out: ----- The time/date that a person exits the scene must be recorded against them. When a person exits the scene, the relevant entry showing their time/date in must be updated and completed.
- Officer Completing Log: ----- Enter your shoulder number in this section of the log.
- Other Scene Entry Info. ----- Details of any witness presenting themselves at the scene entry point or other salient information should be noted and recorded in the space provided on page 37. It is incumbent on you to make the CSM or SIO aware of the existence of these details.

On taking up or handing over duties as log keeper, record your details on a separate line and sign.

## ***SCENE COMPLETION***

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Upon receipt of intimation from the CSM that the scene is completely finished, the appropriate scene closure fields at the rear of this log (page 39) the log should be completed and the completed log submitted to the CSM.

## SCENE ENTRY LOG

PERSON KNOWN TO HAVE ACCESSED THE SCENE PRIOR TO THE COMMENCEMENT OF THIS LOG

(Include Emergency Services, Relatives, Neighbours etc. This information must be passed to the Incident Room as soon as possible)

TIME/DATE (if known)	NAME/ADDRESS (if known or brief description)	REASON FOR ATTENDANCE/COMMENTS (include description of clothing/footwear)	WHAT WERE THEIR ACTIONS/MOVEMENTS AT SCENE?
3/5/15 1400	Saeed Ahmed (Father) b. [REDACTED] 52 @ [REDACTED] [REDACTED]	To assist moving disabled son.	Within living room and bedroom areas.
3/5/15 1400	[REDACTED]	To assist moving disabled male.	u
1309 3/5/15	Qadia [REDACTED] Rashid b. [REDACTED] 83 [REDACTED]	in locus on police arrival	within living areas
1309 3/5/15	[REDACTED]	u	u
1309 3/5/15	[REDACTED]	u	u

## SCENE ENTRY LOG

PERSON KNOWN TO HAVE ACCESSED THE SCENE PRIOR TO THE COMMENCEMENT OF THIS LOG

(Include Emergency Services, Relatives, Neighbours etc. This information must be passed to the Incident Room as soon as possible)

TIME/DATE <i>(if known)</i>	NAME/ADDRESS <i>(if known or brief description)</i>	REASON FOR ATTENDANCE/COMMENTS <i>(include description of clothing/footwear)</i>	WHAT WERE THEIR ACTIONS/MOVEMENTS AT SCENE?
1310 3/5/15		in locus on Police arrival.	~
1310 3/5/15		in locus on Police arrival	within bedroom + living areas.



# SCENE ENTRY LOG

PERSONS ENTERING THE SCENE  
(Include all Loggists)

TIME/DATE IN & LOGGIST DETAILS	NAME AND DESIGNATION	REASON FOR ENTRY	CROSS CONTAMINATION	PROTECTIVE CLOTHING WORN		SIGNATURE	TIME/DATE OUT & LOGGIST DETAILS
				Gloves	Y/N		
1330 3-5-15	R. FRASER PC103	SECURE LOCUS / LOCUS PROTECT	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] PC103	1500 hrs 03-05-15 [Redacted]
1330 3-5-15	J. MITTEN PC328	SECURE LOCUS LOCUS PROTECT	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] PC328	1500 03/05/15 [Redacted]
1340 3-5-15	K. PETRIC DC604	SECURE LOCUS	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] DC604	1445 hrs 3/5/15 HOUSE AND OUTLET
1, 11	Caden Miller DC601	1, 11	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] DC601	[Redacted]

# SCENE ENTRY LOG

PERSONS ENTERING THE SCENE  
(Include all Loggists)

TIME/DATE IN & LOGGIST DETAILS	NAME AND DESIGNATION	REASON FOR ENTRY	CROSS CONTAMINATION	PROTECTIVE CLOTHING WORN		SIGNATURE	TIME/DATE OUT & LOGGIST DETAILS
				Gloves	Y/N		
15:00 3.5.15	M. WARD PC 707	LOCUS PROTECTION	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] PC 707	15:40 3.5.15 [Redacted]
15:00 3.5.15	<del>R. FRASER</del> P. ADAMS PC 182	LOCUS PROTECTION.	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] 182	17:10 3/5/15 [Redacted] 182
15:30 3.5.15	R. FRASER PC 103	LOCUS PROTECTION	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] PC 103	17:10 3/5/15 [Redacted]
17:05 3.5.15	G. Corablen PC 1072	LOCUS Protection	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	[Redacted] PC 1072	22:50 3/5/15 [Redacted]

# SCENE ENTRY LOG

## PERSONS ENTERING THE SCENE



(Include all Loggists)

TIME/DATE IN & LOGGIST DETAILS	NAME AND DESIGNATION	REASON FOR ENTRY	CROSS CONTAMINATION	PROTECTIVE CLOTHING WORN	SIGNATURE	TIME/DATE OUT & LOGGIST DETAILS
17:05 3/5/15	J. WILSON PC 50967	LOCUS Protection	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N J0967	2256 3/5/15 J0967
2105 3/5/15	SIMON TEEFORD DC 260	RECOVER ITEMS	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	2135 3/5/15 50967
2105 3/5/15	JOHN MACREFOR DC 491	RECOVER ITEMS	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	2135 3/5/15 J0967
2105 03/05/15	MACC F07 SE4215	SO2	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	2135 3/5/15 J0967

# SCENE ENTRY LOG

## PERSONS ENTERING THE SCENE

(Include all Loggists)

TIME/DATE IN & LOGGIST DETAILS	NAME AND DESIGNATION	REASON FOR ENTRY	CROSS CONTAMINATION	PROTECTIVE CLOTHING WORN	SIGNATURE	TIME/DATE OUT & LOGGIST DETAILS
2105 3/5/15	Zahid Saeed	Occupier Assisting MIT Recovery Items	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	2135 3/5/15 J0967
2135 03/05/15	OC 949 Anett	Locus PROTECTION CONCLUDED	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)		OC 949 
			Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	
			Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident? YES/NO If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/N Y/N Y/N Y/N	

## SCENE ENTRY LOG: EXAMPLE OF COMPLETED LOG

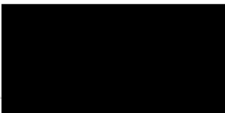

### PERSONS ENTERING THE SCENE

(Include all Loggists)

TIME/DATE IN & LOGGIST DETAILS	NAME AND DESIGNATION	REASON FOR ENTRY	CROSS CONTAMINATION	PROTECTIVE CLOTHING WORN	SIGNATURE	TIME/DATE OUT & LOGGIST DETAILS
1400 4/9/07	JAMES BURNS CONSTABLE ND 6204	SCENE ENTRY LOG KEEPER	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident?  YES/NO  If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	X/N X/N X/N X/N	1500 4/9/07 PC 7706
1420 4/9/07	DS GALLACHER CRIME SCENE MANAGER 6406	ACCESS CRIME SCENE	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident?  YES/NO  If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/X Y/X Y/X Y/X	1630 4/9/07 PC 7706
1435 4/9/07	K MURRAY POLICE PHOTOGRAPHER 8234	VIDEO/PHOTOGRAPH LOCUS	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident?  YES/NO  If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/X Y/X Y/X Y/X	1450 4/9/07 PC 6204
1440 4/9/07	D YOUNG SENIOR CRIME SCENE EXAMINER 8275	ESTABLISH COMMON APPROACH PATH	Have you visited other connected crime scenes or engaged in activities which might introduce cross contamination at this incident?  YES/NO  If yes, complete X-contam. Entry (pages 34-36)	Gloves Overshoes Mask Suit Other (specify)	Y/X Y/X Y/X Y/X	1625 4/9/07 PC 7706

**SCENE ENTRY LOG: SCENE CLOSURE**

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SCENE ENTRY LOG CLOSURE AND SIGN OFF	Date 03/05/15	Time 2:35	Signature of Scene Entry Loggist	 DC 949 Signature of Crime Scene Manager
SIGNATURES:	CRIME SCENE MANAGER  DC 949 Signature of Crime Scene Manager	SENIOR INVESTIGATING OFFICER _____ Signature of Senior Investigating Officer		