



Joint thinking, joint working

The logo for North Yorkshire Police, featuring a crown at the top, a central shield with a blue and white design, and the text "North Yorkshire Police" below.	The logo for West Yorkshire Police, featuring a crown at the top, a central shield with a blue and white design, and the text "WEST YORKSHIRE POLICE" below.	The logo for South Yorkshire Police, featuring a crown at the top, a central shield with a blue and white design, and the text "SOUTH YORKSHIRE POLICE" below.	The logo for Humberside Police, featuring a crown at the top, a central shield with a blue and white design, and the text "HUMBERSIDE POLICE" below, with the tagline "Protecting Communities, Targeting Criminals" at the bottom.
The logo for the Police and Crime Commissioner for North Yorkshire, featuring a blue and green map of North Yorkshire and the text "Police and Crime Commissioner North Yorkshire".	The logo for the Office of the Police & Crime Commissioner for West Yorkshire, featuring a red map of West Yorkshire and the text "Office of the Police & Crime Commissioner West Yorkshire".	The logo for the South Yorkshire Police and Crime Commissioner, featuring a blue and white map of South Yorkshire and the text "South Yorkshire Police and Crime Commissioner" with the tagline "Your Voice" below.	The logo for the Police & Crime Commissioner for Humberside, featuring a blue and white map of Humberside and the text "Police & Crime Commissioner for Humberside".

SCIENTIFIC SUPPORT FUNCTIONAL COLLABORATION AGREEMENT

between

POLICE AND CRIME COMMISSIONER FOR HUMBERSIDE

POLICE AND CRIME COMMISSIONER FOR NORTH YORKSHIRE

POLICE AND CRIME COMMISSIONER FOR SOUTH YORKSHIRE

POLICE AND CRIME COMMISSIONER FOR WEST YORKSHIRE

CHIEF CONSTABLE FOR HUMBERSIDE

CHIEF CONSTABLE FOR NORTH YORKSHIRE

CHIEF CONSTABLE FOR SOUTH YORKSHIRE

CHIEF CONSTABLE FOR WEST YORKSHIRE

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SCHEDULE 1 THE PARTIES

SCHEDULE 2 THE FUNCTION

SCHEDULE 3 SERVICE LEVEL AGREEMENT

THIS AGREEMENT is dated

PARTIES

- (1) The parties to this Agreement are as set out in Schedule 1 and are collectively referred to in this Agreement as the Parties or singularly in accordance with their abbreviations as set out in Schedule 1.

1. BACKGROUND

- 1.1 The Parties wish to enter into a Functional Collaboration Agreement pursuant to Section 22A of the Police Act 1996 for the provision of Scientific Support Function for the Region as set out at Schedule 2 (“Function”) with West Yorkshire Police acting as the Lead Force.
- 1.2 This Agreement is made pursuant to the Agreement for the Provision of Policing Services in Yorkshire and the Humber entered into between the parties on _____ of _____ 2014 (“Framework Agreement”) whose definitions and terms are adopted and confirmed for the purposes of this Agreement as if the same were repeated and incorporated herein save where this Agreement refers to any deviation from the Framework Agreement.
- 1.3 This Agreement constitutes a Functional Collaboration Agreement as contemplated by the Framework Agreement and the Parties share the opinion and belief that this Agreement is in the interests of the efficiency and effectiveness of their respective Forces.
- 1.4 This Agreement contemplates the provision by the Parties of support of a type referred to in Section 23A (2) of the Police Act 1996.
- 1.5 Where there is any inconsistency or conflict between the Framework Agreement and this Agreement, the provisions of this Agreement shall be preferred and shall prevail.

2. PURPOSE AND GOVERNANCE

- 2.1 The Parties have agreed to the coordination of the Function on a joint regional basis following the conclusion reached by the Parties that the Function can be most effectively and efficiently achieved by the use of a Lead Force model whereby the management and the provision of the Function is undertaken by WYPCC and PCCWY as the Lead Force subject to clause 2.2 below and the Governance Arrangements as set out in the Framework Agreement.
- 2.2 The Function will be delivered by the Lead Force via the Regional Director of Scientific Support (“Director”) under the direction and control of the Lead Force Chief Constable who shall then report to and be held accountable by the RCB.
- 2.3 In the event of any concerns or issues with the Function the Parties should first refer the matter to the relevant head of department and if the matter can not be resolved at that level it

should then be escalated to the Director, who if unable to resolve the matter shall raise the matter with the Lead Force Chief Constable for further discussion and resolution at the RCB.

3. THE FUNCTION

3.1 The Function shall be delivered in accordance with the terms of this Agreement and specifically the Service Level Agreement as set out in Schedule 3 (“SLA”) and where appropriate the Framework Agreement.

3.2 In addition to the SLAs referred to at clause 3.1 above a further Service Level Agreement is currently being produced in respect of fingerprinting and when completed this will be circulated to all parties to his Agreement and annexed hereto.

3.3 The Parties acknowledge that in the process of developing the Function it may be necessary for the Lead Force to modify, adapt or vary certain proposed structures, methodologies and services as contemplated pursuant to Schedule 2 and/or Schedule 3 hereof and the where such changes are required or necessary the Lead Force shall notify the other Parties in an appropriate and timely manner.

3.4 The Lead Force shall only provide to the other Parties those matters forming part of the Function as set out in Schedule 2 together with any other services that are reasonably incidental thereto, provided always that the Lead Force hereby retains the right to charge accordingly for any such services requested by the Parties and provided by the Lead Force.

4. TERM AND TERMINATION

4.1 This Agreement shall commence on 1st April 2014 and shall determine pursuant to clause 4.2 below.

4.2 Any party may terminate this Agreement by giving at least twenty four months' notice in writing to the other party at any time.

5. VARIATION

5.1 Subject to clauses 3.2 and 3.3 this Agreement, including the Schedules, may only be varied by the written agreement of the RCB.

6. REVIEW

6.1 For the further avoidance of doubt this Agreement shall be modified (or terminated) to give effect to any recommendation made pursuant to a review conducted in accordance with clause 8 of the Framework Agreement and duly approved by the RCB.

7. SERVICE LEVEL AGREEMENT

- 7.1 During the term as set out at clause 4.1 above and subject to clause 5 and the Pre-Requisites as set out in the SLA, the Lead Force hereby agrees and undertakes that it will perform the Function in accordance with the SLA.
- 7.2 In the event of any concern or issue with the performance of the SLA the matter shall be dealt with as per the complaint and escalation procedures set out at clause 2.2 above.

8. BUDGETS AND COSTINGS

- 8.1 A draft budget for the Function (“SSU Budget Paper”) which will identify the agreed cost proportions in respect of each of the functions comprising the Function will be submitted to and approved by the RCB in accordance with the Framework Agreement.
- 8.2 When approved by the RCB the SSU Budget Paper will be signed by the Parties and annexed by way of memorandum to this Agreement.

9. PROPERTY ACCESS AND LICENCES

- 9.1 The Parties acknowledge that in order to provide the Function the Lead Force may need access to premises and/or buildings not within the ownership of the Lead Force and the Parties accordingly hereby undertake to grant such access as may be necessary for the performance of the Function and confirm that they will grant to the Lead Force any Licences necessary to permit such access and obtain any necessary consents required to permit such access.

10. CRIME SCENE INVESTIGATORS (CSIs)

- 10.1 It is agreed between the Parties that CSIs shall remain employed and based locally within their respective police force but shall be at all times and for all purposes under the Direction and Control of the CCWYP. Terms and conditions of employment and all associated legal duties will remain the responsibility of the employing force.
- 10.2 The Parties acknowledge that in order for the Lead Force to deliver the Function in the most appropriate, efficient and cost effective way CSIs may be required at times to undertake cross border work and will therefore be required to work outside of their own local force area. The Parties to this Agreement hereby confirm that they will use all reasonable endeavours to assist in the facilitation of such cross border working.
- 10.3 The Parties to this Agreement acknowledge that pursuant to the Health and Safety at Work Act 1974 (“HASWA”) the party with control and/or ownership of the premises from which the CSIs work will have responsibility for ensuring that the CSIs work in a safe and hazard free environment so far as is reasonably practicable.

- 10.4 The Parties further acknowledge that HASWA carries criminal sanctions and in the event that an incident leads to a criminal investigation and/or charges being brought against a corporate sole that the Parties will assist to the fullest extent permissible by law in ensuring that relevant corporate sole is able to defend their position as comprehensively as possible.
- 10.5 All costs incurred in respect of the CSIs, including but not limited to overtime, consumable and equipment shall be managed centrally by the Lead Force and such costs shall then be shared between the parties in the Agreed Cost Proportions.

11. DNA RECOVERY LABORATORY, ACCREDITATION AND INFORMATION TECHNOLOGY

- 11.1 It is agreed between the Parties that the DNA Recovery Laboratory currently owned by PCCNY shall remain in situ at Police Headquarters, North Yorkshire and be utilised by the Lead Force in order to perform the Function until such time as a new DNA Recovery Laboratory shall constructed and installed in the Lead Force premises situated at Calder Park, Wakefield.
- 11.2 NYCC and PCCNY hereby jointly and severally undertake that they will continue to operate the DNA Recovery Laboratory and shall keep such premises in good condition suitable for its purpose until such time as written notice is served on NYCC and PCCNY by the Lead Force advising that the DNA Recovery Laboratory is no longer required but within the constraints of the agreed North Yorkshire Police Headquarters closure date of December 2016.
- 11.3 It is acknowledged by the Parties that NYCC/PCCNY currently hold the necessary accreditation (“Accreditation”) in respect of the DNA Recovery Laboratory and NYCC/PCCNY hereby confirm and undertake that they will transfer the Accreditation to the Lead Force and until such transfer has been completed will maintain the Accreditation with all associated authority at all times until the same has been transferred to the Lead Force.
- 11.4 For the avoidance of doubt all Parties to this Agreement shall contribute in the Agreed Costs Proportions in respect of all costs reasonably and properly incurred by the Lead Force in respect of the construction and installation of the new DNA Recovery Laboratory and obtaining the Accreditation
- 11.5 Furthermore, the Parties hereby acknowledge that in order to provide the Function pursuant to this Agreement the Lead Force is dependent upon SYCC/PCCSY to provide the IT system known as Socrates (“Socrates”) and SYCC/PCCST hereby undertake that they will ensure the continued provision of Socrates to the Lead Force in order to enable them to deliver the Function.

12. HOLD HARMLESS

- 12.1 The Parties hereby acknowledge that should there be any breach of the agreement and/or undertakings provided in clauses 9.2, 9.3., 9.4, 10.2, 10.3 and 10.5 of this Agreement the Lead Force shall be under no obligation to continue to provide those parts of the Functions affected,

whether directly or indirectly, by such a breach and shall be held harmless by all other Parties in respect of any failure to do so.

13. CRIME SCENE INVESTIGATION VEHICLES

- 13.1 All crime scene investigation vehicles (“Vehicles”) will remain located and in the ownership of the each force and each force shall be responsible for maintaining appropriate insurance on the Vehicles together with any necessary third party liability insurance.
- 13.2 Each force shall be responsible for ensuring that all Vehicles are taxed and road worthy and have all necessary valid documentation in respect of the same at all times.
- 13.3 All Vehicles shall be utilised as necessary by the CSIs under the direction and control of the Lead Force and must be made available as required by the CSIs in order to fulfil their duties.

Signed for and on behalf of Chief Constable
for Humberside

Signature:

Name:

Position:

Date:

Signed for and on behalf of Chief Constable
of North Yorkshire

Signature:

Name:

Position:

Date:

Signed for and on behalf of Chief Constable
of South Yorkshire

Signature:

Name:

Position:

Date:

Signed for and on behalf of Chief Constable
of West Yorkshire

Signature:

Name:

Position:

Date:

Signed for and on behalf of the Police and
Crime Commissioner for Humberside

Signature:

Name:

Position:

Date:

Signed for and on behalf of the Police and
Crime Commissioner for North Yorkshire

Signature:

Name:

Position:

Date:

Signed for and on behalf of the Police and
Crime Commissioner for South Yorkshire

Signature:

Name:

Position:

Date:

Signed for and on behalf of the Police and
Crime Commissioner for West Yorkshire

Signature:

Name:

Position:

Date:

Schedule 1 - The Parties

1. The Chief Constable of Humberside Police of Police Headquarters, Priory Road, Hull, HU5 5SF (“CCHP”).
2. The Chief Constable of North Yorkshire Police of Newby Wiske Hall, Newby Wiske, Northallerton, North Yorkshire, DL9 9HA (“CCNYP”).
3. The Chief Constable of South Yorkshire Police of Police Headquarters, Carbrook House, Carbrook, Sheffield, South Yorkshire, S9 2DB (“CCSY”).
4. The Chief Constable of West Yorkshire Police of Police Headquarters, Laburnum Road, Wakefield, West Yorkshire, WF1 3QP (“CCWYP”).
5. Police and Crime Commissioner for Humberside of Pacific Exchange, 50 High Street, Hull HU1 1PS (“PCCH”).
6. Police and Crime Commissioner for North Yorkshire of 12 Granby Road, Harrogate, North Yorkshire, HG1 4ST (“PCCNY”).
7. Police and Crime Commissioner for South Yorkshire of PO Box 18, Regent Street, Barnsley, South Yorkshire, S70 2PQ (“PCCSY”).
8. Police and Crime Commissioner for West Yorkshire of Ploughlands House, 62 George Street, Wakefield, West Yorkshire, WF1 1DL.

SCHEDULE 2 – THE FUNCTION

In this Agreement the term “Function” shall relate to the provision of the following functions by the Lead Force for the benefit of the Parties in accordance with the relevant SLA:

- Crime Scene Investigation
- Fingerprint Development and Analysis
- Footwear Analysis
- Imaging Services
- Forensic Submissions
- In-House Laboratory Provision
- Quality Standards and Performance Monitoring
- Such other functions as the parties agree are integral to any of those referred to above

SCHEDULE 3 – SERVICE LEVEL AGREEMENTS

CORE FUNCTIONS

Crime Scene Examination

Service	Expected timescale	Pre-requisite
Provide a prioritised CSI investigation and examination response to any reported crime where CSI attendance will support the investigation and detection of that crime.	Service is provided 24 hours a day, 7 days a week.	
We will attend all reported offences of burglary dwelling when a request for a CSI has been made.	100% of all CSI requests will be attended. CSI aim to attend 85% of burglary dwelling offences within 6 hours of being reported to the Police.	This will be dependent upon the attending Officer requesting CSI attendance in a timely manner – ideally upon arrival at the burglary dwelling scene.
We will attend scenes where the victim is classified as a ‘vulnerable victim’ as a priority response	Within 1 hour of request.	The attending Officer must ensure that the log is updated with information regarding the vulnerability of the victim at the earliest opportunity and request a priority response. Officers should remain with the victim until CSI staff attend.
We will attend other volume crime type incidents which have been assessed by the OIC and/or the call handler as requiring a CSI and have been confirmed by CSI staff as being suitable for examination.	As soon as is practicable and the complainant is available, but in any case within 48 hours.	The Officer must ensure that full contact details are recorded on the log and discuss availability with the complainant prior to leaving the scene.
We will attend and examine property recovered to Police Stations for forensic examination.	As soon as is practicable, but within 7 days.	Officers requesting must ensure that they have followed force processes for property requests and ensure that full examination requirements are made and that the request for CSI examination is made by the relevant systems.
We will attend contracted vehicle recovery garages to examine recovered stolen motor	As soon as is practicable and access to the garage and the vehicle is available,	Officers to ensure that whenever possible keys are with the vehicle, obtain availability from the recovery garage and fully update the log with this

vehicles requested for forensic examination.	but in any case within 36 hours of request.	information along with the CSI request.
We will respond to any sudden death / suicide that requires CSI attendance	Within 1 hour of request	Officers to ensure a timely request is made on the log to prevent unnecessary delays.
We will attend any suspicious death or any incident at which criminal acts are suspected and where an injured party is not expected to survive.	Within 1 hour of request	Officers to ensure a timely request is made on the log to prevent unnecessary delays.
We will ensure that every member of CSI staff is aware of their local policing priorities	Ongoing as priorities alter	

Crime Scene Management / Supervision

Service	Expected timescale	Pre-requisites
Provide a CSI Supervisor response to any reported crime where a supervisor is required to support and supervise CSI staff.	Service is provided 24 hours a day, 7 days a week.	
Provide a Crime Scene Manager (CSM) response to any reported crime where a CSM attendance is required to support a serious / major crime incident.	Service is provided 24 hours a day, 7 days a week.	Officers should request a CSM in consultation with the CSI Unit Staff to enable the response.
Ensure that a CSI Supervisor is always available to provide advice relating to forensic issues / staffing issues or attendance at incidents involving or resulting in complaints against the Police.	Service is provided 24 hours a day, 7 days a week.	An on call system is in place within each Force area. The list should be regularly updated in order to provide up to date information and points of contact.

Crime Scene Co-Ordination

Service	Expected timescale	Pre-requisites
Provide an Area Forensic Manager (AFM) to oversee and co-ordinate the forensic response to serious / major crimes.	Service is provided 24 hours a day, 7 days a week by an on call system.	An on call system is in place within each Force area. The list should be regularly updated in order to provide up to date information and points of contact.
Provide an Area Forensic Manager (AFM) to co-ordinate and authorise forensic submissions to Forensic Service Providers, including fast track submissions out of hours.	Service is provided 24 hours a day, 7 days a week by an on call system.	An on call system is in place within each Force area. The list should be regularly updated in order to provide up to date information and points of contact.
Area Forensic Managers will support Senior Investigating Officers (SIO's) and form part of the investigative team and develop scene and forensic strategies relating to serious and major crime.	Service is provided 24 hours a day, 7 days a week by an on call system.	An on call system is in place within each Force area. The list should be regularly updated in order to provide up to date information and points of contact.
Area Forensic Managers are available in each Force and are the senior managers responsible for the general CSI service in their areas.	Service is provided 24 hours a day, 7 days a week by an on call system.	

Crime types that CSI's are trained for and able to attend are as follows, however each case will be assessed for suitability / feasibility prior to an attendance being sanctioned:-

Volume Crime	Serious / Major Crime	Other Crime
Anti-Social Behaviour	Abduction / Kidnap	Animal Bite
Burglary Dwelling	Assault Indecent Female	Animal Cruelty
Burglary Other	Assault Indecent Male	Assault
Criminal Damage	Assault Rape Female	Assault GBH
Damage Domestic	Assault Rape Male	Assault Domestic
Theft	Burglary Dwelling Agg	Cheque Fraud
TWLA / RSMV	Burglary Other Agg	Complainant Police
Vehicle Theft From	Child Abuse	CRB Check
VUIC	Death Suspicious	Death Custody
	Drugs Supply	Death Sudden
	Fire Arson	Death Suicide
	Fire Fatal	Deception Fraud
	Industrial Accident	Driving Alcohol
	Murder	Driving Drugs
	Murder Attempted	Drugs Possession
	Robbery	Harassment
	Robbery Attempted	Immigration Offences
	Terrorism	IOD
	Vehicle Fatal RTA	Misper
	Vehicle Taking Aggravated	Other Drugs Offences
	Vehicle RTA Police	Other Sexual Offences
	Vehicle RTA Potential Fatal	Pervert the Course of Justice
	Weapons / Firearms	Property
		Public Order

		Racial Offences
		Surveillance
		Threats to Kill
		Unclassified
		Vehicles Other
		Vehicle RTA
		Weapons Other

Scenes of Crime Evidence

Service	Expected timescale	Pre-requisite
Submission of finger and palm impressions from volume crime types	Processed and submitted to the Bureau by the end of the CSI's shift	CSI Staff will process impressions by the end of their shift. Transmission to the fingerprint bureau is dependant upon the courier system and/or IT functionality
Submission of finger and palm impressions from serious crime types	Processed and submitted to the Bureau by the end of the CSI's shift or in urgent cases they will be taken directly to the Bureau from the scene by the most efficient means possible	CSI Staff will process impressions by the end of their shift. Transmission to the fingerprint bureau is dependant upon the courier system and/or IT functionality or availability of staff to transport marks
Obtain and submit elimination finger and palm impressions from scenes where marks are recovered and the complainant is not recorded.	100% of all scenes where the complainant is not recorded and is present during the examination	In the absence of the complainant at a scene, CSI staff will leave an elimination kit
Submission of DNA evidence from volume crime types	Processed and submitted for the courier on the same working day	Transmission to the Forensic Submissions Bureau dependant upon courier system
Submission of DNA evidence from serious crime types	Processed and submitted for the courier on the same working day or in urgent / exceptional cases they will be taken directly to the FSP from the scene by the most efficient means possible	Transmission to the Forensic Submissions Bureau dependant upon courier system or availability of staff to take directly to the FSP
Submission of footwear marks from crime scenes	Processed and submitted for the courier on the same working day	Transmission to the Forensic Submissions Bureau dependant upon courier system
Submission of other evidence types	Processed the same working day but will only be submitted on a case by case	CSI Staff will process the evidence on the same working day as recovery, however authorisation will be dependant upon liaison between the OIC and

	basis dependant upon the circumstances and once authorised by the Forensic Submissions Unit	Forensic Submissions bureau and the individual circumstances of the case
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Other functions and services provided by CSI Unit:-

- CSI Staff will provide guidance and support to Police Officers and Police Staff in relation to best practice, scene preservation and other forensic issues.
- CSI Staff can provide assistance on training inputs and community engagement events when staffing levels permit.
- EDIT presumptive drug testing is available within, North Yorkshire, Humberside and South Yorkshire Police CSI.
- There is a level 2 covert CSI response provision within the Yorkshire and Humber CSI Unit 24 hours a day, 7 days a week. This service is co-ordinated by the Area Forensic Manager in each area.
- Crime Scene Managers and Co-ordinators will provide pro-active as well as re-active support to investigations and will develop and write scene examination strategies in support of anticipated events and operations.
- Area Forensic Managers will form part of the 'Cold Case Review' process and review the forensic evidence of such investigations.

The preparation and presentation of CSI evidence

CSI staff will report their examination findings on a scene examination report. This report will be sufficiently detailed to assist Officers during interview, charge and preparation of the case file. A full statement should be requested when required and will be completed within 10 days of the request. Requests should be made by tasking on the relevant crime system or by individual Force processes and any queries regarding CSI evidence should be directed to the CSI Supervisor or AFM.

CSI staff will attend, when required, criminal and other courts to provide evidence of their scene examination and related matters.

NOT PROTECTIVELY MARKED

SCIENTIFIC SUPPORT SERVICES

13.4 Forensic Submissions Unit

SERVICE LEVEL AGREEMENT

INTRODUCTION

The Forensic Submissions Unit provides services to the Yorkshire and the Humber Policing area from a central location at the Sir Alec Jeffrey's Building, Calder Park, Wakefield, West Yorkshire. The functionality of the Unit can be divided into three main areas; forensic assessment, forensic intelligence and exhibit management.

PURPOSE

To provide a clear understanding of the services offered by the Forensic Submissions Unit to the Yorkshire and the Humber Policing region and the level of service to be expected by agreement with the Unit's customers.

FORENSIC SUBMISSIONS UNIT CORE FUNCTIONS

Forensic Assessment

The Forensic Assessment Team is responsible for evaluating and authorising requests for forensic analysis. This includes all requests for submission to external Forensic Service Providers (FSPs) and forensic specialists, the regional Fingerprint Enhancement Laboratory (FEL) and regional Scientific Support Services DNA Recovery Laboratory (DRL).

Forensic Assessment Officers will provide advice to investigators regarding the appropriateness or suitability of a proposed forensic examination and will be responsible for authorising specified tests on exhibits. They will develop forensic strategies, as required, prioritising requirements in line with investigative need.

The unit will also record and check invoices for expenditure against the forensic budget, arrange payment and identify irregularities, negotiating refunds from the forensic service provider where necessary.

The team of Forensic Assessment Officers will provide a service Monday to Friday between the core hours of 8am and 6pm and at the weekends between 8am and 4pm.

NOT PROTECTIVELY MARKED

Service	Expected timescale	Pre-requisite
Evaluate and authorise requests for crime scene stain DNA analysis for volume crime intelligence cases (submitted via GF111 from CSI)	Within 24 hours of receipt	CSI will complete GF111 forms containing all relevant information and make the forms / exhibits available for collection by the next forensic courier. CSI will submit only those cases that meet the criteria for crime scene stain DNA analysis.
Evaluate and authorise requests for forensic analysis by an external Forensic Service Provider (submitted via MG21 form by investigating officer)	95% within 48 hours of receipt	Investigating Officers will submit fully completed MG21 request forms containing all relevant information, to allow evaluation and authorisation.
Evaluate and authorise requests for examination of exhibits by the regional FEL	95% within 48 hours of receipt	CSI / Investigating Officers will submit fully completed request forms, containing all relevant information, to allow evaluation and authorisation.
Evaluate and authorise requests for examination of exhibits by the regional DRL	Within 24 hours of receipt	CSI / Investigating Officers will submit fully completed request forms, containing all relevant information, to allow evaluation and authorisation.
Evaluate and authorise all requests for urgent work within normal office hours ¹	Same day, as required	Any urgent submissions /requests will be clearly highlighted either in the subject field of the email or in by telephone.
Record, check and arrange payment of invoices from forensic service providers	Within 48 hours of receipt	Forensic service providers will deliver authorised tests / products according to the contracted turnaround times. Any delays resulting in deviation from contracted turnaround times will be communicated to forensic submissions and the investigating officer as soon as the delay arises. Statements / reports should be emailed within 24 hours of completion of a case, accompanied by a copy of the delivery note (Invoices will be issued bi-monthly).
Raise payment irregularities with Forensic Service Providers where appropriate	Within 5 working days of receipt	Forensic service providers will investigate charging discrepancies, and provide feedback or resolution within 10 working days of notification.

¹ Urgent work requiring resources from within Scientific Support Services will be arranged in consultation with appropriate staff from the relevant Unit, for example, FEL or DRL.

Forensic strategies for homicide and other major enquiries will generally be dealt with by the Area Forensic Managers (AFMs) who provide specialist support to all such incidents across the region. The AFMs will provide a service 24 hours a day, 7 days per week by an on call system².

Other functions and services provided by the Forensic Assessment Team:

- Forensic Submissions casework advice by telephone, email or in person (including case conferences where required)
- Liaison with forensic suppliers and other agencies to ensure a timely and effective service
- Evaluation of all FSP outputs to ensure investigative objectives are met, and allow collation of success rate data to inform future decision making. Challenge inappropriate work or charges
- Monitor expenditure from the forensic budget and prepare appropriate management budgetary reports to inform financial management decisions
- Provide training input on all aspects of forensic assessment / analysis techniques to Police Officers and Police Staff on local or National courses, as required.

² More details of the services provided by the Area Forensic Managers are contained within the Service Level Agreement for Crime Scene Investigation.

Forensic Intelligence

The Forensic Intelligence Team will receive, collate, quality assure and research all scientific ‘hits’ relating to DNA, fingerprints and footwear, and communicate the findings to Force Divisional Intelligence Units in accordance with individual Force protocols.

The team of forensic intelligence officers will provide a service Monday to Friday between the core hours of 8am and 6pm.

Service	Expected timescale	Pre-requisite
Quality assure, collate and research all scientific ‘hits’ relating to DNA, fingerprints and footwear; communicate identification packages to Force Divisional Intelligence Units	95% within 24 hours of receipt	The National DNA Database will issue DNA match reports and elimination reports on the same day that the match / eliminations are generated. The Identification Unit will notify the Forensic Intelligence Team of all fingerprint / footwear matches within 24 hours of the identification being made.
Investigate and resolve DNA issues with the National DNA Database, such as ‘fail to load’ profiles	Within 48 hours of notification	The National DNA Database will communicate ‘fail to load’ profiles to the Forensic Intelligence team within 24 hours
Assess requirements for crime stain upgrades; action and manage such requests	Within 48 hours of notification	
Validate and process all volunteer retention DNA samples	Within 24 hours of receipt	The sampling officer should use the correct DNA sampling kit, follow the instructions provided and complete all sections of the accompanying card / paperwork in full.
Maintain the Police Elimination Database, ensuring timely addition and removal of staff, as appropriate. Arrange biometric vetting checks for new recruits	Within 24 hours of receipt of sample / request	Human Resources must notify the Forensic Intelligence Team of new recruits and officers / staff that are exiting the Police Force to ensure effective management of the Police Elimination Database and biometric vetting requirements.
Update and manage information held on the Missing Persons Database	Within 24 hours of a request for addition / amendment	

Other functions and services provided by the Forensic Intelligence Team:

- Provide guidance and support regarding scientific 'hits' by telephone, email or in person
- Ensure the integrity of all DNA profiles held by the Region on the National DNA Database
- Ensure each Force complies with current legislation, National protocols and local policy in relation to storage, analysis and use of DNA samples and the DNA profiling data derived from them
- Provide training input on all aspects of forensic intelligence to Police Officers and Police Staff on local and National courses, as required
- Support the Performance Team in the production of data for the Home Office returns.

Exhibit Management

The Exhibit Management Team will be responsible for all exhibit movement between force property stores, custody suites, CSI offices and the forensic reception at Calder Park, for onward transfer to the appropriate external forensic provider or YatH Scientific Support Services Department.

The YatH SSS Forensic Reception at Calder Park, Wakefield, will provide a service Monday to Friday between the hours of 7am and 6pm.

Service	Expected timescale	Pre-requisite
Collection of all exhibits and other samples from nominated Force property stores, custody suites and CSI offices by forensic couriers, for transportation to Calder Park, with quality assurance at source	Daily (Monday to Friday), with the exception of some locations in North Yorkshire and Humberside ³	Divisional Investigating Officers will make full use of the courier system and avoid hand delivery to Calder Park unless absolutely necessary. Authorisation paperwork should be forwarded to the relevant property store within 48 hours of receipt. The MG21 should correctly identify the location for return of the exhibits. Property clerks should make all authorised exhibits available for collection by the next forensic courier. Property clerks should check that only authorised exhibits are submitted (unless the accompanying paperwork states otherwise), inspect the exhibits to ensure labels are complete and packaging is intact.
Receive, record and validate all DNA samples (PACE, Elimination and PED samples) from Force custody suites and property stores	Within 24 hours of receipt	The sampling officer should use the correct DNA sampling kit, follow the instructions provided and complete all sections of the accompanying card / paperwork in full. The DNA sample should be stored in a pre-agreed location awaiting courier collection.
Submit DNA samples to contracted FSP ensuring full continuity; alternatively, store, destruct or reject in line with current legislation and Force Policy	Within 24 hours of receipt	

³ Harrogate Police Station will be visited 3 times per week (Mon, Wed & Fri); Scarborough, Bridlington and Hornsea Police Stations will be visited twice per week (Tues & Thurs)

<p>Receive, quality assure, store and record all incoming exhibits / samples, maintaining full continuity records and arrange onward transmission to appropriate FSP or internal YaTH SSS department</p>	<p>Within 24 hours of receipt of sample</p>	<p>Property clerks should provide an initial quality check, ensuring that all exhibits are appropriately labelled / packaged, and accompanied by authorisation paperwork. Property clerks should complete continuity paperwork, as required.</p> <p>The contracted Forensic Service Provider should arrange daily collection of exhibits from Calder Park (Monday to Friday) and arrange bespoke couriers for transportation of urgent exhibits in line with authorisation / investigative need.</p>
<p>Receive, quality assure, store and record all returning exhibits, maintaining full continuity records and arrange onward transmission to appropriate property store or secondary department for further forensic testing, as appropriate</p>	<p>Within 24 hours of receipt of sample</p>	<p>On completion of a case, exhibits should be returned to Force from the contracted Forensic Service Provider within five working days; exhibits should be securely re-sealed and packaged according to their final (Divisional) destination. All created, returned material should be clearly labelled and packaged together with the original exhibit.</p>

Other functions and services provided by the Exhibit Management Team:

- Provide guidance and support on best practice for exhibit packaging, storage and continuity (by telephone, email or in person)
- Provide a weekday ‘over the counter’ service for receipt and collection of exhibits via the Regional Forensic Reception at Calder Park, Wakefield. There is an expectation that this will be utilised for urgent cases only.

SCIENTIFIC SUPPORT SERVICES

13.5 Identification Bureau

SERVICE LEVEL AGREEMENT

INTRODUCTION

The Identification Bureau provides fingerprint, footwear and handwriting services to the Yorkshire and the Humber Policing area based at the Sir Alec Jeffrey's Building, Calder Park, Wakefield, West Yorkshire. The bureau is divided into teams with volume crime fingerprint and footwear cases being dealt with by geographically focussed teams to provide support to local policing. Major Crimes are dealt with by a dedicated team of experts who provide specialist support to all such incidents across the region. The Bureau hours are 0800 to 1800 Mon – Fri, 0800 to 1600 Saturday with a call out facility for urgent work outside these hours.

PURPOSE

To provide a clear understanding of Identification Services available to the Yorkshire and the Humber Policing region and the level of service to be expected by agreement with the Bureau's customers.

BUREAU CORE FUNCTIONS

Fingerprints

Prisoner samples (tenprints)

Service	Expected timescale	Pre-requisite
Process incoming fingerprint forms from forces' Livescan Units including launching 'print to mark' searches on the automated fingerprint identification system (AFIS)	Within 1 working day of receipt	Forms must be transmitted to the Bureau from the Livescan Units by custody staff. The AFIS system must be working correctly.
Process incoming 'manually taken' (inked forms) from all divisions.	Within 1 working day of receipt except at weekends.	Forms must be sent to the Bureau as soon as practicable.
Act upon and respond to 'Live Verified ID' requests.	95% within 2 hours	The Bureau or the on call expert must be contacted to be informed that a Live Verified ID has been sent.
Monitor all Livescan units situated within the YatH area.	Each machine will be monitored at least once per week	The AFIS system and the portal permitting remote access to the Livescan Units must be available and working correctly.

Other functions and services provided by the Bureau in dealing with prisoner fingerprint samples:

- To deal with Livescan enquiries from Police Officers and Custody Staff
- To quality control the standard of the fingerprint and palm impressions taken
- To maintain Yorkshire and the Humber's sections of the National Fingerprint Collection

Scenes of Crime Marks (impressions)

Service	Expected timescale	Pre-requisite
Process finger and palm impressions from volume crime types including routine searching of suitable impressions using the AFIS and store unidentified impressions on the database.	Process 85% of received marks within one working day of receipt, matching individual force priority crime types	The impressions must be sent to the Bureau by CSIs and Laboratories for processing. Force systems and relevant software must be working correctly.
Compare unidentified finger and palm impressions against individuals suggested for or arrested for volume crime.	Subject to the suspect policy detailed below, complete 85% of comparisons within two working days and make results available to investigating officers on the day of completion	Investigating officers must give all relevant details of the suspects who require comparison, including name, date of birth and, where available, CRO number. Access to force crime systems must be available for research to identify those arrested for crimes. The AFIS system must also be available to enable retrieval of fingerprints.
Provide reports of identifications of those who are potentially suspects in line with the DPP's Guidance on Charging and Streamline Forensic Reporting.	On the day identification has been confirmed	
Suspects who are known to be active or who have been identified by fingerprints, where possible will be searched on AFIS against the National Unidentified Scenes of Crime Mark Database.	On the day that suspect comparisons are processed	Within restrictions placed upon us by the Protection of Freedoms Act 2012 with regard to speculative searching. The AFIS system must be available and working correctly.
Complete comparisons of those prints searched on the AFIS against the unidentified mark database.	Within one working day of the search being completed	The AFIS system must be available and working correctly.
Provide a bespoke and investigative service in relation to Major/Serious crime types dealt with by a designated team of Identification Experts.	Work will commence on the day of receipt of the first impressions received from the scene or laboratory for each case	Investigating officers must contact the Bureau to discuss the work required and strategies required with regard to the nature of the work, the

		timescales involved and how the investigation will be furthered by it. The AFIS system must be available and working correctly.
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Suspect Policy

Suspect comparisons fall into two categories: specific and speculative. The Bureau defines specific and speculative suspect suggestions as follows:

- SPECIFIC: Where there is knowledge that a suspect(s) is involved in a crime, the Identification Bureau will prioritise the comparison
 - Eye witness account
 - In custody for the offence
 - TICs
 - Named by accomplice
 - Footwear identification
 - CCTV evidence
 - Positive description matching suspect
 - Unique MO – known to have been used previously by suspect
 - DNA match
- SPECULATIVE: Where the suspect(s) have been generated as a result of speculative enquiries, the Fingerprint Bureau will not undertake the comparison(s).
 - Lists of names and crimes compiled by intelligence units.
 - Crimes in the same area as a known prolific offender and associates
 - Corvus or other data warehouse generated lists
 - Suspects generated as a requirement to finalise the crime

Other functions and services provided by the Bureau in dealing with scenes of crime marks:

- On request reports will be produced for the identifications of those who have legitimate access where there is an evidential need.
- Identification experts will attend serious incidents as and when required to advise and assist in fingerprint matters.

The preparation and presentation of fingerprint evidence.

Fingerprint identifications are subject to a staged evidence procedure. Identifications are reported by Streamlined Forensic Reporting (SFR). These reports are suitable for interview, charge and the case file. Issues raised at pre-trial hearings will be addressed by SFR stage 2 reports. A more detailed fingerprint statement should only be requested where the case is going to trial and the issues raised have not been addressed by the SFR process. A more detailed statement will be produced, when it has been approved, within 10 working days of the request. Requests should be made to the Bureau either via the Bureau email address or by tasking on the relevant crime system and queries regarding fingerprint evidence should be directed to the Principal Identification Experts.

Experts will attend, when required, criminal and other courts to provide evidence of fingerprint identification and related matters.

Other main fingerprint services available and functions of the Identification Bureau

- Establish the identity of unidentified bodies within agreed timescales with investigators or Coroner's Officers.
- Maintain fingerprint collections of Police Officers, Police Community Support Officers, Special Constables and Scenes of Crime Officers, both manually and on AFIS.
- Take the fingerprints when required of: -
 - Police Officers
 - Police Community Support Officers
 - Special Constables
 - Crime Scene Investigators
 - Other Police Staff
 - Certain deceased persons
 - Certain persons for Emigration purposes
 - Certain persons where identity is in doubt (DBS).
- Provide training input on all aspects of fingerprint work to Police Officers and Police Staff on local courses.
- Attend police exhibitions to display and explain fingerprint practices, and take fingerprints when required.

- Provide expert support in Disaster Victim Identification.

Footwear

Prisoner samples

Service	Expected timescale	Pre-requisite
Process incoming footwear samples from the Forces' custody units and update the National Footwear Database	Within one working day of receipt	Samples must be sent to the Bureau as soon as practicable. The National Footwear Database must be available and working correctly as must the host force systems.
Add newly found patterns to the National Footwear Database	Within two working days of receipt	The National Footwear Database must be available and working correctly as must the host force systems.

Other functions and services provided by the Bureau in dealing with footwear prisoner samples:

- To deal with footwear custody sample enquiries from Police Officers and Custody Staff.

Scenes of Crime Marks

Service	Expected timescale	Pre-requisite
Process footwear marks from scenes of crime and update the National Footwear Database	Process 85% of marks within one working day for force priority crime types. Other volume crime types will be processed within two working days of receipt except for weekends	The footwear marks must be forwarded to the Bureau as soon as practicable. The National Footwear Database must be available and working correctly as must the host force systems.
Compare unidentified marks with the footwear of named suspects.	Major/serious crime types will be prioritised followed by force volume crime priorities – 85% of comparisons for priority crime types will be completed within 3 working days of receipt, not including weekends. 90%	A footwear request form must have been authorised by Bureau staff prior to acceptance of a comparison. Urgent requests must be telephoned to the Bureau in the first instance. The footwear marks must be

	of all comparisons will be completed within 5 working days not including weekends	forwarded to the Bureau as soon as practicable. The National Footwear Database must be available and working correctly as must the host force systems. Footwear from suspects must be correctly packed and labelled and brought or forwarded to the Bureau to enable a comparison to be made. Scanning of prints of the footwear and forwarding them electronically before submission will allow the Bureau to remove wrong pattern matches etc. prior to the shoes being transported.
Make speculative comparisons of suspects' footwear against scenes.	Such requested comparisons will be treated as low priority work and will fall outside the service levels associated with other scene of crime comparisons.	Such comparisons will not be undertaken without other evidence or strong intelligence to connect those scenes and the possibility that the investigation will be furthered with a positive result.
Results of comparisons will be reported to investigating officers. Positive results will be reported in line with the DPP's guidance on charging and Streamlined Forensic Reporting.	Report will be produced on the day of completion of the comparison	Host force systems must be working correctly.

Other functions and services provided by the Bureau in dealing with scenes of crime marks:

- Identification experts will attend serious incidents as and when required to advise and assist in footwear matters.

The preparation and presentation of footwear evidence.

Footwear examination results are subject to a staged evidence procedure. Results are reported by Streamlined Forensic Reports. These reports are suitable for interview, charge and the case file. Issues raised at pre-trial hearings will be addressed by SFR stage 2 reports. A more

detailed footwear examination statement should only be requested where the case is going to trial and the issues raised have not been addressed by the SFR process. A more detailed statement will be produced, when it has been approved, within 10 working days of the request. Requests should be made to the Bureau either via the Bureau email address or by tasking on the relevant crime system and queries regarding footwear evidence should be directed to the Principal Identification Experts.

Experts will attend, when required, criminal and other courts to provide evidence of footwear examinations and related matters.

Other main footwear functions of the Identification Bureau

- Provide training input on all aspects of footwear work to Police Officers and Police Staff on local courses.

Handwriting

The Bureau has **one** handwriting analyst and requests relating to handwriting will be limited to those times the analyst is available. Only in the most serious cases should consideration be given to referring the request to a Forensic Service Provider without consulting the Bureau’s analyst.

Service	Expected timescale	Pre-requisite
Provide advice to officers and staff on handwriting matters.	When available. Email enquiries and telephone enquiries will be dealt with on the next available working day	
Assess the quality of reference writings (samples) obtained from individuals and advise what is required if the samples are not of a suitable quality.	90% within 3 working days.	Either the original items or high quality copies must be provided. This can be physically or electronically.
Compare the reference writings and writing on questioned documents and provide a report indicating the likely outcome should the comparison be undertaken by a Forensic Service Provider and if such a comparison is worthwhile.	90% of comparisons completed within 2 weeks of receipt	Reference writings or copies of them must be of suitable quality and provided to the Bureau as soon as practicable.

Results will be informed to officers by means of a short report. The report is suitable interview and charge but is subject to review.	On the day comparisons have been completed	Host force systems must be working correctly
Analyse the handwriting on stolen and fraudulently drawn cheques to seek links between cheques through handwriting.	90% processed within three working days of receipt	Cheques must be physically forwarded to the Bureau prior to any destructive laboratory treatments.