

**POLICY****Bars and Venues**Ref No: **BaV-03**

## *Crime Scene Preservation Policy*

April 2023

### DOCUMENT CONTROL

Document Name	Crime Scene Preservation Policy
Document Reference	Bars and Venues <b>Policy 03</b>
Date of Document	APRIL 2024
Review Date	APRIL 2025
Revision Number	Rev 01
Document Owner	James Bingham
Adopted by	Health and Safety Committee
(If Adopted under Delegated approval State Name of Delegated Person)	
Date of Formal Adoption or Ratification	10/04/2023
Adoption Review Date	Oct 2024

## Introduction

Any licensed premises however effectively managed can become the scene of a crime or a criminal act. Examples of this would include damage to the premises, burglary or theft, staff or customers being assaulted, drug related offences, sexual offences, or other unlawful activity.

**If an incident occurs contact UCL Security Control for support immediately using 33333 on a UCL landline, or 020 7679 3333 from any other phone. The UCL Emergency Number is available from the internal UCL extension 222. Security Control will determine if the emergency services should be called, however if the incident is serious, you should call 999 immediately and alert Security as soon as possible.**

When you call the emergency services or UCL Security, they will need the following information:

- What has happened?
- Is anyone injured?
- Is there still any danger to anyone?
- Where has the incident occurred?
- Where are you now?
- When did it happen, is it still happening and what else is going on?
- Who was involved – victim(s), witnesses and those responsible?
- They might ask you other questions and give you instructions too, listen very carefully to what they say.

## Expected Standards

There are 4 licensing objectives of equal importance:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

## What to do until the Police or other Emergency Services Arrive

In the first instance your safety and the safety of others is most important. If people are injured take appropriate action and give first aid as soon as possible and call for further assistance if necessary.

If you or other people are in a dangerous situation, act if you can make the situation safer, this might include moving yourself and other people away from the source of danger or even hiding if necessary.

Only consider crime scene preservation once it is safe and sensible to do so.

If the persons responsible are still at the scene, there are some steps you can consider that might assist the police in identifying them and ensuring that existing crime scene evidence is preserved to support any subsequent investigation and criminal proceedings.

## When and how to preserve a Crime Scene

Ideally preserve and protect the scene of the incident as soon as it is safe and practical to do so. UCL Security are experienced professionals and will assist you and take control in serious situations.

Evidence can take many forms and might include blood or other fluids, skin or other body parts, weapons or other discarded items, damaged equipment or property, CCTV and mobile phone recordings and vehicle dashcams are also important sources of evidence. All these things might be vital to the investigation so should be protected from disruption so that the police can decide how to secure these things. They might take photographs or take possession of evidential items too.

The area where the incident has occurred needs to be at least roped or taped off and ideally have a member of staff standing by to keep people away from the area to prevent anyone interfering with it or contaminating it unnecessarily.

You should consider closing the premises if the incident is serious. Criminal prosecutions and the effective investigation of non-crime incidents/accidents are more effective if supported by physical evidence.

On police arrival it is useful for the police to know if the scene has been altered. It may be the case that other emergency services or Security staff gave first aid or had to intervene in another way.

It is useful for the police to know what you saw. The police will ask questions to gain situational awareness and understanding of further risks. The police might ask you for descriptions of suspects and their current location or direction of travel as well as questions about the victim(s) or other witnesses. In due course you may be required to provide a written witness statement.

Police will take over preserving the crime scene and advise the venue on how to operate afterwards.

### Further Advice on Preserving the Scene:

There are several DO'S and DON'T'S for Crime Scene preservation, you must adhere to these:

- Don't clear up – at least not straightaway, as this is likely to destroy important evidence, vital to the police investigation. Leave all furniture, glassware, bottles, and debris (broken glasses, etc) as it is, so that it can be assessed by the police for its forensic value.
- Don't touch anything unless it is to prevent injury or to treat an injured person.
- Do keep a note on the times relating to a crime scene (the time the scene is established).
- Do pay particular attention to the floor area since this is the most common repository for evidence, and it poses the greatest potential for contamination.
- Do secure CCTV so that it doesn't get lost.
- Don't eat, drink, or smoke at a crime scene – as this could cause contamination.