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# USAID-Rule of Law Project in Jordan

Contractor: DPK Consulting - A division of ARD.Inc

Contractor: USAID-Rule of Law Project

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## Summary:

In executing the training plan which was approved by the Judicial Council, especially the part related to achieving the goals set forth in the third component of the Judiciary's Building Strategy, which is related to criminal justice, the Training and Specialization Affairs Unit of



the Judicial Council in cooperation with the Rule of Law Project had held a training program under the title "the Scientific Management of the Crime Scene". The training program was attended by members of the public prosecution from the various courts in the Kingdom.

The main goal for such training program is to uplift and enhance the efficiency of the public prosecution

members in relation to leading the criminal investigations and collecting evidences in a way that is combatable with the continuing scientific development in the equipment and tools used in collecting evidences and treating such evidence in order to solve the crimes and refer its perpetrators to the competent courts to be tried and sentenced according to the applicable laws, in a manner that will serve the justice.

In order to avoid the traditional methods used in training program , which focus on the theoretical aspect of the training and ignore the more important practical aspects , the Judicial Council had sent a request to the Crime labs Administration of the General Security Directorate , asking them to organize a field visit for the participants , so they can see firsthand the methods and ways used in dealing with various types of criminal evidences and how such evidences are being analyzed and tested using new technologies and how to provide the public prosecution offices and the courts with the criminal reports which assist in solving the crimes and identifying its perpetrators.

## **Introduction:**

In this regard we cannot ignore the role of the judiciary as an independent authority from the rest of the state's other authorities , in providing security and decreasing the number of crimes committed in the society in addition to its role in taking care of the society's and its members' interests. The judiciary carries out such important role by trying the perpetrators of the various crimes and imposing the suitable penalties on them. The role of the judiciary is not limited to the before mentioned functions in relation to the criminal cases, it goes beyond such role, where it is responsible for the final criminal judgments' execution stage, through the public prosecution departments represented by the public prosecutors.

The above stated argument highlights the effective role the public prosecution has in investigating the crimes and pursuing its perpetrators, thus the building of the criminal case and the gathering of the evidence in a correct manner and presenting them to the court in order to convict the perpetrators and sentence them, all this constitute a duty which the public prosecution members especially the public prosecutors who work in the various types and levels of courts. By reviewing a number of the legal provisions of the Criminal Procedures Law's provisions the great and important role the public prosecutor has in relation to investigating the crimes through moving to the crime scene and collecting the evidence in a scientific and correct way and treating such evidences in order to become legally and technically admissible by the court in order to prove the commission of the crime and the guilt of the suspect, becomes very clear and obvious. Below are some of the above referred to legal provisions:

### **The Criminal Procedures' Law**

Article 15:

1. The public prosecutor is the head of the judicial police in his/her area of jurisdiction, and all the judicial police members shall be under his/her supervision and control.
2. The public prosecutor's assistants who assist him/her in performing the judicial police functions and defined in articles (9 and 10) of this law, do not fall under his/her supervision except in the functions and activities they perform which are related to the stated jobs.

Article 16:

1. The public prosecutor shall supervise the process of justice and shall also monitor the prisons and detention places in addition to the enforcement of laws. He/she shall

represent the Executive before the courts and the other judicial bodies. He/she has the power to directly communicate with all related authorities.

2. The public Prosecutor is the one who initiate the public criminal proceedings and enforce the criminal judgments.

Article 17:

1. The public prosecutor is obliged to investigate crimes and pursue the perpetrators of such crimes.
2. Such functions shall be similarly carried out by the specialized prosecutors defined in article (5) of this law.

Article 19:

The public prosecutor and all the judicial police officials have the right to directly request the assistant of armed force during performing their official functions.

Article 20:

The public prosecutor shall receive all complaints and tips submitted to him/her.

Article 21:

Members of the judicial police shall immediately inform the public prosecutor of any serious crime they become aware of and shall execute his/her instructions in relation to the legal procedures to be taken.

Article 29:

1. If the Flagrate Delicto crime warrants a felony punishment, the public prosecutor shall immediately move to the crime scene.
2. If the public prosecutor moved to the place where it is believed that the crime was committed and he/she does not find what imply that such a crime was committed or what warrant his/her move , he/she through the Enforcement Department can collect from the person who informed about the crime the full expenses that are associated with his/her move to the crime scene and he/she also can charge him/her with the crime of providing false information.

Article 30:

1. The public prosecutor shall organize an official report concerning the incident and how it happened and the place where it toke place and he/she shall also document what the witnesses who saw the incident have to say in addition to anyone who might have any information about it that might benefit the investigation.
2. The persons who were quoted in the report shall sign on such report and in the event of their refusal the report shall indicate this.

Article 31:

1. The public prosecutor has the right to ban anyone present at the residence or the place where the crime was committed from leaving until a report concerning the status of the crime scene is drafted.
2. Anyone who defies such ban imposed by the public prosecutor shall be detained at the detention center and brought before the conciliation judge in order to try and sentence him/her after hearing his/her defenses and the argument of the public prosecutor.
3. If it wasn't possible to arrest such person and he/she did not appear before the court after being notified, he/she shall be tried in absentia.
4. The penalty which the conciliation court can impose in such case is disciplinary imprisonment or a fine which does not exceed five Dinars.
5. The judgment issued by the conciliation judge shall be final and cannot be appealed or objected against in any way.

Article 32:

1. The public prosecutor shall seize the weapons and anything that might appear that it was used in the commission of the crime or was prepared for such purpose. He/she shall also seize whatever he/she sees of the crime's effects and all other items that might help in revealing the truth.
2. The public prosecutor shall interrogate the defendant and quiz him/her about the seized items after displaying such items. The public prosecutor shall organize a report of all these proceedings and sign it with the defendant, if the defendant refuses to sign such refusal has to be indicated in the report.

Article 33:

If the nature of the crime indicates that papers and items which are under the possession of the defendant could be used in order to prove his/her commission of the crime, the public prosecutor or whomever he/she delegates shall move immediately to the defendant's residence in order to search for such items which might reveal the truth.

Article 34:

1. If the search of the defendant's residence yielded papers or items which might support the defendant's guilt or innocence, the public prosecutor has to seize such items and organize an official report of the procedures taken.
2. Only the public prosecutor and the persons identified in articles (36 and 89) have the right to review such papers before ordering its seizure.

Article 35:

1. The seized items shall be kept in a way which preserves its condition when seized. The items might be backed or put in a jar if its nature required this and in any case it shall be stamped.
2. If banknotes (cash money) were found and keeping the same banknotes is not required in order to reveal the truth or to protect the rights of the two parties or a third party, then the public prosecutor might allow such banknotes to be kept at the treasury safe.

Article 39:

If revealing the criminal act or its conditions is based on knowing some technical or professional issues, the public prosecutor shall take with him/her to the crime scene one or more of such experts.

Article 40:

If someone is dead due to murder or for unknown reasons which leads to suspicions, in such case the public prosecutor shall use the assistant of one or more physicians in order to draft a report concerning the causes of death and the status of the diseased corps.

Article 41:

1. Physicians and experts stipulated in articles (39 and 40) of this law shall take an oath before they start their duties which states that they will carry on the mission with honesty and dignity.
2. The public prosecutor shall define a date for the expert in order to submit the his/her written report. If the expert did not submit such report at the defined date, the public prosecutor might decide to retrieve the all or part of the fees paid to the expert and to replace him/her with another one.

3. Crimes Committed inside Dwellings:

Article 42:

The public prosecutor shall investigate the crime according to the legal provisions which regulate the investigation of the in Flagrante Delicto crimes, if a felony or a misdemeanor took place inside a dwelling -and it was not in Flagrante Delicto crime- and the owner of the dwelling requested from the public prosecutor to investigate such a crime.

43. Not Witnessed Crimes:

If the public prosecutor in instances other those defined in articles (29 and 42) became aware through informing him/her or through any other way that a felony or a misdemeanor was

committed within his/her area of jurisdiction or he/she became aware that the person accused of committing such a crime is staying in his/her area of jurisdiction, the public prosecutor has to initiate the criminal investigations and personally move to the crime scene if it is necessary to do so in order to draft the requested report according to the investigation's procedures stipulated in this law.

Article 47:

1. If a prosecutor and one of the judicial police officials were present at the place of investigation (crime scene) the public prosecutor shall perform the duties of the judicial police.
2. If the judicial police officer who was present at the crime scene started to perform the judicial police duties before the arrival of the public prosecutor, the latter might assume the investigation by him/herself or order that the official who started it complete such task.

Article 48:

1. The public prosecutor has the right while performing the duty stipulated in articles (29 and 42) to delegate to one of the judicial police officers -based on his/her area of specialty- some of the powers and duties which he/she has if such delegation was seen necessary except the interrogation of the defendant.
2. In instances other than the ones stated in paragraph (1) of this article, if the public prosecutor delegated part of his/her duties to one of the judicial police officers according to the provisions of this law, he/she shall issue a written memo containing such delegation of powers. The delegation memo shall- whenever it is possible- contain the time and place of executing the content of the memo.

Article 49:

The judicial police officials and the public prosecutor's assistants shall submit to the public prosecutor without any delay any crime reports or seizure minutes they draft with the rest of the related documents and papers.

Article 50:

If the judicial police officials were informed of the commission of a felony or a misdemeanor, which the law does not give them the authority to investigate, they have to immediately send such report to the public prosecutor.

It is clear from reviewing the above stated legal articles that public prosecutors play a vital and important role in investigating and dealing with the crime scene, which led the Judicial Council to focus on such role and work towards uplifting and increasing the public prosecutors' capacities and efficiency in relation to dealing with the crime scene, through holding a specialized training program on the subject of crime scene management, to be conducted by the specialized forensics expert (Dr. Ghazi Thunibat), who was contracted to provide such training by the Rule of Law Project.

In order to achieve the goals of this training program , all the public prosecution members were invited to participate , where the program was conducted in three stages , each stage targeted a certain number of public prosecutors according to the below stated schedule:

- First stage : was held in the presence of Amman's Attorney General and the Grand Felonies' Court Attorney General in addition to the participation of (30) public prosecutes from all over the Kingdom's courts.  
19-9-2012 – scientific training on how to deal with the crime scene.  
20-9-2012 – a field study visit to the criminal labs.
- Second stage : was held in the presence of Irbid's Attorney General in addition to the participation of (30) public prosecutes from all over the Kingdom's courts.  
10-10-2012 – scientific training on how to deal with the crime scene.  
11-10-2012 – a field study visit to the criminal labs.
- third stage : was held in the presence of Maa'n's Attorney General in addition to the participation of (30) public prosecutes from all over the Kingdom's courts.  
17-10-2012 – scientific training on how to deal with the crime scene.  
18-10-2012 – a field study visit to the criminal labs.



## Training Agenda

### Crime scene management training

#### Day one

09:30 – 10:00 am	Arrival and Registration Coffee Break	
10:00 – 11:30 am	Opening Session	<ul style="list-style-type: none"> <li>• Speech of ROLP Chief of Party Mr. Robert dean</li> <li>• Speech of Consultant Gazi thnebat</li> </ul>
11:30 – 11:45 am	Coffee Break	
11:45 – 1:15 Pm	Crime scene inspection	Consultant Gazi thnebat
01:15 – 01:30 pm	Coffee Break	
01:30 – 03:00 pm	Scientific analysis for criminal evidences (criminal evidences from crime scene to court house)	Consultant Gazi thnebat
End of Event and lunch		

#### Day two

10:00 – 1:00 criminal laboratory site visit

## Attendance

Wednesday 19/9/2012

#	Name	Job Description
1	Judge Thaer al Edwan	Amman Attorney General
2	Judge ziad al dmour	High felony Attorney General
3	Judge Ramzi Al-Adalat	Irbid public prosecutor
4	Judge Mahmoud Saleh Al-Nawasrah	Attorney General Assistant/ Irbid
5	Judge Husain Saleem Ababneh	Jarash Public Prosecutor
6	Judge Amer Hilmi Tbishaat	Ajloun Public Prosecutor
7	Judge Sameer Falah Al-Rawashdeh	Ma'an Public Prosecutor
8	Judge Jihad Atteyeh Al-Dridi	Attorney General Assistant
9	Judge Ramzi Enad Al-Nawayseh	Attorney General/ Public Prosecutor
10	Judge Omar Ahmad Al-Hiyari	Attorney General/ Public Prosecutor
11	Judge Muhammad Abdulla Al-Dradkih	Attorney General/ Public Prosecutor
12	Judge Eshaq Dawod Abu-Awad	Attorney General/ Public Prosecutor
13	Judge Muntaser Muhammad Ebidat	Attorney General Assistant/Amman
14	Judge Rami Nahid Salah	Attorney General Assistant/Amman
15	Judge Tareq Muhammad Shuqairat	Attorney General Assistant/Amman
16	Judge Asem Abdul Kareem Al-Tarawneh	Anti Corruption Commission/ Public Prosecutor
17	Judge Widad Musleh Al-Dmour	Anti Corruption Commission/ Public Prosecutor
18	Judge Muhammad Saleh Al-Surani	Amman Public Prosecutor
19	Judge Hasan Salem Al-Nsour	Amman Public Prosecutor
20	Judge Ohud Abdullah Al-Majaki	Amman Public Prosecutor
21	Judge Marwan Muhammad Al-Shamaylih	Amman Public Prosecutor
24	Judge Muhammad Musa Al-Bakhit	Public Prosecutor/North Amman
25	Judge Muaweyeh Muhammad Al-Sa'aydeh	Public Prosecutor/East Amman

26	Judge Muhammad Bassam Abu-Alganam	Public Prosecutor/ South Amman
27	Judge Amer Kasem Al-Qdah	Madaba Public Prosecutor
28	Judge Ma'amoun Musleh Al-Dmour	Al-Karak Public Prosecutor
29	Judge Essam Abdul-Aziz Al-Hadeed	Al-Sult Public Prosecutor
30	Judge Ahmad Abdulmuhsin Al-Afeef	Al-Zarqa Public Prosecutor
31	Judge Mouafaq Eed Al-Jabour	Al-Zarqa Public Prosecutor
32	Judge Adbullah Ayed Al-Shoura	Amman Municipality/Public Prosecutor
33	Judge Majed Husain Al-Afif	Attorney General Assistant/

Wednesday 10/10/2012

#	Name	Job Description
1	Judge Muhammad Husain Al-Dwairi	Irbid /Attorney General
2	Judge Firas Ghazi Al-Shatnawi	Irbid Public Prosecutor
3	Judge Abdul Naser Al-Dhoun	Ajloun Public Prosecutor
4	Judge Talal zaid Al-Khaza'aleh	Al-Mafraq Public Prosecutor
5	Judge Mahmoud Abdul Rahman Al-Tarawneh	Al-Tafilah Public Prosecutor
6	Judge Kayed Jamal Al-Kayed	Attorney General Assistant/ High Felony
7	Judge Anwar Hasan Abu-Eed	Felony Public Prosecutor
8	Judge Fawas Fahid Al-Ghareer	Felony Public Prosecutor
9	Judge Ali Alyan Abu-Zaid	Felony Public Prosecutor
10	Judge Kahtan Ahmad kawakzeh	Felony Public Prosecutor
11	Judge Dr. Yousef Ahmad Nawafleh	Attorney General Assistant/Amman
12	Judge Ahmad Abdullah Al-Kinani	Attorney General Assistant/Amman
13	Judge Azzam Mamdooh Al-Najdawi	Public Prosecutor /Amman
14	Judge Ashraf Yahya Al-Hababshih	Public Prosecutor /Amman

15	Judge Samer Ahmad Hanoun	Public Prosecutor /Amman
16	Judge Saleh Hilal Al-Kallab	Public Prosecutor /Amman
17	Judge Ammar Raja Al-Hnifat	Public Prosecutor West Amman
18	Judge Mustafa Ayed Al-Sbihat	Public Prosecutor /North Amman
19	Judge Khould Edwan	Public Prosecutor North Amman
20	Judge Aref Abu Aleem	Public Prosecutor/East Amman
21	Judge Tareq Al-Shakhabneh	Public Prosecutor /South Amman
22	Judge Abdulla Al-Mhameed	Public Prosecutor /South Amman
23	Judge Muhammad Hijazi	Madaba Public Prosecutor
24	Judge Mnawar Al-Sarayreh	Al-Karak Public Prosecutor
25	Judge Muhammad Al-Bdeerat	Al-Sult Public Prosecutor
26	Judge Authman Al-Amayrah	Al-Zarqa Public Prosecutor
27	Judge Farhan Al-Abdullah	Al-Zarqa Public Prosecutor
28	Judge Hani Al-Suhaiba	Attorney General Assistant
29	Judge Saleh Al-Khaldi	Irbid Public Prosecutor
30	Judge Naser Al-Kadi	Irbid Public Prosecutor
31	Judge Enad Ebaidat	Attorney General Assistant/Irbid
32	Judge Khalil Al-Sarayrah	Attorney General Assistant/Ma'an

Wednesday 17/10/2012

#	Name	Job Description
1	Judge Talab Al-Dalaeen	Ma'an Attorney General
2	Judge Khaldoun Al-Husain	Irbid Public Prosecutor
3	Judge Muhammad Al-Kidah	Irbid Public Prosecutor
4	Judge Ameen Al-Gharaybeh	Jarash Public Prosecutor
5	Judge Hilal Al-Hawamdeh	Al-Mafraq Public Prosecutor
6	Judge Adel Al-Ja'afreh	Al-Aqaba Public Prosecutor
7	Judge AbdulRaheem AlHisbaan	Attorney General Assistant/ High Felony
8	Judge Bakir Al-Kara'an	Felony Attorney General
9	Judge Salah Al-Taleb	Felony Attorney General
10	Judge Afif Al-Khawaldeh	Felony Attorney General

11	Judge Saleh Al-Shawabkeh	Public Prosecutor / Amman
12	Judge Yaseen Al-Louzi	Public Prosecutor / Amman
13	Judge Natheer Shahadeh	Public Prosecutor / Amman
14	Judge Sultan Al-Shakhanbeh	Public Prosecutor / Amman
15	Judge Oklah Abu Zaid	Public Prosecutor/ Amman
16	Judge Abdelellah Al-Assaf	Public Prosecutor/ Anti Corruption Commission
17	Judge Yaser Al-Kahyawi	Public Prosecutor West Amman
18	Judge Hashim Al-Hasan	Public Prosecutor /North Amman
19	Judge Faleh Abu-Hilaleh	Public Prosecutor/East Amman
20	Judge Ahmad Al-Rawahneh	Public Prosecutor /South Amman
21	Judge Rafat Majli	Zarqa Public Prosecutor
22	Judge Abdulla Al-Mhameed	Public Prosecutor /South Amman
23	Judge Dr. Naser Al-Salamat	Attorney General Assistant/Amman
24	Judge Maher Bani Khaled	Attorney General Assistant/Amman
25	Judge Sufyan Ebedat	Attorney General Assistant/Amman
26	Judge Adbul Raof Al-Mukabaleh	Attorney General Assistant/Irbid
27	Judge Ezaat Khataybeh	Attorney General Assistant/Irbid
28	Judge Ayed Al-Thiyabat	Attorney General Assistant/Ma'an

### **Progress of the Training Program:**

by reviewing the training program progress , we find that the trainer Ghazi Thunibat had illustrated to the participants and discussed with them many important subjects and topics, related to the management of the crime scene , the most important of which were : ADD PICTURE

### **First: Identifying the Crime Scene:**

the crime scene can be identified by referring to it as the place or location where the crime was committed and it is possible to find a suspect who may have committed such crime. The crime scene may be a residence or the body of a person (in cases of rape or murder) or it may be a vehicle or a land lot... etc. Any place which any of the persons related to the crime (such as the victim, the suspect, witnesses) was in might be considered as a crime scene, where

such places are related to the crime by them being present in it and thus useful physical evidence might be collected from such places. In addition any place or location the investigators might think it was the place where a crime was committed shall be dealt with as a crime scene. Accordingly many places where death takes place shall be dealt with as a crime scene, despite the possibility that the death might have happened because of causes other than a criminal act. Any failure to deal in a proper way with the crime scene might result in the loss of vital and important evidence if it is proven that a crime was actually committed.

### **Second: Securing and Protecting the Crime Scene:**

upon reaching a certain crime scene, there are several procedures, which have to be taken by the crime scene investigation staff, the most important of which are:

1. Immediately controlling the crime scene after reaching it.
2. Defining the space that has to be protected and secured.
3. Ensuring the presence of a proper protection in the scene.
4. Obtaining the needed information from the individuals who are present at the crime scene and who know its original conditions (upon entering the location) – documenting the names of all the persons present at the crime scene or who entered it.
5. Taking comprehensive notes – don't rely on memory.
6. Keeping all unauthorized personnel away from the crime scene- start registering the name of all persons entering and leaving the crime scene.
7. Start an initial search process: the initial search is an organizational stage where the planning for the complete search takes place:
  - A detailed and careful tour of the location has to take place.
  - The person in charge has to maintain a complete control on all the administrative and emotional matters at the location.
  - Selecting the appropriate written description technique.
  - Marking the search area – larger than the first area.
  - Organizing the methods and procedures needed to deal with the locations that have special circumstances and problems.
  - Identifying the needed staff members and tools and distributing the functions.
  - Identifying and protecting the physical evidences that might disappear.
  - Developing a general theory for the crime.
  - Taking comprehensive notes in order to document the crime scene's physical and environmental circumstances in addition to documenting the functions that had been carried out and the movement of the staff in the location.
  - In case there are vehicles involved the license numbers of such vehicles' in addition to the registration numbers, the meter and the gear status and the fuel left all this has to be documented and properly registered.

### **Third: The Crime Scene Inspection Stages:**

The police officer who is inspecting the crime scene must take his/her utmost care while performing his/her duties. He/she shall inspect everything and shall not leave anything he/she might see at the scene without close inspection and without asking all the questions that he/she might have in mind. A police officer might think that some materials are not important while they are important and crucial in the criminal investigation.

The method to be followed in the inspection of the crime scene shall depend on many elements such as the nature of the related crime scene, the location of such scene, the time the crime was committed (day or night), the number of the forensics experts who are involved in the inspection of the crime scene and the tools and equipment used in the inspection.

According to the above the following standards shall be utilized in inspecting the crime scene:

- It is very important to follow the same path other persons used to enter the crime scene in order to conduct an initial review of the crime scene, where the person inspecting the scene can determine if there are any hazards or unsafe materials in the location or not, and also in order to protect certain prints or effects from contamination or destruction as a result of external elements such as the rain (if it is located outside) and to secure its location by placing a mark around it.
- In case there are any suspicious or hazards objects at the crime scene , the person inspecting the crime scene shall take the necessary measures in order to avoid and element such danger.
- If there is an undetonated bomb, the person in charge shall call upon the specialized engineering team.
- If there were hazards liquids, the person in charge shall call upon the related experts to eliminate such hazard.
- It is always important to photograph the crime scene to capture its original status before anything is done.
- The person in charge shall take the measures of all related distances in order to place the evidence in its original location at the crime scene before its collection.
- The inspection shall be done during the day ( to benefit from the day light) , so the police officer can see all the things which are related to the crime. If the crime was committed during the night, the person in charge shall totally seal the location and ban any person from entering it until the inspection of the crime scene is done.
- To the extent possible it is advisable to conduct the inspection in the presence of the suspect and witnesses. By doing so each witness can illustrate to the investigator the accident as it happened and can also locate the place or location he/she was standing at in addition to the location of the victim when the crime was committed. By this the investigator can assess the accuracy and truthiness of the witness story.
- The police officer in charge shall follow the logical consequence of events , where he/she shall start by describing the status of the location , the clothes the victim and

the suspect were wearing in addition to the location of the injuries sustained. All this shall be done accurately and in a very organized way.

- This logical consequence shall be also followed in relation to the description of the injuries the police officer might see in the victim's or the suspect's bodies. He/she shall start by inspecting the body starting from the head and shall document the injuries and wounds he/she might find in the head and then in the face and go down to the neck and the shoulders , the arms , the chest, the belly , the thighs , legs and feet.

#### **Fourth : The Inspection Team's Members and Their Responsibilities:**

The Team's Leader:

1. He/she shall take control – insure the safety of the personnel and secure the crime scene. He/she shall make sure that the staff members are using the suitable equipment and tools in addition to following the standard procedures to protect them from any hazards that might be present at the crime scene such as blood, body fluids or other liquids.
2. An initial walk through the location in order to conduct a preliminary inspection in addition to assessing the potential evidence and preparing a written comprehensive description of the scene.
3. Notifying the public prosecution and if possible providing it with a preliminary report concerning the status of the crime scene, in addition to regularly notifying the concerned public prosecution member of the developments at the crime scene and the status of the evidences collected.
4. Defining the methods to be used in the inspection and assign the duties to the team's members.
5. Defining the location of the operation command centre and ensuring the exchange of information between the inspection's team and the investigators and the public prosecution members.
6. Ensure the presence of the needed tools, equipment and materials to be used by the staff members who are dealing with the crime scene.
7. Controlling the entry to the crime scene and assigning one of the staff members in order to register all the individuals who are present at the scene.
8. Reassessing the effectiveness of the conducted inspection and search on regular basis.
9. Freeing the crime scene after conducting the final inspection and after collecting all the related evidences and after securing an order signed by the public prosecution to free the crime scene.

#### **Photographers and the Photographs Registers:**

1. Photographing the whole area before entering it.
2. Photographing the victim, the people present at the scene and the vehicles.

3. Photographing the whole crime scene from a medium and close distance in addition to closely photograph the evidences using the measuring tools when it is necessary to do so.
4. Photographing the main evidences before moving them and coordinating such actions with the person responsible for drawing the location and the evidence register and the staff responsible for collecting the evidences.
5. Photographing all the finger prints and other types of prints present at the location before moving or processing them.
6. Preparing the photos file and the crime scene drawing.

### **The Sketch Maker :**

1. Draw the area and illustrate it through a sketch.
2. Illustrating and showing the main objects in the location's sketch.
3. Define and give names to the areas which will be inspected advise the team's leader and members about the titles of such areas.
4. Obtaining the necessary assistant in taking the measurements and inspecting such measurements more than one time to insure its accuracy.
5. Insuring that the necessary administrative information is included in the sketch such as the drawing measurements.

### **Evidences Registrar or Evidences Keeper:**

1. Photographing all the important evidences before its collection.
2. Include a description of the evidence at the evidence's envelop or container.
3. Signing and dating the evidence's container or envelop and keeping the evidence's chain of custody.
4. Collecting the evidences and baking them properly in order to secure its integrity and safety.
5. Keeping the evidences register and ensuring its safety.
6. Using the tools and methods needed for protection such as the gloves when dealing with evidences that could be contaminated (such as blood and bodily fluids).

### **Experts and Specialized Personnel:**

In some instances there is a need to use the expertise of an external agency or person. Criminal forensics is a vast science, where no one single agency or department can provide all its services internally. Usually there is a need to call upon or use experts and specialized persons who has certain expertise in certain fields such as specialized scientific laps.

When dealing with external experts, there are certain issues that have to be taken into consideration:

- The integrity and efficiency of the related expert.
- The ability of the expert to work in the crime scene and to partner with the law enforcement agency and the public prosecution.
- The role of the expert in providing a specialized testimony before the competent court.

The experts have to be identified before they are needed in a certain case. There shall be a register that contains the names of the experts and their areas of expertise. Such experts shall be interviewed and met with in advance in order to define the best ways for partnership and joint work and in order to develop the inspection plan and the follow up procedures. The following are a list of the specialized assistance which might be taken into consideration:

- Dental expert.
- Blood patterns expert.
- Explosives expert.
- Criminologist.
- Engineering expert.
- Entomologist.
- Pathologist.
- Surveyor.

Fifth: the importance of applying the evidence chain of custody , due to its importance in keeping the evidence and protecting it from being lost or destroyed:

The integrity of the evidence submitted to the court, constitutes the most important point in the investigation work, because any suspensions related to the evidence might result in the court not accepting the evidence and thus losing the case by the public prosecution.

For the investigation to be legal and valid, the judge has to believe that the evidence which was collected at the crime scene is the same evidence that was analyzed and tested and to which the report submitted to the court belongs.

In order to achieve this, every step of the evidence's custody has to be documented. This means that the movement and transfer of the evidence from the first person to the time it is presented to the court has to be documented. The evidence has to be handed by the person who collected it in the crime scene to the next person based on a written form which contains the name of the person to whom the evidence was given, the name of the person who gave it, the time and date the handing over took place, the related evidence and its description.

The evidence chain of custody is composed of two documentary stages:

- A documentary record for the evidence from the time it was discovered at the crime scene till its handing over to the criminal lap , where it goes through the judicial police , the public prosecution and the court. This record proves without any doubts that the evidence belongs to the crime scene which is stated in the record.
- A documentary record for the evidence from the time it entered the lap and its registration until the final report is submitted to the court. This subject lays outside the scope of this manual.

In order to view and take an idea about the practical and scientific methods applied for collecting , keeping and analyzing evidences , a field visit to the General Security

Directorate Criminal Labs was conducted. All the public prosecutors participated in the visit. The visit started with a welcoming speech by labs' director, who also answered the participants' questions and discussed with them the cooperation mechanism between the criminal labs and the public prosecution departments, in order to facilitate and expedite the work process. A documentary movie was also displayed, which included them main task and functions of the criminal labs. An overview of the labs various departments were also given in addition to the functions and duties each department is entrusted with. These departments are:

- Firearms and projectiles section.
- Fire and arson section.
- Biological section.
- Prints section.
- Handwriting and documents section.
- K9 section.
- Training section.



### **Observations and Final Recommendations:**

- Establishing a joint working team, to be headed by the head of the judicial police (the public prosecutors) in addition to the specialized police personnel.
- The importance of working towards facilitating the communications channels between the public prosecution departments from one side and the related official institutions and bodies, such as the criminal labs and the general security directorate from the other side. This could be done through the designation of a liaison officer in order to carry out such task, who is stationed at the public prosecution department.
- The creation of direct open channel of communications between the public prosecutor who is conducting the investigation and the general security members who collected and dealt with the evidences, where the police officers provide the public prosecutor with all the developments related to the criminal evidences. Such direct communications would help the public prosecution members in carrying out their duties.
- Sending the criminal labs' reports directly to the public prosecutor who is conducting the investigation and sending a copy to the public security department which is located within the public prosecution's department jurisdiction. This shall

be done in order to avoid the unnecessary columnisations and expediting the work process.

- Designing a method in order to unify the police files numbers with the public prosecution file numbers; this would facilitate the correspondences with the external parties.
- Clarifying the duties of the criminal laps in addition to defining the requests directed to it by the concerned public prosecutor when sending the samples to be tested. This is due to the fact that the requests are usually sent using general terms which takes time in order for the laps to conduct the requested tasks and send its final report.
- Involving the first public prosecutor in all the public prosecution departments and giving him/her the power to delegate other public prosecution members to attend the regular meetings which are held between the public security department and the leadership of the public prosecution, because the public prosecutors are aware of the problems and challenges that face the public prosecution in carrying out its duties.