



SIU INCIDENT REPORT CHECKLIST FOR POLICE SERVICES

When serious injury is suspected but not yet confirmed, serious injury is confirmed, death has occurred or a sexual assault has been alleged:

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|--------------------------|---|
| <input type="checkbox"/> | Call SIU Occurrence Report Line |
| <input type="checkbox"/> | Identify yourself by name, rank, and Police Service |
| <input type="checkbox"/> | Supply a telephone number and extension where an SIU Supervisor can reach you. The SIU Supervisor will return a telephone call to you |

When reporting the Incident and an SIU Supervisor has identified himself to you:

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|--------------------------|--|
| <input type="checkbox"/> | Please explain the incident, date, time, scene location |
| <input type="checkbox"/> | Identify who the Liaison Officer will be and provide contact telephone number. |
| <input type="checkbox"/> | Identify the injured person, what injury is suspected and where the injured is being treated. Has the next of kin been notified? |
| <input type="checkbox"/> | Provide a brief description of the incident as known to you. |
| <input type="checkbox"/> | Identify the involved Police Officers. |

If the SIU is invoking its mandate:

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|--------------------------|---|
| <input type="checkbox"/> | Describe where the scene is, and how it is being protected. |
| <input type="checkbox"/> | Are there any environmental concerns that may affect the scene? (i.e. rain, snow, high winds, public safety) |
| <input type="checkbox"/> | What interest, if any, does the Police Service have in the scene?

Will they be asking to share the scene and evidence? |
| <input type="checkbox"/> | Will the Police Service be conducting a criminal investigation as a result of this incident? |

	<p>What criminal offence is being investigated?</p> <p>Does the Police Service have any interest in speaking with any of the witnesses prior to SIU Investigators?</p>
<input type="checkbox"/>	<p>Segregate Subject Officers and have notes prepared as per PSA Regulation.</p>
<input type="checkbox"/>	<p>Segregate Witness Officers and have notes prepared as per PSA Regulation.</p>
<p>If the SIU is not attending:</p>	
<input type="checkbox"/>	<p>SIU Supervisor will advise that SIU will not be investigating the incident and the Police Service can continue their investigation;</p>
<p>OR</p>	
<input type="checkbox"/>	<p>SIU Supervisor will request that the Police Service monitor the injured person's condition and advise when the injury becomes known. If injury is serious, an investigation will be commenced. Until then the Police Service may continue their investigation.</p>