

Investigation review and debrief guidance

Purpose

Conducting reviews and debriefs of investigations ensures that IPCC investigations are proportionate, timely, high quality and adhere to relevant legislation and IPCC guidance. In addition, the review and debrief processes may result in the identification of training needs, organisational learning and ultimately may lead to the development of IPCC guidance.

Process

The review and debrief processes are depicted in the flow chart overleaf.

A Self Inspection Document (SID) will be completed on all managed and independent investigations. All investigations will then be subject to an Investigation Review which will be conducted by a member of the Investigations Directorate.

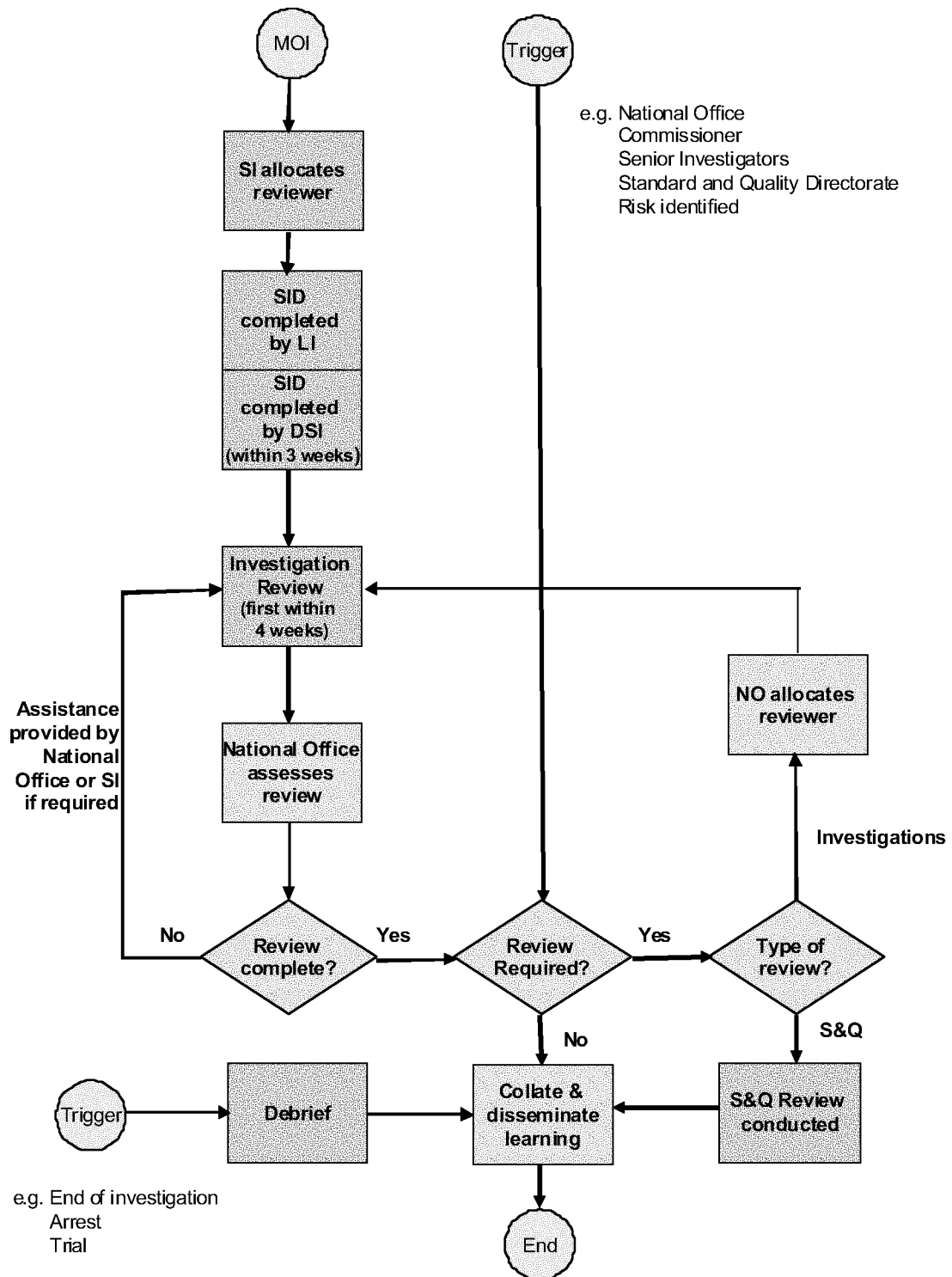
Once the Investigations Review is complete the National Office will decide whether a further review is required and if so, whether it should be another Investigation Review or a Standards & Quality Review.

In addition, a decision to conduct a review can be triggered at any point during the investigation. For example, if an event raises the organisational risk of an investigation. In this case, again the National Office will decide whether an Investigation Review or a Standards & Quality Review is required.

Similarly, a debrief will be held after the completion of all managed and independent investigations in order to identify individual and organisational learning.

All review and debrief documents will be collated by the Investigations National Office and organisational learning identified and disseminated.

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Self Inspection

A Self Inspection Document (SID) will be completed by the lead investigator for all managed and independent investigations. Once complete it should be sent to the case supervisor who has responsibility for the investigation, who will finalise the document. The case supervisor should send the completed document to the relevant Senior Investigator to appoint a reviewer, and copy it to the National Office.

This process should be completed within 3 weeks (21 calendar days) of the MOI date.

Investigation Review

The Investigation Review process is designed to provide the lead investigator with a 'critical friend' who has had no previous involvement in the investigation and can therefore provide a fresh perspective to it. The Investigation Review does not in any way lessen the responsibility of the case supervisor to thoroughly and intrusively supervise the investigation.

It is the Senior Investigator's responsibility to identify an appropriate person to conduct the Investigation Review. In most cases this will be a DSI, but it may be appropriate for a Senior Investigator to conduct the review depending on the nature of the investigation. The Senior Investigator will send the reviewer the Self Inspection Document prior to the start of the review.

As a minimum the reviewer should review the following:

- the terms of reference
- interested persons and updates provided
- the policy log
- main lines of enquiry
- strategy decisions
- decisions on special requirements and severity assessments
- exhibits handling and storage

However, the Investigation Review should be proportionate to the complexity of the investigation under review and time should be allocated to conduct the review accordingly. The review should be documented using the Investigation Review Report.

The reviewer must hold at least one meeting with the lead investigator and case supervisor prior to any recommendations being finalised in the Investigation Review Report. This meeting and the review itself should be a collaborative exercise.

Once the reviewer has completed the Investigation Review Report, it should be sent to the lead investigator and case supervisor for their response. Note that the reviewer is responsible for raising questions to assist and advise the

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lead investigator, but it is the lead investigator's responsibility to decide how to respond to the review findings and recommendations.

Once the lead investigator and case supervisor have responded to the review findings and recommendations, the Investigation Review Report should be sent to the National Office which will decide whether a further review is required.

This National Office should receive the finalised Investigation Review Report within 4 weeks (28 calendar days) of the MOI date.

Standards and Quality Review

At any stage during an investigation the Investigations National Office or the Director of Standards & Quality can decide that a Standards & Quality Review is required. The Standards & Quality Directorate will appoint a reviewer to carry out a full investigation review. The reviewer may ask other staff with specialist knowledge or experience to assist with reviewing particular elements of the investigation where appropriate.

This review will commence with a detailed briefing from the lead investigator. The Terms of Reference for the review will be agreed between the reviewer and the lead investigator.

As a minimum the reviewer should consider the following:

- the terms of reference
- Self Inspection Document
- current update to Commissioner
- scene video/CCTV
- scene photographs
- post mortem photographs
- summary of the state of actions
- family liaison logs
- briefing book
- exhibits management records
- policy log
- main lines of enquiry
- strategy decisions
- decisions on special requirements and severity assessments

The reviewer will hold at least one meeting with the lead investigator prior to finalising the review. Identification of any significant issues should be addressed with the lead investigator as soon as practicable to ensure these are addressed at the earliest opportunity. Generally a review will be completed within 4 weeks (28 calendar days) of the review starting.

Once the review report is drafted it will be forwarded to the lead investigator, so that they are afforded an opportunity to express their views on the fairness and accuracy of the draft report. The reviewer will make appropriate

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amendments, or in the event of a disagreement ensure that the views of the lead investigator are included in the report, normally by way of an appendix.

The review report will contain the following sections:

- Executive summary
- Terms of reference
- Methodology used by the review team
- Details of the evidence examined by the review team
- Analysis of the performance of the investigation compared with the investigative strategies
- Recommendations
- Conclusions
- Appendices

Good practice and recommendations for further investigative opportunities will be highlighted together with any organisational issues that need to be addressed.

The report will be sent to the lead investigator who should provide a written response to it, outlining their response to the review findings and recommendations. The lead investigator may also be required to discuss the review findings with the Director of Investigations and Commissioner. The report and response should then be sent to the Investigations National Office to collate and disseminate learning.

External Review

The IPCC has a memorandum of understanding with its equivalent bodies in Ireland, Northern Ireland and Scotland: GSOC, PONI and PCCS.

<http://opsmanual.staging.guardian.gov.uk/Documents/Agreement%20on%20scrutiny%20between%20IPCC%20PONI%20GSOC%20and%20PCCS.pdf>

This agreement recognises that there may be times where an investigation would benefit from an independent review conducted by an external body.

The IPCC Chief Executive can request an external review when, in their view, a critical incident affecting public confidence in the IPCC requires an independent review.

Debrief

A debrief will be held after the completion of all managed and independent investigations. The lead investigator will be responsible for deciding the timing of the debrief (i.e. before or after any court proceedings), and this may differ depending on the nature of the investigation.

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More than one debrief could take place during an investigation, where a discrete part of an investigation is debriefed before the full final debrief e.g. where arrest processes are debriefed.

The debrief should be chaired by the Senior Investigator, or another member of staff not directly involved in the investigation. The case commissioner, lead investigator and case supervisor must be invited to the debrief. In addition, the following may be invited depending on its focus: investigation team, FLMs, ISU, Legal, Press Office.

On completion the debrief document should be sent to the National Office which will identify and disseminate organisational learning.

Organisational Learning

The Investigations National Office is responsible for collating organisation learning from reviews and debriefs conducted by members of the Investigations and Standards & Quality Directorates, as well as external reviews. Where appropriate the National Office will send learning to the IPCC Quality Committee which supports the IPCC in its responsibilities for standards and quality.

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