

## Self Inspection Document

Investigation Name:	
IPCC Reference:	
Investigation Type:	Managed/Independent
Appropriate Authority:	
Lead Investigator:	
Case Supervisor:	

### Section 1 – to be completed by the Lead Investigator. Send to Case Supervisor.

#### 1.1 Brief summary of incident

Include any significant evidence.

#### 1.2 Appropriateness of MOI decision and Terms of Reference

Include consideration of new evidence which could change MOI decision, whether redetermination is appropriate. Describe TOR and whether they require amendment and if so, why.

#### 1.3 Interested persons and other parties associated with the investigation

Include who has been identified as an interested person, how are they being updated and any issues. Include details of other parties with whom the lead investigator is liaising e.g. other regulatory bodies.

#### 1.4 Handover and parallel investigations

Include enquiries carried out prior to IPCC involvement, handover from the force, whether there is a parallel investigation and consideration to suspending aspects of the investigation.

#### 1.5 Main lines of enquiry

Describe the main lines of enquiry for the investigation.

#### 1.6 Family liaison strategy

Include FLM deployment, details of solicitor, offer for Commissioner to meet the family and response, whether TOR/media release supplied, any issues identified.

PROTECTIVE MARKING

<b>1.7 Witness strategy</b> Describe the witness strategy, including identification of significant witnesses and consideration of house to house, witness appeal and boards, leaflets and media appeal.
<b>1.8 Subject strategy</b> Include whether the investigation is subject to special requirements and why, consideration of UPP, severity assessments and notices, consideration of arrest and relevant legal advice, and when decisions are to be reviewed.
<b>1.9 Scene management and exhibits strategy</b> Identify scenes and any issues arising from scene management or exhibits management.
<b>1.10 Forensic strategy</b> Describe the forensic strategy, submissions, budget agreed by National Office, post mortem result (if established) and whether expert witnesses are required.
<b>1.11 Audio visual strategy</b> Include what is available, what has been seized and any issues.
<b>1.12 Intelligence strategy</b> Include timelines, intelligence checks, PNC, phone records, RIPA authorities and any issues.
<b>1.13 Media issues and public interest</b> Include description of media profile and public interest issues related to the investigation, community impact assessment, and how these are being managed.
<b>1.14 IPCC legal advice – SUBJECT TO LEGAL PRIVILEGE</b> Include legal advice sought, advice given and the resulting action taken.
<b>1.15 CPS liaison – SUBJECT TO LEGAL PRIVILEGE</b> Include whether the CPS Special Crime Division has been informed within 24 hours of the MOI decision where there has been a death, whether there has been early engagement, any advice

PROTECTIVE MARKING

PROTECTIVE MARKING

received and resulting action.			
<b>1.16 Learning for the force</b>			
Include good practice, previous recommendations, impact on investigation, quick time learning, any discussion with Lead or Case Commissioner and engagement with Appropriate Authority.			
<b>1.17 IPCC Learning</b>			
Identify any organisational learning.			
<b>1.18 Resourcing and other costs</b>			
Include number of staff working on investigation, role allocation, any issues with resourcing and how these were resolved, and other cost implications for the investigation.			
<b>1.19 Approximate timescale for completion of investigation</b>			
Include estimate of completion date, and any delay or change to previous estimates and any other comments.			
<b>Lead Investigator:</b>		<b>Date:</b>	

<b>Section 2 – to be completed by the Case Supervisor.</b> Send to SI to appoint Reviewer and to the National Office.	
<b>2.1 Risk assessment</b>	
Describe risks identified, their likelihood and consequences, and actions taken to mitigate the risks.	
Risks to the investigation:	
Risks to the IPCC:	
Risks to the Appropriate Authority:	
Any issues identified in internal reviews:	
<b>2.2 Case Supervisor comments</b>	
Include any issues highlighted by the Lead Investigator and impact on the timescales, whether the MOI is appropriate, whether the lines of enquiry are proportionate and consideration for planning the final report including consultation with the National Office/Commissioner.	

PROTECTIVE MARKING

PROTECTIVE MARKING

<b>Case Supervisor:</b>		<b>Date:</b>	

The final version of this record should be saved to TRIM.

PROTECTIVE MARKING