

SIM/SIO TERMS OF REFERENCE

Subject	SIM	SIO	Comment
MISSING PERSONS AND PUBLIC INFORMATION			
Establish Casualty Bureau Questions			SIM Lead. SIO re witness event or see suspects (where appropriate)
Establish Casualty Bureau Misper/Involvement Grading			
Establish Call Avoidance Strategy			
Appoint Hospital Liaison Co-ordinator			
Establish Questions and Data Collection Strategy (Hospitals)			SIM. SIO re suspect data collection and descriptions
Establish Questions and Data Collection Strategy (Temp Survivor Reception Centers)			SIM. SIO re suspect data collection and descriptions
Establish Questions and Data Collection Strategy (Family Reception Centers)			
ANTI-MORTEM DATA AND FAMILY MATTERS			
Initial FLO Deployment – Anti Mortem Harvest			SIM Lead in conjunction with SIO re suspects
Strategy For Anti Mortem Harvest			SIM lead in consultation with SIO
Initial Point of Contact For Information To Families			
BODY RECOVERY AND SCENE EXAMINATION			
Management of Inner Cordon			SIO Lead. SIM input re recovery strategy and shared information
Dignified & Effective Recovery of Bodies and Human Remains			SIO Lead. SIM input re recovery strategy and shared information
Recovery of Personal Property Which May Aid Identification			SIO Lead. SIM input re recovery strategy and shared information
Decide on Early Intervention Policy and Procedure			SIM Lead. SIO input
Decide on Bag Sealing Policy			SIO Lead. SIM input
Co-ordinate Recovery of Other Items of Evidence			
Coroner/Pathologist Liaison			SIM Lead. SIO re scene attendance and needs of investigation
POST MORTEM AND IDENTIFICATION			
Negotiate Mortuary Location			SIM Lead. SIO re potential cross contamination issue.
Establish Mortuary Team			SIM Lead. SIO re needs of Investigation
Establish ID Commission			
Establish Strategy For PM to Determine Cause of Death			SIM Lead. SIO re needs of Investigation
Establish Strategy For PM to Determine Identity			
Agree DNA Examination, Retention and Disposal Policy			SIM Lead. SIO re needs of Investigation
Preparation of Inquest File			
Notification To Next of Kin When Identity Is Made			

Print Name	Signature
Gold Commander	
Senior Identification Manager	
Senior Investigating Officer	
Operation Name	Date
This document is the basis of agreeing the roles and responsibilities between the senior Investigating Officer and Senior Identification Manager. Any change and other agreements must be subject to a decision log entry.	