1. POLICY

1.1. Police officers shall at all times act impartially and in accordance with existing laws, which must be enforced on all persons without discrimination.

1.2. Police officers shall respect and protect human dignity, maintain and uphold rights of all persons.

1.3. Police officers shall perform their duties without partiality and discrimination to all persons.

1.4. Police officers shall treat suspects as innocent persons, politely, respectfully and professionally.

1.5. Police officers shall respect and uphold the rule of law.

1.6. Police officers shall ensure that they treat all persons in a courteous manner and that their conduct is exemplary and consistent with the demands of the profession and the public they serve.
1. PURPOSE

This standard operating procedure provides guidelines for Police personnel in conducting preliminary investigations.

2. PROCEDURE

2.1. If there are reasonable grounds to suspect that a crime has been committed or is about to be committed, the police must take the steps necessary;

2.1.1. To identify and arrest the perpetrator(s) of the crime
2.1.2. To prevent the perpetrator or accomplice from absconding
2.1.3. To detect and secure all material and documentary evidence relating to the crime, which might serve as evidence
2.1.4. To gather all information that might be of use for effective conduct of investigations and prosecutions

2.2. In order to perform the tasks referred to above, the police;
2.2.1. May obtain necessary information from persons
2.2.2. May make necessary examination of vehicles, passengers and luggage
2.2.3. May restrict movement within a specified area for the time these actions are urgently necessary
2.2.4. May take the necessary steps to establish the identity of persons and objects
2.2.5. May organize a search to locate an individual or things sought
2.2.6. May search premises in the presence of a responsible individual according to law
2.2.7. Take other necessary steps and actions to assist investigations

2.3. The right to remain silent

2.3.1. In conducting investigations, the police must inform the suspect that he is not obliged to say anything except questions regarding his identity and address
1. POLICY

1.1. It is the duty of all members of the service to know and understand thoroughly the powers of arrest

ACT 1960 (ACT 30, ACT 653)

2. PROCEDURES

2.1. No arrest shall be made unless;
2.1.1. The arrest is necessary to prevent a breach of the peace
2.1.2. There is reason to believe that a further offence may be committed if the suspect is not arrested
2.1.3. The arrest is necessary for immediate investigation of an alleged offence
2.1.4. Premature arrest shall be avoided. Hasty arrests frequently hamper investigations and ruin what might otherwise be a successful case.
2.1.5. All officers of the Service should acquaint themselves with the judge’s rules

2.2. Rights of arrested person(s)

2.2.1. The right to be told in a language one understands, the offence allegedly committed
2.2.2. The right to be informed the reason for restrain or detention
2.2.3. The right to be informed to consult a lawyer of his own choice
2.2.4. The right to be taken to Police Station or any legitimate detention center
2.2.5. The right to inform any person of his choice, his arrest and location of detention
2.2.6. The right to be given an interpreter who can speak his language to facilitate process of enquiry
2.2.7. The right to bail within 48 hours by police or to be brought before a court of competent jurisdiction for court bail or remand into prison or police custody
2.2.8. The right not to be tortured, coerced or humiliated
2.2.9. The right to be presumed innocent until found guilty

2.3. **Mode of arrest**

2.3.1. In making an arrest, the Police Officer shall actually touch or confine the body of the person to be arrested, unless there is submission to the custody verbally or by conduct.

2.3.2. Notification of reason for arrest, Article 14(2) of the 1992 Constitution
   a. A Police Officer shall immediately inform the person arrested in a language that he understands of the reason for this arrest and his right to a lawyer of his choice.

2.4. **Arrest without a warrant, Section 10**

2.4.1. A Police Officer may arrest without a warrant any person who;
2.4.2. Commits an offence in his presence
2.4.3. Obstruct him in the execution of his duty
2.4.4. Escapes or attempts to escape from lawful custody
2.4.5. In possession of implements adopted or intended for use to unlawfully enter a building and fails to give reasonable excuse for the possession of the implement
2.4.6. In possession of a thing reasonably suspected to have been stolen
2.4.7. Or whom the Police Officer reasonably suspects to have committed or about to commit an offence

2.5. **Search of arrested persons**

2.5.1. A Police Officer shall search an arrested person and place in safe custody the articles other than necessary wearing apparel found on him
2.5.2. The search shall be made with decency. Where a woman is to be searched, the search shall be made by a woman and vice versa.
2.5.3. Arrested Person to be taken to Police Station
   a. A Police Officer making an arrest outside a Police Station shall immediately take the
      arrested person to the Police Station

2.5.4. An arrested person in police custody
   a. A Police Officer shall ensure the arrested person while in custody is given reasonable
      facility for obtaining legal advice, taking steps to furnish bail where appropriate
   b. A Police Officer shall not torture or subject an arrested person or a detained person to
      any form of cruel or degrading treatment
   c. A Police Officer shall ensure that convicted persons are detained separately from non-
      convicted persons
   d. A Police Officer shall ensure that juvenile offenders in lawful custody are kept separately
      from adult offenders
   e. A Police Officer shall ensure that an arrested, restricted or detained person is brought
      before court within 48 hours after the arrest, restriction or detention

2.5.5. A person engaged on emergency service in connection with such as electrical power,
   stations, water works, railways, recognized Health institutions, fire stations;
   a. A person engaged on emergency service such as services in connection with
      electrical power stations, water works, railways, recognized health institutions, fire stations
      shall not be arrested until the local head of the department has been informed and has arranged
      for him to be relieved.
   b. Notwithstanding the above, such a person shall be kept under surveillance by
      the Police Officer intending to effect the arrest to prevent escape.
2.6. **Arrest of members of Embassies, High Commissions and other Diplomatic Missions**

2.6.1. Members of Embassies and High Commissioner’s offices shall only be arrested if it is absolutely necessary to protect life and property or to prevent a breach of the peace. Meanwhile, the Foreign Affairs Minister should be immediately informed. The Ambassador and other officials of the missions have some immunity and should not be subjected to arrest according to the Geneva Convention.

2.7. **Arrest of non-Ghanaians**

2.7.1. Should a non-Ghanaian whose country is represented by an Embassy or High Commission be arrested on a criminal charge, detained at a Police Station on suspicion, or proceeded against by means of a criminal summons, the facts shall be reported immediately to the District Commander who shall inform the Director General / CID immediately by wireless message or by telephone if necessary, stating the brief facts of the case, and reporting to the Regional Commander that he has done so.

3. **COLLABORATION**

3.1. The procedures in this document shall be coordinated with the Office of Public Prosecution, Economic and Organized Crime Office, Ghana Prisons Service.

3.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an out of court settlement.

3.3. Cases involving child custody may involve the Department of Social Welfare.

4. **REFERRAL MECHANISMS**

   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone
5. COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS
   a. Email
   b. Written Notice
   c. Telephone
1. POLICY

Act 1960 (Act 30, Act 653)

Police Officers shall use force when necessary in the execution of their legitimate duties. Police Officers shall not use force more than is necessarily required to achieve the object of law enforcement.

2. DEFINITION OF TERMS

Resistance, for the purpose of this policy is considered as any type of rejection of a legal order from a Police Officer issued to establish public peace and order.

Active resistance occurs when an individual resists by using a weapon, tools or other objects, or physical force, and in this way prevents Police Officers from performing their official duties. Inciting others to resist is also considered active resistance

Passive resistance is determined when an individual disregards a legal order from a Police Officer, or places himself in a position that prevents the officer from performing his duty.

3. PROCEDURES

3.1. Police Officers shall only use force that is reasonable, necessary and proportional to the resistance level of the offender.

3.2. Justifiable use of force

3.2.1. To defend themselves and others against imminent threat of death or serious injury

3.2.2. To prevent the commission of a serious crime

3.2.3. Against a person who resists arrest, fights, escapes or endeavors to escape from lawful custody
3.3. **Requirements to be met when justifiable force is used**

3.3.1. Police Officers will ensure that the following requirements are met when justifiable force is used:

a. The force will be in proportion to the seriousness of the offence and the legitimate objectives to achieved
b. The force will be minimized to preserve human life
c. Medical aid will be rendered to any injured or affected person(s) in need of assistance as soon as possible
d. Relatives or close friends of the injured or affected person will be informed.
1. PURPOSE

To define the search and seizure activities of the Police in full accordance with the law.

Act 1960 (Act 30, Act 653)

2. PROCEDURES

2.1. Searches without a warrant

2.1.1. A Police Officer may search without a warrant if he has reasonable cause to believe that a person has concealed on himself or is conveying;
   a. An article which has been stolen or unlawfully obtained
   b. An article in respect of which a criminal offence has been, is being or about to be committed.

2.1.2. A Police Officer not below the rank of Assistant Superintendent of Police or who being below the rank has been authorized in writing by an officer of the said rank may enter a house, shop, warehouse, yard, boat, vessel, or other premises which the Police Officer has reasonable cause to believe contains property which has been stolen or obtained by unlawful means.

2.2. Searches with a warrant

2.2.1. Where a Police Officer has reasonable grounds to suspect that there is in a building, vessel or any other premises;
   a. A thing in respect of which an offence has been committed
   b. A thing which is intended to be used for the purpose of committing an offence
   c. A thing which has been unlawfully obtained
   d. A thing of which possession is unlawful’
2.2.2. Shall by evidence on oath, apply to a District Magistrate for a search warrant to be issued for the conduct of a search.

2.3. Detention of articles seized
2.3.1. A police officer shall bring before a Magistrate all articles seized under a search warrant
2.3.2. The Magistrate may detain or cause it to be detained, taking reasonable care that it is preserved until the conclusion of the case.

2.4. How to conducting a search
2.4.1. A search shall be done in daytime (6:30a.m and 6:30 p.m.) but can also be done at any other time if authorized by a Court.
2.4.2. The tenant/ occupant, his representative or an adult tenant neighbor shall be summoned to attend the search
2.4.3. Locked premises, pieces of furniture or other articles shall be forced open only if the person in possession of them is not present or refuses to open them voluntarily. In opening them unnecessary damage shall be avoided.
2.4.4. A search or inspection in a military building shall be done with permission of the competent military officer.
2.4.5. The search of a dwelling or person should be done with care so as not to upset order of the household.
2.4.6. Under no circumstance should search be conducted in the company or presence of the complainant(s)
2.4.7. As a general rule all searches should be conducted with the cooperation of the local Police under whose jurisdiction the arrest/search is going to be conducted.
3. COLLABORATION
3.1. The procedures in this document shall be coordinated with the Office of Public Prosecution, Courts. Legal Aid Scheme.
3.2. Cases involving children / juveniles may involve the Department of Social Welfare.

4. REFERRAL MECHANISMS
   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone

5. COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS
   a. Email
   b. Written Notice
   c. Telephone
1. PURPOSE
To establish the processes and responsibilities for recording reported incidents and managing the charge office at a Police Station.

2. RESPONSIBILITY
The officer in charge of a charge office [Non Commissioned Officer (NCO)] shall supervise duties.

3. PROCEDURES
3.1. The officer in charge of a charge office shall;
3.1.1. Inform the Station Officer immediately a report of crime, accident or unusual occurrence is received
3.1.2. Ensure the safe custody of all articles on charge in the charge office and any prisoner or detained person
3.1.3. Ensure the correct receipt and recording of all telephone or other message received whilst he is on duty in the absence of a wireless operator
3.1.4. Maintain any other books or station records as may be directed by the Station Officer and as his essential duties permit and also see to it that correct entries are made in the relevant books.
3.1.5. Where there is no CID, take charge of the investigation of minor cases while on duty and refer serious cases to his Station Officer
3.1.6. Ensure diligent recording of movement of all arms and ammunition from armoury or being placed in the armoury.
3.2. **The Station Orderly shall be responsible for the following duties;**

3.2.1. The making of all necessary entries in the station diary for the period during which he is on duty

3.2.2. The making of entries in the Register of Offence, unless the Station Commander details another member of the Service to do so

3.2.3. The correct receipt and recording of all official telephone or other message received whilst on duty

3.2.4. He/she shall take charge of the keys to the showcase in the charge office and make entries whenever any key or article is collected from his custody.
1. POLICY

Rifles, shot guns and ammunition shall only be issued to Police employed on the following duties;

a. Armed guards on Treasuries, Banks, Post Office, or other sensitive public buildings
b. Patrol
c. Escort of prisoners, specie, bullion and important or valuable property warranting an armed guard
d. Riot duties, when ordered by a Senior Officer and in accordance with instructions
e. To effect the arrest of dangerous persons

2. PROCEDURES

2.1. Normally, ammunition will be issued at the minimum scale as determined by the IGP from time to time.

2.2. No firearms or ammunition shall be transferred from one station to another without the approval of the IGP, except arms that require repair and arms that have been repaired. Arms that require repair shall be dispatched to the Commanding Officer/NPTs through the Command levels and returned when repaired

2.3. Every rifle, shot gun and item of ammunition shall be correctly recorded in the Arms and Ammunition Book at the Police Station to which it is on charge

2.4. At every Police Station there shall be kept and maintained an Arms and ammunition book that shall be used for the purpose of recording details of arms and ammunition on charge, issues and receipt of ammunition and records of any ammunition expended.

2.5. The Arms and ammunition books shall be maintained by the Station Officer, the NCO in charge of the charge office or the station Orderly according to the size of the station.

2.6. It is the duty of the Station Officer to ensure that no arms leave the station or are brought to the station without a correct entry to that effect being made immediately in the Arms and ammunition Book.
2.7. All arms shall be cleaned and inspected daily. This shall be the responsibility of the Armourer or Officer assigned. Senior Officers and Station Commanders shall ensure that all ranks are regularly instructed in the correct method of cleaning arms and in the proper use of cleaning materials.

2.8. USE OF FIREARMS
2.8.1. All members of the Service shall be regularly instructed in the correct use of firearms and in the circumstances under which a Police Officer is justified in resorting to the use of firearms.

2.8.2. It must be clearly understood that every Police Officer resorting to the use of firearms or ordering an armed party under his command to open fire will almost certainly be called upon to justify his action before a judicial tribunal of some kind.

2.9. Circumstance justifying the use of firearms
2.9.1. A variety of situations may confront a Police Officer at any time but the following are the normal circumstances in which he is justified in resorting to the use of firearms:
   a. When attacked by an armed criminal, his life is in immediate danger and all other means of defending himself have proved ineffective.
   b. In these circumstances it must be shown that the Police Officer’s life was in fact in immediate danger, that his attacker was armed with a weapon which was capable of causing death or grievous bodily harm and that he possessed no other means of self-protection, or other means have failed.
   c. To effect the dispersal of a riotous mob that is attacking or attempting to attack life and property.
      Under these circumstances it must be shown that every means available to Police, other than the use of firearms, had been tried and has failed, that the mob had been warned and the warning had been disregarded.
d. To prevent the escape or to effect the arrest or recapture of a person convicted of a serious felony or under arrest charged with a felony.

e. To effect the arrest of a person who has committed a felony and is resisting arrest by armed force in such a manner as to endanger the life of the Police Officer concerned.

2.9.2. When firearms are used firing shall be confined to the minimum number of rounds necessary to restore the situation to effect the required arrest or to prevent the escape of the felon or to effectively protect the Police Officer concerned from death or harm.

2.9.3. Firing shall where possible be directed at the ring leader(s) of a mob and shall be directed so as to be effective. Fire shall be aimed at the knees of the rioters or of the ring leaders. The object of firing a rifle is to disperse a riotous mob and to impress upon the persons concerned that Police is determined to preserve peace.

2.9.4. The use of firearms shall not in any circumstances be employed as an instrument of punishment, and firing shall cease immediately the objective has been attained, hence the instruction regarding the minimum number of rounds to be used. Under no circumstance shall Police fire over the heads of a crowd. The danger of this action lies in the fact that the crowd will not realize the determination of Police to disperse it and, also, it endangers the lives of persons not concerned in the riot.

2.9.5. On every occasion that a firearms is discharged by a member of the Service in the execution of his duty, or an armed party opens fire on a riotous mob, an entry shall be made in the Station Diary at the relevant Police Station showing the reasons and the circumstances under which the firearms were used. The entry shall include the number and name of each of the Police Officers concerned, or the Police Officer who gave the order to fire, the number of rounds fired and the result.
2.9.6. Whenever possible empty shells shall be collected and brought back to the Station. The entry in the Station Diary shall include the number of empty shells returned and number of live rounds.

2.9.7. When an armed sentry is posted in a position of a vital importance the Guard Commander shall be given instructions with regard to the circumstances under which a sentry may open fire.

2.10. Use of Police Baton
2.10.1. The use of an intermediate control device currently the issued police baton, may include an approved control or restraint device that is not expected to be lethal when Police Officers properly use the device, and is justifiable force when the officer believes he cannot establish control without the use of such device or the baton.

2.10.2. The baton and any other intermediate control device shall not be used;
   a. Against minors under the age of 12 years
   b. Elderly persons (65 upwards)
   c. Incapacitated persons including those seriously ill and women whose pregnancy is obvious, unless these persons directly endanger the life of the Police Officer or other persons.
1. **POLICY**

When a Police Officer, in the course of investigating a crime, takes possession of any article which appears to be in connection with the case, or which may be used in evidence, the greatest care shall be taken with regards to their handling.

2. **PROCEDURES**

2.1. The exhibits shall immediately be sealed, labelled and dated by the officer in charge of the case. Care shall be taken to ensure their safe custody and that they remain in the same condition as when they came into possession of the Police

2.2. In packaging exhibits suspected to be blood stains, scraps of flesh, pieces of hair etc, care shall be taken to package them so that they do not come into contact with any part of the container, touched or interfered with.

2.3. Packaging, sealing and signing shall be done in the presence of the suspect and an independent witness.

3. **COLLABORATION**

3.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution.

3.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an out of court settlement

3.3. Cases involving children / juveniles may involve the Department of Social Welfare.

4. **REFERRAL MECHANISMS**

   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone
<table>
<thead>
<tr>
<th>GHANA POLICE SERVICE (LEGAL AND PROSECUTIONS DIRECTORATE)</th>
<th>Page 2 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT: EXHIBITS AND SPECIMEN</td>
<td>NUMBER: GPS - SP008-15</td>
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<tr>
<td>EFFECTIVE DATE:</td>
<td>REVIEW DATE:</td>
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<td>AMENDS/SUPERSEDES:</td>
<td>APPROVED:</td>
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</tbody>
</table>

5. COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS
   a. Email
   b. Written Notice
   c. Telephone
1. POLICY

Building and vehicle searches are conducted;

a. To arrest an offender
b. To discover items of evidential value
c. To assist members of an investigation team
d. To look for explosives or devices in structures
e. To develop information concerning criminal activity that is under investigation

2. PROCEDURE

2.1. The Police Officer shall;

a. Establish a perimeter to prevent the suspect’s escapes and ensure that all exits from the building are covered by police personnel
b. Do not attempt to make an arrest of an armed suspect alone or with only one other officer, call for back up
c. Have a plan, each member should know his or her own role
d. Make sure that the point of entry into the building is safe

2.2. Before entering

a. Attempt to contact the suspect
b. Identify yourself as a Police Officer
c. Order the suspect to come out
d. Tell him/her to walk towards you the hands up over the head
e. Wait for a reaction to your verbal command
f. Make every attempt to remove innocent civilians from the building before search begins
g. Do not allow civilians to assist you
h. Search for and find the one suspect, but assume always that there is another

2.3. Guidelines for conducting vehicle searches
   a. The vehicle must be located out of other vehicular traffic
   b. The area must be secured; all suspects must be under control
   c. Call for back up to assist when necessary
   d. Any crowd that has gathered must be under control
   e. An officer should search at any given time
   f. Additional police personnel must be available to assist and maintain control while one officer searches

2.3.1. Information to be recorded
   a. When a vehicle is searched, the record shall contain,
      i. A complete physical description of the vehicle – make, model, color, number of doors etc
      ii. Chassis number, manufacture number, year of manufacture, registration plate, engine number, owners name and address
      iii. Physical damage to the vehicle, exterior, interior etc

2.3.2. Equipment
   a. When conducting a search the following equipment is needed:
      i. Gloves to protect your hands and to prevent leaving prints on items of evidence
      ii. A flashlight
      iii. Evidence bags and marking material for any items recovered/seized
      iv. Small tools (screw drivers, knife etc.)
2.3.3. Search for evidence when the car is stolen or recovered  
   a. Find out the method by which the car was stolen;  
      i. Hot-wired, bypassing the key  
      ii. Ignition lock pulled with a lock puller  
      iii. Stolen by it being towed or pushed away  
      iv. Was it jacked or robbed  
      v. How entry was gained  
      vi. Is something stolen and how  
      vii. Look for items connected with the crime, like blood, footprints, tools to remove radio, additional number plates etc.

2.3.4. Stolen vehicle used in another crime  
   a. If it is suspected that the vehicle has been used in another crime;  
      i. Look for evidence in the vehicle  
      ii. If it was robbery, look for items from the crime within the vehicle such as bank bags, money, wallets, grocery bags, receipts, notes etc.  
      iii. If it was a sexual assault, look for items of clothing, semen, blood, dirt, hairs and fibre

2.3.5. Vehicle used to transport drugs or contraband  
   a. You must be careful not to stick yourself with needles or be cut by razor blades or other items  
   b. It is recommended to have a drug dog if available, to go over the car first before you search  
   c. Plan the police response around the safety of the victim, the neighbours and the police personnel
d. Note suspicious persons, vehicles or activity near the scene and record vehicle registration information of the vehicles in the area

e. If the suspect is located at the scene, detain him/her and follow the appropriate arrest procedures

f. If the suspect has managed to escape, obtain a description information and broadcast it on the police radio

g. If appropriate notify the investigative team

h. Search the surrounding areas and neighborhood for any of the property that may have been discarded

i. Once the situation is secured, obtain the necessary information for the preliminary report

j. In all cases remember to take precautions so that he/she does not destroy evidence, foot and finger prints, tyre marks etc

3. **COLLABORATION**

3.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution.

3.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an of court settlement

3.3. Cases involving children / juveniles may involve the Department of Social Welfare.

4. **REFERRAL MECHANISMS**

   a. Accompany person

   b. Email

   c. Written Notice

   d. Telephone

5. **COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS**

   a. Email
| Subject: Vehicles and Buildings Searches | Number: GPS - SP009-15 |
| Effective Date: | Review Date: |
| Amends/Supercedes: | Approved: |

b. Written Notice
c. Telephone
1. PURPOSE
To prescribe the necessary actions for investigating crimes involving violence, against other persons.

2. Examples of violent crimes
Violent crimes include murder, robbery, offences involving the use of offensive weapons, etc.

3. PROCEDURES
3.1. In violent crime cases the Police Officer shall:
3.1.1. Keep very exact record of time of arrival and all the procedures carried out at the scene
3.1.2. Determine whether the crime scene is indoors or outdoors, to ensure that all personnel use the same route to the scene and off
3.1.3. Avoid stepping in, or kicking over, potential items of evidence, like blood splatters etc
3.1.4. Always check the victims injuries, start first aid and call for medical assistance
3.1.5. Attempt before the victim is removed to ask him/her the identity of the person who caused the injuries
3.1.6. Try if the suspect is not known by name to get a good physical description
3.1.7. Try if possible to get a photo of the victim at the scene before he/she is moved and if this cannot be done, make a note and a sketch or diagram of how you found the victim and recover potential items of evidence like clothes, spent bullets and empty shells, weapons etc
3.1.8. If the victim is dead, do not rush to remove the body from the scene
3.1.9. Seal off the area to keep off unwanted and unnecessary persons and to protect items of potential evidence for technical examination
3.1.10. Request additional assistance to handle the situation and inform your department
1. PURPOSE

1.1. The purpose of this standard operating procedure is to provide clear guidelines for response, investigation, and use of incident support services in situations where an offense involves the use of weapons.

2. PROCEDURES

2.1. If there is a shooting incident;
   a. Secure and isolate the scene
   b. Check the condition of the victim, ensure first aid and medical assistance
   c. Take note of all the people who were present at the scene

2.1.1. Obtain a brief statement from the officer(s) directly involved regarding the facts and circumstances of the incident related to potential public safety concerns or suspect information

2.1.2. The information sought during this brief questioning should be limited to the following:
   a. Very brief information that can convey the nature of what occurred.
   b. Witnesses that need to be isolated and interviewed.
   c. Evidence that needs to be protected.
   d. Suspect information and possible direction of travel.
   e. Direction of weapon discharge for purposes of checking for other victims/injuries.

2.1.3. Search for all the weapons, bullets and cartridges

2.1.4. Search for all the bullet hit spots and make an estimation and evaluation of shooting lines and places

2.1.5. Mark all the findings and their positions on the scene

2.1.6. Remember the gun powder residue, investigation of the hands and clothes, and also sleeves, of all possible persons as this indicates who has fired a gun recently

2.1.7. If you confiscate the weapon from a suspect, check the condition of weapons, ascertain and ensure it is safe

2.1.8. Be very careful that you do not destroy the finger prints on the gun
2.1.9. Do not put anything inside the barrel and do not fire the gun

2.1.10. Ensure that persons at the scene do not wash their hands before examination of gun powder residue

**2.2. Special technical evidence in shooting incidents**

2.2.1. In case of shooting incident technical evidence is:
   a. Weapon: make, serial number, fingerprints, blood and tissue
   b. Bullet and cartridge casing: if this can identify the weapon
   c. Suspect: if there is powder residues on hands and clothes
   d. Victim: gun shots, marks of violence, blood stains, hair and fibre
   e. Crime scene: locate all the shots fired at the scene, fingerprints, foot/shoe prints, tyre marks and clothes
1. **PURPOSE**

To investigate, identify and prosecute perpetrators in accordance with relevant laws, and to pursue alternative course of action with partner agencies to ensure that victims receive support and aftercare regardless of their intention or ability to support a prosecution.

2. **EXAMPLES**

   Rape, defilement, indecent assault, unlawful canal knowledge, and incest.

3. **PROCEDURES**

   3.1. Immediate victim care

   3.1.1. The victim should be immediately taken out of a public area into a private place and given assurance.

   3.1.2. If urgent medical attention / treatment is needed, an ambulance should be called and the victim accompanied by a police officer to the hospital.

   3.1.3. The victim’s immediate needs should be considered with sensitivity in respect of their age, gender, ethnic/cultural background and faith, and if known, sexual orientation.

   3.1.4. In all communications, especially when using police radios officers should be mindful of terminology when referring to rape and other sexual offences.

   3.1.5. Even if the offence is described as having occurred several weeks or months previously an immediate response is always necessary.

   3.1.6. The following five building block principles must be considered during the initial response:
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GHANA POLICE SERVICE (LEGAL AND PROSECUTIONS DIRECTORATE)

SUBJECT: RAPE AND OTHER SEXUAL OFFENCES

NUMBER: GPS - SP012-15

EFFECTIVE DATE: 

REVIEW DATE: 

AMENDS/SUPERSEDES: 

APPROVED: 

a. Preservation of life
b. Preservation of scene(s)
c. Securing of evidence particularly, forensic evidence
d. Identifying victim(s) and witness(es)
e. Identifying suspect(s)

3.1.7. Do not let the victim(s) destroy physical evidence before the victim(s) is examined by a medical practitioner. Ensure that the victim does not;
   a. move anything (or allowing others to do so);
   b. clean up or tidy the house;
   c. wash or take a shower;
   d. change clothing;

3.1.8. The first contact officer who has spoken to the victim is responsible for writing the incident report

3.1.9. The officer should record their initial actions in the report, starting with the time, the date and the location that they first met the victim. This is particularly important for analysis of intelligence, monitoring of compliance and performance.

3.2. Station Officer’s role

3.2.1. The Station Officer is responsible for the supervision and management of a rape and other sexual offence until it is formally handed over in a briefing to a detective officer.

3.2.2. The handing over of a case to a detective should involve should involve a face-to-face briefing unless operational demands prevent it. Wherever possible, they should visit the scene to supervise the initial actions.
3.2.3. In investigating rape or other sexual offences the police have two crucial functions to perform:

   a. Ensure that the victims receive the highest standard of care and support at the beginning during and completing of the investigation regardless of their intention or ability to support a prosecution.

   b. Ensure that the best possible evidence is obtained to aid in the investigation and support any subsequent prosecution.

3.2.4. Victims should be treated according to their needs, taking into consideration gender and cultural factors, and special provision offered where available.

3.3. **Victim withdrawal statements**

3.3.1. In all cases where a victim reports a rape to police and subsequently makes the decision not to proceed with the prosecution process, a comprehensive withdrawal statement must be taken by a the Investigating officer. If the victim has already provided a full evidential interview, the withdrawal statement does not need to cover the same information about the offence, thus preventing the victim from having to repeat these details once again.

3.3.2. Before the taking of any withdrawal statement, the Investigating office must meet with the victim and explore fully the victim’s reasons for not wishing to proceed. Officers must be mindful of the effects of post traumatic stress syndrome and be vigilant for any witness intimidation.

3.3.3. The victim’s wishes on whether a case should proceed may only be overridden in exceptional circumstances, for instance where it is in the public interest to proceed with a case regardless of the wishes of the victim.
4. **COLLABORATION**

4.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution, Ghana Prisons Service.

4.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an of court settlement.

4.3. Cases involving children / juveniles may involve the Department of Social Welfare.

5. **REFERRAL MECHANISMS**

   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone

6. **COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS**

   a. Email
   b. Written Notice
   c. Telephone
1. PURPOSE

This document clarifies the detailed guidance for addressing and protecting vulnerable persons in domestic crimes.

Domestic violence Act, 2007 (Act 732)

2. DEFINITION OF TERMS

Domestic violence means engaging in the following within the context of a previous or existing domestic relationship;

a. An act under the Criminal Code 1960 (Act 29) which constitutes a threat or harm to a person under that Act
b. Specific acts, threats to commit or acts likely to result in Physical abuse (physical assault, use of physical force against another person, deprivation of food)
c. Sexual abuse
d. Economic abuse
e. Emotional, verbal or psychological abuse- any conduct that makes another person feel constantly unhappy, miserable, humiliated, ridiculed, etc.
f. Harassment (sexual harassment and intimidation by inducing fear in another person)

3. PROCEDURES

3.1. Initial response

3.1.1. The immediate priority of the police in responding to a report of domestic abuse is to protect victims and any other persons at risk, including children and police officers.

3.1.2. At the point of initial call for help, call takers must always ensure the safety of those reporting domestic abuse and, in so doing, should gather and confirm information, advice on evidence preservation, deploy officers without delay.
3.1.3. Call takers should do the following to ensure the safety of those reporting domestic violence:

3.1.3.1. Prioritize the safety of the victim and children and provide safety, first aid or other advice if appropriate;
   a. Keep the victim or caller fully informed of the deployment of police officers.

3.1.3.2. If the suspect is still present at the scene, keep the caller on the line and monitor and record any background activity

3.1.3.3. If the suspect has left the scene, advise the caller to lock and secure the premises and to return to the telephone;

3.2. Take a full description of the suspect and circulate it to officers in the area.

3.3. Information gathering

3.3.1. Collect full details of the incident and of all parties involved and flag it to patrol officers. Call takers should ask record and disseminate the following information:
   a. Location and identity of the caller;
   b. Location of the incident;
   c. Location of the suspect, victim and children;
   d. Information on any injured persons;
   e. Severity of any injury and whether medical assistance is required;
   f. Whether any children are present and if they are safe;
   g. Whether any weapons have been used (specifically firearms or knives);
   h. Whether the suspect is in possession of any weapons;
   i. Identity of all parties involved including the victim, children and suspect (eg, names, sex, dates of birth, home addresses, telephone numbers);
j. Whether communication difficulties exist that require an interpreter;
k. Whether there are any special needs, for example, disability;
l. In what capacity the parties are involved;
m. Whether any person present appears drunk or has taken drugs;
n. Whether there is any history of domestic violence;
o. Description of the suspect;
p. A verbatim account of what the caller says has occurred;

3.4. **Preservation of evidence**

3.4.1. When it has been established that the victim is safe, some basic advice should be given about preserving the crime scene until the police arrive. This should include:

a. Not moving anything;
b. Not cleaning up or tidying the house;
c. Not washing or taking a shower;
d. Not changing clothing;
e. Not allowing children, relatives, neighbors or animals to enter areas where any incident took place (where possible).

3.5. **Actions on arrival at the scene**

3.5.1. The first priority of an officer should be to protect all people present from injury or further harm; this includes the victim, children, witnesses, police officers and the suspect.

3.5.2. Assess safety of all present, including immediate risk, particularly in respect of access to weapons;
3.5.3. Immediately assess the need for first aid or other medical assistance such as an ambulance for the victim, children, any other persons and the suspect;

3.5.4. Separate the parties, including any children;

3.5.5. Confirm the identity of the suspect(s) if they are no longer at the scene and circulate a full description via the radio system to patrol personnel;

3.5.6. Establish who is or was at the scene, including any children;

3.5.7. Make accurate records of every information provided by the suspect, victim and any witnesses, including children;

3.5.8. Record the demeanour of the suspect, victim and any other witnesses, including children;

3.5.9. Take photographs and/or using a video camera to record evidence;

3.5.10. Report findings to the investigating officer, if different from the first response officer;

3.5.11. Secure the safety of victims in their home, if it is not possible to take them to another place of safety, e.g., the home of a relative or a refuge;

3.5.12. Ensure that information relating to the suspect is included in any risk assessment processes.

3.6. **Child welfare**

3.6.1. Investigate the welfare of all children who have been witnessed domestic violence or who are normally resident at an address at which a domestic violence incident has been reported.

3.6.2. The Investigator of domestic abuse offences should identify whether a child was present when the incident occurred, or whether a child is ordinarily resident at the address where it occurred. Even if no children are at present, ask if children are resident at the address, and look for signs of children, such as clothing and toys, and check bedrooms for children who may have been hidden.

3.6.3. Where there is any concern as to the welfare or safety of a child, officers should make a notification to the (Domestic Violence and Victim Support Unit) DOVVSU Child Abuse Investigation Unit, and immediately notify the Social Welfare Office.
3.7. **When gaining a first account from a victim or witness, officers should:**

3.7.1. Ensure each party including the victim, children and witnesses are interviewed, in a place where the suspect cannot overhear, to allow them to talk more freely without fear;

3.7.2. Explain the investigation processes and procedures to the victim and/or any witnesses and make it clear that the police take these matters seriously;

3.7.3. Explain that support is available for the victim or witness;

3.7.4. Obtain a first account as soon as practicable after the event, when the witness may be most able to recall the incident;

3.7.5. Record first accounts given by witnesses, especially those relating to suspect descriptions (these may prove to be a most reliable source of information as they are made with the incident still fresh in their minds);

3.7.6. Make an accurate record of every information that is provided by all parties;

3.7.7. Take the victim or other witnesses to a neutral place if appropriate as this may help to reassure the witness and improve the quality of evidence likely to be obtained;

3.7.8. If a victim is taken to a hospital or other place of safety, never disclose this to the suspect, as this further endangers the victim and may result in the suspect harassing the victim, hospital staff or other family members;

3.7.9. If possible, video record or audio-tape the first account from the victim and/or witnesses in serious cases and cases with vulnerable or intimidated witnesses;

3.8. **Honor based violence (HBV)**

Honor based violence involve force marriage of children
3.8.1. Reports of HBV or suspected HBV should alert officers to additional risk factors that can be present and are associated with incidents and crimes.

3.8.2. On arrival at the scene, to ensure the safety of victims and children and to preserve evidence, officers should consider that:
   a. Reporting HBV might increase risk and imminence of harm to the victim, and might act as a barrier to them seeking further help;
   b. Other family members, such as siblings, might also be subject to HBV;
   c. Threats might extend beyond the immediate family to the wider community;
   d. Family members might seek to locate and pressurise the victim not to talk to the Police;
   e. Family members might seek to remove or abduct the victim;
   f. Threats might extend to other family members or the partner of the victim;
   g. Attempts might be made to leave the country with the victim;
   h. There might be other patterns of offence that are not linked to HBV;
   i. There might be a history of abuse/HBV with other partners or family members.

3.9. **Multi-agency working**

3.9.1. Engage with multi-agency initiatives through forums, Domestic Violence and Victim Support Unit (DOVVSU), Social Welfare and other relevant groups.

3.9.2. Ensure that contact with Social Welfare is facilitated through DOVVSU domestic abuse officers.

3.9.3. Incorporate additional measures to manage domestic sieges and hostage-taking incidents, taking into account emergency procedure guidelines.

3.9.4. Engage voluntary sector (NGO) groups that provide safety-planning advice to victims.

3.9.5. Incorporate domestic abuse into force media strategies and monitoring local media reporting, garner evidence from people who might have faced similar situations in the past by the same offender(s).
3.10. **Rescue**
3.10.1. Where the victim(s) is a child he/she should be rescued and after the interview, handed over to the Social Welfare for shelter
3.10.2. Rescuing of child victim(s) should be done in conjunction with the Social Welfare
3.10.3. Where the victim is a woman and live in the same room or house with the assailant, the assailant could be detained while the victim stays.
3.10.4. An adult who is rescued could be advised to live with a trusted friend or family member while the Police continue with investigations
3.10.5. The management of the crime scene should follow the same steps as indicated under crimes scene management (SOP....).

3.11. **Taking Complaints**
3.11.1. Complaints should be taken in confidence due to the private nature of the information.
3.11.2. Complainants should be advised to seek medical attention immediately where necessary
3.11.3. As early as possible the victim should be referred to a counselor

3.11.4. **Interviewing victims (adults)**
   a. Try to build the trust of the victim to talk to you
   b. Do not use any verbal or body language that may cause the victim to be reluctant talk to the Police
   c. Do not judge the victim
   d. Do not discuss an abuse case in the presence of another victim.
   e. Assure the victim the abuse could happen to anyone
3.12. **Interviewing children**

3.12.1. Children should be interviewed in the presence of a parent or relative. However, where the parent or relative is a suspect or accomplice in the case a Social Welfare Officer should be present

3.12.2. Build the trust of the child to talk to you

3.12.3. The child must not be condemned as being a bad girl or boy

3.12.4. Interviewing a child can take hours, hence be patience should be a virtue

3.12.5. Due to the age of child being interviewed, one should expect inconsistencies in narration of events. This does not necessarily mean the child is lying.

4. **Collaboration**

4.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution, Ghana Prisons Service.

4.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an out of court settlement

4.3. Cases involving children / juveniles may involve the Department of Social Welfare.

5. **Referral Mechanisms**
   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone

6. **Communication Mechanisms with Collaborating Institutions**
   a. Email
   b. Written Notice
   c. Telephone
1. **POLICY**

In every case reported or known to the Police in which:

Death occurred in a sudden, violent or unnatural manner

A dead body is found and reasonable suspicion exist that the death resulted from unnatural cause(s) or that the cause of death is not known

Any reasonable suspicion exist that any person is criminally responsible for such death, the Police shall immediately commence inquiries

2. **REQUIREMENTS**

2.1. Under no circumstances shall death from natural cause(s), accidents or suicide be presumed. Investigations shall not be delayed because post mortem examination has been performed.

3. **PROCEDURES**

3.1. After preliminary investigations at the scene have completed and measurements, photographs, fingerprints, descriptions, etc. have been taken no delay shall take place before the body is removed to the mortuary.

3.2. In a serious crime it may be necessary to request the Medical Officer to visit the scene personally but this request should only be made by the Senior Police Officer if available or the Officer in Charge of the Station.

3.3. Identification of the dead body must be as complete as possible. It must be first hand and be proved by two or more witnesses who knew the deceased well and who must be present at the mortuary to identify the body to the Medical Officer in the presence of the Police Officer in charge of the case.
3.4. If the body passes through different hands Police will call as witnesses for identification all those who handled it to prove to the court, in the case of inquest that the body is the same. Hence as few people as possible shall be permitted to take charge of a body and only one member of the Service shall be responsible for this duty for the sake of continuity in the investigations.

3.5. When an unidentified body is found and decomposition does not render or make it possible for identification, photographs and fingerprints shall be taken and sent to the CID Headquarters, Accra together with a brief report on the case.

3.6. A member of the Service in charge of the case shall be present at the mortuary during the postmortem examination, he shall obtain a brief verbal report from the Medical Officer as to the cause of the death.

4. **COLLABORATION**

4.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution.

4.2. Collaboration with the coroner

4.3. Cases involving children / juveniles may involve the Department of Social Welfare.

5. **REFERRAL MECHANISMS**

   a. Accompany person
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   d. Telephone

6. **COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS**

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1. PURPOSE

1.1. The primary purpose or objective of interview is to obtain information from the person being interviewed and offer suspect an opportunity to:
   a. admit committing the offence (confession)
   b. dispute any aspect of the allegation
   c. provide their own account of events.
   d. deny taking any part in the alleged offence.

1.1.1. It is also an opportunity for the Investigator to:
   a. Challenge a suspect’s account of events
   b. Present evidence before the suspect to see their response
   c. Probe deeper into areas not covered by the suspect(s)’ account
   d. Establish the facts pertaining to a case or matter under investigation
   e. Determine the identity of the victim and the perpetrator
   f. Record the facts of a case for later testimony

2. GENERAL REQUIREMENTS

2.1. Before questioning or interviewing, the interviewer / investigator must;
   i. Identify him / her self as a Police Officer
   ii. Read the rights of the suspect(s) to him / her
   iii. Always be polite as a Police Officer
   iv. Explain the purpose of the interview
   v. Be straight forward and direct
   vi. Begin with the questions the person would not be afraid to answer such as their name, address and employment
   vii. Be neutral
   viii. Use calm conversational voice
   ix. Do not be judgmental
x. Do not ask leading questions

xi. Do not express emotions

xii. Be aware that all people are presumed to tell the truth

xiii. Be aware that the suspect is innocent until proven guilty

xiv. Be clear and concise

xv. Do not use terms or words that the person will not understand

xvi. Take very careful notes of all interviews / discussions.

3. PROCEDURES

3.1. Prior to interview, the Investigator(s) must read through all the relevant evidence to ensure that they have a full understanding of all aspects of the investigation.

3.2. The investigator must prepare a concise written interview plan detailing what evidence and accounts they intend to cover.

3.3. The interview plan must have a contingency element to include actions if the suspect refuses to answer questions.

3.4. A suitable secure room with adequate facilities such as a table and sufficient chairs for all persons who will be present, must be arranged and used during the interview.

3.5. The Investigator must ensure that the interview is conducted by a minimum of two Police Officers in serious criminal investigations, and by one or more officers in minor criminal investigations.

3.6. If the Investigator in a concerned case is not involved in the interview they must ensure that the interviewing officers are fully briefed on the objectives of the interview.

3.7. The Investigator must ensure that all the relevant evidential exhibits are brought together and made available during the interview.
3.8. In interviews involving female suspects, it is imperative that one of the interviewing officers is also a female.

3.9. If the suspect appears to be vulnerable (i.e. elderly, infirm or a juvenile), the Investigator must ensure an independent adult is present during the interview.

3.10. The Investigator must allow the suspect the opportunity to speak to a Lawyer prior to the interview. This may include the Investigator providing such a Lawyer with a brief account of the arrest and reasons for the suspect’s detention.

3.11. Interview of a complainant
3.11.1. The interview of a complainant is normally the first information about a crime or incident and you must;
   a. Try to obtain as much information as possible
   b. Be aware that the complainant may or may not be the victim
   c. Be aware that sympathy and understanding must be part of your approach
   d. Be aware that you should not rush the interview

3.12. Interviews of a Witness
   a. Try to find out the relationship between the witness and the crime
   b. Be aware that a witness may be a victim, a passerby who saw nothing, someone who saw everything or even the suspect
   c. Avoid giving the witness information about the crime
   d. Be alert to any indication of deception.

3.13. Suspect or Defendant Interviews
   a. When you interview the suspect or the defendant you must:
      i. Deal with the person in a calm and objective manner
ii. Do not use knowingly false statement, promises or deceptions concerning particular benefits, exhaustion, threats or improper methods or approaches that influence freedom of choice.

iii. Do not use willpower of the person being questioned in order to obtain a confession or a statement

iv. Remember that the suspect has the right to avoid self-incrimination.

3.14. **Interviewing children**
3.14.1. You must know that;
   a. Children do not think, act or respond like adults
   b. Children are more likely to be truthful
   c. Privacy is equally as important for the child as it is for the adult
   d. You should avoid interviewing children in public
   e. A child who is a suspect should never be interviewed alone
   f. If a child is uncooperative or very frightened you must make no attempt to interview him/her without the presence of a parent or person in authority.

4. **COLLABORATION**
4.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution, Ghana Prisons Service, Legal Aid Scheme.
4.2. Cases involving children / juveniles may involve the Department of Social Welfare.

5. **REFERRAL MECHANISMS**
   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone
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6. **COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS**
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1. PURPOSE

The purpose of this standard operating procedure (SOP) is to outline the requirements for preparing a docket for prosecution.

SCOPE

This SOP applies to all personnel involved in investigation and prosecution of criminal cases.

2. RESPONSIBILITY

It is the responsibility of Investigators to ensure that the report is adequately prepared with detailed supporting evidence and documents. The evidence in the report should be indicative of the work carried out throughout the entire investigation.

2.1. It is the responsibility of the prosecutor to adequately review the docket to decide:

   a. Whether there is sufficient evidence contained in the file to justify a suspect of being charged with a criminal offence as prescribed by the Criminal Offences Act and other related relevant law or act.

2.2. The Investigator

   2.2.1. The investigator who prepares the docket should ensure that the report is properly typed and signed
2.2.2. The report and all relevant documentary evidence (statements, evidence, exhibits) must be properly arranged in File.

2.2.3. The prosecution docket should be duplicated with one file containing all original documents submitted to the prosecutor. The investigator should personally hand deliver the report to the prosecutor. The investigator should record and safely keep a record on the time, date, where and the name of the prosecutor receiving the file. The duplicate would be retained by the investigator to aid the investigator in the event of follow up investigations.

2.2.4. The confidentiality and security is very important and should be treated as such. The docket when not in use must be kept in a secured locked facility. Only the Commander/Station Officer reviewing the docket and the prosecutor are allowed to access the document.

2.2.5. In the event of additional investigations ordered by the Prosecutor, or arising from other related developments, the completion of a new docket is deemed not necessary. In this event a brief summary of the additional investigation with relevant new evidence will be considered sufficient.

2.2.5.1. The docket should include:

   a. Name and address of the Investigating Officer. This should be the full name, service number, rank, and the official police address;
   b. Contact telephone number;
   c. Supervising Officer/Senior Officer. This should be reserved for the Officer that carried out the supervision of the investigation and the evidential review of the report;
d. Full details of the Victims. This should include their full names, ages, gender and home address;

e. **Injuries received.** In cases of violence and / or sexual crime, the report should include a description of the physical and mental injuries, and any details of medical treatment and hospitalization. This should be cross referenced to medical evidence from a Doctor;

f. **Full details of the Suspect (accused).** This should include their full names, nicknames, ages, gender and home address;

g. **Facts of the case.** This should be a concise narrative of the alleged crime in a chronological order. The victim, witnesses and the suspect should be mentioned in the context of the report, as should the key evidential exhibits. Individual style will vary, but it should essentially read as a story, starting at the beginning and finishing at the end;

h. **Summary of interviews with victims and key witnesses.** Depending on the complexity of the investigation or seriousness of the crime, it may be necessary to discuss evidence provided by;

i. **Each victim and key witnesses.** This may also be used as an opportunity for the Investigator to comment on the reliability of victims and witnesses, including any information as to their historical background or medical condition;

j. **Summary of interviews with the suspect (now accused).** Again, depending on the complexity of the investigation or seriousness of the crime, it may be necessary to discuss the interviews with the suspects, including any comments on the reliability, inaccuracy or conflicting accounts they gave during interview;

k. **List of witnesses.** Details of all witnesses including those who made written statements, even if the evidence is of no value to the prosecution;

l. **List of evidential exhibits.** Details of all evidence secured during the investigation should be included.
2.3. The content of the docket should include the following:
   a. The Report;
   b. Victim and witness statements and evidential exhibits produced;
   c. Suspect statements;
   d. Documentary evidence, including crime scene logs, notes, sketch plans and scene photographs;
   e. Other Police administrative documents, such as the custody record, personal history form and suspect photographs;
   f. List of physical evidence, that is not suitable to be submitted within the report, for example weapons, vehicles, property etc.

2.4. Head of Investigations / Station Commander

2.4.1. Police Managers should be involved in the management, supervision and oversight of all criminal investigations especially serious crimes, and ensure early and regular liaison with the Prosecutor

2.4.2. The Commander must;
   a. Be actively involved in the preparatory stages of the docket, review all stages of the criminal investigation, and supervise the investigator to finalise the docket
   b. Ensure that the docket covers the conduct of the investigations and includes all recovered evidence
   c. Examined the completed docket and write recommendations on the report and sign it before it is submitted to the prosecutor
   d. Ensure the timely completion of further investigations or information requests received from the Prosecutor by the investigator(s), and review the response and sign it before it is returned to the Prosecutor
   e. Be apprised of the progress of the subsequent criminal trial process, and ensure that victims and witnesses are supported and adequately protected during this time and afterwards
f. Take charge of any suitable response in the event where victims or witnesses are threatened or intimidated due to their role in the criminal trial process

g. Inform victims and witnesses involved in the criminal case of the eventual outcome of the criminal trial

3. COLLABORATION

3.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution, Ghana Prisons Service.

3.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an out of court settlement.

3.3. Cases involving children / juveniles may involve the Department of Social Welfare.

4. REFERRAL MECHANISMS

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5. COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS

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1. **PURPOSE**

To define the requirements for providing members of the Police Legal Service the opportunity to attend specialized training programs offered by internal and external agencies to improve their skills, knowledge and performance.

2. **POLICY**

Personnel performing work affecting justice delivery shall be competent on the basis of appropriate education, training, skills and experience. Appropriate career training programs shall be developed and administered annually to Police personnel.

3. **RESPONSIBILITY**

The Human Resources Directorate shall maintain a log of attendees of all conferences, seminars, and training sessions and document the receipt of the synopsis.

4. **PROCEDURES**

4.1. All requests for training, except that provided by agency personnel, must have prior approval by a District Police Commander. This approval must be in writing submitted directly to the officer's supervisor.

4.2. Police Commanders shall evaluate requests for training by supervisors of each division.

4.3. Among the factors which will be considered in evaluating requests for attending training courses include the following:

   a. Previous formal and special education or training.
   b. Tenure with the Police Service and time remaining until retirement.
   c. Present rank and assignment.
   d. Any information submitted regarding reasons for requested attendance.
4.4. Contingent upon the availability of funding, the Police Service shall financially assist employees who desire to further their education in fields closely related to their job requirements.

4.5. Supervisors shall work with employees to ensure maximum coordination of educational assistance program procedures.

4.6. Any person authorized to attend any training program shall submit a brief synopsis in memorandum form to the District Police Commander through channels, within one week of returning to their duty.

4.7. The synopsis should address the formal agenda, concepts obtained from informal interactions, the benefit or lack of benefit to the agency, and any other relevant issues.
1. PURPOSE

To establish guidelines for investigating narcotics and dangerous drug cases.

2. PROCEDURES

2.1. PATROL PROCEDURES

2.1.1. General:

2.1.1.1. Police Officers on patrol shall be especially mindful of the relationship between offenses commonly observed during patrol activities and narcotics violations. A person who violates narcotics and drug laws is likely to commit other kinds of criminal acts.

2.1.2. Elements of successful investigations:

   i. A thorough incident report not only for cases involving illegal narcotics or dangerous drugs, but also those involving the seizure of contraband without an arrest being made.

   ii. Specific offenders are targeted, their habits, associates, vehicles, property thoroughly investigated with surveillance as necessary.

2.1.3. Vehicle check points:

2.1.3.1. Checkpoints may be used in areas identified as having a heavy flow of narcotics-related vehicular traffic. Checkpoints for narcotics detection purposes shall conform to legal guidelines and should only be conducted under direct authorization of a senior Police Officer.
2.1.4. Intelligence gathering:

2.1.4.1. The basis of successful anti-drug investigation efforts by patrol personnel is the gathering of intelligence. Intelligence is gathered by observation and Communication. Police Officers shall diligently record the presence of suspicious persons and vehicles in particular places.

2.1.5. Informants

2.1.5.1. The cultivation and management of informants is a complicated but essential part of narcotic investigation and is particularly important in narcotics and law enforcement.

2.1.6. Surveillance and arrest:

2.1.6.1. The department encourages surveillance in locations where narcotics trafficking has been observed to be severe, particularly where open-air transactions are conducted.

2.1.7. Profiling:

2.1.7.1. Frequent stops of persons based on reasonable suspicion that criminality may be occurring may lead to seizures of narcotics and arrests.
2.1.7.2. Profiles, sometimes refer to a cluster of characteristics that, when taken together, suggest criminality.
2.1.7.3. These characteristics are used to monitor a suspect so that he or she can be watched or approached.
2.1.7.4. Police Officers are expected to detect criminality by deploying all legal investigative strategies. They must however guide being misled.
2.1.7.5. Reasonable suspicion that criminality has occurred or is occurring depends on facts known to the Police Officer at the time of the stop or arrest.

2.1.8. **Street strategies:**

2.1.8.1. The Service encourages all legal means of reducing drug trafficking. Police Officers shall remain mindful of the following strategies during patrol.

i. Use non-coercive interactions with possible suspects to create investigative opportunities, without displaying authority or application of force.

ii. Conduct searches where and when appropriate.

iii. Peddlers and users instead of sellers and buyers.

iv. Police Officers must bear in mind the requirements for reaching reasonable suspicion and the legal avenues that can be explored with reasonable suspicion as the basis. A reasonable suspicion indicating drug trafficking has taken or is taking place may include flight or panic at the sight of law enforcement personnel, lying while being questioned, or a display of extreme or unusual nervousness in the presence of the officer.

v. In formulating reasonable suspicion, rely on observations of people and things that are exposed to public view or are in public places.

vi. Employ drug-sniffing dogs to assist in detecting presence of narcotics.

vii. Inspect property abandoned by the suspect.

viii. Use traffic stops to gather intelligence and develop reasonable suspicion or probable cause. Traffic stops, however, may be based on the observation of a motor vehicle violation.
2.2. INVESTIGATIONS

2.2.1. General:

2.2.1.1. The service shall form a task force of trained full time narcotics investigators who will be assigned for narcotic operations

2.2.1.2. Anti-drug task force:

The anti-drug task force exists to provide to a combined and coordinated effort to address the drug problems and to provide the ability to conduct investigations through a network of information and intelligence on drug trafficking.

i. Police Officers assigned to the anti-drug task force shall work under the immediate supervision of the commanding enforcement Officer.

ii. Any Police Officer, while assigned to the task force and working under its commanding officer, shall have the same powers, duties, privileges, and immunities as are conferred upon him or her as any law enforcement personnel.

2.2.2. Informant buys:

2.2.2.1. Arranging buys of illegal narcotics through informants is a key anti-drug investigative strategy. Investigators using this method shall ensure that the informant is thoroughly searched before the buy, given marked currency, and again searched after the buy to ensure that the subject is not concealing a portion of the illegal substance.
2.2.2.2. Investigators shall thoroughly debrief the informant after an indoor buy to determine all circumstances that might affect the safety of Officers during the execution of a search warrant and to obtain additional information for later prosecution.

2.2.2.3. Investigators shall maintain files on all informants.

2.2.3. Informant funds:

2.2.3.1. All informant funds shall be disbursed according to Service fiscal management guidelines.

2.2.3.2. The Service shall designate an Informant funds custodian, who may be an investigator, to maintain records and audit reports. The confidential funds custodian shall

   i. maintain the fund according to Service fiscal policies and all appropriate laws;

   ii. properly disburse and deposit funds and maintain appropriate bookkeeping and banking practices;

   iii. maintain a secure file of all transactions with restricted access, and purge records as legally required;

   iv. coordinate a semi-annual audit by a third party.

2.2.3.3. The informant funds custodian shall only disburse funds for the following purposes:

   i. Payments to confidential informants;

   ii. Purchase of illegal drugs, contraband, or other evidence to advance an investigation
iii. Expenditures for authorized undercover operations;
iv. Purchases of food and beverages for a confidential informant.

2.2.4. Documentation.

2.2.4.1. Police Officers shall prepare a written request for informant funds.

2.2.4.2. Officers who receive informant funds shall prepare an expense report to account for all money withdrawn from the account. Receipts shall be obtained whenever possible. The report shall include:

   i. Informant control number for which funds were expended;

   ii. Date and place of the expenditure;

   iii. Copies of receipts;

   iv. Type of investigation;

   v. Case number.

2.2.4.3. The Officer holding confidential funds shall prepare the expense report as soon as practicable and submit it to the supervisor.

2.2.4.4. When practicable, the informant shall initial receipt of funds on the expense report.

2.2.4.5. Unexpended funds shall be returned to the custodian who shall issue the Officer a receipt.
2.2.5. **Undercover operations:**

2.2.5.1. The nature of undercover operations requires Officers to maintain professionalism and integrity while operating in a compromising environment. The Service shall assign personnel to undercover work based on the needs of the department.

2.2.6. **Use of alcohol/drugs while on assignment**

2.2.6.1. Officers who work undercover may find themselves in situations where drinking alcoholic beverages may be necessary. Officers shall keep alcoholic consumption to a minimum and must remain mindful that Service policy forbids the carrying of firearms when the Officer consumes alcoholic beverages. Under no circumstances should an Officer consume drugs in any way.

2.2.6.2. Testing of undercover operatives for substance abuse provides for drug testing of personnel during pre-employment physical examinations, regular physical examinations after employment or upon reasonable suspicion.

2.2.7. **Special equipment:**

2.2.7.1. Narcotics investigations often require special surveillance and recording enforcement equipment. The supervisor of investigations is responsible for determining equipment needs, inventorying and monitoring the use of specialized equipment, ensuring the timely reporting of damage or loss, and ensuring that all specialized equipment is in working order.

2.2.8. **Intelligence and crime analysis:**

2.2.8.1. Intelligence gathering and crime analysis perform essential supporting roles in narcotics investigations.
2.2.8.2. Patrol personnel and investigators shall diligently document the intelligence they have gathered, investigations undertaken, informants developed, and any other information of relevance.

2.2.8.3. This information is crucial in crime analysis, determines the selection of targets, and supports planning.

2.2.8.4. When compiling intelligence files, Officers shall at least record the following information:

   i. The frequency of occurrence by type of crime;

   ii. Geographic factors;

   iii. When targeted activities occur;

   iv. Descriptions of targets, their associates, and their methods of operation;

   v. Descriptions of vehicles.

2.2.9. Raids:

2.2.9.1. Raids shall be conducted only upon the authorization of a Court issued warrant where possible.

2.2.9.2. Raid planning includes outlining procedures for warrant procurement, tactical team use, deployment of personnel, officers’ safety, and collection of evidence.

2.2.9.3. Special planning must be done for raids involving suspected drug-producing laboratories because of the dangers posed by hazardous chemicals.

2.2.9.4. Raid planning may include participation by other governmental agencies such as fire and health authorities.
2.3. **EVIDENCE PROCESSING**

2.3.1. **Seizures and forfeitures:**

2.3.1.1. All seizure and forfeiture actions shall be conducted in accordance with Service guidelines.

2.3.2. **Handling drug/narcotics evidence:**

2.3.2.1. All drugs/narcotics seized shall be stored in appropriate packaging materials and correctly labeled. The original containers of drugs/narcotics (such as film containers, prescription bottles) shall be packaged separately.

2.3.2.2. For all recovered drugs, the recovering Officer shall obtain a gross weight (content and package) for quantity and quality control.

   i. Scales for weighing shall be provided. Before using the scales, officers shall check to ensure that the scale reads a zero balance and is correctly set.

   ii. The gross weight shall be witnessed by another Officer.

   iii. If the drug is a tablet or capsule, a count may be substituted for gross weight. This exception is permissible when the drug is sealed in tamper-proof protective packages.

2.3.2.3. All drug evidence shall be submitted to the laboratory for examination without delay.
2.3.2.4. Each time narcotics evidence is removed, the package or container shall be inspected for tampering and weighed.

2.3.3. **Destruction of narcotics/drugs:**

2.3.3.1. Contraband drugs shall be destroyed according to this order.-

2.3.3.1.1. The destruction shall be supervised by a Senior Police Officer in the presence of the investigator

2.3.3.1.2. The officer monitoring the destruction shall:

   a. obtain a Court Order for the destruction of narcotic evidence;

   b. select a random sample of the items designated for destruction for testing at the point of destruction;

   c. arrange for the items to be inventoried and verified with original documentation;

   d. compare items with those of prior agency inventories;

   e. notify the Commander / Supervisor if any discrepancies are found whereupon the Commander may order an internal investigation;

   f. monitor the loading and moving of items to be destroyed and observe the destruction, in addition photographs and where possible videos shall be taken;

   g. after destruction, complete a report giving the date, time, and location of destruction, and inventory of items destroyed, a list of witnesses, and the result of the random tests made before and after the destruction.
3. **COLLABORATION**

3.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution, Economic and Organized Crime Office, Ghana Prisons Service, Ghana Immigration Service.

3.2. Cases involving family tribunal may be referred to the Legal Aid Scheme where the parties agree to an of court settlement.

3.3. Cases involving children / juveniles may involve the Department of Social Welfare.

4. **REFERRAL MECHANISMS**

   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone

5. **COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS**

   a. Email
   b. Written Notice
   c. Telephone
1. PURPOSE

1.1. This procedure refers to the records generated and maintained to provide evidence of the effective and efficient legal and justice delivery by the Ghana Police (Legal and Prosecutions Directorate).

2. GENERAL

2.1. Good documentation constitutes an essential part of quality legal and justice delivery.
2.2. Clearly written procedures prevent errors resulting from spoken communication, and clear documentation permits tracing of activities performed in the dispensation of legal justice.

3. PROCEDURES

3.1. Documents must be prepared, reviewed, and distributed with care.
3.2. Documents must be approved, signed, and dated by designated appropriate competent and authorized persons.
3.3. Documents must have unambiguous contents.
3.4. The title, nature, and purpose of each document should be clearly stated and laid out in an orderly fashion and be easy to check.
3.5. Reproduced documents must be clear and legible.
3.6. Documents must be regularly reviewed and kept up-to-date.
3.7. When a document has been revised, systems must be put in place to prevent inadvertent use of superseded documents, so that only current documentation should be available for use.
3.8. Documents must not be handwritten. However, where documents require the entry of data, these entries may be made in clear legible handwriting using a suitable indelible medium. Sufficient space must be provided for such entries.
3.9. Any correction made to a document or record must be signed or initialed and dated; the correction must permit the reading of the original information. Where appropriate, the reason for the correction must be stated on record.

3.10. Records must be kept at the time that each action is taken and in such a way that the conduct of activities and control of documents on activities are traceable.

3.11. Storage of critical records must be in a secure place, with access limited to authorized persons.

3.12. The storage location must provide safety, and ensure adequate protection from loss, destruction, or falsification, and from damage due to fire, water, etc.

3.13. Records which are critical to regulatory delivery of legal justice or to support essential justice delivery activities must be duplicated on paper, microfilm, or electronically, and stored in a separate, secure location in a separate building from the originals.

3.14. The accuracy of all records should be checked as per the defined procedures. If documentation is maintained in electronic data processing methods, only authorized persons should be able to enter or modify data in the computer, access must be restricted by passwords or other means, and entry of critical data must be independently checked.

3.15. It is particularly important that during the period of retention, the record / document can be rendered legible within an appropriate period of time.

2.12. If data is modified, it must be traceable.
1. PURPOSE & SCOPE

1.1. This document provides the policy to maintain identification / traceability and status of records, and documents, in the course of delivering legal and justice services, meeting legal and statutory requirements. It is applicable to all services provided by the institutions in the Legal and Justice Sector.

2. PROCEDURES

2.1. The mechanism for maintaining identification and traceability shall be planned and decided.

2.2. All institutions shall develop records and documents identification and traceability systems, and it shall be approved by Directors / Heads.

2.3. As needed identification and traceability shall be maintained through the initials of suspects, victims, groups, organizations followed by reference numbers, markings, tagging, colour coding, code numbering etc. to:
   a. Prevent mix-up during handling, processing and usage
   b. Ensure that documents meet specifications for identification and traceability
   c. Enable recalling / other suitable corrections on a case / documents / works activities
   d. Enable tracing back of documents / process activities to their source wherever required.

2.4. Traceability shall enable tracing back the history of a case / documents through its records, markings, tagging, code numbering etc.

2.5. Traceability requirements shall include the extent of traceability to be maintained.
2.6. It shall be ensured that wherever traceability is a requirement, unique identification is provided to each case / document / activities executed, for which records shall be maintained.

2.7. Identification and traceability relating to documents shall ensure that they are kept identified / traceable / filed in well-identified folders / files, so that they are well connected, and retrievable for usage and reference.
1. **PURPOSE**
1.1. To establish guidelines for providing alleged offenders, inmates or suspects access to the Courts to pursue justice.

2. **SCOPE**
2.1. This SOP applies to all suspects / offenders / inmates, and to all personnel involved in the planning, management, or operation of any activity which governs the legal activities of alleged offenders / inmates / suspects.

3. **RESPONSIBILITY**
3.1. Facility heads of the Police Service are responsible for the implementation of the requirements in this SOP, and ensuring that the guidelines and procedures in this SOP are followed accordingly.

3.2. Heads or designated authorities shall:
   a. Ensure that suspects, offenders and inmates have access to legal counsel
   b. Make readily available to suspects / offenders / inmates information on access to courts.
   c. Make access to courts request forms readily available to suspects / offenders / inmates as and when requested.
   d. Designate a location for the safe keeping of all legal resource materials.

4. **GENERAL REQUIREMENTS**

4.1 Qualified Legal Claims
4.1.1. The following legal claims are appropriate for filing in a court of law:
   a. Correction or reduction of sentence
   b. Civil rights
   c. General appeals.
   d. Probation revocation appeals.
   e. Credit for time served.
f. Power of attorney.

4.1.2. In the event where a (an) suspect/ offender/ inmate needs assistance other than what is prescribed as qualified legal claims as set forth in this SOP, the offender would be required to address his or her request in writing to the concerned Head of Institution through his/ her lawyer, for access to courts consideration.

4.2. Process to Request Access to Courts Assistance, Services, and Resources

<table>
<thead>
<tr>
<th>Functional Roles and Responsibilities</th>
<th>Step</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspect / Offender / inmate</td>
<td></td>
<td>Request legal assistance, services, and resources using the applicable Access to Courts Request Form. Places the signed form in the designated lock box.</td>
</tr>
<tr>
<td>Legal Staff</td>
<td></td>
<td>Gather the access to courts request forms each business day.</td>
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<tr>
<td>Legal Staff</td>
<td></td>
<td>Provide assistance in completing the authorized court filings if the offender requires assistance and requests for such assistance (e.g. if offender is illiterate). For offender who has physical disabilities, and for this reason are unable to prepare or write the materials or documents, and requires assistance, see section 4.3 and 4.4 of this SOP.</td>
</tr>
</tbody>
</table>
4.3. **Suspects / Offenders/ Inmates Who are Unable to Complete Forms**

4.3.1. An offender who needs help completing qualified legal claim forms may:
   a. Contact an attorney and seek representation at his/ her expense; or
   b. Request assistance from a paralegal staff.

4.4. **Right to Retain Counsel**

4.4.1. This SOP is not intended to interfere with an offender’s right to retain counsel.

4.5. **Supervision of Legal Staff**

4.5.1. The Facility/ Institution Head will designate a deputy warden who shall supervise Legal staff and with whom all Legal staff will address operational issues. The Legal or deputy warden shall work in coordination with the Division of Prison’s access to courts coordinator on all matters regarding operational issues.

4.5.2. The chief of the Institution Head (or designee) will designate a division Access to Courts Coordinator who shall report directly to the Head (or designee) and be responsible for:

   a. Responding to any legal request that is not authorized pursuant to this SOP
   b. Scheduling and coordinating Legal staff meetings;
c. Identifying training needs of legal staff and ensuring that legal staff are adequately trained to undertake their mandates;

d. Providing guidance to legal staff regarding access to courts issues;

e. Coordinating with the Legal Aid Scheme to provide legal assistance to needy offenders.

4.5.3. **Attorney Telephone Calls**

4.5.3.1. Offenders shall be allowed to place monitored telephone calls to their attorneys using the offender telephone system or request that the attorney place a telephone call to facility legal staff and ask them to arrange a telephone call from the offender to the attorney.

4.5.3.2. Occasionally an attorney may have difficulty making contact with an offender because of schedule conflicts or due to the offender’s inability to access the telephone at a specific time. If an attorney or attorney’s agent contacts the legal staff requesting to talk to an offender. The Legal Staff will use the following process steps:

**Attorney Telephone Calls Requirements**

<table>
<thead>
<tr>
<th>Functional Roles and Responsibilities</th>
<th>Step Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney (or Attorney’s Agent)</td>
<td>Contact the Legal staff and request an attorney telephone call with the offender.</td>
</tr>
<tr>
<td>Legal Staff</td>
<td>Log the request using the Individual Activity Log</td>
</tr>
<tr>
<td>Legal Staff</td>
<td>Prepare a Resource Center Attorney Telephone Call Request Form to forward to the offender with the name of the attorney, the telephone number to call, and the date and time the attorney telephone call is to be placed.</td>
</tr>
<tr>
<td>Offender</td>
<td>Place the attorney telephone call.</td>
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</tbody>
</table>
5. **COLLABORATION**

5.1. The procedures in this document shall be coordinated with the Judicial Service (Registry), Office of Public Prosecution, Ghana Prisons Service.

5.2. Legal Aid Scheme may be contacted to provide offenders with Legal support when necessary.

5.3. Cases involving children / juveniles may involve the Department of Social Welfare.

6. **REFERRAL MECHANISMS**

   a. Accompany person
   b. Email
   c. Written Notice
   d. Telephone

7. **COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS**

   a. Email
   b. Written Notice
   c. Telephone
1. **PURPOSE**

1.1. The purpose of this procedure is to provide a planned and documented method for carrying out internal audits of the use of the standard operating procedures usage.

2. **SCOPE**

2.1. This procedure is applicable to all Standard Operating Procedures (SOPs).

3. **PROCEDURES**

3.1. The Program Management Committee (PMC) members are to ensure the implementation of this procedure and are responsible for maintaining the audit schedules and audit reports.

3.2. The PMC members are responsible for conducting internal standard operating procedures (SOPs) application / usage audits.

3.3. Audits shall ensure that records are maintained in accordance with Control of Records Procedure.

3.4. Audits shall be conducted with the SOPs Application / Usage Log Forms (GPS - SF021-15) to determine how often the processes defined in the SOPs are applied in the delivery of legal and justice services.

3.5. During audit, a copy of the previous completed report shall be reviewed for any areas of concern noted at that time. The audit will then be conducted, recording clearly all the audit findings and observations on the Audit Report.
3.6. Reports requiring action shall be discussed with the relevant persons and actions agreed and documented. Recorded actions will clearly detail what is to be done, who is responsible and the timescale for completion to ensure that the issues are resolved and the recurrence of a similar problem is prevented.

3.7. The responsible PMC members will monitor the actions and review completion on the agreed dates. Once satisfied that the actions have been effectively implemented the report is signed off and filed.

3.8. The Internal SOPs Auditor shall make his / her report available for Directors / Managers review.

4. RELATED DOCUMENTS

4.1. SOPs Application / Usage Log Form (Form GPS - SF021-15)
SOPs APPLICATION / USAGE LOG FORM

Form No.: GPS - SF021-15

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Department</th>
<th>SOP Name &amp; Number</th>
<th>Comment on Case &amp; SOP Effectiveness Status</th>
<th>Date SOP was used / Applied</th>
<th>Name &amp; Signature</th>
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