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MOD FORM 247
(Revised 9/97)

Service Police Exhibit Label

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(SECRET)

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Number: [REDACTED] Service Number: [REDACTED] Rank: Cpl Name: SALTMARSH

Unit: NORTHMOOR TEAM

Location Exhibit Found/Recovered:

RAF ST MARGANS, NORTHMOOR
TR84HP

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X338

From Rear Admiral G M Zambellas DSC



Chief of Staff (Operations)
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See Distribution

D/PJHQ/1/1610/1/1

4 January 2010

AL5 TO OP HERRICK: POLICY FOR THE REPORTING, RECORDING, REVIEW AND INVESTIGATION OF SHOOTING INCIDENTS THAT HAVE, OR MAY HAVE, RESULTED IN DEATH OR INJURY OF ANY PERSON

Reference:

A. AL4 to Op HERRICK: Policy for the Reporting, Recording, Review and Investigation of Shooting Incidents that have, or may have, resulted in death or injury of any person, dated 22 May 08.

1. Following a formal review of Reference A by PJHQ and updated to reflect the requirements of the Armed Forces Act 2006, find attached AL5 of the OP HERRICK Shooting Incident Review Policy. While the driver for this policy amendment is the enhanced independence of the Service Police under the Act, it is also timely to validate the policy in order to ensure that the proper balance is struck between maintaining operational focus and the need to ensure that death and injury to civilians or friendly forces is properly investigated and recorded. In particular, the amendments in AL5 focus on the paramount importance of the timely completion of SIRs to a standard sufficient to provide proper assurance that the actions of UK personnel have demonstrably fallen within the law and ROE framework.

2. While we seek to take the fight to the enemy wherever it is appropriate to do so, within the wider context of campaign success, the avoidance of civilian casualties is imperative and is reflected in both ISAF and UK mission direction. The SIR framework is intended to complement and reinforce UK personnel's understanding of their freedoms, responsibilities and accountability in exercising the use of force.

3. Responsibility for compliance with this policy rests with NCC, routinely delegated to Comd TFH.

4. The amendment should be used with immediate effect.

Annexes:

A. Op HERRICK: Policy for the Reporting, Recording, Review and Investigation of Shooting Incidents that have, or may have, Resulted in Death or Injury of any Person.

B. Shooting Incident Reviews.

Distribution:

MA/NCC

DNCC

Comd TFH

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Annex A to
D/PJHQ/1/1610/1/1
Dated 4 Jan 10

OP HERRICK: POLICY FOR THE REPORTING, RECORDING, REVIEW AND INVESTIGATION OF SHOOTING INCIDENTS THAT HAVE, OR MAY HAVE, RESULTED IN DEATH OR INJURY

INTRODUCTION

1. It is the responsibility and duty of individuals and commanders at all levels to ensure that any use of force is proportionate, reasonable and necessary and that any shooting incidents¹ are accurately reported, recorded and reviewed. The need to investigate matters where it is alleged that the law, and therefore our standards of conduct, may have been breached is fundamental but personnel must be confident to open fire within the relevant law and ROE when they are required to do so.

REPORTING OF SHOOTING INCIDENTS

2. All shooting incidents must be reported to the chain of command at the earliest opportunity using the serious incident report (SINCREP) format and outlining the immediate facts as understood at that time. SINCREPs are to be passed immediately to formation Legal and Service Police staffs by Operations personnel².

RECORDING OF SHOOTING INCIDENTS

3. Following every shooting incident and the submission of an initial SINCREP, one of the following courses of action will be required:

- a. Where only Positively Identified (PID) Enemy Forces (EF) have been killed or injured and there are no grounds to suggest that a breach of law or ROE has occurred, the incident should be recorded within the operational record in accordance with paras 4 and 5 below.
- b. Where information indicates that civilians have been killed or injured by UK Forces and on the basis of the facts immediately known to the CO, even though there are no grounds to suspect a breach of law or ROE, he is to initiate an SIR.
- c. Where it is immediately apparent that there has been a breach of law or ROE or death or injury to friendly forces or any other circumstance makes it appropriate, the CO is to ensure that the Service Police are made aware at the earliest opportunity.

1 For the purpose of this policy a "Shooting Incident" is defined as "an incident where shots or munitions are fired or controlled by UK Forces resulting in the death or injury of any person or where death or injury is believed to have occurred. This includes all types of munitions, land based or air delivered and direct or indirect"

2 The transmission of a SINCREP does not absolve the CO of his responsibility to report the incident directly to the Service Police without delay in accordance with single Service instructions if there are grounds to suspect that a criminal act has or might have been committed by Service personnel and /or if the ROE have been breached.

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POSITIVELY IDENTIFIED ENEMY FORCES

4. No SIR will be required where only PID EF have been killed or injured and there are no grounds to suggest that a breach of the law or ROE has occurred.
5. For every shooting incident and in addition to the data required by the SINCREP, the following information is to be captured within the operational record:
 - a. Details of all BRITFOR personnel (ZAP No and Appointment) involved;
 - b. Numbers of civilians involved and nature of injuries (including names if known);
 - c. Weapons systems fired (incl land based / air delivered / direct or indirect);
 - d. Enemy Force (EF) numbers if known and enemy weapon systems used against Friendly Forces (FF);
 - e. Short assessment by patrol commander of incident to include areas of concern;
 - f. Short assessment by CO of incident. (Compliance with ROE and criminal law plus any aggravating circumstances likely to attract attention);
 - g. Theatre Service Police and LEGAD assessments;

SHOOTING INCIDENT REVIEW

6. Where it is believed that civilians have been killed or injured by the actions of UK personnel but on the basis of the facts immediately known there are no grounds to report the matter to the Service Police, a Shooting Incident Review (SIR) must be completed. The SIR should be completed in accordance with Annex B within 48 hours of the incident in order to provide a detailed record of the relevant facts on which to make a reasoned judgment as to the requirement for the matter to be reported to the Service Police. **Only where a properly completed SIR provides sufficient assurance to the Chain of Command as to the lawfulness of action by UK personnel, should a Service Police investigation be discounted.**

7. An SIR is not a disciplinary investigation. The CO's decision to initiate an SIR is not an exercise of his 'initial powers' under AFA 06³.

SERVICE POLICE INVESTIGATION

8. Where civilians or FF are injured or killed by UK personnel's actions, the matter must be reported to the Service Police whenever the facts reveal a breach of law or ROE by UK personnel or wherever the circumstances make such an investigation appropriate.

³ See s.115 AFA 06 and MSL Chap 6 at Para 30.

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9. In accordance with the Manual of Service Law (MSL), Service Police may independently investigate any matter in the following circumstances⁴:
- a. they have witnessed an offence;
 - b. they have independently received a complaint or information;
 - c. they have received information from a CO (that he suspects the commission of Schedule 2 or Prescribed Circumstances offence under AFA 06)⁵;
 - d. they have been directed to investigate by Higher Authority;
10. Where a Service Police investigation commences, any SIR into the same circumstances is to be suspended⁶.

OTHER REPORTING AND INVESTIGATION REQUIREMENTS

11. Separate instructions cover the requirement for Service Inquiries, Learning Accounts or After Action Review following incidents where civilians or friendly forces have been killed by the actions or omissions of UK personnel. Similarly, the Chain of Command may implement immediate measures to prevent recurrence. These processes can never substitute for a properly completed SIR.

COMPLIANCE

12. Responsibility for compliance with this policy rests with the NCC. The role of Higher Authority under this policy is to be routinely delegated to Comd TFH. Where circumstances render it inappropriate for Comd TFH to act as Higher Authority for any SIR, NCC may delegate authority to Comd Jt Force Spt (as DNCC) or reserve the role for himself.
13. Nothing in this policy absolves a CO or alters his responsibilities in law⁷ to ensure that the Service Police are made aware of the possibility of a serious offence or prescribed description.

4 JSP 830, MSL, Ch 6, paragraph 41

5 MSL Vol I, Chap 6 Annexes D & E.

6 AFA 06 s119

7 AFA 06 s113-115

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Annex B to
D/PJHQ/1/1610/1/1
Dated 4 Jan 09

SHOOTING INCIDENT REVIEWS

INTRODUCTION

1. Where a shooting incident by UK Forces results in the death or injury of civilians or friendly forces, but there are no immediate grounds to make the Service Police aware, a Shooting Incident Review (SIR) must be initiated by the Battlegroup or Formation CO. Under AFA 06, the CO has a clear duty to ensure that Service Police are made aware of any allegation or circumstances which would indicate to a reasonable person that a serious or prescribed circumstance offence has or may have been committed. The simple aim of the SIR is to assist the Chain of Command in forming a final view as to whether the matter should be reported to the Service Police. The requirement to secure fresh, accurate and honest recollections of events and to ensure that evidence which may assist the SIR or any subsequent investigation is preserved is paramount. Only in this way will the SIR achieve sufficient credibility to give assurance to the Chain of Command that a Service Police investigation may not be required. Whenever the facts of a shooting incident reveal that an offence or breach of ROE may have been committed, Service Police are to be made aware at the earliest opportunity and the SIR should be suspended with immediate effect.

TIMING

2. A SIR should commence at the earliest opportunity and be completed within 48 hours of the incident. Exceptionally, where operational tempo prevents completion and onward submission of the SIR within this timeframe, it must be completed as soon thereafter as operations allow¹. Delays in submission to the higher authority (HA) beyond 48 hours are to be agreed by the CO with his HA. The reasons for the delay are to be recorded.

REVIEW - CO'S SHOOTING INCIDENT REVIEW

3. Where a CO elects to initiate an SIR rather than report the matter to the Service Police, he is to direct the SIR to be carried out on his behalf by an officer not below the rank of Captain (OF2). Guidance on the content and completion of a SIR is at Appendices 1 & 2 but will depend on the rapid collation of all documentary evidence in relation to the incident, including unit logs, ledgers and reports (see Appendix 1). In the case of IDF and Air delivered weapons, post mission reports, fire planning and targeting information is to be recorded in the same way. The aim is to secure authenticated copies of original documents and retain references to the originals (which are to be preserved) for evidential purposes. The record will demonstrate the transparency of the process and may provide a source of further information if required.

4. Issues to be addressed in a SIR are at Appendix 2. The following points are to be noted:

¹ COs must provide detailed justification of a delay beyond 48 hours in the completion of any SIR.

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- a. The advice of Service Police and Legal staffs is to be sought wherever possible by the conducting officer prior to commencing the SIR. However, commencement of the SIR should not be delayed if the Service Police and Legal staffs are not available.
 - b. Where Service Police do not immediately commence an investigation, nothing is to be done which may amount to dismissal or stay of a charge, approval of conduct or otherwise prejudice a future Service Police investigation or disciplinary action, for example if additional evidence is unexpectedly forthcoming. This caveat is to be explicit in the wording of the published decision.
5. If at any time during the SIR it becomes clear that there are grounds to suspect that the law and/or ROE have been breached, the officer conducting the review shall recommend to the CO that the matter be immediately reported to the Service Police. If such a recommendation is made, the CO **must** immediately seek Service police advice.
6. The courses of action available to COs² following completion of an SIR are:
- a. If the SIR discloses, or the CO otherwise becomes aware of, an allegation or circumstances that would indicate to a reasonable person that a Schedule 2 offence³ has been committed or he becomes aware of circumstances that meet a Prescribed Description⁴, he **must** ensure the Service Police are made aware as soon as practicable⁵;
 - b. The CO **may** inform the Service Police of an alleged Service offence which falls outside the scope of sub-para a. above.⁶ Alternatively, he may choose to investigate such an offence within his unit's resources.
 - c. Where a CO believes that a Service Police investigation is not required (because there are no grounds to suspect that a criminal act has or may have been committed by Service personnel or the ROE breached) he may propose to Higher Authority (HA) that the matter is not reported to the Service Police⁷.

² This does not preclude the staffing of any Lessons Identified following single service procedures.

³ AFA 06 Schedule 2, also detailed in MSL Vol 1, Chap 6, Annex D

⁴ Detailed in MSL Vol 1, Chap 6, Annex E

⁵ Section 113 & 114 AFA 06 makes it clear that if a CO becomes aware of any allegation or circumstance which would indicate to a reasonable person that a Schedule 2 offence has been committed or that the circumstances are of a Prescribed Description, he **MUST**, as soon as reasonably practicable, ensure that the Service Police are made aware of these facts.

⁶ He may use the guidance contained within MSL Vol 1, Chap 6 para 30 to assist him with any decision he makes.

⁷ A CO may of course instigate a Service Inquiry or other administrative steps he considers appropriate to deal with wider Service issues.

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SERVICE POLICE INVESTIGATION NOT REQUIRED

7. When a CO is satisfied, from the facts presented by the SIR, that there are no grounds to suspect that a criminal act has or may have been committed or ROE breached and that there is no other reason to report the matter to the Service Police, he is to forward the SIR to the HA setting out his proposal not to report the matter to the Service Police within 48 hours of the incident, or as soon as practicable thereafter. The CO may seek police and/or legal advice at any time but is otherwise not to discuss or publish his findings or proposals until they are authorised by HA. Guidance on the information to be included in the SIR is provided at Appendix 2.

8. Consideration of the prospects for successful prosecution or the Service interest are irrelevant to any recommendation or decision whether to report the matter to the Service Police. Where any fact or circumstance raises grounds to suspect a breach of the law or ROE or any area of doubt, contradiction or complexity leaves a question as to whether such a breach has occurred, the matter is to be reported to the Service Police. A CO always retains the authority to report a matter to the Service Police for any other reason he deems appropriate.

9. On receipt of any proposal not to initiate an investigation, the HA must consult his Legal adviser and Force Provost Marshal before determining whether to authorise the proposed course of action. If the HA does not concur with the proposal, he must formally report the matter to the Service Police. **If the HA concurs with the COs proposal, this fact and the reasons behind the decision are to be recorded formally on the SIR and held by the unit as an operational record.**

10. In all cases COs are to ensure that all relevant information gathered in the SIR, including, wherever practicable, exhibits, are retained and secured. Should new information on the incident become available at a later stage that indicates a Service Police investigation is necessary, the matter is to be reported without delay. If at any stage the Service Police witness or have reported to them that an offence has, or may have, occurred they may independently initiate an investigation.

11. **Prejudicing of Future Investigations.** COs and HAs are to ensure that the publication of any decisions not to report the matter to the Service Police do not preclude the reopening of that investigation, or prejudice its conclusion, in the event that new evidence, which calls into question the basis of their decision, is forthcoming or should the Service Police, the DSP or others on learning of the matter take a different view of the material available. This caveat is to be explicit in the wording of the published decision.

DELAYING A SERVICE POLICE INVESTIGATION

12. The operational situation, in which the incident and subsequent Service Police investigation occurs, may have an impact on when and how activities in support of an investigation may proceed.

13. **Delaying a Disciplinary Investigation.** Where the Service Police have commenced an investigation, a clear duty exists upon every service person to assist the

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investigation⁸. However, the CO retains control of his area of operations and he may refuse the Service Police's requests to visit particular locations or carry out other investigatory activities if the security situation demands. Factors that might lead to such a conclusion might include but are not limited to:

- a. High tempo of operations.
- b. High intensity of operations (this could include high intensity but in a localised area).
- c. The local commander has insufficient forces to allocate force protection for the investigation, or to do so could otherwise hinder operations or the operational capability of the unit.
- d. Where an investigation could cause an already hostile situation to deteriorate further.

The CO must record his decision to decline any request that risks prejudicing a Service Police investigation into a shooting incident so that a Court may understand the reasons for the delay at a later stage.

14. **Reporting.** Where a CO decides to decline a request to visit a location or conduct other activity, and the decision results in delay, the Service Police will consider the likely impact upon the effectiveness of their investigation. Where delay risks substantial prejudice to the investigation and the matter cannot be satisfactorily resolved by negotiation with the CO, Service Police will report the circumstances to the FPM, informing the CO and formation LEGAD that they have done so. The FPM will then engage with the CO and HA in order to establish and agree priorities. Where a HA concurs with the proposal of the CO and investigative activity by the Service Police is delayed, the HA is formally to record the reasons for concurrence and this is to be passed to the FPM and placed on record. This decision will be subject to weekly review by the HA in consultation with the CO or sooner if it is determined that exceptional circumstances no longer apply.

REPORTING A SHOOTING INCIDENT TO THE SERVICE POLICE

15. A shooting incident must be reported to the Service Police immediately if there are any grounds to suspect that a service person has broken the law or breached ROE or if, for any other reason, a CO believes that an investigation by the Service Police would be appropriate. It should be remembered that the primary purpose of a Service Police investigation is to ascertain the facts. These facts can often be used to protect the MOD and individuals from subsequent claims for compensation or judicial process. If grounds to report a shooting incident to the Service Police are revealed during a SIR, then the SIR is to cease immediately and the evidence collated thus far be retained for the Service Police. In all cases COs are to ensure that all relevant information gathered in the SIR is secured, including exhibits wherever practicable.

⁸ AFA 06 introduces an offence of obstructing or failing to assist a Service Policeman (s.27 AFA 06).

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PURPOSE OF A SERVICE POLICE INVESTIGATION

16. The aim of a Service Police investigation is to ascertain the facts surrounding an incident and where necessary to provide a basis for any appropriate action by the CO or the Director of Service Prosecutions (DSP) thereafter. This action might include:

- a. Reporting to the CO that, based upon all of the evidence available, there are no grounds to suspect that an offence has been committed and /or ROE breached, or that there is insufficient evidence to proceed, in which case the matter is at an end unless new evidence later becomes available. If this is the case, individuals involved in the incident should be so informed by the chain of command, using words to the effect that "the Service Police investigation has not disclosed sufficient evidence upon which to charge you with a Service offence. Should any new or additional evidence be identified it will be reviewed by the Service Police. You will be informed if this calls into question the conclusions of the current investigation, which may be formally reopened if required."
- b. The Service Police, on completion of an investigation into a Schedule 2 or Prescribed Circumstances offence, referring the matter directly to the DSP, if they consider there is sufficient evidence to charge a person.
- c. The Service Police deciding that there is sufficient evidence to charge a person with a Service Offence that is capable of being heard summarily and referring the case to that person's CO.
- d. The Service Police, deciding that there is sufficient evidence to charge a person with a Service Offence that is not capable of being heard summarily (other than a Schedule 2 offence or where prescribed circumstances exist) and referring the case to that person's CO

DISCIPLINARY ACTION

17. If on review of the findings of a Service Police investigation referred to the DSP, the DSP directs Court Martial, or in the case of a Service Offence referred to the CO, the Formation LEGAD recommends that disciplinary or other action is appropriate, the matter will be taken forward under normal Service procedures.

ARCHIVING

18. **Archiving of Information.** Where the HA agrees that a shooting incident need not be reported to the Service Police, all documentation is to be archived in line with normal operational record archiving policy, noting that records may be called for by higher formations (PJHQ/FLEET/LAND/AIR) in the course of routine auditing or by the Service Police in the event that new information leads to the initiation of a Service Police investigation. Documents included are to be original where possible, or certified as true copies. Information from all sources should be included; examples of which are listed at Appendix 2.

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CONCLUSION

19. The importance of correctly reporting, recording, reviewing and, where necessary, investigating shooting incidents where death or injury has, or may have occurred cannot be over emphasised. It is the responsibility of Commanders at all levels to ensure that the use of force is proportionate, reasonable and necessary and that such incidents are accurately reported, recorded and reviewed. Where there is evidence of criminality or if the ROE have been breached then the matter must be reported to the Service Police. It is the responsibility of the Service Police to conduct investigations impartially and without any undue hindrance or influence, reporting the findings to the Chain of Command or the DSP as appropriate.

Appendices:

1. Guidance on documentation to be collated by a Unit.
2. Guidance for Completion of CO's Shooting Incident Review and Proposal Not to Initiate a Service Police Investigation.

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Appendix 1 TO
Annex B to
D/PJHQ/1/1610/1/1
Dated 4 Jan 09

GUIDANCE ON DOCUMENTATION TO BE COLLATED BY UNITS

1. The CO of the unit involved in the incident should identify an officer who was not involved in the incident to collate as much information as practicable about the incident. The aim of this process is to preserve as much documentary evidence as practicable by collating and passing certified true copies of Unit logs, ledgers and reports to the Service Police for investigating or retained by the unit as Operational Records. This will allow any future investigation to be effectively undertaken.

2. The CO is to sign the covering letter certifying that all possible information has been collated. The following list proposes likely items for inclusion. It is not exhaustive.

- a. Details of the incident: DTG, Grid, list of UK personnel involved.
- b. Post Mission Reports.
- c. Fire Planning and Targeting information.
- d. Patrol reports.
- e. Ops Room log.
- f. Radio log.
- g. Battalion Ops Watchkeeper's log.
- h. SINCREPs.
- i. NOTICAS signals and medical reports.
- j. Lists of witnesses (including civpop if known) and addresses.
- k. Material pertinent to weapon and ammunition natures used.
- l. Weapon and ammunition issue logs.
- m. Armourer's reports.

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**RESTRICTED – INVESTIGATIONS
(When Completed)**

Appendix 2 TO
Annex B to
D/PJHQ/1/1610/1/1
Dated 4 Jan 09

**GUIDANCE FOR COMPLETION OF CO'S SHOOTING INCIDENT REVIEW AND
PROPOSAL NOT TO INITIATE A SERVICE POLICE INVESTIGATION**

1. The following template should be used as a guide for the conduct of a unit Shooting Incident Review (SIR). The SIR should be in writing using the headings below. The SIR should rely upon standard patrol reports but service personnel involved may be consulted to clarify ambiguities or to add detail and records of their verbal answers or their written notes should be included within the review. Service Personnel suspected of or believed to have committed a criminal or disciplinary offence should not be questioned. Further, Service Personnel cannot be ordered to answer questions that may incriminate themselves. At all times, the conducting officer must keep in mind the requirement to secure fresh, accurate and honest recollections of events and to ensure that evidence which may assist the SIR or any subsequent investigation is preserved. Only in this way will the SIR achieve sufficient credibility to give assurance to the Chain of Command that a Service Police investigation may not be required.
2. The officer conducting the review is to be of the rank of Captain (OF2) or above. Ideally the officer conducting the review should not have played a direct part in the incident although this may not always be possible due to the size and/or disposition of the unit involved, its geographical location and the need to conduct the SIR as quickly as possible. Where the conducting officer has witnessed or played a direct role in the incident, his involvement is to be clearly declared within the review.
3. The officer conducting the review must seek legal and Service Police advice prior to the initiation of the SIR, and may do so at any time thereafter. Where Legal and Service Police staffs are not available the SIR should not be delayed and advice must be sought at the earliest opportunity thereafter.
4. Where the CO reports an incident to the Service Police because he is aware of circumstances or allegations that would indicate to a reasonable person that a Schedule 2 offence has been committed or he became aware of circumstances of a prescribed description, the Higher Authority (HA) may not interfere with the CO's decision or with the Service Police's subsequent decision whether to investigate or not.
5. Where a case is referred to a HA, he will on every occasion seek Legal and Service Police advice when considering any proposals for delaying or electing not to refer an incident for a Service Police investigation. The completed SIR is to be passed to the HA within 48 hours of the incident in question or as soon as practicable thereafter. The HA is not to sign off the SIR without written advice from both Legal and Service Police.
6. If at any time during the SIR it becomes clear that there are grounds to suspect that a criminal act might have been committed and/or ROE breached, the officer conducting the review shall recommend to the CO that matter be immediately reported to the Service Police.

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**RESTRICTED – INVESTIGATIONS
(When Completed)**

**RESTRICTED – INVESTIGATIONS
(When Completed)**

7. Headings to be included within the SIR:

Officer Conducting the Review

- *Full Service Details*
- *Position held in unit*
- *Whether directly involved in the incident and in what capacity*

Times and Locations of Incidents

- *DTGs and locations (inc Grid References)*
- *Ref No(s) of relevant SINCREP(S)*

Unit Details

- *Name of Unit(s)/Sub Unit(s) involved*

UK Service Personnel Involved

- *Full Service details*

Other personnel Involved (including civilians)

- *NATO/US/UK mil pers or ANSF (inc ANP) personnel (full details required for the record where available including unit/company and contact details where known)*
- *UK civilians, civilians attached to MNF, NGOs or IOs (to include as much detail as is available including addresses where known)- or any other persons present*
- *Description of hostile elements (including identity of group if known)*

Background

- *Operational Situation*
- *Threat assessment*
- *Other relevant intelligence background behind operation or patrol*
- *Recent Incident levels*
- *ROE or other guidance on the use of force in place*

Circumstances of Incident

- *Nature of specific operation or patrol*
- *Detail of time of day/night and weather conditions*
- *Description of incident (derived from patrol reports, op log etc) including duration and any complicating factors*
- *Identity or description of UK personnel believed to have opened fire*
- *Nature of injuries, both to service personnel and others*

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**RESTRICTED – INVESTIGATIONS
(When Completed)**

**RESTRICTED – INVESTIGATIONS
(When Completed)**

- ANP/Service Police involvement
- Post-incident procedures followed – eg medical assistance provided

Other Relevant Factors

- Consideration of patrol reports/other available information

Advice Sought by the Officer Conducting the Review

- From whom advice sought (e.g. Service Police, Legal, Chain of Command)
- What advice received
- When advice received

Matter reported to the Service Police for Investigation Prior to Completion of SIR

- DTG of report

Proposed Course of action

- **Report the Matter to the Service Police**

or

- **Proposal Not to Report the Matter to the Service Police**
- Detail the circumstances that led CO to the conclusion that this is the appropriate course of action (See Annex A Paras 13 to 15)
- Detail the justification including confirmation that there are no grounds to suspect that any criminal offence has or might have been committed by Service personnel and /or that ROE have been breached

Supporting Documentation

- Details of any supporting documentation provided (including imagery).

Signed

Name
Commanding Officer
Unit

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**RESTRICTED – INVESTIGATIONS
(When Completed)**

**RESTRICTED – INVESTIGATIONS
(When Completed)**

LEGAD ADVICE TO HIGHER AUTHORITY

Proposal not to report the matter for Service Police investigation – **Supported/ Not Supported.**

Reasons -

SERVICE POLICE ADVICE TO HIGHER AUTHORITY

Proposal not to report the matter for Service Police investigation – **Supported / Not Supported.**

Reasons -

DECISION OF HIGHER AUTHORITY (Delete as appropriate)

Proposal not to report the matter for Service Police investigation – **Authorised / Not Authorised.**

HIGHER AUTHORITY'S REASONING

Free text

Signed

HA's Signature Block

Distribution:

Action:

Info:

Commanding Officer of unit involved
Service Police HQ

Recording HQ
Service Police Staff
Legal Adviser

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**RESTRICTED – INVESTIGATIONS
(When Completed)**