

APPENDIX XVIII

(Regulation 297)

Memorandum of instructions for the guidance of police officers in making requisitions for expert opinion and in sending exhibits for examination in connection with the investigation of cases.

1. Requisitions for expert opinion. The following instructions shall be followed in the cases mentioned:

(i) Forged notes, documents or signatures, footprints and textiles and fibers.

-The investigating officer shall send these to the Assistant to the Deputy Inspector-General, Criminal Investigation Department, for examination by the experts available. In the case of footprints, of which impressions cannot be locally taken, the investigating officer shall send a requisition by telegram to the Assistant to the Deputy Inspector-General, Criminal Investigation Department, for the services of an expert. The nature of the prints, such as —Sandy, —Sunken or —Surface, shall be mentioned in the telegram.

(ii) Counterfeit coins and materials for counterfeiting. The investigation officer shall send these coins to the Master of the Mint for assay. Articles, such as pieces of stones, scrapings, of earth, alloy of metal etc., shall also be sent to that officer for examination.

(iii) Arms and ammunition. —The investigating officer shall send those articles to the Assistant to the Deputy Inspector general of Police, Criminal Investigation Department, Bengal for examination.

(iv) (a) Chemicals of all kinds and hair exhibits. - These shall be sent by the investigating officer to the Chemical Examiner for examination.

(b) Suspected blood or seminal stains. —Blood stains, which require examination for the purpose of differentiating human from other blood shall also be sent by the investigation officer to the Chemical Examiner.

(c) The pamphlet issued by the Surgeon-General with the Government of Bengal, containing —Directions for forwarding cases to the Chemical Examiner, Bengal, for medico-legal examination, Copies of which have been supplied to police stations and court officers shall be followed.

When there has been a post-mortem examination by the Civil Surgeon or any duly qualified medical officer, the viscera and other articles (if any), connected with the case and found on or with the body at the time of the examination shall be packed, sealed and dispatched by the medical officer concerned. Similarly, when stomach washing, vomited matter, stools, etc., are preserved by the medical officer, they shall be packed, sealed and dispatched by him if requested to do so by the investigating officer. If in any case the Civil Surgeon considers for any special reason that any matter or portion of a subject examined by him should be sent by special messenger, he shall apply to the Superintendent.

(b) All articles sent for examination shall be forwarded by the investigating officer or officer in charge of the police-station to the Court officer who shall ordinarily pack them in accordance with these instructions and shall send them to the expert with a forwarding report. If the with these instructions and shall send them to the expert with a forwarding report. If the articles are liable to decay or decomposition they shall be packed by the investigating officer.

(c) The articles to be examined shall be sent in sealed packets and in no circumstances shall the forwarding report be packed in the same parcel with the substances to which it refers. The report must always be sent separately by registered post together with a sample of the seal used [see clause(j)] and shall always state the date of dispatch of the parcel.

(d) In forwarding suspected substances or weapons an accurate description of the articles shall be inserted in the report. (e) In sending stains it is important to remember that it is much easier for the Chemical Examiner to

determine the presence or absence of blood in an intact substance, on which the stains are found reach the Chemical Examiner intact. Thus, if stains are found on a hard substance, such as a cemented floor or wall or on a large and heavy article, such as a door, cart-yoke, heavy piece of wood or metal, etc., they should not be moistened and then rubbed, but the portion of the floor or wall containing them should, as far as possible be taken up and sent with such precaution as may be necessary to ensure that they do not break during transit. The stains shall be covered with a pledget of cotton-wool, which in turn shall be covered with papers whose margin shall be pasted on to the article well clear of the cotton-wool. When flesh or skin is sent it shall not be sent in alcohol, but should be sent in a saturated solution of common salt. Earth and plaster should be dispatched, as far as possible, in one piece carefully packed in cotton-wool in a wooden or tin receptacle. Earthen pots or handis which are likely to be broken during transit shall never be used.

(f) Articles of wearing apparel containing suspected blood or seminal stains when shall have pieces of paper stitched (never pinned, pasted or gummed) over the supposed stains, and the pieces shall be consecutively lettered. The entire garment must be sent. Each cloth shall have a label stuck on it in one corner. The label shall contain the following information, and a copy in the same handwriting, with an impression of the seal on the parcel, shall be inserted in the report:

- (1) Number of report.
- (2) Description of article.
- (3) Owner.
- (4) Number of observed stains.
- (5) By whom forwarded.
- (6) Station, date and seal.

Care shall be taken that the cloth be not folded at the stained portion. The stain shall be kept quite flat. The stained places shall be protected by thin layer of cotton-wool on each surface.

Great care shall be taken that ants or other insects do not gain access to stained articles, as in a short time they may destroy all traces of stains. Stained articles shall first be wrapped in paper, and then be carefully stiched up in waxed cloth, and enclosed in a tin or wooden box.

Note. —Garments suspected to contain seminal stains should be completely dried in air before they are packed and dispatched to the Chemical Examiner.

(g) Blood-stained knives and weapons shall have labels securely tied on them, and the knots shall be sealed. Cutting weapons shall have their edges well covered with hemp or jute packing. Each label shall contain the following information, and a copy in the same handwriting, with and impression of the seal be entered in the report:

- (1) Number of report.
- (2) Description of article.
- (3) Name of the person accused.
- (4) Name of the forwarding officer.
- (5) Station, date and seal.

(h) When articles are to be sent in a preservative they shall be placed in clean glass bottles or jars, securely stoppered and with a ring of melted paraffin round the lip of the stopper to prevent leaks, the stopper must also be tied down and sealed. The preservative fluid must be sufficient to keep the articles completely immersed. A sample of the preservative (rectified spirit or saturated salt solution) shall always be sent in a separate bottle, sealed and labeled as sample. Glass bottles or jars shall be packed in wooden boxes of sufficient size to allow at least one inch of sawdust or other packing to surround each bottle.

(i) When several substances are sent, they shall be wrapped separately in paper, and shall be sealed and consecutively lettered in English. A list of the articles, duly lettered and sealed shall accompany the parcel, and an

exact copy in the same handwriting, with an impression of the seal, shall be entered in the report. This list shall contain the following information.:

- (1) Number and date of report.
- (2) Description of articles, A,B,C, etc.
- (3) By whom forwarded.
- (4) Station, date and seal.
- (5) Section of law.
- (6) Copy of the police report, translated into English if in the vernacular.
- (7) A full account of the medico-legal aspects of the case.
- (j) The impression of the seal attached to the forwarding letter shall be protected on both sides by a thin layer of cottonwood to prevent the wax being powdered in transit. The seal impression shall not be that of a coin, small weight or spatula, etc.
- (k) The labeling and numbering of articles shall not be in the vernacular, but in English.
- (l) In no circumstances shall exhibits belonging to different cases be included in the same parcel. Any article that is damp at the time of dispatch shall be carefully covered with wax cloth and sent separately.
- (m) The articles shall ordinarily be dispatched either by special messenger or by registered parcel post. When any article has to be sent to the Chemical Examiner by railway or steamer, it shall be dispatched by the system of —street delivery|| prepaid.

II.-Arms and ammunition.

(a) Before dispatching exhibits for examination, a careful note shall be made of their description and condition and of very mark by which they can be identified. The articles shall then be carefully packed and dispatched in accordance with the general instructions given above.

(b) When firearms are sent, they shall be packed in wooded boxes which so fit the contents that there is no room for any movement of the exhibits. Care must be taken to see that the muzzle of the weapon is blocked with packing of some sort. Ammunition, when sent, shall be packed in a small tin. If fired ammunition is sent, the labels shall in no case be attached near the brass base of the cartridge cage. The label must be pasted round the cartridge case near the open end of the case, so as not to interfere with any examination or test. The signatures of Search witnesses, if any, shall also be affixed at the same end.

3. Certificate to be forwarded with exhibits. Before sending the exhibits for examination the Court officer shall obtain from the Magistrate in all cases a certificate in B.P. Form No.86 authorizing the experts to, remove, if necessary, portions of the exhibits for the purpose of applying tests. This certificate shall be sent by the Court officer with the forwarding report and not packed with the exhibits. In the case of exhibits sent to the Arms Act Department of the Calcutta Police, the Court officer shall also obtain from the Magistrate permission in writing for their examination and for their being taken to pieces, if necessary for the purpose of examination.

4. Information regarding exhibits in unnatural deaths. —The information furnished to medical officers and the Chemical Examiner by the police regarding unnatural deaths shall be as full and completed as possible.

5. Information to be sent to the Chemical Examiner regarding preservation of exhibits. - The exhibits will ordinarily be preserved for a period of six months only from the date of their receipt in the Chemical Examiner's office after which they are liable to destruction. In special cases, however, when it is likely that the articles will be required after six months, the requisitioning officer shall note at the time of dispatch of the article to the Chemical Examiner that they should not be destroyed without reference to him.

6. Result of analysis. The result of analysis shall be communicated immediately to the station officer interested, and the original report of the Chemical Examiner shall be filed with the Magistrate's record.