

Cell Site Analysis for Geolocation –Plan for Internal adoption and use

To supplement the National Streamlined Forensic Reporting (SFR) Guidance and Technical Glossary for Cell Site Analysis, this document will explain the steps each organisation needs to take prior to full adoption. A flow chart of the steps is included at the end of this document.

Familiarisation

Each organisation should ensure that staff involved in the adoption of SFR are familiar with the SFR process utilising resources available via Radio Frequency Digital User Group (RFDUG), the Forensic Capability Network (FCN) Web Site SFR Pages and other internal forensic disciplines who already use SFR. A full understanding of the process and how each template should be used will make adoption simpler and more effective.

Suitability

Each organisation should ensure they assess the suitability of SFR for reporting in geolocation specialist units locally.

Training

Unit leads should ensure that internal staff training takes place on the use of SFR including reference to the FCN Web Site, the National SFR Guidance document, SFR Templates and the Technical Glossary for Cell Site Analysis for Geolocation.

Engagement

Local stakeholder engagement is critical to the successful implementation of SFR. This engagement includes the Crown Prosecution Service (CPS), Investigators who rely on reports from discipline specialists and the force Criminal Justice Units (CJU).

Procedures

Local Standard Operating Procedures (SOP's) should be adapted to include the use of SFR

Baselining

The National SFR Board is developing a performance Framework. To support this, a Baselining exercise should be undertaken to establish how many reports are currently produced by the unit (MG11 or other report type), average time taken to produce a report and an indicative cost per report (Average).

Service Development

Develop a Service Level Agreement between the Unit and its identified customers.

Notification

Notification of intended use to the expert working group. For a 3 – 6 month period after adoption, baseline the new process to ensure performance can be measured. This should mirror the initial baselining of number of SFR1's produced and number of SFR2's produced including average time taken to produce an SFR1 and SFR 2 and an indicative cost per report (Average). This should be reported to the RF SFR Working Group for submission to the SFR Board.

Process Flow

