



The 5 Part Witness Statement Self-Checking Form

<p>1. This is my account of an incident which occurred on (date) whereby I was (e.g.) grabbed by my husband and hit twice to the face sustaining a black eye.</p>	
<p>2. As a result of this incident I will be referring to the following people.... Introduce the people known to the witness and their relationship to them. Include a detailed description of the known persons and the witness.</p>	
<p>3. As a result of this incident I will refer to the following locations. List the KNOWN locations (where relevant) and provide a detailed description. Use sketch if necessary, which will be identified within the statement and exhibited. Paint the picture your characters will move through.</p>	
<p>4. At (time), (date), (location). This is the detailed chronological account from the witness about what happened. (Direct speech in CAPITALS). (Include hearsay evidence if important).</p> <p>Introduce unknown persons and suspects as they appear on the scene. Use suspects' and unknown person's most distinguishing feature as initial description. Their full description will follow in part 4. You should also introduce aspects of ADVOKATE at this point and include any remaining ADVOKATE in part 5.</p>	
<p>5. The closure – Full descriptions of unknown persons and suspect(s). The “permissions” – no one has permission to assault me etc. - <i>Care should be taken to cover the elements of the offence and being mindful of any possible defences to be disproved.</i> Descriptions of injuries. Note Damage to property Inc. cost of repair/replacement. Complete aspects of ADVOKATE not already mentioned.</p> <p>Victim personal statement. This is the victim's voice. Detail the impact it has had/having on them. It will effect sentencing</p>	



10 Point description.

If the witness does not recall, then say that.

1	Colour of skin	6	Hair style and colour
2	Sex	7	Complexion
3	Age	8	Distinguishing features, e.g. tattoos, scars, beard limps, lisps, accents, gait.
4	Height – use range rather than precise measurement	9	Clothing / Footwear – top to bottom
5	Build	10	Carrying anything (which hand)

Identification Decided Case - ADVOKATE - R v Turnbull (1976)

ADVOKATE should be used to describe both visual and voice recognition as one can bolster the other.

<p>A. Amount of time – How long was the suspect in view, which part of them did you see, were they in motion.</p> <p>If the suspect was seen more than once during the incident each instance of sight must be recorded with the ADVOKATE guide with no exceptions.</p>	
<p>D. Distance – What distance separated the witness from the suspect. If the witness is not sure, employ a range or a reference point. If the suspect moved during the incident identify the point at which the suspect was closest to the witness.</p>	
<p>V. Visibility – clarity/ability to see, lighting, weather at the time.</p>	
<p>O. Obscured view – Any obstructions obscuring the witness's view of the suspect eg, Crowd density, foliage, movement, climate (rain, fog)</p>	
<p>K. Known before – Knows the suspect or has seen before. This could be 2 minutes ago or 10 years ago. Describe:</p> <ul style="list-style-type: none"> i) the instances where the suspect was seen before number of times seen, at what distance and what part of the suspect was seen ii) if seen with anyone else, other known associates or family members, addresses/areas frequented by the suspect. iii) If introduced to the witness by someone, under what circumstances and by whom and by what name, given name or alias and whether the given name subsequently became known to the witness prior to incident. iv) whether the witness has spoken to the suspect under what circumstances, the nature of the conversations, length and frequency of interaction. v) time that elapsed between sightings If not known or seen before ADVOKATE ends here. If yes, then continue 	



A. Any reason to remember – appearance, special reason i.e. any deformity or distinguishing feature, special talents, memorable conversation, member of any organisations, particular sightings or associates, publications prior to incident, not wanted posters eg. Newspaper articles social media posts	
T. Time elapsed - since last view.	
E. Errors in description – (Meaning variations or changes not specifically errors) Any material variation between initial view and later viewing. It may be only 2 minutes where the witness lost sight of the suspect. It may be there are no changes of description, or they have removed a jacket, this would be a material change	

General points to consider whilst taking statements

Do not include personal information in text, D.O.B, Addresses, telephone numbers, unless necessary for the case. Examples, address of burglary, phone number in harassment etc.	
All surnames and direct speech should be written in CAPITALS.	
Alterations and errors should be crossed out with a single line. If hand written and good practice suggests allowing the witness to initial against such alterations	
Always try to use verbatim quotes of what was said. If the witness is not entirely sure you can use the phrase, words similar to “.....”	
Each page must be read and signed.	
Telephones and Social Media Considerations Details of mobile telephone numbers (including colour, make and model, contract, PAYG, who the telephone is registered to, any passwords, lock codes for the handset – if they are prepared to give this information) Access to Facebook, Twitter, or any other social media network (obtain user names that identify them, check list of associates to see if include any potential suspects in this case, obtain passwords, lock codes for the handset – if they are prepared to give this information.	

Further Guidance to assist witness statement taking

Pre-Incident	
<ul style="list-style-type: none"> How the witness came to be present and who they were with. 	
<ul style="list-style-type: none"> Precise description of where they were. (use a map or photograph if applicable and get the witness to mark their location) 	



<ul style="list-style-type: none"> Names/descriptions of anyone else they recall being present <u>prior</u> to the incident. 	
<ul style="list-style-type: none"> First sighting of relevant individuals (Suspect and Victim) including direction of travel if applicable, and what drew their attention to those individuals. 	
<ul style="list-style-type: none"> Observations/impressions of the mood/manner of the key individuals immediately <u>before</u> the incident. 	
Incident	
<ul style="list-style-type: none"> Detail of the actual incident itself, and particularly group together any information gleaned about relative positions of key figures during the incident. 	
<ul style="list-style-type: none"> Observations/impressions of suspect's mood/manner <u>during</u> the incident. 	
<ul style="list-style-type: none"> Observations of precisely who did what to whom <u>during</u> the incident and injuries. 	
<ul style="list-style-type: none"> Any observations regarding the suspect and his actions/manner immediately <u>after</u> the incident, including direction of travel. 	
<ul style="list-style-type: none"> Vehicles (Including index details, make & model, age, any distinguishing features, who seated and where in the vehicle) 	
<ul style="list-style-type: none"> Weapons/firearms (full description, sounds, size) 	
Post Incident	
<ul style="list-style-type: none"> Names/descriptions of anyone else they recall being present <u>after</u> the incident. 	
<ul style="list-style-type: none"> Detail of who did what within the scene. 	
<ul style="list-style-type: none"> Description of what the witnesses themselves was wearing, etc. 	
<ul style="list-style-type: none"> Description of offender (would they recognise them again, distinguishing features) 	
<ul style="list-style-type: none"> Description of victim. 	
<ul style="list-style-type: none"> R v Turnbull - ADVOKATE 	
<ul style="list-style-type: none"> Victims only - Victim Personal Statement including overall impressions, feelings, effects on them. 	