

RESTRICTED (when complete)

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TO BE DETACHED AND HANDED TO PERSON MAKING STATEMENT
WITNESS AND VICTIM INFORMATION



WITNESS INFORMATION

I have made a written statement to the police and as a consequence at some later date it may be necessary for you to attend court to give evidence. This will of course depend upon a number of factors, such as whether a person has been charged or reported for the offence and whether there is sufficient evidence and/or it is in the public interest to proceed to a court hearing. If court proceedings are considered to be appropriate, it does not necessarily mean you will be asked to attend court to give evidence. The defendant may plead guilty at any stage in the proceedings or the contents of your written statement may be accepted without the need for you to attend court. As soon as it becomes apparent that your attendance at court may be necessary, you will be informed by the Witness Care Officer. When the requirement to attend is confirmed, the officer will contact you again and provide you with further information and advice including where and when you will be required. When you receive these details, you will also receive a detailed information leaflet, explaining what will happen and how to claim expenses.

CIVIL PROCEEDINGS

In certain circumstances the statement of evidence you have already provided as part of the police criminal investigation may be disclosed to third parties for the purpose of civil proceedings. Your signed authority permitting the police to do this is on the reverse of the first page of your statement. Please note that the rules of disclosure may place a legal obligation on the force to disclose your statement, with or without your consent, in the above circumstances. Civil proceedings under the Children Act 1989 deals with who is the best person to care for a child or who should have contact with a child. In road traffic collisions statements are required to assist in deciding who was at fault and whether payment for damage and injury should be made.

VICTIM PERSONAL STATEMENT

POLICE OFFICER TO READ TO VICTIM WHO HAS PROVIDED A STATEMENT OF EVIDENCE

The Victim Personal Statement Scheme has been introduced to provide the opportunity for a victim of crime to explain to the court how that crime has affected them and can include psychological/physical effects or financial loss. This statement **MAY** be taken into account when bail, compensation or sentence is considered. It is in statement form and will be taken in addition to your initial statement of evidence. There is no legal requirement to provide this further statement. the court will not draw any adverse conclusions from the decision you make regarding the Victim Personal Statement Scheme. The Victim Personal Statement can be made at any point prior to the conclusion of proceedings. Dependant on the case progression, you will be given further opportunity at a later date to provide an updated Victim Personal Statement or an initial Victim Personal Statement if you choose not to take part in this scheme at the present time. Any Victim Personal Statement you choose to make will be read and taken into account by every decision-making section of the criminal justice process. You should note that decision-makers are not required to disclose how this information has been used.

WHAT HAPPENS NOW

At the time of making your original evidential statement you may have provided a victim personal statement after having provided a witness statement of evidence. This statement is disclosable and will be attached to the file of evidence in this case. The information contained within the Victim Personal Statement will be available to the court and may be given in evidence at any subsequent hearing or trial. It is important that the information provided is truthful and accurate as it may be questioned at court.

As the case progresses and the court is progressed into the courts, you may be contacted and offered the opportunity to provide an updated Victim Personal Statement to detail any further effects that were not recognised in your initial Victim Personal Statement. This statement will also be disclosable and made available to the court. The court will be dependent on the progression of the case. Due to time limits and the speed of the court process it is possible that insufficient time will be available for further contact prior to a verdict from the court.

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Witness contact details

Home address:..... Postcode:.....
Home telephone No:..... Work telephone No:.....
Mobile/Pager No:..... E-mail address:.....
Preferred means of contact (specify details):
Best time of contact (specify details):.....
Male / Female Date and place of birth:
Former name:..... Ethnicity Code (16 + 1)..... Religion / Belief (Specify:.....)

DATES OF WITNESS NON-AVAILABILITY:

Witness care

- a) Is the witness willing to attend court? Yes ☐ No ☐ If 'No', include reason(s) on form **MG6**.
- b) What can be done to ensure attendance?
- c) Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness?
Yes ☐ No ☐ If 'Yes' submit **MG2** with file.
- d) Does the witness have any particular needs? Yes ☐ No ☐ If 'Yes' what are they? (Disability, healthcare, childcare, transport, language difficulties, visually impaired, restricted mobility or other concerns?)

Witness Consent (for witness completion)

- a) The Victim Personal Statement scheme (victims only) has been explained to me: Yes ☐ No ☐
- b) I have been given the Victim Personal Statement leaflet Yes ☐ No ☐
- c) I have been given the leaflet "Giving a witness statement to the police – what happens next?" Yes ☐ No ☐
- d) I consent to police having access to my medical record(s) in relation to this matter (obtained in accordance with local practice) Yes ☐ No ☐ N/A ☐
- e) I consent to my medical record in relation to this matter being disclosed to the defence: Yes ☐ No ☐ N/A ☐
- e) I consent to the statement being disclosed for the purposes of civil proceedings if applicable, e.g. child care proceedings, CICA: Yes ☐ No ☐
- g) The information recorded above will be disclosed to the Witness Service so that they can offer help and support, unless you ask them not to. Tick this box to decline their services: ☐
- Signature of witness:..... PRINT NAME:.....
Signature of parent/guardian/appropriate adult:..... PRINT NAME:.....
Address and telephone number if different from above:.....

Statement taken by (print name):..... Station:.....
Time and place statement taken:.....

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Signature: _____ Signature witnessed by: _____

Signature:..... Signature witnessed by:.....