

Statement Training

Introduction

Statements - Key Rules

- Your statement should give a full account
- of the incident from start to finish

Write your statement with the mind set that whoever reads it will have no prior knowledge of the incident

Statement Details

- Statement should ‘tell a story’
- What you saw, heard
- What you then did/said
- What was the result (e.g. report for summons, arrest, warn etc.)
- Description (s) where relevant
- Exhibits
- ADVOKATE (if not already included)

‘ADVOKATE’

- **A** amount of time under observation
- **D** distance from incident/person(s)
- **V** visibility
- **O** obstructions/obscured view?
- **K** known to you?
- **A** any reason to remember the person?
- **T** time elapsed between first sight and identification to police
- **E** errors or material discrepancies

Train Description

- Always show the train by its start time from origin and then its first and destination stations
- 16:46 Newark North Gate to Doncaster should be shown as the
- 15:30 London King's Cross to Glasgow Central LNER service
- If you know the trains head code (be aware they can be changed) this can be included but is not essential.
- Do not use three letter station codes.
- You should explain where you were travelling between in the text.
- Times should always be shown in the 24hr clock format

Record Evidence

- Time, day, date, your location, location of occurrence, the occurrence
- Record conversations in direct speech (i.e. what was said between you and a suspect)
- Disclosure (record, retain, reveal)
- Refer to exhibits (Item marked ABC/1)

Statement

- All statements should be written using the same format on the provided LNER MG11 form. When typed you should use the following settings:
- Size 12, Arial font
- Line spacing set at 1.5.
- You should also complete the rear of the statement giving your details and dates to avoid for any court hearing.


Statement Preparation


LNER
LONDON NORTH EASTERN RAILWAY


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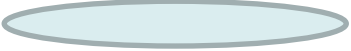
Witness Statement

CJ Act 1967, s.9; MC Act 1980, ss.5A (3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

Statement of: 

Age if under 18: **Over 18** (If over 18 insert 'over 18') Occupation: 

This statement (consisting of  page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything in it, which I know to be false or do not believe to be true.

Signature:  Date: _____

Make sure you complete all the highlighted areas

Statement Preparation



Continuation of Statement of:



- If the statement consists of two or more pages you will need to add your name (or appropriate) to the header on each continuation page.
- This can be done by clicking on 'view' and then 'Headers and footers'
- Once added your name will appear on all continuation sheets.
- Click close on the toolbar to return to the main document.

Setting the scene

- Time, day, date
- What you were doing (e.g. I was carrying out revenue protection duties,
- Your exact location (e.g. walking along platform 4 at York Station towards the concourse...)

Scenario

- You are on duty on Monday 03rd August 2020
- You are with a colleague.
- At 16:46 you join the train to Glasgow Central at Newark North Gate to travel to Doncaster

Scenario

- You decide to report a passenger for Fare Evasion

Statements

- You are now required to make a written statement about the incident, make sure that your account contains evidence to prove the offence

Statement - Opening Paragraph

This will nearly always be the same for every statement you write:

I am a Revenue Protection and Fraud Officer employed by LNER. My duties include the examination of tickets, and the enforcement of all railway byelaws.

Setting the scene

- Time, day, date

At approximately 16:50 hrs on Monday 03rd August 2020

I was carrying out revenue protection duties on the 15:30hrs London King's Cross to Glasgow Central LNER Service (Head Code 1S23) I boarded the train at Newark Northgate.

At this time train had departed Newark Northgate en route to Doncaster.

What you saw, heard etc

As I entered the carriageway I declared that I was checking all tickets and passes to the coach. I then saw a male get out of his seat and go into the toilet at the end of the vestibule and lock the door. I continued checking tickets, and waited outside the toilet door for the passenger to emerge. This passenger remained within the Toilet until the train arrived at Doncaster some twenty five minutes later.

What you then did

upon arrival at Doncaster this male emerged from the toilet and started to depart the train. I asked to check his ticket and he stated that he did not have one. I asked him why he had spent so long in the toilet and he replied “because I haven't got a ticket”.

The actions you take

At 17:15hrs I then cautioned this man and pointed out the offence of Fare Evasion, to which he replied, I'm sorry, I'm skint"

Additional evidence required

His full details including date of Birth (If Given) Confirmation of his details, a description of him, and then he is to be reported for summons for Fare Evasion, cautioned again and the reply recorded.

Additional evidence

Upon conclusion ask the passenger to sign the entry in your pocket book or record the fact that he has declined

ELBOWS

NO

- **E**rasures
- **L**eaves missing
- **B**lank spaces
- **O**verwriting
- **W**riting between the lines
- **S**paces

Risk and Revenue protection

- Revenue protection and Fraud officers