

## Dictating Officer Details

<b>Name</b>			
<b>Rank</b>			
<b>PSI</b>		<b>ISSI</b>	
<b>Division</b>		<b>Station</b>	

<b>STORM Reference / Incident Number(s)</b>	
<b>Division</b> (as per local Crime Management System)	
<b>Sub-Division of Locus</b>	
<b>Beat Number of Locus</b>	
<b>Reported at</b> (time / date)	
<b>How Reported</b>	

<b>Crime Status</b> (Detected / Undetected)	
<b>Enquiry Status</b> (e.g. For Further Enquiry / Recording Purposes Only)	

<b>Crime / Offence Details</b> – Full Details of all crime(s) and offence(s) in chronological order

Markers / Aggravators / Ghost Suspect Details (e.g. Domestic)

<b>Committed at / Between</b> (time / date)	
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**Locus** – Full details of locus and locus type. Specify postcode or nearest street number.

**Hate Incident?**

**Yes**

☐

**No**

☐

**Hate Type** (e.g. Race, Religion etc.)

**Modus Operandi** – In order of crimes recorded.

**Notifications** – Include name, PSI, department, division, station or group.

**Complainer(s)**

Include ethnic classification and indicate if also reporter. Provide information in following order: forename; surname; alias; ethnic appearance; occupation; date of birth (DOB); division of residence; birthplace; address and contact details. Specify the citation address. Include preferred contact details and email addresses.

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### Reporter(s) / Informant(s) (if different from complainer)

If the Reporter is the same as the complainer state "as complainer". If the reporter is a police officer then state the PSI and name of the police officer. If the Reporter is a civilian then the following information should be provided: forename; surname; alias; ethnic appearance; occupation; DOB; division of residence; birthplace; address and contact details. Specify the citation address.

### Witnesses

Specify the involvement from the following options: witness; suspect; deceased (only murdered individuals); parent / guardian; eliminated.

For each witness provide the following information: forename; surname; alias; ethnic appearance; occupation; DOB; division of residence; birthplace.

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### Accused / Suspect Details

Include CHS, PNC and driver numbers, arrest status or reason for non-submission of case. Include: forename; surname; alias; ethnic appearance; occupation; DOB; division of residence; birthplace; contact details (specify each address provided whether it is home, business etc). Specify citation address.

Status of Arrest choose from (custody, undertaking, arrested and liberated, being reported from the scene or warrant craved). Specify all crimes offender is being charged with.

### Time and Date Charged

**Arresting Officers' Details** – Name, PSI, ISSI, division, contact details. Identify reporting officer.

**Police Witnesses** – Name, PSI, division, contact details and if arresting / corroborating

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**Description of Suspect** – Include age; height; ethnic class; clothes; habits / mannerisms, marks / scars, peculiarities. State links to witnesses.

**Description of Stolen Vehicles / Caravan, Plant or Marine Equipment** – If no stolen vehicles, go to section 'Suspect / Involved Vehicle Details'

**Stolen Vehicle Description** – Include details for PNC 150

**Locus Recovery Details**

**Recovery Officer Details**

**Date and Time of Recovery**

**Vehicle Removed to** – Include location of vehicle keys

**Damage**

**Suspect / Involved Vehicle Details**

Include vehicle VRM, type, make, model and colour. Include in what respect vehicle was involved in the incident, e.g. damaged, broken into, seen suspect, traffic offence or other.

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**RESTRICTED – WHEN COMPLETE****Property Involved****Description / Values / Owners' Names** – State if stolen, stolen and recovered or damaged**Weapons Involved** – Including physical contact**Drugs Involved** – Include type, weight or quantity and if presumptively tested**If presumptively tested, confirm that Supervisor has endorsed the test:**Yes ☐No ☐

**Injuries** – Include injuries to police officers and details of medical examination. Detail all injuries sustained and associate these to each individual. Even if there is no assault charge and an officer has been injured as a result of an apprehension etc. then this should be recorded on the CR.

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**RESTRICTED – WHEN COMPLETE****Productions** – Description, number and where lodged

Does incident involve an Adult at Risk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Vulnerable Person Information submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Scenes of Crime Request submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Victim Support required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Victim Care Card issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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SOLO Rape Crisis Referral offered?			
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Offered and Accepted	<input type="checkbox"/>	Offered and Declined	<input type="checkbox"/>
Not Yet Known	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>

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<b>Human Trafficking incident?</b>			
<b>No</b>	<input type="checkbox"/>		
<b>Yes</b>	<input type="checkbox"/>		
<b>If Yes, select type:</b>	<b>Sexual</b> <input type="checkbox"/>	<b>Labour</b> <input type="checkbox"/>	<b>Servitude</b> <input type="checkbox"/>
<b>Organs</b> <input type="checkbox"/>	<b>Fraud</b> <input type="checkbox"/>	<b>Cultivation</b> <input type="checkbox"/>	<b>Organised</b> <input type="checkbox"/>

<b>Is alcohol a contributory factor?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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**Summary of Enquiries** – Enquiry to be brief and use pro-formas where appropriate

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