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**INITIAL POLICE STATION ATTENDANCE FORM**

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| Fee Earner: JP | Date: |
| UFN: | File Ref: |
| DSCC Ref: | Station – |
| Custody Ref: |  |
| Client’s Attendance: [ ] Under Arrest [ ] Voluntary  [ ] initially voluntary, arrested at station | |
| Initial Instructions from: [ ] DSCC [ ] Client [ ] Third Party  If third party, confirm details and relationship to client | |
| Time agreed to attend station: | Time attended station: |
| Time attended upon client: | Is this within 45 mins? [ ] Yes [ ] No |

**CUSTODY RECORD INFORMATION**

|  |  |
| --- | --- |
| First Name: | Title - |
| Surname:  DOB:  Gender: | Address:-  Tel no - |
| Email – | NI no - |
| Date and time of arrest: | Relevant Time: |
| Offence(s): | |
| Place of arrest: | Officer in Charge: |
| Does client require Appropriate Adult? [ ] Yes [ ] No  If yes, state reason: [ ] Under 17 [ ] Vulnerable  Name/Address/Contact Number:  Relationship to Client: | |
| Has sufficient benefit test to attend station been met? [ ] Yes [ ] No  If no, state why……………………………………………..  ………………………………………………… | Is client eligible for CRM1 & 2 Advice and Assistance? [ ] Yes [ ] No  If yes has client signed CRM2? [ ] Yes [ ] No  If no – why not?..............................................................  ……………………………………………………………… |
| DISCLOSURE CONSULTATION WITH OFFICER – | |

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| Any significant comments made: [ ] Yes [ ] No  If yes, state details: | Samples from suspect?  Intimate? [ ] Yes [ ] No  If yes, provide details………………………………..  ………………………………………………………….  Non intimate? [ ] Yes [ ] No  If yes, provide details – prints, photo & dna  Any other samples including  footwear etc? [ ] Yes [ ] No  If yes, provide details………………………………...  …………………………………………………………. |
| Previous Convictions? [ ] Yes [ ] No  If yes, state details | Search of premises? [ ] Yes [ ] No  If yes, provide details including authority |
| Previous Interviews [ ] Yes [ ] No  If yes state details | Co-accused? [ ] Yes [ ] No  If yes, details including Solicitors if known |
| Income/Source | Is Identification an issue? [ ] Yes [ ] No  If yes, advice given whether to consent to any ID procedure and consequences of refusing consent?  [ ] Yes [ ] No |
| Health Problems [ ] Yes [ ] No  ………………………………………………………..  ………………………………………………………..  ………………………………………………………..  ……………………………………………………….. | Was specific advice given as to whether to consent any personal searches and the consequences of refusing such consent?  [ ] Yes [ ] No |
| Client been advised on significant statement prior or at time of arrest? [ ] Yes [ ] No | Client been advised about police caution?  [ ] Yes [ ] No |
| Mistreatment by or complaint against police?  [ ] Yes [ ] No  If yes, what action, if any, advised? | Any injuries? [ ] Yes [ ] No  If yes provide description, how inflicted and whether documented with police. |
| Was specific advice given to client relating to adverse inference which could be drawn from:   * Failure to raise any fact whilst under caution or upon charge which may later be relied upon?   [ ] Yes [ ] No [ ] N/A   * Failure to account for the purpose of an object/substance/mark found on client or in place of arrest?   [ ] Yes [ ] No [ ] N/A   * Failure to account for the presence of client at the time of arrest in a material place at or about the time the offence was committed?   [ ] Yes [ ] No [ ] N/A | |
| Defence witnesses or alibis [ ] Yes [ ] No  If yes, provide details  ………………………………………………………..  ………………………………………………………..  ………………………………………………………..  ……………………………………………………….. | Is there any known conflict of interest at this stage? [ ] Yes [ ] No  (If yes, explain why and action taken)  ………………………………………………………….  ………………………………………………………….  ………………………………………………………….  …………………………………………………………. |

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| CONSULTATION WITH CLIENT (include instructions, advice given and reasons for advice)  Have you received advice in relation to this matter in the last 6 months YES/NO |

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| What is your advice to the client and provide reasons? |

**POLICE INTERVIEW**

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| --- | --- |
| Start / Finish Time: | Satisfactory Introductions [ ] Yes [ ] No |
| Parties Present: | Satisfactory explanation  of caution [ ] Yes [ ] No  Replies  [ ] Answered Questions  [ ] No comment throughout  [ ] Prepared statement/No comment  [ ] Mixed  Did you consider it necessary to intervene during the interview? [ ] Yes [ ] No |
| INTERVIEW SUMMARY | |

**OUTCOME**

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| --- |
| [ ] No Further Action |
| [ ] Caution / Warning / Reprimand (please circle) |
| [ ] Bailed to police station to return   * Date and place – * [ ] Bail Granted   [ ] Conditional (state conditions below) [ ] Unconditional  …………………………………………………………………………………………………..  …………………………………………………………………………………………………..  ………………………………………………………………………………………………….. |
| [ ] Charged   * Offence(s)………………………………………………………………………………………………………………………………………………………………………………………… * Court………………………………………. Date/Time………………………………….. * [ ] Bail Granted   [ ] Conditional (state conditions below) [ ] Unconditional  …………………………………………………………………………………………………..  …………………………………………………………………………………………………..  …………………………………………………………………………………………………..   * [ ] Bail Refused (state reasons for refusal)   …………………………………………………………………………………………………..  …………………………………………………………………………………………………..  ………………………………………………………………………………………………….. |
| [ ] Other disposal (provide details)  …………………………………………………………………………………………………..  …………………………………………………………………………………………………..  ………………………………………………………………………………………………….. |

**SUMMARY OF TIMES**

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| --- | --- | --- | --- | --- | --- |
| **FROM** | **TO** | **TRAVEL** | **WAITING** | **ATTENDANCE** | **BRIEF DETAILS** |
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Mileage –

Attendance –

Travel –

Waiting –