



Date: 07 July 2016
Our Reference: FOIA-2016-0056
Your Reference: N/A

(Via email: [REDACTED])

Dear Mr [REDACTED],

RE: Freedom of Information Act 2000 Request

I write in response to your Freedom of Information Act 2000 (or 'FoIA 2000') request dated 18 June 2016. I note from your request that you seek the following information:

- Can you provide me with any information, policies, guidance, training material or approved practice in relation to Police Officer written MG11 with essential statements.

Decision

After conducting careful searches for any information relevant to your request I can confirm that there is information held and I have provided this below.

There is a limited amount in the totality of our products that lays out, prescribes or describes in detail how, when or why to write a statement. However, the College has produced an Investigative interviewing e-learning module, which is available to Police Officers through an online managed learning environment. This contains a section that provides specific guidance in relation to MG11 forms and their completion.

As this is available through a restricted online platform, I cannot provide you with a direct link to this information, however I have summarised the key aspects of this that relate to your request below:

Completing the MG11 form

The only witness details shown on the front of the MG11 form relate to their name and age:

- Statement of – write the witness' surname in capital letters or underline it to make it obvious
- URN – leave blank
- Age if under 18 – enter age if under 18. Otherwise, just write 'over 18'.

Do not include any witness personal details in the body of the statement unless it's of evidential value, as in the case of a burglary victim's statement.

The certificate

The certificate on the front of the MG11 is the witness' acknowledgement that they are aware of the consequences of making a false statement. Before beginning the statement, you or the witness should read the statement to ensure that they understand it.

Ensure that you fill in the number of pages.

- **Signature** – the witness must sign this once the statement is complete
- **Date** – the witness must fill this in once the statement is complete

Witness account

First ensure that you tick the box if the interview is being visually recorded. You can also write the witness' account in this section

Personal details

The witness' personal details, which are restricted, are on the back of the form.

- **Home address** – full postal address, including county and postcode
- **Telephone numbers** – not required, so if not prepared to give, put 'Declined to give' but include in the MG6 form so can still be contacted
- **Email address** – record their email address if wish to be contacted this way
- **Preferred means of contact** – indicate the witness' preferred means of contact e.g. 'home telephone'
- **Male/Female** – delete as appropriate
- **Date and place of birth** – required to check the witness' possible previous criminal history
- **Former name** – if no former name applies, enter 'N/A'
- **Height** – include the height
- **Ethnicity code** – use the 16-point classification system found in Annex B of PACE Codes of Practice
- **Date of witness non availability** – any dates not available over next six months. Enter 'No dates to avoid in the next six months' if completely available.

If you need to show a witness statement to someone such as a suspect or solicitor, you should photocopy the front of it. Don't pass on personal details without consulting your supervisory officer first.

Witness care

You must fully complete the questions relating to witness care.

Witness consent

You must fully complete the questions relating to witness consent and ensure that the witness signs this section.

Record of statement taking

You must record the following details:

- **Statement taken by** – enter your full name, rank and collar number
- **Station** – include the full address of the police station
- **Time and place statement taken** – include the time and exact location where the statement was taken
- **Signature of witness** – ask the witness to sign this section

Guidance on writing the witness's account on the form

Five-part statement model

You need to write the witness's account based on the interview plan, the planning sheet and any other notes you took during the interview.

To help you structure the statement, you can use the five-part statement model.

1. Introduction

The introduction should open with the time, day, date and location of the incident and include a brief explanation of what the statement is about.

2. People

You should introduce the main people that the witness knows and are relevant to the statement, including the witness herself.

3. Places

To help set the scene, you need to give a physical description of each place that the witness will mention in the statement.

4. Detailed account

It's important to give a detailed, chronological account of what happened. You should include any relevant conversation in direct speech.

As a general rule, any evidence written in a statement should reflect first-hand knowledge of the incident. This is known as direct evidence.

5. Descriptions

You need to include a full, detailed description of the suspect and any relevant property.

Please note that the above is only guidance produced to assist officers in completing the MG11 form. Force's may have their own training and protocols for completing the form and this may vary between forces.

May I take this opportunity to thank you for your interest in the College of Policing. Your attention is drawn to the complaint rights provided in **Appendix A**.

Yours sincerely,

Tom Mullen | Legal Researcher
Ethics, Integrity and Public Interest Unit
College of Policing

Email: FOI@college.pnn.police.uk

Website: www.college.police.uk

Appendix A

Complaint Rights

If you are dissatisfied with the handling procedures or the decision of the College of Policing made under the Freedom of Information Act 2000 (the Act) regarding access to information you can lodge a complaint with the College of Policing to have the decision reviewed.

Complaints should be made in writing, within **forty (40) working days** from the date of the refusal notice, and addressed to: FOI team, Central House, Beckwith Knowle, Otley Road, Harrogate, North Yorkshire, HG3 1UF or email: FOI@college.pnn.police.uk

In all possible circumstances the College of Policing will aim to respond to your request for internal review within **20 working days**.

The Information Commissioner

If, after lodging a complaint with the College of Policing you are still dissatisfied with the decision you may make application to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make an application to the Information Commissioner please visit their website at <https://ico.org.uk/for-the-public/official-information/>.

Alternatively, write to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: +44 (0)1625 545 700