



TOTAL POLICING

Freedom of Information Request Reference No:

I note you seek access to the following information:

Could you send me any guidance that is issued to police for taking police statements from the public?

Do you give copies of statements made to police to the people who gave them?

DECISION

I have today decided to disclose the located information to you in full.

Witness interview input/statement training as giving in the MPS foundation course.

1. State the reasons for writing statements
2. Identify a form MG11
3. Identify vulnerable and intimidated victims and witnesses
4. Describe how to conduct a witness interview using the PEACE model
5. State the mnemonic ADVOKATE
6. Explain how to engage with an interviewee at the beginning of an interview
7. Describe the different types of question used to obtain a witness/victim's account
8. Explain how a witness interview should be documented)
9. Identify a five part statement
10. Describe how the Victim Personal Statement scheme works and explain the purpose of this scheme
11. Explain how to access the services of an interpreter and guidelines for interpreters facilitating interviews.

CKP learning outcomes

1. Explain key terms used in police interviews
2. Describe the key features of police interviews
3. Explain how to assess if a person is fit to be interviewed
4. Explain what factors should be considered when deciding on the appropriate time and place for an interview
6. Explain how to plan an interview strategy
7. Give examples of other people who may need to be involved prior to and during an interview

8. Explain how to engage with an interviewee at the beginning of an interview
9. Describe how to conduct a witness interview using the PEACE model
10. Explain how a witness interview should be documented

Key

PEACE - This is a mnemonic used to set out how we interview witnesses/victims for a statement.

P - Plan and Prepare
E - Engage and explain
A - Account and Clarify
C - Closure
E - Evaluation

ADVOKATE - Another Mnemonic that we use for when making a statement. We ask officers to include the following when applicable.

A - Amount/length of time the witness had the suspect under observation
D - Distance between the witness and the suspect during the observation (remember that this may change as the situation develops)
V - Visibility conditions during the observation
O - Obstructions to the observations - temporary/permanent/partial
K - Whether the suspect is known to the witness in any way
A - Any particular reason the witness has for remembering the suspect or event
T - The period between the original observation and the subsequent identification
E - Errors, for example in the description given/provided by the witness compared with actual appearance (where known)

CKP - This is an abbreviation for 'Certificate in Knowledge of Policing'. This is a qualification that officers will have achieved prior to joining the MPS.

Learning Outcomes - Each lesson input will have an aim and learning outcomes that the trainers will ensure are completed before the end of the session. These are set out in a lesson plan (as supplied below).

I have also attached two documents that are used by the Crime Academy when conducting interviews.

With regards to your question in relation to individuals being provided with a copy of their statement, can I please refer you to the link below which relates to the Crown Prosecution Service (CPS)

http://www.cps.gov.uk/legal/v_to_z/victims_and_witnesses_supplying_witnesses_with_copies_of_their_statements/#Principle

I would like to take this opportunity to thank you for your interest in the Metropolitan Police Service.

Information Rights Unit

**NOTE TAKING, FIVE PART STRUCTURED STATEMENT, & VPS for
Advanced Victim/Witness Interviewers (SOIT course)**

Duration

**6 hours Classroom Theory –
8 Hours practical statement writing**

Aim:

1. Understanding the importance of making a record of the interview
2. Develop students depth of knowledge on 5 Part Structured Statement
3. Develop the Victim Personal Statement

Objectives:

1. Demonstrate note taking method during an interview and understand the importance of it.
2. Produce a 5 Part structured statement.
3. Explain the purpose of the Victim Personal Statement.
4. Explain the role of interpreters in interviews.
5. Understand the exception occasions when it may be appropriate to take a telephone statement.

Resources:

Wipe board, pens
Power point - 5 part structure
DVD of Victim/Witnesses account
Hand out on CPIA – note taking responsibilities
Handout on VPS
Handout on the 5 part structured statement

**National
Occupational
Standards:**

2H3(1,2,16,33)
A2.2.