

POLICE REPORT

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Defendant 1:

Anticipated plea: - select -

Defendant 2:

Anticipated plea: - select -

1. Summary of the Key Evidence - 'Key evidence' establishes every element of the offence and that the defendant committed the offence with the necessary criminal intent.

- ◆ Set out the facts in chronological order, telling the story and covering the 'points to prove'
- ◆ The summary must be balanced and fair
- ◆ Record address and contact details of civilian witnesses on MG9 (and *all dates to avoid on MG10*).

Key evidence:

Key witness(es) and their role (e.g. eye witness, person providing identity):

State value of property stolen or damaged (or recovered). See Sec 9 for recording compensation details):

2. Defendant Interview

- ◆ Set out the explanation given by defendant as to **how/why offence happened**: include any **mitigation/remorse** put forward.
- ◆ Note any **Special Warnings** given.
- ◆ State if no comment made.
- ◆ Attach copy of CCTV if shown in the interview (**to file**).

Defendant:

Date of interview:

Interviewing officer(s):

Other person(s) present:

Summary of defendant explanation:

Defendant's response/reaction to CCTV (if 'key evidence' and shown in I/V):

Relevant admissions and their start/finish counter reference times:

3. Non Key Evidence – list witnesses present but not 'key'. State what evidence they contribute e.g. additional eye witness, arresting officer, charging officer; officer seizing CCTV. Record contact details of civilian witnesses on MG9 and dates to avoid on MG10.

Name of non-key witness(es) and their role:

4. Visually Recorded Evidence – CCTV, photos, mobile phone(s). Attach a copy (*identify playback format*). Custody suite CCTV should be included as unused material unless 'key evidence'.

Is there VRE? - select - If 'Yes', does it provide 'key evidence? - select -

Give details of what it shows (whether 'key' or not) and include tape counter reference times for relevant key sections (i.e. defendant punching victim/kicking window)

5. Injuries – a medical statement is NOT required unless needed to interpret x-rays or describe injuries not visible to the naked eye. Victim(s)/eye witness/police officer should describe any visible injuries, photos should be taken and attached (if not taken.attached, state why).

Description of injuries:

6. Forensic Evidence – fingerprints, drugs evidence (weight, number of wraps,etc.). Include details such as street value and purity as this is essential for sentencing information. State if drugs field tested and by whom. State timescales for a full forensic statement (if required).

7. DIP testing – attach DT2 for prosecutor.

Def. 1: Tested? [] Trigger off.: [] Result: (pos/neg) - select - Drug: - select -
Def. 2: Tested? [] Trigger off.: [] Result: (pos/neg) - select - Drug: - select -

8. Application for Order(s) on Conviction – consider applying for an order on conviction, e.g compensation, forfeiture/destruction (see order list).

Defendant:

Order(s) applied for: - select -

9. Application for Compensation – state if an estimate. Attach quotes/receipts if available. An address for compensation must be provided on MG6. (If more than one victim/defendant, list one after the other and give details in the description box).

Defendant: Victim:

Description of injury/loss and or damage:

Amount of compensation applied for: Has an MG19 been sent to victim?:

10. Other: MG18 (TICs)? [] Pre-cons/cautions attached ? [] MG6? []

11. Officer's certification: I certify that to the best of my knowledge and belief, I have not withheld any material that might reasonably be expected to undermine the prosecution or might reasonably assist the defence in early preparation of their case, including the making of a bail application. I further certify that relevant material has been recorded and retained in accordance with the CPIA 1996, Code of Practice, as amended.

Name & rank/job title:

Date:

12. Supervisor's certification: The information in parts 1 – 9 is an accurate summary of the available evidence and complies with the DPP's guidance for a Streamlined Process. The file has been built to the required standard.

Name & rank/job title:

Signature: Date:

YOU MUST ALWAYS COMPLETE CONDITIONAL CAUTIONING SECTION BELOW.

Defendant: *(if more than one defendant, use additional page)*

**Not suitable for conditional caution because
Re-offending risk - not reduced by conditions**

OR

Suitable for conditional caution because custody officer is satisfied:

- ◆ There is sufficient evidence to charge the offence and defendant has not denied the offence or raised a defence, and
- ◆ Conditions are capable of rehabilitating the offender or for making reparations for the offence, and
- ◆ Both the circumstances of the offence and the offender make it appropriate to offer a conditional caution, and
- ◆ The offence is one for which a conditional caution can be offered (see Annex A, DPP's Guidance)

Proposed conditions

Condition	Compliance requirements including completion/progress check dates	Supporting evidence
1.		
2.		
3.		
4.		