CORRECT STATEMENT WRITING

"The successful prosecution of criminal cases depends, to a large extent, on the quality, completeness, relevance and accuracy of the statement given by you and taken by the police"

The statement must be written in a chronological order and in a way that a complete picture is painted of what happened, so that the investigating officer can conduct a full investigation, and that the prosecutor has ALL the facts at his/her disposal to successfully prosecute.

It must be COMPLETE, clear, readable and in a language and hand writing that is understandable. If possible have statement typed. Ensure the statement contains all the elements of the crime.

- Legality Act Unlawfulness Culpability (intention / negligence)
- Tell what happened Explain things that may be unclear to a reader
- Describe items stolen, weapons used, suspects seen
- **Where did the incident happen**? (address, location, land marks, position, direction, slope, etc)
- **When did it happen?** (day, night, time – how did you know time, visibility – how, weather, lighting)
- **Who was involved (suspect or other affected)?** (clear details, suspect/s description/s, how long did you see them for, where did you see them, any obstructions to your view, are they known to you and if so how?)
- **Why you were there?** (reason, what were you doing, what were people with you doing, reason there/purpose, what you were wearing)
- **How did the incident happen?** (state in chronological order with detail)
- Include Feelings – how did you feel when incident happened – scared, threatened – why?
- Always include if possible distance from various matters and how you determined / noted this
- Include full names, residential address, gender, employment and all contact details of witnesses
- Explain what witnesses were doing there – how did they come to be a witness?
- Describe important potential exhibits – firearm / knife / vehicle (other transport mode) / clothing / bag / anything else – colour, make, brand name, distinguishing marks

Suspect details

- Gender and approximate age, Race – include complexion – light, dark
- Language spoken, accent if any
- Height – relate to someone you know or self, Clothing – all including shoes, head gear
- Build – heavy, light, thick set, thin, athletic, Hair – curly, straight, short, long, colour, set back
- Facial features – beard, moustache – type – long, short, pencil, lips, nose, ears, eye brows
- Distinguishing marks – tattoos, scars, Jewelry, neck chain, ear rings, teeth