



Witness contact details

URN : / / /

Name of witness: Mr/Mrs/Ms/Miss/Dr

Former name.....*Email address:

*Email address needed for correspondence i.e. support material to be sent

Address.....Postcode:

Preferred telephone number: Alternate telephone number:

Agreed means of contact and frequency :

Gender..... Date and place of birth..... Ethnicity Code (16+1).....

DATES OF WITNESS NON-AVAILABILITY: (12 months)

Witness care

Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? (*youth under 18; witness with mental disorder, learning or physical disability; or witness in fear of giving evidence or witness is the complainant in a sexual offence case. ALSO crimes involving gun and knife crimes and victims of Modern Slavery Act 2015*)

Yes No If 'Yes', submit **MG2** with file in NGAP, contested or indictable only cases OR to read VPS in GAP cases.

Witness Consent (for witness completion)

- a) I am aware that I may have to attend court. Yes No
- b) I have been given the Victims' leaflet **with the crime number on**. Yes No
- c) The Victim Personal Statement scheme (victims only) has been offered to me. Yes No
- d) It has been explained to me what will happen next with this investigation. Yes No
- e) I consent to police having access to my medical record(s) in relation to this matter (*obtained in accordance with local practice*). Yes No N/A
- f) I consent to the statement being disclosed for the purposes of civil proceedings if applicable, e.g. child care proceedings, CICA, CLPD. Yes No N/A
- g) **Child witness cases only.** I have had the provision regarding reporting restrictions explained to me. Yes No N/A
I would like the CPS to apply for reporting restrictions on my behalf. Yes No N/A

- I understand that the information recorded above will be passed on to the Witness Service, which offers help and support to witnesses pre-trial and at court.
- I understand that my details may be passed to other agencies who can offer me help and support in relation to being a victim of this crime.

I give my informed and explicit consent for my personal details to be passed to other agencies that can support me or are involved in the criminal justice process. Yes No

Signature..... Date.....

Parent/guardian signature..... Date.....

Address.....

..... Contact tel no.....

Supporter signature..... Date.....

Statement taken by (*print name*): Station:

Time and place statement taken:

Information for Victims of Crime

This leaflet sets out what you can expect from the criminal justice system if you are a victim of crime. It contains information about organisations that you can contact for free advice, practical information and emotional support.

Thank you for reporting the incident to the police. Reporting crime is an essential first step in bringing offenders to justice. You can find below some details about the incident you have reported and other useful contact details. You may find it useful to keep this leaflet for future reference so that you have all the contact details and important information about the incident you have reported in one place, together with details about advice and support services for victims of crime.

Details of the crime you have reported

Initial contact with the police

Name and number of officer:

Officer dealing with the case (if different from above)

Name and number of officer:

Phone number:

Crime case details

Date of incident :

Crime case reference number:

Offence type:

Next steps

The police will give you information about what to expect from the criminal justice system, including information about the Victims' Code. The Victims' Code sets out the services you can expect from criminal justice agencies. The police will conduct a "needs assessment" and will ask you questions to establish what help and support you might need. The Victims' Code sets out your rights to make a complaint under the Victims' Code if you are unhappy with the service you receive. If you would like to read the Code in full, or to access a shorter guide to the Code, please visit: www.west-midlands.police.uk/services/code-of-practice-for-victims-of-crime

If you do not live in England and Wales, you are still entitled to the services set out in the Victims' Code if the crime took place in England and Wales, or if the services relate to criminal proceedings taking place here.

The Victim Personal Statement (VPS): The Victims' Code entitles all victims of crime to make a Victim Personal Statement (VPS). The VPS helps give victims a voice in the criminal justice process. In your VPS you can tell the court and the Parole Board, where applicable, how the offence has affected you or your family. You can choose to read your statement aloud in court or have it read out on your behalf if the defendant pleads or is found guilty. To find out more, visit: www.gov.uk/government/publications/victim-personal-statement

If you agree, the police will pass your details on to an organisation that provides services to victims of crime. In the majority of cases, your details will be passed on to a local support service. You can also contact these services directly if you would like support following a crime. To find out more, visit: www.victimsinformation.service.org.uk or phone **0808 168 9293**.

Victim Support: The police will ask you if you would like to talk to someone from Victim Support. If you tell the police that you do not want Victim Support now but change your mind at any time you can call 0300 303 1977. Victim Support is a charity that offers free and confidential advice and support to victims of crime. To find out more visit: www.victimsupport.org.uk or call 0300 303 1977.

Working together with the police to investigate your crime: To help the police investigate your crime, you should let them know:

- If you remember something not already included in your current statement.
- If your contact details change.
- If the crime involved any type of hostility, for example if you were targeted because of your race, sexuality, religion, disability or gender identity, or perceived race, sexuality, religion, disability or gender identity.
- If you have any specific needs, for example, mobility, communication or religious requirements.

What you can expect from us:

We will:

- treat you with fairness, dignity and respect
- give you clear and relevant information about your case
- We will keep you informed about progress on your case
- We will tell you if we are unable to take the case forward.

Protection against harassment or intimidation: If you, or others close to you, are harassed or threatened in any way during an investigation or a trial, you should contact the police immediately. If the accused is bailed, the court may impose a condition preventing the accused from making any contact with a named person or persons. You could also apply to court to get an injunction against the accused if you think it's likely that he or she will harass you.