

GENERAL GUIDELINES FOR MAKING A POLICE STATEMENT

1. The statement does not need to be addressed to any particular person, but should be entitled "STATEMENT OF (Name of Employee) IN RELATION TO (Name of Client).
2. Begin by stating briefly how long you have worked for the Department of Health and Families and in what capacities. State what your position was at the time relevant to the client and briefly what duties that position involved.
3. Your statement should be set out in a logical sequence ie in chronological order.
4. Describe the circumstances in which you first became involved with the client and explain your role, in relation to the incident in question.
5. Outline your recollection of each and every contact you had with the client in relation to the incident in question, regardless of whether or not it is recorded in the medical records and including what you saw / observed, did and/or heard.
6. When referring to people for the first time state:
 - the full names of the people referred to
 - their title or occupation (if known and if applicable)
 - their relationship (if any) to, or involvement with, the client.
7. Be objective and definitive when writing your statement:
8. Describe what you saw, heard etc rather than what you thought you saw or heard;
9. Avoid conclusions like 'person appeared to be drunk' instead, state what you observed, for example, 'the person was unsteady on his feet' or 'the person's breath smelled of alcohol'.
10. Use standard medical terminology when preparing statements relating to medical matters and do not use terms you are unsure of or will not be readily understood by health professionals.
11. To ensure accuracy of information contained in your statement, you may need to access the client's medical record. If you do not have direct access to these, you may request this through your supervisor.
12. Identify and print any entries in the medical records made by you.
13. Do not discuss the events and contents of your statement with anyone other than with [Legal Services Branch](#), or with an independent source of legal advice such as a private law firm.
14. Indicate whether you expect to change your place of employment or place of residence during the next six months and if you do intend to change, give details of your proposed new place of residence and/or employment or a contact so you can be readily contacted.
15. Sign and date the statement on each and every page. On the final page below your signature write your full name, date of birth, address (residential and postal), occupation and qualifications.
16. Keep a copy for your own records.

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