

**Police Station Attendance**

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| **Police Station:** |  |
| **Date:** |  |
| **File ref:** |  |
| **UFN:** |  |

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| --- | --- | --- | --- | --- |
| **Client name:** | |  | | |
| Age: |  | | DOB: |  |
| Advised client re Status? *i.e. Duty/Own Client; Sol/Rep* | | | | Yes/No |

Address:

Telephone:\_

**Allegations:**

**Arrest and Detention Details**

Custody Record Inspected? Yes/No

Custody Ref: \_ Arrested / Volunteer

Arresting Officer:

Place of Arrest: Time/Date of Arrest: | / /

**Imprisonable?** Yes/No Time/Date of Arrival: |\_ / / Time/Date of Detention: |\_ / /

Appropriate **Adult required?** Yes/No Detention Authorised by:

Juvenile/Mental Disorder Officer in Case:

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interpreter required?** Yes/No Grounds for Detention Yes/No

Name & Address:

Telephone: Relationship:

Access to Client Delayed? Yes/No

Representations Made? Yes/No

Record reasons for any delay, representations made and any other significant entries on custody record on a separate sheet

First Review (6hrs) Second Review (15hrs) Third Review (24hrs)

Time due:………………………… Time due:………………………… Time due:…………………………

Done? Yes/No Done? Yes/No Done? Yes/No

**First Contact Details Sufficient Benefit**  Interview  ID Procedure  Video ID

Pre arranged attendance? Yes/No Instructed at Police Station? Yes/No Time of first call:

Time of first contact with client:

If delay more than 45mins, give reason:

(client not present)  Youth  Person at Risk  Advise on Caution (arrestable offence)  Affect Outcome/Beyond Initial Advice  Complaint of Police Maltreatment  None of above **If offence is**: Non-imprisonable, bench warrant for fail to

appear, excess alcohol, failure to provide a specimen or driving whilst unfit, breach of bail

**Give Exceptional Circumstances:**

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| **Date** | **Outward Travel**  **From/To** | | **Waiting**  **From/To** | | **Attendance**  **From/To** | **Return Travel**  **From/To** | | **Mileage** | **Lawyer** |
|  | **-** | | **-** | | **-** | **-** | |  |  |
|  | **-** | | **-** | | **-** | **-** | |  |  |
|  | **-** | | **-** | | **-** | **-** | |  |  |
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| **Disbursements** | | **Date** | | **Amount** | | | **Type** | | |
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**Page 1 of 14**

POLICE STATION ATTENDANCE v1

**Previous Advice and Assistance**

Has previous Advice and assistance been provided on this matter in the last 6 months? Yes/No

If yes – can a further claim be made? Yes/No

Reason:

Was the case referred by the DSCC? Yes/No If no, date and time DSCC notified

DSCC Reference Number

**Telephone Calls:**

Record: Whom spoken to, details received, advice given, representations to police, attendance required? Interview, juvenile, ID procedure, complaint of police misconduct, other sufficient benefit (record decision to attend/advise on phone only), ETA.

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| **Date**  **Times: From/To**  **(24 hr clock)** | **Narrative** | **Lawyer** |
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**Notes on Custody Record:**

Detention Log checked

Custody Record is PACE Compliant

**Page 2 of 14**

**Samples taken?** Yes/No Client's consent given? Yes/No Type?

Legal authority and reason:

Request for samples: (Intimate / Non-Intimate)

Advised re implication of refusal to provide? Yes/No

Representations made:

**Searches/Seizures of property?** Yes/No Legal authority:\_

Proposed searches:

Legal authority:\_

**Co-accused?** Yes/No Wanted / In Custody? Conflict? Represented by?

**Relevant Medical Condition** / Description of Injuries / Is client confused / In shock / Intoxicated?

Injuries during arrest? Yes / No / NA SOCO requested? Yes / No / NA

Is client a registered drug addict? Yes / No Photographs taken? Yes / No / NA

Client currently receiving medical treatment? Yes/No

Does client require script? Yes / No

Details:

Own Doctor Details:

Police Surgeon attended/requested? Yes / No Request noted on Custody Record? Yes / No Name of Police Surgeon:\_ Contact Details:

Outcome of visit by Police Surgeon:

Is client fit to be detained and/or interviewed? Yes / No

Give reasons

Does the client wish to make a complaint of Police misconduct? Yes / No

Record on separate sheet, Complaint, Advice and Action

**Continued on separate sheet? Yes / No**

**Page 3 of 14**

**Police Disclosure:**

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| Name of disclosing  officer:\_  Time of disclosure: From: To: From: To: From: To:  Written Disclosure? Yes / No (If written, request further details and record replies)  Oral Disclosure (previous interview/significant statement, what said, to whom, under caution, evidence): |
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**Page 4 of 14**

**Police Disclosure (continued):**

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| Questions to Officers and Responses: |
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| Is there any other information you have not told me? |
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**Page 5 of 14**

**Instructions:**

**Record:**

Arrest Yes / No. Significant statement/ interview Yes/No

Other relevant matter during detention Yes/No Does client need to refresh memory? Yes/No Does client have pre cons/cautions/Pending case Yes/No Is client on bail Yes/No. Court bail/47(3). Does client have social worker/Probation Officer? Yes/No Warrants? Yes/No

**Page 6 of 14**

**Instructions (continued):**

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| **Instructions continued on a separate sheet? Yes / No** |

**Page 7 of 14**

**Advice:**

**REMEMBER TO REMIND CLIENT: OUR ADVICE IS BASED ON YOUR INSTRUCTIONS**

Detention procedures explained? Yes/No

(inc Free & Independent Advice at PS) Cautions Explained? Yes/No Special Warnings Yes/No

Explained role(s) of Lawyer? Yes/No Appropriate Adult? Yes/No Interpreter Yes/No

1. Will the Police make a case? Yes/No

/

Can’t

say

5. Advice given on dangerousness? Yes/No

2. No Comment Yes/No 6. Bad Character Warnings given re: Yes/No

3. Prepare Statement Yes/No a) Creating a False Impression Yes/No

4. Answer Questions Yes/No b) Admitting a Previous Misconduct Yes/No c) Making Imputations Against Witnesses Yes/No

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| **Duty of Confidentiality explained: Yes / No** |
| **Disclosure Duty explained: Yes/No** |
| **All Interview Options Explained: Yes/No** |
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| **I gave the following advice:** |
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| **Continued on separate sheet? Yes / No** |

**Interpreter**

In interpreting the conversation between the lawyer and his client, I agree to translate everything discussed and I acknowledge that this conversation is privileged and cannot be disclosed to any third party.

Signed: ……………………………………………………………………………………………………………

**Page 8 of 14**

**Police Interview Details:**

**Persons present: Interview tape reference number(s):**

…………………………………………………………. …………………………………………………………

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| Interview time commence: | ………………….. | ………………….. | ………………….. | ………………… |
| Interview time concluded: | ………………….. | ………………….. | ………………….. | ………………… |
| Copy of tape requested: | ………………….. | ………………….. | ………………….. | ………………… |

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| Notes of Interview |
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**Page 9 of 14**

**Interview Details (continued):**

**Page 10 of 14**

**Interview Details (continued):**

**Page 11 of 14**

**Interview Details (continued):**

**Page 12 of 14**

**Interview Details (continued):**

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| **Interview details continued on separate sheet? Yes / No** |

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| **Attendance after Interview** (Give times and details of any attendance after the conclusion of interview) | | | | | | | |
| Time to seal tapes (mins) |  | Time for reps to  Custody Serg. |  | Time waiting for  CPS decision |  | Other  time |  |
| Post Interview Options Explained: Yes/No (i.e. charge, re-bail, NFA, caution etc.) | | | | | | | |
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| **Details:** | | | | | | | |
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| **Continued on separate sheet? Yes / No** | | | | | | | |

**Page 13 of 14**

**Result:**

**47(3) Bail** Yes / No

If 47(3) To…………………………………………..P.S. at………………….. on ………………………………

Date rebailed………………Further 47(3) To……………………………P.S. at………………. on …………………… Date rebailed………………Further 47(3) To……………………………P.S. at………………. on ……………………

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| **NFA /Adult Caution / Conditional Caution / Reprimand / Fixed Penalty/ Final Warning / Report**  **for Summons / Charges/ Other disposal:**  1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| **Bail RUB / Conditions?**: To………………………………Magistrates' Court at …………. on ……………..  1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| **37(7) Bail Conditions** Yes / No | 1. |
| 2. | 3. |
| 4. | 5. |

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| **Reasons** given by Police for conditions / Custody: |
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| **Continued on a separate sheet? Yes / No** |

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| **Representations** (bail, sufficiency of evidence, diversion, level of change) |
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| **FUNDING STATUS (describe): Have LA Forms been completed?** |
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| **Agreed Course of Action** |
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| **RISK ASSESSMENT** |
| **Ordinary / High\*** |
| **\*** *A Risk Notice should be raised on High Risk matters* |

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| **CONFLICT CHECK** |
| **Date:** |
| **Checked By:** |
| **Issues Identified:** |

**Page 14 of 14**