

DRAFTING EFFECTIVE OFFICER WITNESS STATEMENTS FOR CRIMINAL PROCEEDINGS

COURSE INFORMATION

An officer's witness statement is crucial in criminal investigations and subsequent legal proceedings. It will help to establish the sequence of events, identify exhibits, corroborate evidence and the chain of custody. It is vital that investigators and enforcement officers are able to effectively produce their witness statements.

AUDIENCE

This course has been designed for any individual who may need to produce their own witness statement as part of criminal investigations or legal proceedings.

COURSE LENGTH AND DELIVERY METHODS

The course is a half-day session.

It can be delivered virtually or in-person.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Understand the importance and benefits of drafting effective officer witness statements including protection against cross-examination.
- Identify how the use of language can positively and negatively impact a witness statement.
- How to deal with unavoidable weaknesses.
- Know how to draft effective and admissible officer witness statements, taking into consideration requirements under the Criminal Procedure Rules, the use of pocket notebook entries and other records, and best practice.
- Understand the importance of referencing exhibits correctly including detailing the management and continuity of exhibits.
- Know the meaning and importance of the perjury declaration.
- Explain what can be included in officer witness statements for criminal proceedings, including how to deal with hearsay, ECHR and admissibility.

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