

DSCC Reference Number _____ Date _____

Name of Member of Staff Who First Spoke to Client _____ Fee Earner _____

Name of Fee Earner First Contacted About Client _____ Time Arrived _____

Time informed by police ready for interview or agreed time when would be ready for interview _____ Time Departed _____

Volunteer Arrested

Custody Record Details

Police Station _____	Custody number _____
Surname _____	Telephone _____
Forenames _____	Occupation _____
Address _____	Date of birth _____
	Height _____
Arrested by _____	Place of arrest _____
Officer in case _____	Date of arrest & time _____
Reason for arrest _____	Date and time arrived at station _____
Custody sergeant _____	Time contacted _____
Appropriate adult _____	
Contact details of appropriate adult _____	
Interpreter _____	
Contact details of interpreter _____	
Unsolicited comments noted _____	
Condition of client noted _____	
Injuries noted _____	

Intimate Samples

Legal Authority? Y N Reasons for Procedure _____

Consent obtained? Y N Details of Samples _____

Non-Intimate Samples

Legal Authority? Y N Reasons for Procedure _____

Consent obtained? Y N Details of Samples _____

Intimate search

Legal Authority? Y N Reasons for Procedure _____

Consent obtained? Y N Type of Search _____

Non-intimate search

Legal Authority? Y N Reasons for Procedure _____

Consent obtained? Y N Type of Search _____

What evidence obtained? _____

Medical Examination

Fit to be detained? Y N

Date and Time _____

Fit to be interviewed? Y N

Name of Police Surgeon _____

Other relevant comments _____

PACE Reviews

1st Review – 6hrs

2nd Review – 15hrs

3rd Review – 24hrs

Time due: _____

Time due: _____

Time due: _____

Done? Y N

Done? Y N

Done? Y N

Superintendent's Extension

Time due: _____ Done? Y N Reasons for _____

Representations made _____

Granted? Y N If so, how long? _____

Disclosure from Police

Officer spoken to/Officer in the Case _____ Date of Offence _____ Time of offence _____

Police Disclosure, i.e.,
prosecution version of Offence

Is there any further information you have not disclosed?
(Details)

Analysis of Prosecution Evidence (Strength of Prosecution Evidence)

Details of Prosecution Witnesses

Is identification evidence an issue? Y N

Strength of Identification Evidence

Elements of the offence to be proved (Mens Rea and Actus Reus):

Details of any relevant object, substance or mark found on client or in place of arrest

If any of the above found, note any relevant response made by the client

Was client arrested at a material place at or about the time the offence was committed?

Any relevant response allegedly made by client

Any previous interview noted?

Any significant comments made by client?

Names of any co-accused

Name	Age (if known)	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are the co-accused in custody? _____

What have the co-accused said? _____

Who have the co-accused instructed? _____

Is there a conflict? If so what?

What is the relationship of the co-accused to the client? _____

Search on or after arrest _____

Legal Authority for search? Y N

s.32 / s.18 or other

Details of any evidence gathered as a result of search

Personal Information from Client

Check custody record details are correct and note any discrepancies

National Insurance Number _____

Status Married Single Divorced Separated Widowed Cohabiting Living with Parents

Who owns accommodation? _____

How long has client lived there? _____

Dependants

Number of children _____

Ages of children _____

Do children live with client? _____

Employment

Details of employment _____

How long employed _____

Income and capital

Income and its source _____

Further details

Details of any current criminal proceedings _____

Details of any current bail _____

Any previous convictions? _____

Particular Needs

Is client mentally disordered/handicapped, or has limited understanding? _____

Has client particular needs ie medication, disability, need for doctor or translator? _____

Is client fit for interview? _____

Medical Problems

Details of any medical condition of client relevant to fitness for interview or safe custody of client _____

Client's explanation of the effect of the medical condition _____

Is client under or prescribed any medication? Y N

Is it appropriate to have an entry made in the custody record? Y N

Client's Injuries

Description of any injury suffered by client during alleged offence, arrest or detention _____

Client's explanation of the cause _____

Details of witnesses to the injury _____

Is it appropriate to call the police surgeon? Y N

Does the injury affect the client's fitness to be interviewed? Y N

Have details of the injury been entered on the custody record? Y N

Advise client to have photographs taken of injury on leaving station

Employment Details (If partner in employment see page 6b)

Employer's Name _____ Employer's Address _____

_____ Job Title _____

Salary _____ every _____ week(s)/month. Before/After Tax

Income Tax _____ every _____ National Insurance _____ every _____

Any other deductions? _____

NB: Tell client evidence of income required and obtain client's signature overleaf.

Self-assessment tax calculation sheet from HM Revenue Custom YES/NO Amount _____

Benefit received other than money? (Company Car, Health Insurance etc.) YES/NO
Details/Value _____

Are any of the following benefits received and if so how much?

State Pension _____ Child Benefit _____ Universal Credit _____

Working Tax Credit/Child Tax Credit _____ Incapacity Benefit _____

Ind Injuries/ Disablement Benefit _____ Contribution Based JSA _____

Any other Benefit (except Housing Benefit) _____

Private Employment Pension received £ _____ Maintenance Payments received £ _____

Income/Interest from Savings/Investments received £ _____

Income from following received:

Student Grant or Loan £ _____ Board or Rent from Lodger £ _____

Rent for other Property £ _____ Other Financial Support £ _____

Any other Income £ _____

Outgoings (of self and/or partner)

Accommodation – Rent £ _____ Mortgage £ _____ Board £ _____ Council Tax (yearly) £ _____

Childcare Costs for resident children £ _____

Maintenance payments to Ex Partners or non-resident children £ _____

Contribution towards Civil/Criminal Legal Aid £ _____

Payment of Income Tax at 40% rate in last 2years? YES/NO

Overseas Trust Fund? Amount in Trust £ _____ yearly dividend £ _____

Income/Savings/Assets under restraint/freezing order YES/NO

Partner's Employment Details

Employer's Name _____ Employer's Address _____

Job Title _____ National Insurance Number _____

Salary _____ every _____ week(s)/month. Before/After Tax

Income Tax _____ every _____ National Insurance _____ every _____

Any other deductions? _____

NB: Tell client evidence of partner's income required

Self-assessment tax calculation sheet from HM Revenue Custom YES/NO Amount _____

Benefit received other than money? (Company Car, Health Insurance ect) YES/NO
Details/Value _____

Are any of the following benefits received and if so how much?

State Pension _____ Child Benefit _____ Universal Credit _____

Working Tax Credit/Child Tax Credit _____ Incapacity Benefit _____

Ind Injuries/ Disablement Benefit _____ Contribution Based JSA _____

Any other Benefit (except Housing Benefit) _____

Private Employment Pension received £ _____ Maintenance Payments received £ _____

Income/Interest from Savings/Investments received £ _____

Income from following received:

Student Grant or Loan £ _____ Board or Rent from Lodger £ _____

Rent for other Property £ _____ Other Financial Support £ _____

Any other Income £ _____

Payment of Income Tax at 40% rate in last 2years? YES/NO

Overseas Trust Fund? Amount in Trust £ _____ yearly dividend £ _____

Income/Savings/Assets under restraint/freezing order YES/NO

Signed _____

Dated _____

Name and address of any defence witnesses

Details of any alibi and names and addresses of any alibi witnesses

Client's response to any significant statements

Co-accused

Is any co-accused known to the client?

Details of the client's version of the co-accused's role in the offence

11/2/9

Advising the client NB:Note Advice Given

- Is medical authority required? Y N (If so – obtain signature)
- If the client is under 17 or mentally handicapped or disordered advise the client of the role of the appropriate adult and appropriateness of the appropriate adult, and if relevant the role of the interpreter*
-
-
- If non-intimate samples are requested advise whether to consent and implications of refusal*
-
-
- If intimate samples are requested advise whether to consent and implications of refusal*
-
-
- If samples taken or to be taken advise on retention of such samples*
-
-
- Where there is an alibi advise the client of the implications of failing to give details when questioned under caution*
-
-
- When any substances or marks were found on the client or in the place of arrest and their presence is in issue advise the client of the implications of the failure to account for these when questioned*
-
-
- Where on arrest the client was found at a material place at or about the time of the offence and this is in issue advise the client of the implications of the failure to account for this when questioned*
-
-
- Advise the client concerning bad character (i.e giving a false impression)*
-
-
- Advise the client prior to any interview of whether to answer questions and the implications of any failure to raise any facts when questions or being charged which are later relied on in defence*
-
-
- Advise client whether to lodge a 'Prepared statement'*
-
-
- Advise client whether to give reasons for making a 'no comment' interview or prepared statement*
-
-

Interview Procedure

Place of Interview :

Interview start time _____ Interview End Time _____

Details of all Persons present:

Police Caution Given? Yes / No

Note the details of the interview and attach notes(Continue on separate page if necessary)_

Min

Details of Interview Cont'd....

File

Post-interview advice

How did the interview go? Better than planned Worse than planned As expected

If worse, explain: _____

Are representations concerning charge required? Y N

If so, what? _____

Are representations concerning diversion from court required? Y N

If so, what? _____

Advice to client concerning post-interview procedure

Are representations concerning bail required? Y N

If so, what are the objections to bail?

What are client's instructions upon reasons for refusal of bail, or bail conditions? Please explain

Result of Police Station Attendance

Legal Aid

- Complete CDS 1 and 2 if appropriate and advise what the funding will cover
- Complete Application for representation order if appropriate
- Complete DSS Authority if appropriate
- Complete Medical Authority if appropriate

Enquiries on-going

- Advise client of position and to insist police contact us if they require a further interview or the client requires advice about another issue
- Advise the client we will monitor his detention in the police station
- Request custody sergeant to contact us if a further interview is required

Police Bail Back

- s.47(3)
- s.37(7)

Date, time and place of return _____

- Any conditions on s.37(7)
Bail _____

- Advise the client of the consequences of failing to answer bail and/or breaching bail _____

Charged and Bailed

Details of the charges _____

Date, time and venue of the court hearing _____

Bail conditions, security or surety imposed _____

- Advise the client of the consequences of failing to answer bail _____

Charged and in Custody

Details of the charges _____

Date, time and venue of hearing _____

- Advise the client of the prospects of success re Bail _____

- Advise the client whether bail application will be made _____

Advise the client of the procedure and date of bail application

Other Action

Was the client released with no further action? Y N

Was the client cautioned, warned or reprimanded? Y N

was the client reported for summons? Y N

Was the file sent to the CPS for advice? Y N

Was a fixed penalty notice issued? Y N

Complaint against the Police

Nature of the client's complaint

Advise the client of the procedure for making a complaint and whether to make any complaint prior to leaving the police station