

Entry Of A Witness Statement

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Background

Although witness statements may be added as Word Documents attached to the relevant Case Page, the Witness Statement Page provides a more structured approach to record keeping. The statement is added from the Person Page to which it applies.

A Person Page with Add Statement Button

PERSON details

Mr and Mrs H Johnson, 29 KEEPSHAW LANE, ST 955 1-1

Contact details

Current address: 29 KEEPSHAW LANE, ST 955 1-1

Current address details: Address Location Source: Gazetteers; Authority: Wiltshire Borough Council; Town: KEEPSHAW; Ward: ST. JOHN'S PARISH; Area: Wiltshire; Postcode: ST9 5JH; Country: GB

Home phone: 0120311234

Personal details

Taxcode: INT - Local Authority Mandatory

Appearance: Couple

Record log

Updated: 2012/06/06

Last updated by: Admin Admin

Admin Admin

Details to Admin Admin

Community Safety Unit

Tel: +44 1203 6267

Mobile: 093303376

Update

Click on Add Statement...

Statement (creation)

A Statement Record is created, pre-loaded with the known Name, Phone Number / DOB of the Person selected.

Witness Statement

Security

Visible to User Manager only: Yes/No

Update by User Manager only: Yes/No

Header

Case Reference: 10002

Witness: Mr and Mrs H Johnson, 29 KEEPSHAW LANE, ST 955 1-1

Address: 29 KEEPSHAW LANE, ST 955 1-1

Phone Number: 0120311234

DOB: []

Age: []

Time and Place

Date of statement taken: []

Time of statement (optional): []

Location of statement taken: []

Statement taken by: []

Witnessed by: []

Statement

Upload document: [] Upload

NOTE: If further details (DOB or Phone Numbers) are added to the Statement Record, they will be automatically written to the Person Record.

Completing the Statement Record

The Date and Time of the statement are compulsory.

The detail of the statement may be entered directly in the memo box provided or a signed document may be uploaded.

The Action to which this statement relates is compulsory. It ensures that a relevant completed Action Record is created for statistical purposes.

The screenshot shows a web-based form titled 'Witness Statement' with a light green background. The form is divided into several sections: 'Header' with fields for Case Reference (10802), Witness (Mr and Mrs R Johnson 29 KERSHAW LANE E1 5WS), DOB (12/08/1960), and Age (46); 'Phone Numbers' with three phone fields (0123311234, 0789932333, and an empty one); 'Time and Place' with Date statement taken (22/12/2006), Time of statement taken (18:00), and Location statement taken (At 29 KERSHAW LANE E1 5WS); 'Statement taken by' (Tracy Robson) and 'Witnessed by' (Sharon Meir); 'Statement' section with an 'Upload Document' button and a text area containing 'The witness described the events at 21/12/2006'; and 'Witness Statement' section with a dropdown menu set to 'Contact Witnesses'. At the bottom are 'Cancel' and 'Process' buttons.

After

The screenshot shows the completed 'Witness Statement' form. The title bar reads 'Witness Statement'. The form content is identical to the previous screenshot, but the 'Witness Statement' text area now contains 'The witness described the events at 21/12/2006'. The 'This is the following Interview Action' dropdown is set to 'Contact Witnesses'. The form is displayed in a window with standard OS controls (minimize, maximize, close) and a menu bar (File, Edit, Search, Menu, Quit).

The Incident Record is automatically linked to the Person and to the Case in which the Person is linked. Note: The Case Reference may be updated, where a Person is in two or more Cases, and the user wishes to control which case the Statement relates to.

After addition to the Case, the Action Record is created and the DOB has been added to the Person Record as shown.

http://localhost/cw5/ViewInfo.asp?ID=10972&TableName=tblCases - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://localhost/cw5/ViewInfo.asp?ID=10972&TableName=tblCases

Full New Close To Add Add Note Incident Add Self Repair Victim Invest Warning Doc Perp Referral To Tenure/Seek Seek Ask Case Plan Stage Case Area Note Person Plan Only Incident/Info Supportigation Support out Warrants/Action ADC ASBO Arrest Audit

Case 10972 - Fred Johns - Active since 01 Sep 06 (Investigation on 07 Sep 06) - B: Serious anti-soc

People

Client/Victim	Mr Simon Wadha, dob=07/03/68, 30 FERRIN STREET, E1 5JE	07/08/2006
Client/Victim	Also Client (Accused) in Cases (9899)	
Client/Victim	Ms I Clark, 314 Linkwood Drive, E1 3LB	07/09/2006
Client/Victim	Mr and Mrs R Johnson, dob=12/08/60, 29 KERSHAW LANE, E1 5WS	07/08/2006

Events

Witness Statement	From Mr and Mrs R Johnson 29 KERSHAW LANE, E1 5WS	22/12/2006
Case Checks	Contact Witnesses - Mr and Mrs R Johnson - Completed -	22/12/2006 22/12/2006

Local Intranet