



FREEDOM OF INFORMATION REQUEST



Request Number: F-2011-04011

Keyword: Organisational Information/Governance

Subject: Making a Statement of Complaint to the Police

Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

Question 1

When making a statement of complaint to the police:

Does the officer who is writing the statement have to sign his or her name on the front, and each page thereafter?

Answer

A Police Officer who is taking a witness statement should sign in the allocated space just below the witness signature on the 1st page of the statement. The Police officer does not need to sign any additional pages of that statement.

Question 2

If an officer was not present during an interview; can he or she sign the original written statement prior to it being typed?

Answer

If an officer who was present at the interview has not signed the 1st page of the statement, then another officer can sign the 1st page as receiving the statement. Again signature should be directly below the witness signature.

Question 3

Does the officer have to enter his or her Rank and Number?

Answer

The officer should enter their service number beside their signature in the allocated space on the 1st page of the statement.

Question 4

Is it police policy to ensure that each page is numerically numbered?

Answer

It is Police policy to numerically number each page on the top right hand corner of each continuation page in the allocated space.

Question 5

Does each page of the statement bear the following letters; CR – PSNI?

Answer

Each page of the statement does not bear CR-PSNI.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.