

	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.11.1	
Subject:		Distribution:
Written Statements		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 98-32
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to provide guidelines for obtaining written statements. The following will assist in maintaining the quality and effectiveness of written statements.

PROCEDURE

A. Written Statements shall be obtained under the following circumstances:

1. To document injuries to a victim or losses due to Theft, Burglary, Robbery, etc.
2. To preserve testimony of a witness, complainant, or victim, for future court testimony.
3. To document hit and run crashes.
4. To preserve witness testimony in all other investigations that may result in prosecution.

B. Taking of Statements

1. Obtaining an accurate and complete statement requires certain investigative skills. As in the case of investigative reports, the job knowledge, ability and pride of the investigating officer are reflected in this phase of the investigation.
2. The statement should be completed by the person providing the information and not written for the person by a police officer, unless the victim/witness is incapable of completing the form.
3. When circumstances require that a statement be written for a person, it shall be done based on their verbal statements and recollection of the incident. The

person will then read the completed statement thoroughly and indicate their agreement with its contents by signing the statement.

4. The statement is to be obtained at the time of the initial investigation of an incident, if possible. The person's recollection will be most accurate at that time.
5. When it is not practical to obtain a statement at the time of an initial investigation due to extenuating circumstances, arrangements will be made to do so at the earliest appropriate opportunity. Depending on the type of incident and/or circumstance involved, the initial investigating officer, the Platoon Investigator or assigned personnel from the Investigations Unit will conduct this follow up.
6. Leaving a blank statement form with a person to be completed later may only be done when circumstances make it impossible to obtain a statement at that time of an initial statement or returning to obtain the statement would be impractical.
7. In order that the incident follow up can be completed in an efficient manner and without delay, residential, cellular and business telephone numbers should be obtained.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.