

Police station attendance note template (England and Wales)

Free template from custodynote.com. Use it at the station for custody, voluntary and telephone attendances; leave out sections that do not apply. It is workflow guidance, not legal advice: adapt it to your firm's own standards and the Standard Crime Contract.

1. Case details

Client name (or initials)	
Date of birth	
Custody record number	
DSCC reference	
Police station	
Offence(s) under investigation	
Arrest date and time	
Arrival at station / detention authorised (time)	
Relevant time (PACE detention clock)	
Fee earner / representative	
Own client or duty	

2. Instructions and timeline

Time instructed (DSCC or direct)	
Time of first contact with client (telephone advice)	
Time arrived at station	
Time left station	
Persons contacted (with times)	

3. Custody record review

Rights given: legal advice (s58), someone informed (s56), Codes of Practice	
Detention reviews: times, reviewing officer, representations made	
Fitness to be detained / interviewed; healthcare professional involvement	
Vulnerability; appropriate adult (name, time arrived)	

Interpreter needs and whether met	
Searches, samples, items seized	
Welfare: meals, rest, medication, complaints	

4. Pre-interview disclosure

Officer giving disclosure (name, number) and time	
Format: oral / written / documents shown	
Offence and circumstances alleged	
Evidence described (witnesses, CCTV, forensics, significant statements)	
Further disclosure requested and the response	
Your assessment of whether disclosure was sufficient to advise	

5. Consultation and advice

Consultation start and end time; private?	
Client's account / instructions	
Advice on interview options: answer questions, no comment, prepared statement	
Advice on possible inferences (CJPOA 1994 ss34, 36, 37) and reasons	
Client's decision	
Prepared statement (attach copy) / written instructions signed?	

6. Interview

Start, breaks and end times	
Persons present	
Caution given; any special warning (s36 / s37) and its wording (Code C 10.10-10.11)	

Significant statements or silences put (Code C 11.4)	
Topics covered and any material not disclosed beforehand	
Your interventions and the officers' responses	
Client's approach (answered / no comment / statement read)	

7. Outcome

Outcome: NFA / released under investigation / pre-charge bail / charge / out-of-court disposal / further interview	
Bail: date, conditions, representations	
Charge: wording, charge bail or remand, first court date and venue	
Representations made on outcome	
Client informed of outcome and next steps	

8. Time recording

Travel (out / back)	
Waiting	
Attendance on client	
Interview	
Telephone calls	
Mileage / disbursements	

9. Follow-up

Tasks and deadlines	
Letters / file notes to send	
Notes for whoever handles the file next	

10. Sign-off

Completed by	
Date and time note written	