

STATEMENT INSTRUCTIONS

IN ORDER FOR YOUR CASE TO BE PROSECUTED BY THE DISTRICT ATTORNEY'S OFFICE WE MUST HAVE A DETAILED STATEMENT. **THE STATEMENT MUST BE SIGNED AND NOTARIZED FOR CONSIDERATION. WE KNOW NOTHING BUT WHAT YOU WRITE DOWN** DO NOT USE WORDS SUCH AS: HE...HER...HIM...THEY... YOU MUST USE NAMES. MAKE SURE AFTER YOU WRITE YOUR STATEMENT THAT IT TELLS US **WHO, WHAT, WHEN, WHERE, WHY, AND HOW.**

EXAMPLE: I was at 215 west Cord when Bill Jones came into the house. Bill is my brother-in-law. Bill was mad because I borrowed his golf cart in May and never returned it. Bill hit me in the face with his fist and left the house not saying a word. I then called the police.

DON'T WORRY ABOUT GRAMMAR OR SPELLING... BUT PLEASE WRITE DOWN EVERY DETAIL... SUCH AS RELATIONS OF THE PEOPLE INVOLVED: BROTHER-IN-LAW, FRIEND, X-HUSBAND. AFTER YOU READ THE EXAMPLE YOU MAY HAVE NOTICED THAT NO OTHER PEOPLE WERE MENTIONED... THE POINT IS **LIST EVERYONE THAT WAS PRESENT DURING THE INCIDENT... THEY MAY BE A WITNESS.** INCOMPLETE INFORMATION DELAYS YOUR CASE FROM BEING PRESENTED TO THE DISTRICT ATTORNEY'S OFFICE.

A DETECTIVE WILL BE ASSIGNED YOUR CASE ONLY AFTER YOUR STATEMENT HAS BEEN COMPLETED.

THANK YOU! IF YOU HAVE ANY QUESTIONS PLEASE CALL THE POLICE DEPARTMENT AT 255-2112.

If you are a victim of domestic abuse, you have certain rights. These rights are as follows:

1. The right to request that charges be pressed against your assailant;
2. The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;
3. The right to be informed of financial assistance and other social services available as a result of being a victim, including information on how to apply for the assistance and services; and
4. The right to file a petition for a protective order or, when the domestic abuse occurs when the court is not open for business, to request an emergency temporary protective order.

If you have any questions regarding these rights, call 580-252-HELP (Domestic Violence Hotline)

