

**Annex B**

**REPORT TO CROWN PROSECUTOR FOR  
CHARGING DECISION / INVESTIGATIVE ADVICE**

**REPORT TO CROWN PROSECUTOR  
(FOR POLICE COMPLETION)**

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**Suspect ( )**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

D.O.B: \_\_\_\_\_ Gender: Male/Female \_\_\_\_\_ Ethnicity code (self determined 16 point + 1): \_\_\_\_\_

PPO  YO  Bad Character Evidence applicable?  Dangerous Offender?

Custody Ref: \_\_\_\_\_ Return bail date: \_\_\_\_\_

Anticipated plea: Guilty Proposed charges: \_\_\_\_\_

**Suspect ( )**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

D.O.B: \_\_\_\_\_ Gender: - \_\_\_\_\_ Ethnicity code (self determined 16 point + 1): - \_\_\_\_\_

PPO  YO  Bad Character Evidence applicable?  Dangerous Offender?

Custody Ref: \_\_\_\_\_ Return bail date: \_\_\_\_\_

Anticipated plea: - Proposed charges: \_\_\_\_\_

<b>Material provided to CPS for advice / to make a charging decision</b> <i>(indicate if attached)</i>			
	Date of item		Date of item
<b>MG2</b> Special Measures Assessment (VIW)		Pocket note book / Evidence Action Book	
Statement of:		Police incident log:	
Statement of:		Video/photographs:	
Statement of:		Previous convictions / disposals:	
Interview record:		Pending cases and whether on court/police bail:	
Forensic / expert evidence:		<b>Other</b> <i>(state, e.g. MG5 summary of key evidence)</i>	

**Contact details**

Officer completing: \_\_\_\_\_ Rank & No. / Job title: \_\_\_\_\_

Station: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_ E-mail: \_\_\_\_\_

OIC name *(if different from above)*: \_\_\_\_\_ Date: \_\_\_\_\_

**REPORT TO CROWN PROSECUTOR  
(FOR POLICE COMPLETION)**

<b>Type of case:</b>	DV <input type="checkbox"/>	Hate crime <input type="checkbox"/>	Racially aggravated <input type="checkbox"/>
<b>Decision / advice sought:</b>			
Charging decision <input type="checkbox"/>			
Investigative advice <input type="checkbox"/>			
<b>Outline of circumstances:</b> [* If you have already completed a summary on form MG5, attach the MG5 instead unless there is any further information to add]			
Brief chronological summary of evidence * ( <i>which covers the points to prove</i> )			
Lines of defence ( <i>e.g self-defence, ID, etc.</i> )			
Strengths of the case ( <i>e.g. good quality CCTV, etc.</i> )			
Is the defendant on police or court bail? If yes, provide details.			
Has a victim personal statement been taken?			
Weaknesses of the case ( <i>e.g. victim/witness credibility, etc.</i> )			
Describe any relevant material that may undermine the prosecution case or assist the defence case:			
Details of any POCA matters ( <i>e.g. applications for confiscation or restraint orders, referral to Financial Investigation Unit, timescale for submission of details etc.</i> )			
Any other information which the Prosecutor needs to provide advice or charging decision:			
<b>Approved for referral to CPS:</b>			
Supervisor's name:		Rank & No.:	

**CHARGING DECISION/ADVICE & CASE ACTION PLAN  
(FOR CPS COMPLETION)**

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Full Code Test

Threshold Test

Investigative Advice

**Charging decision and advice, specifying or attaching charges** *(refer to documents / evidence seen, decision on offences)*

Case Analysis / Evidential Issues

Is the anticipated plea accurate? Yes  No

Evidential Criteria (refer to charging standards where applicable)

Public Interest

Mode of Trial

ECHR

Victim/witness issues *(e.g. Special Measures)*

Instructions to Court Prosecutor

Is the interview relied upon? Yes  No

Hearsay / Bad Character application(s)

Post-conviction Orders

Other Case Issues *(DPP consent etc.)*

Charge(s) authorised:

**CHARGING DECISION / ADVICE & CASE ACTION PLAN  
(FOR CPS COMPLETION)**

Prosecutor to indicate general nature of decision and advice <i>(Tick one box only)</i>							
Code	Advice / Decision	Suspect ( )	Suspect ( )	Code	Advice / Decision	Suspect ( )	Suspect ( )
A	Charge + request NFS File (anticipated not guilty plea)			G	TIC		
B	Charge + request NFS File (anticipated guilty plea)			H	Request further evidence to complete Pre-charge Report (anticipated not guilty plea)		
B2	CC non-compliance – charge + request NFS File (anticipated guilty plea)			I	Request further evidence to complete Pre-charge Report (anticipated guilty plea)		
C	Simple caution			J	Early advice further action necessary		
D	Conditional caution			K	No prosecution – Evidential		
D2	CC non-compliance – No prosecution			L	No prosecution – Public Interest		
E	Reprimand			M	Other		
F	Final warning			N	Refer for POCA investigation		
If 'K', enter Evidential code:				If 'C, D, E, F or L', enter Public Interest code:			
<b>Further action agreed:</b>				<b>Action date by:</b>			
1.				1.			
2.				2.			
3.				3.			
4.				4.			
POCA case Y / N.							
If yes – what further action (if any) is required from police to support a POCA application/charge.							
Charging review / action date: .....							
Return bail date: .....							
Further consultation needed pre-charge: Y / N <i>(If further consultation necessary, use continuation sheet MG3A)</i>							
Prosecutor name <i>(print)</i> : ..... Contact details:..... Date: .....							
Investigation stage at which advice sought:							
Pre arrest <input type="checkbox"/> Post Arrest <input type="checkbox"/> Post Interview <input type="checkbox"/> Post bail for further enqs <input type="checkbox"/> Bail for charging decision <input type="checkbox"/>							
How advice delivered:							
Face to Face <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Telephone/Daytime direct <input type="checkbox"/> CPS Direct <input type="checkbox"/> Written <input type="checkbox"/>							