

PMS 151404



P.D.90

DECLARATION REQUEST

TO:

Member: MILLMAN, Dean	Rank: BSGT
I/D: PD06217	Station: South Coast Family Violence Investigation Section 20
Through: S/C1 TOONE	

IN RELATION TO:

Defendant: <input type="text" value="CDF"/>	Charge(s): INDECENT ASSAULT X 3, ASSAULT
Brief No.: 11/W61626	Offence dates: 28/04/2010 - 20/08/2010

You are required to submit Original & 4 stapled copies of all declarations by **16/11/2010**

1. Investigating Officer's signed and witnessed Declaration
2. Corroborative Officer(s) signed and witnessed Declaration(s)
3. Copies of ALL original Notes/Statements/Investigation Diary etc
4. Witness signed and witnessed Declaration(s) from: ALL VICTIMS STATEMENTS IN FORM OF ROI. VERIFIED RECORDS OF INTERVIEW REQUIRED AS UNDER 12 YEARS
5. Transcribed R.O.I.(including Arrest Rights) to be verified as accurate and referenced as an exhibit in the declaration of the interviewing officers
6. Photographs of: 3 COPIES IF APPLICABLE. COVERING DEC
7. Certificate(s): COPIES OF CERTIFIED BIRTH CERTIFICATES RE ALL VICTIM'S OR DECLARATIONS FROM MATERNAL MOTHERS COVERING DATE OF BIRTH
8. V.I.S.
9. List of exhibits NOT filed in court – PD168

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10. PD 72 must include the availability of all witnesses for the next 12 months. Dates must include a start and finish date allowing 4 days on the end of any leave to cover contingencies. Details must include:
 - ALL police, civilian, forensic science and professional witnesses. Annual leave dates, other court commitments, courses and unavailability together with the reason (start and finish dates are required).
 - ID numbers of police.

If witness details need to remain confidential the PD 72 should be appropriately endorsed. Witness availability IS NOT to be endorsed 'To be Advised' (TBA) or similar. The information supplied is used by the Prosecutor in setting a trial date when all witnesses are available. Trial dates are unlikely to be changed as a result of incorrect/unsupplied availabilities.

11. PD128 listing outstanding material and enquiries

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12. other: ,,,,

PD66 DELIVERY CERTIFICATE TO BE EMAILED TO: SAPOL:State Committal and Disclosure Section.

PD128

ALL ITEMS LISTED ON THE PD128 AS OUTSTANDING, MUST HAVE AN ESTIMATED COMPLETION DATE REFERENCE.

IMPORTANT - LEAVE AND OTHER COMMITMENTS

IF THE PD90 SUBMISSION DATE CONFLICTS WITH YOUR SCHEDULED LEAVE OR OTHER COMMITMENTS, THE COURT WILL EXPECT THAT ANOTHER MEMBER BE DELEGATED CONDUCT OF THIS MATTER IN YOUR ABSENCE, TO BE RESPONSIBLE FOR COMPILING THE BRIEF OF EVIDENCE AS TO COMPLY WITH THE ORDER OF THE COURT. PLEASE ENSURE IF YOU HAVE COMMITMENTS THAT CONFLICT WITH THE SUBMISSION DATE OF THIS PD90, THAT YOU LIAISE WITH YOUR SUPERVISOR/MANAGER AND ARRANGE FOR ANOTHER MEMBER TO ASSUME CONDUCT. IN THIS INSTANCE, PLEASE ADVISE THE AUTHOR OF THE PD90 AS TO WHO WILL BE MANAGING THE FILE IN YOUR ABSENCE.

PD 128 MUST IDENTIFY OUTSTANDING ITEMS AND ESTIMATED COMPLETION DATES MUST BE NOTED. ATTACHED TO DPP COPY

PD 10 DISCLOSURE DOCUMENTATION. (COMPULSORY WITH ALL DECLARATION FILES)

TRANSCRIPTIONS:

THE TRANSCRIBED ROI MUST BE PROVIDED ON THE ORIGINAL BUNDLE AND ALL COPIES. IT MUST BE CLEARLY LABELLED AS AN APPENDIX OR EXHIBIT AND BE VERIFIED AS BEING A TRUE AND ACCURATE RECORD OF THE INTERVIEW IN THE RELEVANT OFFICER'S DECLARATION.

ORIGINAL NOTES

AS PER INSTRUCTIONS, DO NOT ATTACHED TO STATEMENTS, SUPPLY SEPARATELY IN THE ADDITIONAL DOCUMENTATION BUNDLE AND ENSURE THAT ALL CONTACT DETAILS, ADDRESSES AND PHONE NUMBERS ARE BLACKED OUT AND ARE COMPLETELY ILLEGIBLE. CLEARLY MARK WHO NOTES THEY PERTAIN TO.

VHS VIDEOS AND AUDIO CASSETTES

PLEASE DO NOT SUPPLY VHS OR AUDIO TAPES OF ROI OR SEARCHES, UNTIL

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REQUESTED TO DO SO.

A SAPOL EMAIL WILL BE SENT TO YOU IN THE NEAR FUTURE GIVING INSTRUCTIONS ON HOW THE DECLARATION FILE SHOULD BE COMPILED AND PRESENTED.

ANY QUERIES RE THIS MATTER PLEASE CONTACT THE AURTHOR OF THE PD90

Prosecution Services Branch (78)

Name: CAMPBELL, George	Rank: S/C1	I/D: PD29834
Phone: 82042576	Facsimile: 82662920	Date Sent: 21/10/2010

- ADDITIONAL INSTRUCTIONS -

1. Failure to comply with this request may constitute a breach of General Orders and could result in disciplinary action being taken.
2. As the investigating officer of this case it is your responsibility to ensure that all material required for prosecution has been supplied.
3. Further information can be found in the following publications:
 - Special Purpose Manual – Prosecution at:
<http://intra.sapol.sa.gov.au/corporatedefault.jsp?xcid=4920>
 - Prosecution Practice Notes at:
<http://intra.sapol.sa.gov.au/corporatedefault.jsp?xcid=56>
 - General Duties Manual – Arrest/Report Documentation at:
<http://intra.sapol.sa.gov.au/corporatedefault.jsp?xcid=4896>