

# Initial Enquiries and Witness Account Form

This is a new form and is not intended as a replacement for the standard House-to-House Questionnaire which will still need to be completed during the formal house-to-house enquiry. The object of this exercise is to capture any immediate line of enquiry.

The form is designed for use during the 'golden hour(s)' in the immediate aftermath of an incident, and allows early enquiries to be carried out and details to be recorded accurately. It identifies potential witnesses without the need for completing time-consuming questionnaires at an early stage of the enquiry. It should allow the house-to-house coordinator to obtain a clear picture of what has, and has not, been done when they are formally allocated the role.

The A5 form should be photocopied/printed as many times as necessary and made into a booklet for enquiry officers to use.

1. This book must be returned to the SIO/MIR in its entirety.
2. HtoH enquiry officer to complete at least one page for each person spoken to.
3. In the case of no response when knocking on a door, ie. occupant(s) not at home, the HtoH enquiry officer must record this.
4. Observations or any other items worthy of note must also be recorded.

# Initial Enquiries and Witness Account Form

House no/name

Street name

Surname

Forenames

Sex Male Female I/C

Height  P&DoB

Telephone (day)  (eve)

(mob)

Officer recording

Date/time

Relevant information and observations

Witness's signature