



## Mandatory Assignment Brief – Evidential statement

### Unit 1: Principles of Working in the Private Security Industry

#### Assignment Context

#### AC 8.4 Demonstrate the accurate completion of an evidential statement (Section 9 Statement)

Learners are required to produce a statement (handwritten or typed), based on a given scenario using the template provided. In order to achieve this assessment criterion, reports **must** include these key areas:

- The author of the report (I am)
- The date of the report (On)
- Where the incident happened (At)
- The time of the incident (About)
- What they saw/did (I was/I saw/I did)
- Signed by the author of the report.

**The recommended duration of the assessment is approximately 15 minutes.**

<b>Learner:</b>	<b>Centre:</b>
<b>Registration number:</b>	<b>Date:</b>

## Example Scenario: Attempted Theft

You (James Milton) have been working as a security officer at Craggs Ltd for the last three months. Craggs is a busy factory that supplies high value watches, the company supplies 'black digital' watches for the staff to wear at work and operate a random search policy. The main shift has just finished, so there is the usual rush to get out.

1. It is Saturday 5<sup>th</sup> November, and you started the night shift at 18:30.
2. You have been assigned searching at the main exit, which is completed with a wand.
3. The searches start promptly at 19:00.
4. You complete three searches following the company procedures, without incident.
5. On the 4<sup>th</sup> search the wand beeps, when it goes over the left wrist. You ask the person, who you know to be Davey Jones, to pull up his sleeve.
6. Initially, he refuses, stating that he is going to miss his bus.
7. You remind him of the company policy and ask again for him to pull up his sleeve.
8. Although not happy, he pulls up his sleeve and you can see that he is wearing one of the new style watches that Craggs is due to release to its customers. This model of watch has not yet been released to staff.
9. You continue the search, but nothing else activates the wand.
10. You ask him to sign the search register, which he does. You add the details of the watch found.
11. You ask him to step into the security office and call his supervisor to attend.
12. At 19:15 his supervisor, Peter Taylor, arrives and you explain the situation fully.
13. Mr Taylor explains that he is going to retain the watch and suspend Mr Jones pending an investigation.
14. Mr Taylor then asks you to escort Mr Jones from site and provide an evidential statement describing what has happened.

An example of a completed witness statement is on the next page.

## Witness Statement

(CJ Act 1967, s.9 MC Act 1980, ss. 5B (3a) & MC Rules 1981)

**Statement of:** James Milton

**Date of Birth:** 15/04/78

**Occupation:** Security Officer

**Employer:** Craggs Ltd

**Incident Date and Time:** 5<sup>th</sup> November 2020, 19:00

**Incident location:** Main exit

**This statement (consisting of ( 1 ) pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it tendered in evidence, I shall be liable to prosecution if I wilfully stated anything in it which I know to be false or do not believe to be true.**

**Statement and report body:**

I am James Milton. I am employed as a Security Officer by Craggs Ltd in Boothville, Lancashire LA4 2HU I have held this position since 8th August 2020.

At Craggs Ltd on 5th November 2020, about 18:30 hours, I started my night shift, as part of my duties I was tasked with searching the staff leaving the site at 19:00 hours. All searching is done randomly and with a wand to identify unauthorised items.

At 19:00, I started doing the searches, on the 4th person I searched the wand beeped as I passed over the person's wrist. As I have been on site for three months I can identify this person as Davey Jones.

I asked Mr Jones to pull up his sleeve to check what had activated the wand. Mr Jones refused this request. I reminded him of the company search policy and again asked him to pull up his sleeve. As he pulled up the sleeve, I saw that he was wearing a watch that was not company issue and appeared to be new.

I did continue the search, but did not identify anything else, I then asked him to sign the search register, which he did. I noted on the register what had been found.

I asked Mr Jones to step into the security office, whilst I contacted his supervisor Mr Taylor. At 19:15 Mr Taylor arrived and I gave him a full brief as to what happened. Mr Taylor explained that the watch would be retained and he then suspended Mr Jones pending an investigation and I escorted Mr Jones from site as instructed.

A full entry was made in the Daily Occurrence book and I have produced this statement as requested by Mr Taylor.

**Date:** 05/11/20

**Signature:** James Milton

**Signature Witnessed by:** Peter Taylor