



Greenbelt Police Department – General Order

	Title: Statements and Confessions		Order #: 603	
	Effective Date: April 18, 2005	Review Date:		
	<input checked="" type="radio"/> New	<input type="radio"/> Amends	<input type="radio"/> Rescinds	
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard:			Pages: 1	

01 POLICY: In the course of investigations, officers obtain information in the form of statements, notes and confessions. The responsibility of the officer is to ensure that the information obtained is in full compliance with Constitutional requirements, and that all the information is recorded appropriately.

02 PROCEDURES: Whenever reasonable, suspects, victims and witnesses will write all the details regarding an incident on a Voluntary Statement Form (GPD Form #603). A statement for each victim, witness and/or suspect that has been identified should accompany the Incident Report.

A. When a Voluntary Statement Form is utilized for a witness or victim, the original will be attached to the original copy of the Incident Report, and the appropriate copy attached to the investigator copy. In addition, a photocopy may be provided to the victim/witness to refresh their memory from their written statement. Copies of a Voluntary Statement Form will be provided to the State’s Attorney’s Office at felony screening or upon request in misdemeanor cases.

B. When a Voluntary Statement Form is used to document a suspect’s confession the original will remain in the case file and a copy will be attached to the original incident report. A valid Waiver of Rights and Statement Form (GPD Form #603B) should accompany the Voluntary Statement Form.

C. Officers shall review the entire statement for content. Missing or unclear information should be clarified in the following manner. Officers should write out questions on the form and have the victim, witness or suspect

respond in writing. All elements of the offense known by the writer will be included.

03 SPECIAL CIRCUMSTANCES: There may be instances where the victim, witness or suspect may be unable or unwilling to write out a statement. Under such circumstances, it is recommended that the officer:

- A.** Write the statement, verbatim, on the statement form.
- B.** Take notes during the interview.
- C.** Make notes as soon after the interview as possible.

04 MIRANDA WARNINGS: See Order 625-Constitutional Safeguards.