

Pittsfield Police Department Voluntary Statement Instructions

Instructions:

To use this statement form properly all information in the heading must be filled in. except the **Police Report #**. This will be added by the investigating Officer upon receipt of the statement.

The body of the statement should start with a specific date and time and proceed chronologically through the incident.

Example: On May 5, 1999 at 3:00 P.M. I was in Cancun Mexico When

The statement should contain all pertinent information:

Who (You, Suspect, Witness be specific use full names)

What (what did you, Suspect or others do / What was used Weapons, Tools, a Car)

When (Date and Approximate Time of the incident)

Where (Location, Address, street, or general area)

How (How did you, Suspect or others complete the action)

Why (If known, why did this occur)

The statement should be neat and legible and written in black ink so as to photocopy well. If more than one page is needed use the **VOLUNTARY STATEMENT CONTINUED FORM**. Again all information needs to be filled in except the report #. Be sure to Identify each page by the ___ of ___ pages section of the header.

If more than two pages are needed simply reprint the 2nd page of the form.

Make sure to Sign & Date the Statement

Once the statement is completed return it to the Pittsfield Police Department, or the Pike County Sheriff's Department.

If returned by mail:

**Pittsfield Police Department
219 N. Monroe St.
Pittsfield IL. 62363**