

 <p><b>BRITISH TRANSPORT POLICE</b></p>	<b>POLICY</b>
Security classification	OFFICIAL

**POLICY INFORMATION**

Title	Victim Personal Statement Scheme
Reference number	Policy/311/15
Version	1.1
Effective date	October 2015
Review date	October 2018

**POLICY SUMMARY**

It is the aim of BTP to provide all victims with the opportunity to voice the impact a crime has had upon them. By engaging in the Victim Personal Statement Scheme, we can support this aim.

**POLICY OWNERSHIP**

Policy Sponsor	ACC Crime
Policy Owner	Head of Justice
Policy Author	Operations Manager

British Transport Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. If you have any queries relating to this policy please write to: **Information Governance Unit British Transport Police 2nd Floor, 3 Callaghan Square Cardiff , CF10 5BT** or email: [FOI@btp.pnn.police.uk](mailto:FOI@btp.pnn.police.uk)

**PURPOSE**

It is the aim of BTP to provide all victims with the opportunity to voice the impact a crime has had upon them. By engaging in the Victim Personal Statement Scheme, we can support this aim.

**SCOPE**

This policy applies to all police officers, Police Community Support Officers, police staff and Special Constables; collectively termed as 'employees', who obtain witness statements from victims within England and Wales.

**KEY INFORMATION**

Individuals would work to ensure all victims understand the Victim Personal Statement Scheme and are given the opportunity to make a Victim Personal Statement. Uptake will be monitored and considered by the Justice Unit, Divisional Commander and Justice Directorate. Action may be taken by the Divisional Commander where there is a consistent or concerning failure to do so.

By ensuring all victims are provided with the opportunity to make a Victim Personal Statement, BTP demonstrates a commitment to understanding and respecting victims differing needs.

Victim Personal Statements also have the ability to impact upon the sentence given upon conviction, exemplifying our determination to get the best results for BTP, the railway and the public.

**MONITORING AND REVIEW**

The Operations Manager, Justice Directorate within the Justice Department is responsible for monitoring and reviewing this policy and procedure and will conduct a full review of its effectiveness once in every three years or when legislative, organisational, operational or technical changes dictate.

**DOCUMENT HISTORY**

<b>Version</b>	<b>Date</b>	<b>Comments / Reason for Amendments</b>	<b>Amended By</b>
0.1	June 2013	Review of process and transferral to new policy template	Legal Research Advisor
0.2	October 2015	Review of policy	Operations Manager, Justice



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			Directorate
1.0	November 2015	Reviewed content and published	Policy Team, SDD
1.1	May 2016	Protective marking changed to GSC scheme	Policy Team, SDD

#### ASSOCIATED DOCUMENTS

- Associated Procedure
- Victim Personal Statement leaflet