

Appendix 4 - Decision to prosecute form

| | Relevant Legislation | Details of Offence |
|-----------------|----------------------|--------------------|
| Offences | | |

| Evidential Stage | |
|-----------------------------------------------------|--|
| What evidence is available to support the case? | |
| Are there any problems with the evidence/witnesses? | |
| Are there any statutory defences? | |
| What is the defence case likely to be? | |
| Is there a realistic prospect of conviction | |

Is the evidential stage passed Yes / No

Investigating Officer: _____ **Date:** _____

Authorising Officer: _____ **Date:** _____

| Public Interest Stage | |
|--------------------------------------------------------------------------------|-----------------|
| Factors Considered | Comments |
| Seriousness of offences – is a significant sentence/ fine likely to result? | |
| Is conviction likely to result in a confiscation or other order | |
| Was the offence premeditated | |
| Was the victim vulnerable, put in fear, suffered attack, damage or disturbance | |
| Was the offence motivated by any form of discrimination | |
| Will prosecution adversely affect the victim | |
| Are there relevant previous convictions/ cautions | |
| Are there grounds to suspect that offences will continue or be repeated | |
| Will a prosecution have a significant positive impact on community confidence | |
| What explanation was offered by the offender | |
| Was the offence a genuine mistake/ misunderstanding | |
| Was there a victim/ someone who suffered loss | |
| Is the offence widespread across the area | |
| Has there been a long delay between the offence and the decision to pursue it | |

Proposed Course of action: _____

Investigating Officer: _____ **Date:** _____

Authorising Officer: _____ **Date:** _____