

## Justin Howes

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**From:** Justin Howes  
**Sent:** Wednesday, 4 April 2018 4:06 PM  
**To:** Matthew Hunt; Kylie Rika; Sharon Johnstone  
**Subject:** FW: change to statement format

Hi  
 In addition to the job below that is in VSTS, I think we have a good opportunity to revise the statement wording paragraphs that we developed in 2013 (and subsequently added to the SOP).

I am after your advice on a small working party (2- one from each Reporting Team) to review the wording that automatically adds to the statement template. I have one nomination, Jacqui, to be on the group because of the sheer amount of statements she gets through and also because she has had direct feedback from legal professionals regarding wording and understanding.

### Terms of reference:

- Overarching goal – movement towards automatic statement generation and minimal editing
- In scope:
  - o automatic wording review
  - o identification of profile types where automatic wording does not currently exist (eg. subsamples)
  - o format of text – is it better to group similar results (barcode 1, barcode 2...same interp), or keep as it is generated (barcode 1 interp, barcode 2 interp)
  - o Grouping of exclusions when multiple refs eg. all other reference profiles are excluded....
  - o Free-text examination wording – work with idea that as long as it is not incorrect, it is fine, but a general guideline here would be beneficial
- Out of scope:
  - o wording in Appendix, positioning of App in statement
  - o use of descriptor as registered in FR

Matthew, please think of an R1 member to work with Jacqui. I will let her know that she is to rep R2.

Timeframe – recommendations to be put to R1 and R2 teams in their separate meeting forums, and to non-Reporting Team Reporting Scientists. Consultation and final version to be with me to add to VSTS by 27 April.

Thanks  
 Justin



### Justin Howes

Team Leader – Forensic Reporting and Intelligence Team

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**From:** Justin Howes  
**Sent:** Wednesday, 7 March 2018 4:30 PM  
**To:** Sharon Johnstone; Kylie Rika; Matthew Hunt; Amanda Reeves; Adrian Pippia  
**Cc:** Paula Brisotto  
**Subject:** change to statement format

Hi  
I have sought Legal advice on the best place for the Justice's Act to appear in our statements – before or after the Appendix.

The feedback is that it should be before the Appendix. Furthermore, the Appendix should be introduced in the body (prior to Justice's Act) and should be called 'Certificate of Exhibit 'A''. The template to be added to the FR has a point (point 9 in the template) that introduces the 'Certificate...'. I have put a break in before this point so that there is always text on a page with the Justice's Act.

Please note, not having the Justice's Act before the appendix does not affect any of the 1000s of statements we have ever issued.

In I:\Change Management\2014-2015 FR development\Statements\Statement versions\_User Story 23\_06022018, I have created a few documents and sent on to FR via VSTS:

- Statement template to add to FR
- FR APPENDIX\_Decon v1 or v2\_LRs v2\_06022018
- FR APPENDIX\_Decon v1\_LRs v1\_06022018
- FR APPENDIX\_Paternity PP21\_06022018
- FR APPENDIX\_Profiler Plus\_06022018

These Appendices (called 'Certificate...' within the actual file) have all the preambles and technical information paragraphs relevant to our testing. This will mean that we will have no need for any editing of the Appendix to occur, and therefore no formatting issues which I understand to be somewhat frustrating. Adding all paragraphs explaining testing in the laboratory is in line with what other jurisdictions do for their statements as well, and follows on from what we requested during FR development. I have had some staff help with wording and formatting of the template and Appendices which has been great.

One other addition to the appendices is a disclaimer/line to say that the item descriptors are as they have been added by QPS in the Forensic Register. This should prevent the need for any editing of descriptions that we have for items. This is added under the 'Examination' paragraph. We are working with QPS to improve their descriptions as well.

The request in VSTS is to allow the user to select the appropriate Appendix to be used.

This VSTS job (User Story 23) continues to evolve but I think these adjustments will help with TAT of statements and take another step towards the auto-statement goal. I think this change will take some time to be added to the FR, but I will continue to prioritise it in order to help the statement writing/reviewing TAT.

Justin



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