



NOTICE TO 'APPROPRIATE ADULT' FOR PERSON ASSISTING/UNDER POLICE ENQUIRY/IN POLICE CUSTODY WHO IS MENTALLY INCAPACITATED OR AGED UNDER 16

Please read the following information and keep it for reference.

1. **You are present as an appropriate adult to provide support to a person involved in police enquiries who is:**
 - aged under 16; or
 - mentally incapacitated.

2. **As an appropriate adult, if applicable, you should read the 'Notice to Persons in Police Custody or Involved in Police Enquiries' (Pol. 153) to know and understand their rights. You will be asked to countersign to acknowledge the service of a copy of the Notice to the person under police enquiry.**

3. **You will be asked to accompany the person assisting/under police enquiry during these occasions:**
 - police interview, including statement taking;
 - an identification parade;
 - the provision of an intimate body sample for forensic analysis;
 - the body search by police prior to detention in a police detention facility (only if the appropriate adult is of the same gender); and
 - the formal charging by police.

4. **Your role as an appropriate adult is to:**
 - provide emotional support and assistance to the person assisting/under police enquiry. You may inform the police the welfare matters related to the person;
 - help the person understand his / her rights;
 - act as a witness to observe whether any police interview / investigative procedure is being conducted fairly;
 - inform police of his / her medication and medical needs, if any; and
 - facilitate communication between police and the person assisting/under police enquiry, including inform police of his / her communication needs, if any.

5. **During police investigation, you will be asked to sign the written interview record. Before signing the written interview record, you should read the statement and satisfy yourself that the statement accurately records the questions asked and answers given. You are not required to confirm the authenticity of the content of the statement. After the interview, the Police will provide a copy of the statement to the interviewee.**

6. **You should not:**
 - provide answers on behalf of the person assisting/under police enquiry; or
 - interfere with police interview or enquiry other than in the performance of your role as an appropriate adult.

Note:

- Original of this Notice is to be retained by the OC Case as case property.

Formation/Ref. No.	:	_____
Issuing Officer	:	_____
Interpreter (if any)	:	_____
Language / Dialect	:	_____
Date & Time of Issue	:	_____
Name of Person Assisting/under Police Enquiry/ in Police Custody	:	_____
Name of Appropriate Adult	:	_____
Identification Document No. of Appropriate Adult / Staff No. of Social Worker	:	_____
Remark (if any)	:	_____

*I have read / Police has read over to me the above paragraphs and acknowledge receipt of a copy of this Notice at (hours) on (Date).

(Appropriate Adult) (Interpreter, if any) (Issuing Officer)

* Delete as appropriate