

OTTAWA COUNTY PROSECUTORS OFFICE
Pre-Indictment Offense Report

Defendant: _____ Alias: _____

Address: _____ Phone: _____

Date of Birth: _____ Sex: _____ Race: _____ SSN: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____ Tattoos: _____

The defendant will be identified as the perpetrator of this offense by:
_____ Fingerprints _____ Eyewitness Testimony _____ Line-up
_____ Photo Array _____ Surveillance Camera _____ Handwriting
_____ Confession _____ Other (explain) _____

* If eyewitness, provide name(s) of eyewitnesses: _____

Names of any Co-defendants: _____

Has the defendant been arrested in this case for any companion charges?
Yes _____ No XX If yes, date of arrest: _____

Facts / circumstances of defendants arrest (e.g., at scene, turned self in, etc.): _____

If arrested, has the defendant been released on bond? _____ Yes _____ No

Was there a preliminary hearing? _____ Yes _____ No Date: _____

Is there a preliminary hearing? _____ Yes _____ No Date: _____

If this is a DIRECT Grand Jury case, should the indictment be sealed / secret? _____ Yes _____ No If yes, why? _____

Request warrant or summons? _____

What, if any, other companion (eg. misdemeanor) charge(s) were filed against the Defendant and what is the status of those charges ?

Was there a confidential informant used, and if so, is the confidential informants name approved for disclosure? _____ Yes _____ No

Recommended charge(s) (title & number) to be presented to Grand Jury:

Date, time and location of offense(s);

Briefly describe the conduct of the defendant in committing the offense(s);

Defendants Statements: _____ Yes (see below) _____ None
(before, during or after arrest, this means ANY remarks made to anyone)

How were the statements made? _____ Oral _____ Taped _____ Written

Date statements were made. _____

Briefly summarize the defendants statements:

Co-Defendants Statement: _____ Yes (see below) _____ None
(before, during or after arrest, this means ANY remarks made to anyone)

How were the statements made? _____ Oral _____ Taped _____ Written

Date statements were made. _____

Briefly summarize the Co-defendants statements:

NOTE; if Defendants / Co-Defendants statements were written or taped, enclose copies of the statements, a duplicate tape or transcript of taped statement, and rights waiver, if any. Two (2) copies of taped transactions are needed, both made from the original. One (1) for Prosecutor and one (1) for discovery.

Does Defendant have prior criminal convictions, excluding traffic offenses and Mayor's Court? ____ Yes ____ No if YES, please include ALL of the following; (Also attach CCH for Defendant)

OFFENSE	Date of Conviction	Case #	Court
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Does Co-Defendant have prior criminal convictions, excluding traffic offenses and Mayor's Court? ____ Yes ____ No (Also attach CCH)

PHYSICAL EVIDENCE;

Was any physical evidence recovered / seized in this case, excluding documentary evidence? ____ Yes ____ No if yes, specify what physical evidence was recovered / seized and where the evidence is stored / secured.

Evidence to be examined by BCI&I should have been transported to BCI&I at once.

DOCUMENTARY EVIDENCE: (circle all that apply & attach copies)

Consent to Search Vehicle inventory Scene/Victim photo's
Search Warrant / Affidavit / Return Photo Line-up Diagram / sketch
Handwriting exemplars Fingerprint lifts Checks I Business records
Laboratory reports Witness statements Offense Reports / Supplements
Medical / Hospital / EMS records or reports Other (specify):

If you have circled ANY of the above documents and can not provide copies at this time, please indicate WHY and VvHEN copies will be provided:

Was ANYONE hospitalized or did ANYONE receive medical treatment because of this offense ? ____ Yes ____ No

If yes, where and what method of transportation.

If yes, have you obtained or requested medical records? ____ Yes ____ No

WITNESSES FOR GRAND JURY: (names, address and phone number)

*** Provide CCH for each witness ***

Is there any evidence favorable to Defendant? ____ Yes ____ No

If yes, describe such evidence:

A copy of everything in your file must be given to the Prosecutor.
Audiotapes, photographs, videotapes, etc. must be supplied in duplicate.

Submitted by: _____

Agency: SHERIFF _____

Date: _____