Full Process of reporting violence

What is violence?

- Violence is the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm and maldevelopment.
- There are different types of Violence such as Physical violence (occurs when someone uses a part of their body or an object to control a person's actions), Sexual Violence, emotional Violence, psychological Violence, Spiritual Violence, Cultural Violence, Verbal Abuse and Financial Abuse.

If you have experienced physical violence or sexual assault, report your case immediately.

- It is important to understand when reporting a case, the more evidence to support your case the better the outcome. Ensure to keep as much evidence as possible and take pictures of any physical assault to prove your case.
- If you feel like you need assistance, call the Vanuatu Women's Centre on their freeline 161.
    - They can support you to report your case and also offer counselling and consultations on how to report violence cases, follow up on your cases, what to do when experiencing violence and other relevant matters to violence against women.

Below are the full steps and procedures for reporting violence:

1. Go to the Police Station as soon as possible after an assault and report your case.
   If you are a victim of rape, if possible, appear in or bring the same clothing you wore when you were attacked.
2. You will be directed to the Family Protection Unit. The Family Protection Unit is a section in the Vanuatu Police Force which is responsible for the Family Protection Act
3. To report your case, a series of documents will need to be prepared. The Police, the FPU, the VWC, and the doctors will be able to help you with these.

    a. *Two Medical Reports* - these play a crucial role in supporting your case

        i. A medical report assessment will be completed by the Police, when you report to them, and before you go to the hospital or clinic

        ii. A medical report to be filled out by a doctor at the hospital or your private clinic after a medical assessment of the physical or sexual assault

    b. *Witness Statement(s)*

        i. You will need anyone who witnessed the assault to make an official statement of the incident and provide as much evidence and details. You will be given witness statement forms. A copy of the form is also in this document (see below)

        ii. Even if you have no witnesses, please report your case

    c. *Your own statement*

You will need to provide a detailed statement of the incident and provide as much physical and photographic evidence as possibleif you have been physically or sexually assulated.

4. . Complete and submit all three documents including your birth certificate or other form of identification to the Family Protection Unit

5. You will be given a Crime Report Number (CR#) and investigators assigned to your specific case

6. Your case will be investigated by the police in order to meet the requirements to be registered at the Office of the Public Prosecutor (OPP) for a court hearing.

7. A Remand Application will be served to the person of interest (POI - the one who attacked you) to appear before Magistrate and Remand

8. A specific prosecutor will be assigned to your case. If your case requires more evidence, the prosecutor will revert to the police to conduct further investigation

9. A Preliminary Inquiry (PI) will be conducted on your case. If you do not have enough evidence, it may be withdrawn and reinstated once further evidence is investigated.

10. The Prosecutor will make three (3) copies of your file for the:

1. Court Registry
2. Public Solicitor (Counsel of Defendant)
3. Prosecutor

11. Prior to a Plea Hearing, you are able to seek mental health help and be assessed by the Victim Support Service at any accessible hospital or clinic. The assessment of your mental state by a mental health professional will be used for your case.

12. At the time of a Plea Hearing, the clerk will read the offences and the charges of the defendant. If the defendant admits 'guilty' a sentencing date will be scheduled by the Judge. If the defendant claims he is not guilty, the case will formally go to trial.

13. The Police will be instructed by the Prosecutor to further investigate your case for evidence of support to prove the defendant guilty for trial hearing

13. The Victim Support Service will make sure you as a complainant attend the trial.

14. Once the trial begins, both the Prosecution and Defence will give opening statements in court. If the Judge or jury has found that the accused is not guilty, the accused is free to go, however, if the accused is guilty then the judge will set another date for sentencing hearing.

15. During the sentencing hearing, the judge or magistrate will decide what punishment an offender will receive.

While this process looks long and difficult, please remember that you can and will be supported in the process. The Vanuatu Women's Centre can assist you, along with your prosecutor, the Victim Support Services, and others. Reach out to them if you need more support.

VANUATU POLICE FORCE / FORCE DE POLICE VANUATU
PROCESS VERBAL / STATEMENT OF WITNESS

Station/*Post*: **Vila** Date**:**

Place/*Lieu*: **Vila Police Station** Time/*Heure:* **hrs**

Name/*Nom*: Surname/Prenom:

Situation familiale: Celibataire **Marie (e)***/Concubinage Separe(e)/Divorce(e) Veuf/Veuve*
Marital Status Single /Defacto Separated/Divorced Widow

Nationality/*Nationalite*: **Ni-Vanuatu** Ethnic Origin/*origine ethnique:*

Residential Status Ni Vanuatu Expatriate Tourist Visitor on Business
Status Residentiel Expartrie(e) Touriste Visiteur d'Affairs

Age: Sex (e) M F Religion:

Occupation/*Profession*:
Home Island/Village:
Business Address:
Residential Address:
Interpreter/*interprete***:**

I hereby declare that my statement is the expression of the truth to the best of my knowledge and belief and is made by me knowing that I am liable to be prosecuted criminally if I willfully give information which I know to be false or do not believe to be the truth.

Je declare que ma deposition a la verite au mieux de ma connaisseance et de ma conviction. Je la fais en sachant que je m'impose a de poursuites judiciaries au cas ou je donnerais internationellement de informations fausses ou que je ne crois pas etre vraies.

Mi tallemaut se toktok blong mi ia I tru. Mi save se bambae mi go long kot sapos toktok blong mi hemi no tru or sapos mi ting se toktok we mi givim oli no tru.

Signature :

Signature :

Statement received by: _ _____Police *Officer/Officier de Police*
Station/*Poste*: _**Vila**_ ____on/*Le*: _ _ At/A ___ ___ Time/*Heure:* **hrs**__
The witness not knowing how to sign his/her statement was read to him/her in the presence of
Le temoin ne sachant pas signer, lecture de sa declaration a ete faite en presence de:
_____now has signed his statement with us/ a signe le present process verbal avec nous.

_____Davis **SARAVANU** _____

The witness	The Police Officer	The interpreter
Le temoin	L'Officier de Police	L'Interprete