

4. There were procedures for keeping some documents, for example constables' notebooks. But as far as officers' journals were concerned there was no procedure for keeping them.
5. When cases were referred to the Complaints and Discipline [C&D] Department the Superintendent New Complaints would complete a form. On it he would indicate whether the matter was to be referred to the RUC C&D – or fell within the terms of referring to the ~~RUC C&D~~ ^{ICPC} – and he would tick the necessary boxes. The civil servant staff would pick that up from the Superintendent's office and take it down to their circuit registry and it would be sent from there. If it was urgent it may have been taken by hand or perhaps faxed. I cannot say for sure if any forms were faxed.
6. At that time in 1997 the Superintendent New Complaints was Superintendent Macauley and he worked in the office next door to mine. It had not always been so but it was at that time. Supt Macauley had been in the post for quite a considerable time so we had considerable experience in ~~claim~~ ^{COMPLAINT} management.
7. [REDACTED] wrote a letter of complaint on behalf of the Hamill family which was received by Mr Anderson at Gough Barracks on 7 May 1997. It was then routed back to G Department, arriving on 9 May 1997. In this time Robert Hamill had died. The paperwork with the letter from [REDACTED] was referred under article 7, but the initial complaint was referred under article 8.
8. A part 7 referral is where the Chief Constable refers cases to the ICPC as a standard procedure and it would be up to the ICPC whether they wished to supervise or not. A part 8 referral is where the Chief Constable could, because of circumstances, refer it to the ICPC and they must then supervise it. The earlier complaint was a part 8 referral from the Deputy Chief Constable.
9. I have been shown pages 63695 and 63701 which is a Form 17.2 in relation to the complaint made by [REDACTED] on behalf of the Hamill family. I can confirm