

# Interviews and Witness Statements Documentation

## Document Information

**Document Title:** Witness Statement - Incident on 21/07/2024

**Date of Interview:** 22 July 2024

**Interviewer Name:** Alex Rivera

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## Witness Details

**Name:** Jordan Hayes

**Contact Information:** jordan.hayes@email.com, 555-123-4567

**Relationship to Incident:** Eyewitness

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## Statement

On the evening of July 21, 2024, at approximately 7:20 PM, I was walking past the main lobby when I heard raised voices. I saw two individuals, Sam Lee and Jamie Cruz, involved in a heated argument near the front desk. Moments later, Sam Lee pushed Jamie Cruz, who stumbled but did not fall. Security intervened within a minute and separated the two. I did not see any physical injuries sustained by either party.

I left the area shortly after the situation was de-escalated by staff. I have no further details regarding events that occurred after my departure.

## Signatures

**Witness Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Interviewer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Important Notes

- Statements should be recorded as accurately and objectively as possible.
- Witnesses must read and confirm their statement before signing.
- The interviewer should not suggest or coach responses.
- All evidence and related documentation should be securely stored.
- Maintain confidentiality and privacy throughout the process.