|  |  |
| --- | --- |
| Overview | This unit is about interviewing suspects as part of a serious or complex investigation. Linked NOS units are CI102 and CJ102. The unit covers interviews at various locations and with suspects who are under arrest or not. Whilst in many cases interviews are conducted with two officers present, you will need to be able to meet all of the requirements contained within this unit.  You must plan and prepare for the interview by using appropriate resources to develop an interview strategy, assessing the suspect's fitness for interview, and setting up an appropriate location. You must conduct the interview in accordance with legislation, policy and other guidelines using appropriate interviewing techniques and communication skills. Finally, you are expected to evaluate the interview (including your own performance) and take, or recommend, any necessary further action e.g. charge, release or bail the suspect, or make further investigation/ interviews.  **There are three elements**   1. Plan and prepare interviews with suspects 2. Conduct interviews with suspects 3. Evaluate interviews with suspects and carry out post interview processes |

|  |  |
| --- | --- |
| **Performance criteria**  You must be able to: | **Plan and prepare interviews with suspects**   1. review all the available material relating to the incident 2. assess any factors affecting the suspect's fitness for interview and the necessity for appropriate people to be in attendance 3. consult with relevant others to establish an interview strategy 4. establish the appropriate time, location and resources conditions for the interview 5. prepare a written interview plan that is clear, appropriate and meets the needs of the investigation 6. determine the extent of, and supply, relevant pre-interview briefing to legal advisors |
| *You must be able to:* | **Conduct interviews with suspects**   1. assume responsibility for the suspect where they are in police detention 2. maintain the security and welfare of the suspect, yourself and any others present 3. inform all present of the interview structure and check their understanding 4. ensure that the suspect and others present are aware of their rights, roles and responsibilities 5. give any required caution and evidential/special warnings to the suspect 6. record the interview using the appropriate resources 7. engage appropriately with the suspect according to their behaviour and using the appropriate interviewing techniques and communication methods 8. conduct the interview in accordance with the interview plan, whilst maintaining flexibility in response to the suspect's behaviour 9. check the meaning and accuracy of information and ensure that any inaccuracies or misunderstandings are clarified with the suspect 10. appropriately challenge any inconsistencies in the suspect's account 11. deal with individuals in an ethical manner, recognising their needs with respect to race, diversity and human rights 12. where necessary, use exhibits appropriately during the interview 13. deal with contingencies in accordance with current guidelines and codes of practice 14. clearly inform the suspect and any others present when the interview is concluded 15. hand over responsibility for a suspect in police detention to the Custody Officer and provide them with any necessary information with regard to their welfare and any further action 16. fully document all decisions, actions, options and rationale in accordance with current policy and legislation, and obtain any necessary endorsements |
| *You must be able to:* | **Evaluate interviews with suspects and carry out post interview processes**   1. ensure that the suspect is fully aware of any post interview procedures 2. evaluate the interview to identify and prioritise the necessary further action 3. update relevant others based on the evaluation of the interview 4. evaluate all the available material as a result of the interview 5. evaluate your own performance and identify any learning and development needs in relation to planning and conducting interviews 6. fully document all decisions, actions, options and rationale in accordance with current policy and legislation |

|  |  |
| --- | --- |
| Knowledge and understanding  You need to know and understand: | Legal and organisational requirements   1. current, relevant legislation, policies, procedures, codes of practice and guidelines in relation to conducting interviews with suspects 2. current, relevant legislation and organisational requirements in relation to race, diversity and human rights 3. current, relevant legislation and organisational requirements in relation to health and safety 4. how to deal with suspects and relevant others in an ethical manner 5. the rights of suspects under arrest and those that are not under arrest |
| *You need to know and understand:* | Interview planning and preparation   1. the reasons for reviewing the evidence and the types of action that may be taken 2. how to establish the suspect's fitness for interview 3. the suitable timings for interviews 4. the locations in which interviews can take place 5. the environmental conditions which are conducive to interviews 6. how to plan an interview strategy and develop a written interview plan 7. who to consult with regarding the interview strategy 8. the points to prove for the incident(s) concerned 9. the rules of evidence and disclosure 10. how to set up the location and resources for the interview 11. how to determine the information to supply as pre-interview briefing for legal representatives and how to supply it |
| *You need to know and understand:* | Conducting interviews   1. the procedures and reasons for assuming responsibility for suspects in police detention 2. how to maintain the security and welfare of the suspect, yourself and others 3. the procedures and reasons for informing the suspect and relevant others of their rights and responsibilities 4. the cautions and warnings to be given to suspects including both those in police detention and those not under arrest 5. how to record the interview 6. how to use recording equipment 7. the required conduct of interviews at both police premises and other locations 8. the types of approved interviewing techniques and communication methods 9. the importance of following your interview plan during interviews, whilst maintaining a flexible approach 10. how to conduct the interview in a manner, and using techniques, appropriate to the suspect's behaviour 11. the types of contingencies that may arise during interview and how these should be dealt with 12. the procedures and reasons for handing over responsibility for suspects in police detention to the Custody Officer on completion of interviews 13. how to deal with potential defences and reasonable explanations |
| *You need to know and understand:* | Evaluating interviews and carrying out post-interview processes   1. how to evaluate the interview and your own performance in the interview 2. the types of further action which may be taken and how these should be initiated 3. how to provide a brief to the investigating officer 4. recognised models of briefing 5. the information which the investigating officer will require 6. how to update relevant others and the information they will require |
| *You need to know and understand:* | Documentation   1. the relevant interview documentation and how to complete it correctly 2. the reasons why endorsements may be required |

**Additional Information**

|  |  |
| --- | --- |
| Scope/range related to performance criteria | **Plan and prepare interviews with suspects**   1. **material**    1. information    2. object    3. written documentation    4. audio recording    5. passive data generation    6. visual images 2. **factors**    1. intoxication (drink or drugs)    2. behaviour    3. age    4. physical disorder/disability    5. learning disability    6. mental health 3. **relevant others**    1. prosecutors    2. custody officer    3. investigating officer/interview co-ordinator    4. interview adviser/specialist interviewer    5. officers required for legal authorities    6. interpreters 4. **location**    1. at the scene    2. police premises    3. public, private or business premises    4. healthcare facility    5. custodial establishment    6. public place 5. **resources**    1. audio recording equipment    2. video recording equipment    3. appropriate documentation    4. exhibits   **Conduct interviews with suspects**   1. **resources**     1. audio recording equipment    2. video recording equipment    3. appropriate documentation 2. **behaviour**    1. cooperative    2. non-cooperative    3. aggressive    4. passive 3. **contingencies**    1. medical    2. welfare    3. legal    4. inappropriate behaviour by others present    5. technical faults   **Evaluate interviews with suspects and carry out post** **interview processes**   1. **action**    1. charge a suspect    2. release a suspect    3. arrest a suspect    4. no further action    5. further lines of enquiry 2. **relevant others**    1. legal representatives    2. appropriate adults    3. health care professionals    4. custody officer    5. officers required for legal authorities    6. interpreters    7. victims/witnesses |

|  |  |
| --- | --- |
| **Developed by** | Skills for Justice |
| **Version number** | 2 |
| Date approved | May 2008 |
| Indicative review date | May 2013 |
| Validity | Current |
| Status | Original |
| Originating organisation | Skills for Justice |
| Original URN | SFJ CJ202 |
| Relevant occupations | Public Services; Public Service and Other Associate Professionals; |
| Suite | Policing and Law Enforcement |
| Key words | interview, suspects, serious, complex, investigations |