

Basic Training Module Specifications

<u>Functional Area:</u>	I. Investigation
<u>Subject Area:</u>	D. Investigation
<u>Module Title:</u>	2. PRELIMINARY WITNESS INTERVIEWING
<u>Hours:</u>	Not less than 4 hours

Notes to Instructor:

Develop recruit "skills practicum" scenarios to ascertain recruit understanding and practical skills application.

Recruits should understand the difference between open and closed ended questions.

Develop a uniform interviewing skills inventory sheet for critique purposes.

Module Objectives:

I.D.2.1. Interview Complainants and Witnesses.

- a. Separates complainants and/or witnesses.
- b. Obtains necessary information about witnesses and/or complainants (e.g., name, date of birth, address, phone number, availability).
 - (1) determines whether the rule of privileged communication applies to the person to be interviewed.
- c. Asks questions to obtain pertinent facts using proper procedures:
 - (1) is direct,
 - (2) asks what the witness saw and heard, not what they were told, and
 - (3) asks questions without supplying answers.

I.D.2.2. Take Statements of Witnesses.

- a. Obtains written statements from witnesses, whenever possible, about events that occurred, asking them to be detailed and include names, dates, times, places, etc.
- b. Handles recorded statements from witnesses as evidence:
 - (1) notes the date, time and place;
 - (2) identifies the name of witness giving the statement;
 - (3) identifies the interviewer;
 - (4) marks and tags the statement as evidence; and
 - (5) references the witness statement in the offense report.

I.D.2.2. Take Statements of Witnesses (continued).

- c. Writes report about events that occurred based on witness statements and other information known about event.

Module History

Revised	09/21
Reviewed	11/23