

Basic Training Module Specifications

Functional Area: III. Detention and Prosecution  
Subject Area: B. Case Prosecution  
Module Title: 3. PREPARATION FOR LEGAL PROCEEDINGS  
Hours: Not less than 1 hour

Notes to Instructor:

Module Objectives:

- III.B.3.1. Verify Reliability and Credibility of Witnesses.
- a. Verifies the reliability and credibility of witnesses by considering:
    - (1) witness' background (e.g., criminal records, financial records, medical history),
    - (2) witness' experience as it relates to the potential testimony (e.g., if a gun was used in the case, the witness would be reliable if he/she were a gun salesman), and
    - (3) the accuracy of information the witness has provided in previous testimonies.
- III.B.3.2. Review a Case with Prosecutor or City Attorney to Plan Preparation of Case.
- a. Notes relevant facts such as:
    - (1) witness statements,
    - (2) evidence,
    - (3) weak points of case,
    - (4) possible defenses,
    - (5) any follow-up not noted in report,
    - (6) possible order for presenting witnesses,
    - (7) possible hostile witnesses, and
    - (8) *res gestae* witnesses.
- III.B.3.3. Check That Witnesses Are Ready for Court Testimony.
- a. Verifies that subpoenaed witnesses are present.
  - b. Introduces witnesses to prosecutor.
  - c. Explains courtroom proceedings to witnesses (e.g., delays in proceedings, meanings of legal terms and procedures).
  - d. Refrains from coaching the witness as to potential testimony.

III.B.3.4. Prepare for Testifying in a Legal Proceeding.

- a. Prepares for court testimony by obtaining, organizing, and reading reports in order to refresh memory of incident.
- b. Obtains evidence from property room.
- c. Arranges for delivery of evidence to court.

**Module History**

Reviewed 9/21