
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

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Interview suspects in relation to serious and complex investigations

Performance criteria

Plan and prepare interviews with suspects

You must be able to:

- P1 review all the available **material** relating to the incident
- P2 assess any **factors** affecting the suspect's fitness for interview and the necessity for appropriate people to be in attendance
- P3 consult with **relevant others** to establish an interview strategy
- P4 establish the appropriate time, **location** and resources conditions for the interview
- P5 prepare a written interview plan that is clear, appropriate and meets the needs of the investigation
- P6 determine the extent of, and supply, relevant pre-interview briefing to legal advisors

Conduct interviews with suspects

You must be able to:

- P7 assume responsibility for the suspect where they are in police detention
- P8 maintain the security and welfare of the suspect, yourself and any others present
- P9 inform all present of the interview structure and check their understanding
- P10 ensure that the suspect and others present are aware of their rights, roles and responsibilities
- P11 give any required caution and evidential/special warnings to the suspect
- P12 record the interview using the appropriate **resources**
- P13 engage appropriately with the suspect according to their **behaviour** and using the appropriate interviewing techniques and communication methods
- P14 conduct the interview in accordance with the interview plan, whilst maintaining flexibility in response to the suspect's **behaviour**
- P15 check the meaning and accuracy of information and ensure that any inaccuracies or misunderstandings are clarified with the suspect
- P16 appropriately challenge any inconsistencies in the suspect's account
- P17 deal with individuals in an ethical manner, recognising their needs with respect to race, diversity and human rights
- P18 where necessary, use exhibits appropriately during the interview
- P19 deal with **contingencies** in accordance with current guidelines and codes of practice
- P20 clearly inform the suspect and any others present when the interview is concluded
- P21 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
- P22 fully document all decisions, actions, options and rationale in accordance with current policy and legislation, and obtain any necessary

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endorsements

Evaluate interviews with suspects and carry out post interview processes

- You must be able to:*
- P23 ensure that the suspect is fully aware of any post interview procedures
 - P24 evaluate the interview to identify and prioritise the necessary further **action**
 - P25 update **relevant others** based on the evaluation of the interview
 - P26 evaluate all the available material as a result of the interview
 - P27 evaluate your own performance and identify any learning and development needs in relation to planning and conducting interviews
 - P28 fully document all decisions, actions, options and rationale in accordance with current policy and legislation

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Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 current, relevant legislation, policies, procedures, codes of practice and guidelines in relation to conducting interviews with suspects
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 how to deal with suspects and relevant others in an ethical manner
- K5 the rights of suspects under arrest and those that are not under arrest

Interview planning and preparation

You need to know and understand:

- K6 the reasons for reviewing the evidence and the types of action that may be taken
- K7 how to establish the suspect's fitness for interview
- K8 the suitable timings for interviews
- K9 the locations in which interviews can take place
- K10 the environmental conditions which are conducive to interviews
- K11 how to plan an interview strategy and develop a written interview plan
- K12 who to consult with regarding the interview strategy
- K13 the points to prove for the incident(s) concerned
- K14 the rules of evidence and disclosure
- K15 how to set up the location and resources for the interview
- K16 how to determine the information to supply as pre-interview briefing for legal representatives and how to supply it

Conducting interviews

You need to know and understand:

- K17 the procedures and reasons for assuming responsibility for suspects in police detention
- K18 how to maintain the security and welfare of the suspect, yourself and others
- K19 the procedures and reasons for informing the suspect and relevant others of their rights and responsibilities
- K20 the cautions and warnings to be given to suspects including both those in police detention and those not under arrest
- K21 how to record the interview
- K22 how to use recording equipment
- K23 the required conduct of interviews at both police premises and other locations
- K24 the types of approved interviewing techniques and communication methods
- K25 the importance of following your interview plan during interviews, whilst

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- maintaining a flexible approach
- K26 how to conduct the interview in a manner, and using techniques, appropriate to the suspect's behaviour
- K27 the types of contingencies that may arise during interview and how these should be dealt with
- K28 the procedures and reasons for handing over responsibility for suspects in police detention to the Custody Officer on completion of interviews
- K29 how to deal with potential defences and reasonable explanations

Evaluating interviews and carrying out post-interview processes

You need to know and understand:

- K30 how to evaluate the interview and your own performance in the interview
- K31 the types of further action which may be taken and how these should be initiated
- K32 how to provide a brief to the investigating officer
- K33 recognised models of briefing
- K34 the information which the investigating officer will require
- K35 how to update relevant others and the information they will require

Documentation

You need to know and understand:

- K36 the relevant interview documentation and how to complete it correctly
- K37 the reasons why endorsements may be required

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Additional Information

Scope/range related to performance criteria

Plan and prepare interviews with suspects

1. **material**
 - 1.1 information
 - 1.2 object
 - 1.3 written documentation
 - 1.4 audio recording
 - 1.5 passive data generation
 - 1.6 visual images

2. **factors**
 - 2.1 intoxication (drink or drugs)
 - 2.2 behaviour
 - 2.3 age
 - 2.4 physical disorder/disability
 - 2.5 learning disability
 - 2.6 mental health

3. **relevant others**
 - 3.1 prosecutors
 - 3.2 custody officer
 - 3.3 investigating officer/interview co-ordinator
 - 3.4 interview adviser/specialist interviewer
 - 3.5 officers required for legal authorities
 - 3.6 interpreters

4. **location**
 - 4.1 at the scene
 - 4.2 police premises
 - 4.3 public, private or business premises
 - 4.4 healthcare facility
 - 4.5 custodial establishment
 - 4.6 public place

5. **resources**
 - 5.1 audio recording equipment
 - 5.2 video recording equipment
 - 5.3 appropriate documentation
 - 5.4 exhibits

Conduct interviews with suspects

6. **resources**
 - 6.1 audio recording equipment
 - 6.2 video recording equipment
 - 6.3 appropriate documentation

7. **behaviour**
 - 7.1 cooperative
 - 7.2 non-cooperative
 - 7.3 aggressive
 - 7.4 passive

8. **contingencies**
 - 8.1 medical
 - 8.2 welfare
 - 8.3 legal
 - 8.4 inappropriate behaviour by others present
 - 8.5 technical faults

Evaluate interviews with suspects and carry out post interview processes

9. **action**
 - 9.1 charge a suspect
 - 9.2 release a suspect
 - 9.3 arrest a suspect
 - 9.4 no further action
 - 9.5 further lines of enquiry

10. **relevant others**
 - 10.1 legal representatives
 - 10.2 appropriate adults
 - 10.3 health care professionals
 - 10.4 custody officer
 - 10.5 officers required for legal authorities
 - 10.6 interpreters
 - 10.7 victims/witnesses

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