

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>PLAN AND PREPARE</b>	<p><b>For interviews with witnesses and victims</b></p> <p>Understand:</p> <ul style="list-style-type: none"> <li>planning and preparing an interview with a victim and a witness in a simulated environment</li> <li>current legislation, policies, procedures, and guidelines in relation to conducting interviews</li> <li>how to deal with interviewees and relevant others in an ethical manner</li> <li>current legislation and what needs to be proved in relation to the advanced nature of the interview.</li> </ul> <p><b>For interviews with suspects</b></p> <p>Understand:</p> <ul style="list-style-type: none"> <li>planning and preparing for an interview with a suspect in a simulated environment</li> <li>potential security and welfare issues relating to suspects</li> <li>current legislation, policies, procedures, and guidelines in relation to conducting interviews</li> <li>how to deal with interviewees and relevant others in an ethical manner</li> <li>current legislation and what needs to be proved in relation to the advanced nature of the interview.</li> </ul>	<p><b>For interviews with witnesses and victims</b></p> <p>Working knowledge of:</p> <ul style="list-style-type: none"> <li>five elements of the PEACE and SAFE frameworks for conducting interviews</li> <li>four core skills of investigative interviewing:               <ol style="list-style-type: none"> <li>planning and preparation</li> <li>establishing rapport</li> <li>questioning skills</li> <li>listening skills</li> </ol> </li> <li>Selection of interview topics</li> </ul> <p>Under minimal supervision plan and prepare an interview with a victim.</p> <p><b>For interviews with suspects</b></p> <p>Working knowledge of:</p> <ul style="list-style-type: none"> <li>four core skills of investigative interviewing               <ul style="list-style-type: none"> <li>&gt; planning and preparation</li> <li>&gt; establishing rapport</li> <li>&gt; questioning skills</li> <li>&gt; listening skills</li> </ul> </li> <li>selection of interview topics.</li> </ul> <p>Under minimal supervision plan and prepare an interview with a suspect.</p>	<p><b>For all interviews</b></p> <p>Working independently:</p> <ul style="list-style-type: none"> <li>plan and prepare an interview with a key and significant witness</li> <li>identify vulnerable witnesses and state which witnesses might be eligible for a video recorded interview</li> <li>establish the interviewee's fitness for interview</li> <li>establish suitable timings for the interview</li> <li>establish interview location.</li> </ul> <p>Have superior knowledge of:</p> <ul style="list-style-type: none"> <li>environmental conditions which are conducive to interviews</li> <li>rules of evidence and disclosure</li> <li>how to set up the location and use the resources for the interview</li> <li>reasons for reviewing evidence and the types of action to take</li> <li>how to maintain the security and welfare of the interviewee and others</li> </ul> <p><b>For interviews with suspects</b></p> <p>Superior knowledge of:</p> <ul style="list-style-type: none"> <li>role of a legal advisor</li> <li>basic requirements for interviewers conducting pre-interview briefings if relevant.</li> </ul>	<p><b>For all interviews</b></p> <p>Provide accurate and timely advice to the Investigating Officer? (IO) on interview-related matters.</p> <p>Evaluate information from material, statements and interviews, and determine location and resource requirements for interviews.</p> <p>Ensure all legal and organisational requirements are met, ie current, relevant legislation and organisational requirements in relation to</p> <ul style="list-style-type: none"> <li>race, diversity and individual rights</li> <li>health and safety</li> </ul> <p>Ensure interviewees and relevant others are dealt with in an ethical manner.</p>	<p><b>For all interviews</b></p> <p>Formulate interview strategies in consultation with relevant others.</p> <p>Formulate investigative strategies.</p> <p>Develop complex interview plans with respect to the elements of the offence.</p> <p>Use current, approved interviewing techniques for advanced interviews and communication methods.</p> <p>Ensure different categories of witnesses and models of interviewing are used.</p> <p>Conduct interviews with personnel from partner agencies.</p> <p>Ensure the best evidence in criminal proceedings is obtained.</p>

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<b>CONDUCT THE INTERVIEW</b>	<p><b>For interviews with witnesses and victims</b></p> <p>Understand:</p> <ul style="list-style-type: none"> <li>the five elements of the PEACE framework for conducting interviews</li> <li>the four core skills of investigative interviewing               <ul style="list-style-type: none"> <li>&gt; planning and preparation</li> <li>&gt; establishing rapport</li> <li>&gt; questioning skills</li> <li>&gt; listening skills</li> </ul> </li> <li>importance of explaining the interview procedures and process to an interviewee at the start of an interview</li> <li>need to take notes during an interview</li> <li>the interview room and its recording equipment</li> <li>importance of closing the interview properly.</li> </ul> <p>Under direct supervision:</p> <ul style="list-style-type: none"> <li>conduct a witness interview using the free recall interview in a simulated setting</li> <li>complete a simulated witness/victim statement</li> <li>complete a simulated interviewers statement.</li> </ul>	<p><b>For all interviews</b></p> <p>Working knowledge of:</p> <ul style="list-style-type: none"> <li>need to take notes during an interview</li> <li>what constitutes good conversational technique</li> <li>importance of structured questioning during investigative interviewing</li> <li>engaging with the interviewee</li> <li>how to record the interview using recording equipment (audio/video/written)</li> <li>completing current agency documentation correctly</li> <li>importance of closing the interview properly.</li> </ul> <p><b>For interviews with suspects</b></p> <p>Working knowledge of cautions and warnings to be given to suspects.</p>	<p><b>For all interviews</b></p> <p>Working independently, conduct interviews.</p> <p>Superior knowledge of:</p> <ul style="list-style-type: none"> <li>procedures and reasons for informing the interviewee and relevant others of their rights and responsibilities</li> <li>procedures and reasons for handing over Records of Interviews ?ROIs for suspects on completion of interviews</li> <li>dealing with potential defences and reasonable explanations</li> <li>taking effective notes in an interview</li> <li>identifying and using correct questioning techniques.</li> </ul>	<p><b>For all interviews</b></p> <p>Co-ordinate interview processes:</p> <ul style="list-style-type: none"> <li>negotiating with others</li> <li>briefing and debriefing others to gain the required information</li> <li>ensuring attendance of relevant others for interviews and maintaining fair treatment of suspects</li> <li>formulating options for tactical versus strategic use of evidence</li> <li>using experts in the interview process for maximum benefit to the investigation</li> <li>selecting personnel for interview teams and facilitating co-operative working practices between them</li> <li>identifying and dealing with sensitive material.</li> </ul> <p>Monitor interview processes:</p> <ul style="list-style-type: none"> <li>maintaining and evaluating information gathered during the interview process</li> <li>ensuring the best evidence is obtained in criminal proceedings</li> <li>encouraging and providing feedback on performance and interview style</li> </ul>	<p><b>For all interviews</b></p> <p>Ensure the tactical use of evidence.</p> <p>Ensure the strategic use of evidence.</p> <p>Deal with legal representatives during interviews.</p>

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<b>CONDUCT THE INTERVIEW</b>	<p><b>For interviews with suspects</b></p> <p>Understand:</p> <ul style="list-style-type: none"> <li>the seven principles of investigative interviewing</li> <li>what constitutes good conversational techniques</li> <li>recognise the importance of structured questioning during an investigative interview</li> <li>the interview room and its recording equipment.</li> </ul> <p>Under direct supervision:</p> <ul style="list-style-type: none"> <li>conduct an interview with a suspect using the conversation management model of interviewing in a simulated setting.</li> </ul>				
<b>EVALUATE THE INTERVIEW</b>	<p><b>For all interviews</b></p> <p>Understand the evaluation process at the conclusion of an interview.</p>	<p><b>For all interviews</b></p> <p>Working knowledge of the evaluation process at the conclusion of an interview.</p>	<p><b>For all interviews</b></p> <p>Working independently, evaluate interviews.</p>	<p><b>For all interviews</b></p> <p>Interpret evaluations ensuring relevant further actions are taken as appropriate.</p> <p>Ensure all required documentation is completely and accurately completed.</p>	<p><b>For all interviews</b></p> <p>Fully brief and update any relevant others, summarising interview records and evaluations.</p> <p>Provide briefs to investigating officers, including information required by them and relevant others.</p>

<sup>1</sup> Developed from PSPREG411A (Gather information through interviews) and PEPREG407B (Produce formal record of interview).