



## TAPED INTERVIEWING PROCEDURES

### GOT IT TAPED?



A properly conducted taped interview has many advantages over contemporaneous note taking — better, more interactive interviews, savings in time and an incontrovertible record of events. In certain cases the taping of interviews is required by law. Failure to follow procedures, however minor, could jeopardise an investigation by rendering the evidence inadmissible.

### WHAT RMH PROVIDES

This high quality training course is intended for all investigative staff and encompasses the principles of investigative interviewing, the practical conduct of a taped interview as laid down by The Police and Criminal Evidence Act 1984 (PACE), and the post-interview procedures such as tape sealing and the preparation of interview transcripts and summaries.

The course is designed and delivered by specialists with extensive experience of conducting taped interviews gained in the Police Service and other Government Departments.



The material used in the course is accredited by the University of Portsmouth.

### COURSE FORMAT

The 2 day course places emphasis on the acquisition of practical and technical skills. This is achieved through hands-on sessions, the use of tape recording equipment and CCTV role-play exercises.

*we provide regular update support  
and refresher training as required*



# TAPED INTERVIEWING PROCEDURES

## CONTENT

- ▶ Principals of Investigative Interviewing
- ▶ The PEACE model
- ▶ Practical use of tape recording equipment
- ▶ The Police and Criminal Evidence Act 1984 (PACE) social context and relevant legal issues
- ▶ Demonstration of tape recording equipment
- ▶ Tape sealing procedures
- ▶ Taped transcripts and summaries

## METHODOLOGY

- ▶ Syndicate work
- ▶ Group discussions
- ▶ Practical exercises
- ▶ Role playing using CCTV
- ▶ Knowledge test and assessment
- ▶ Pre-course reading package to be completed prior to attendance

## DURATION

2 days

## NUMBER OF STUDENTS

6 per event

## TARGET AUDIENCE

All investigative staff

## LEARNING OUTCOMES

*you will be able to:*

- ▶ Legally, ethically and professionally conduct a taped interview
- ▶ Display the effective use of the tape recording equipment
- ▶ Deal effectively with unexpected events during a taped interview
- ▶ Prepare a taped transcript and summary in accordance with accepted guidelines

*Specialist Skills Training by Professionals*