

CONSIDERATIONS FOR CONSISTENCY DURING THE INTERVIEW PROCESS



Create and record the interview plan.

The Interview Plan provides the interviewer the opportunity to:

- review the investigation
- establish what material is already available
- decide on the aims and objectives of the interview
- what information is being sought after, and how can it be obtained

The following questions may be helpful at this stage.

- Who needs to be interviewed, and in what order?
- Why is a particular interviewee's viewpoint so important?
- What information should now be obtained?
- Should the interviewee be interviewed immediately, or would it be more useful to wait until more information about the circumstances of the offense has been obtained from other sources?

Understand the characteristics of the interviewee.

Interviewee Individual characteristics should be taken into account when planning and preparing for an interview.

These may include:

- tenure with organization
- position within the organization
- age – knowing the interviewee's age helps to determine the best time to undertake the interview and the potential need for an adult or guardian's presence
- cultural background – this can affect the way a person prefers to be addressed

HIGHLIGHTS

- Create and record the interview plan
- Understand the characteristics of the interviewee
- Consider all practical arrangements for the interview
- Create a written interview plan



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Understand the characteristics of the interviewee (continued).

- religion or belief system – understanding guilt culture vs. shame culture might matter
- physical and mental health – knowledge of an existing medical condition and ensuring that appropriate facilities are used
- disability – both physical as well as social or psychological
- previous interviews
- gender – in certain types of incidents, it is important to consider the gender of the interviewee. Potentially sensitive issues such as an interviewee's sexual orientation or gender assignment should be approached tactfully if these matters become relevant to the interview

Consider all practical arrangements for the interview.

The interviewer should review practical considerations that may help them understand the circumstances of the offense and achieve the best interview from the interviewee. These include:

- visiting the scene
- review of all supporting evidence and documentation
- searching relevant premises
- location of the interview
- role of interviewers, witnesses, and notetakers
- timing of the interview
- equipment necessary for the interview, particularly if it is being recorded
- exhibits and property that may be necessary during the interview
- knowledge of the offense under investigation and consideration of all potential explanations or outcomes related to the offense

Create a written interview plan.

The interview plan summarizes the interview's aims and objectives and provides a framework for questioning. It should include:

- the time a subject is voluntarily participating in the interview process
- the range of topics to be covered around identified time parameters (this may vary depending on whether it is a witness or suspect interview)
- the points necessary to prove the potential offense under investigation
- any points that may be a defense for committing the offense under investigation
- introduction of exhibits or information gathered during the investigation
- material which suggests the subject may have committed the offense
- identified information that may assist the investigation
- any other relevant points
- planning for a prepared statement, special warnings, adverse inference, significant comments or silences



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