

3R's Template

Introductions phase at the beginning of a suspect interview, on tape, under caution.

- Tapes on straight away.
- Personal introductions, establish 1st names, if possible. "My name's (interviewee's name) can I call you....?"
- Interview being recorded and we are in..... time and date, I'm sure the 1st thing you want to know is what this is all about.

REASONS (note the reasons below are headings, don't speak them)

1) Reason for the investigation

I'm investigating (a theft of mail/a number of mail thefts/whatever).
That means, theft of Special Delivery items which had cash in them.

2) Reason we've picked you

You were working in the SD locker when these items first went missing.
They turned up on your walk, opened, with the cash gone

3) Reason for the interview –

This interview is your opportunity to tell me if you were involved or, if not, anything and everything you know about them

Check – Do you understand? Is there anything you want to ask me?

ROUTINES

- So, what I'm going to ask you to do is tell me, in as much detail as you can, everything you know about these SD items and the cash that was in them
 - Before you do it's important that you know your rights, so I'm going to explain them to you and check that you understand
- 1) Give the Caution
 - 2) Explain it
 - 3) Ask the 3 questions

1
2
3

3R's Template

- You also need to know that you're NOT under arrest and that you are free to leave at any time.
- You also have the right to speak to a legal advisor at any time. That means now, before we start the interview or at any time during. "Do you want to...?"

Check – Do you understand? Any questions?

- Because you're an employee of Royal Mail you can have a friend with you in the interview and that "friend" can be from the Union. "Do you want....?"
- OK, now I'll explain to you how we're going to do this. There are no tricks, I only want the truth. I'm going to ask you simple questions about what you did on certain days.
- Take your time, think about what I ask you and then think about your answers and tell me in detail.
- If you don't understand what I've asked you, please say and I'll try and put it a better way. It's the same for me, if I don't understand something you're telling me I'll ask you to go over it.

Check – Is that OK?

- "other investigator's 1st name" will be making notes – to help all of us make sure we cover everything.
- We'll be having breaks as we go along. These will help us to plan the next part we want to cover AND to give you thinking time in case we miss something.
- Because the interview is being recorded and might be listened to later it's important we don't talk at the same time. So, when you're talking I'll wait until you're finished before I ask another question and if you could let me finish before you speak that would be very helpful.

Check – is that OK?

ROUTEMAP

- Right, now I'll tell you the areas that we'll probably cover
- 1) We'll talk about you and the time you've been working for R.M.
Pause...

3R's Template

- 2) In particular the times when you work in the SD locker, what you do there and how the system works
Pause...
- 3) We'll cover --/--/-- (date) and what you did then
Pause...
- 4) And obviously we need to know everything about the theft of those items and IF you had anything to do with stealing them or the contents

Check – Do you understand? Have you any questions for me?

1st Question will be offence focussed.

- Tell me everything you know about these SD items

If he says, "Which ones?" You try something like, "2 items, reported missing on --/--/--, by you, in the SD locker and later found on your walk" If necessary, show them.

