Investigation Policy Appendix 1a

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		INTERVIEW	RECORDING	G		
1.	PURPOSE The aim of this policy is to inform Security Managers of the compulsory requirement to use the Quick Reference Guide for interview recording procedures.					
2.	LINK TO ACCOUNTABILITIES					
	Security Managers					
3.	POLICY					
	It is mandatory for all Security Community employees to use the Quick Reference Guides when conducting tape recorded interviews.  These guides can be found on the Corporate Security Database in the Library Section under:-  Interviewing - Quick Reference Guide.					
4.	Links to other reference	material (polic	ies, processe	es and proc	edures, e	tc.)
	Title	Author	Located	Version	Type	Policy No.
	QRG - Colour QRG - B & W	Corporate Security	Database	Version 3	Guide	N/A
5.	Document details					
5.1	Author:					
5.2	Owner:	Head of Corporate Security Programme, 4th Floor, Impact House, 2 Edridge Road, Croydon CR9 1PJ				
5.3	Audience:	Security Community				
5.4	Enquiry point :					te Security, 4th
		Floor, Impact House, 2 Edridge Road, Croydon CR9 1PJ				
~ ~	Ecc. C	T 1 2002	t House, 2 Eur	rage Road, C		
5.5	Effective from:	July 2002	t House, 2 Eur	rage Road, C	- 3	
5.6	Review date :	<b>July 2003</b>	i House, 2 Eur	ruge Road, C	. <b>,</b>	
5.6 5.7	Review date : Last updated :					
5.6 5.7 6.	Review date : Last updated : Assurance Details	July 2003 June 2002	·	Tage Road, C		
5.6 5.7 6. 6.1	Review date : Last updated : Assurance Details Name	July 2003 June 2002 Policy Assura	·			
5.6 5.7 6. 6.1 6.2	Review date : Last updated : Assurance Details Name Business Unit	July 2003 June 2002 Policy Assura Various	·	inge Road, C		
5.6 5.7 6. 6.1	Review date : Last updated : Assurance Details Name	July 2003 June 2002 Policy Assura	·	inge Road,		
5.6 5.7 6. 6.1 6.2 6.3 7.	Review date : Last updated : Assurance Details Name Business Unit Assurance Date Final Review	July 2003 June 2002 Policy Assura Various June 2002	ance Team			
5.6 5.7 6. 6.1 6.2 6.3	Review date : Last updated : Assurance Details Name Business Unit Assurance Date	July 2003 June 2002 Policy Assura Various June 2002	·			

Date