

Video Recorded Interviews Aide Memoire

Preliminaries

- Welcome and introductions to everyone in the room + the equipment operator
Introductions include Name and Role
- Day, Date, Time
- Place where the interview is happening
- Identify presence of Cameras
- Purpose of the Interview

Ground Rules

- We can take a break at any point
- If you want to stop the interview let me know
- I was not there at the time so tell me everything that you can remember
- It's okay if you cannot remember
- If you don't understand my question, tell me
- If I have got something wrong or misunderstood tell me
- Truth and Lies

Rapport Phase

- Start with neutral topics

Free Account

Questions

- **Tell, Explain, Describe**
- **R-V-Turnball**
 - AMOUNT** of time the witness observed the incident.
 - DISTANCE** from the witness to the incident.
 - VISIBILITY** conditions at the time of the incident.
 - OBSERVATION.** Was the incident obstructed in any way.
 - KNOWLEDGE** of the witness. Did they know them, would they recognise them again.
 - ANY** reason for remembering the incident or perpetrator.
 - TIME** elapsed since the incident.
 - ERRORS** in relation to the description of the event or perpetrators.

Check

- Summarise for the witness and check accuracy, with co-interviewer and the equipment controller

Close

- Return to neutral topics
- Thank the witness and give the time at the end of the interview