

- (e) persons who have contact with the accused prior to, during and after the interview;
- (f) any meals or refreshments offered or given to the accused; and,
- (g) concise and accurate notes of any conversation which is not on video. Conversation should be kept verbatim to the best of the Officer's ability.

12. In choosing a location for a suspect to be interviewed, Officers shall ensure privacy by using an interview room and, where possible, avoid interviewing the suspect at their home or office.

13. With regard to preliminary preparations, Officers shall familiarize themselves with all known facts and circumstances surrounding the offence by reviewing the statements and facts, and interviewing Officers and witnesses.

14. Officers shall gather all available background information from the suspect, culprit or accused.

Note: A thorough interview regarding the suspect's background can produce considerable results.

15. Certain questions (Behavioural Analysis Questions), in the initial stages of an investigative interview will elicit responses which permit the interviewer to draw conclusions as to a suspect's guilty knowledge.

16. Investigators shall be patient, persevere, listen and be in control, and use their imagination.

Note: It should be remembered that investigative interviews fail mainly because of the interviewer's lack of effort. Do not be afraid to ask questions.

17. The onus is on the Crown to prove that a statement was voluntary, whether inculpatory or exculpatory. Statements which are obtained from either fear of prejudice, hope of advantage or threats exercised or held out by a person in authority, will **not** be admissible. Statements may be subject to exclusion due to any breach of the Charter.

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X. Victim and Witness Interviews

1. Officers shall conduct interviews in accordance with the Declaration of Principles of the Police Services Act, in conjunction with the following criteria:

- (a) be patient - inform the victim(s)/ witness(s) that they should take their time and impress upon them that there is no hurry;
- (b) allow the victim(s)/witness(s) to slowly relate their version of the incident in the form of a "pure version statement" without interrupting them with questions. This allows the victim(s)/ witness(s) a more concentrated form of memory retrieval;
- (c) do not coach the victim(s)/ witness(s);
- (d) allow the victim(s)/witness(s) to relate the incident as they recall it;
- (e) do **not** make suggestions that may be adopted by the person;