

Taped Statement Guide

Before turning on the recorder, instruct the victim(s) or witness(es) to:

- 1.) Keep your responses audible.
- 2.) Do not nod or shake your head, answer "yes" or "no".
- 3.) Wait for me to complete my questions and try not to talk over me.
- 4.) Speak loudly and clearly for the recorder.

After turning on the recorder, make sure to cover the following information:

Today's date is _____ The time is _____
(Date) (Time)

This is Officer...(or Deputy) _____
(Your name)

I am currently at _____
(Location of Interview)

This is in reference to Case #: _____
(Your Agency Case Number)

This is a taped interview of _____
(Name of Victim/Witness)

Also present for this interview is: _____
(Name of Persons Present)

SWEARING IN:

Please raise your right hand. Do you swear or affirm to tell the truth, the whole truth, and nothing but the truth?

Wait for the witness to answer.

Personal identifiers that **should be** obtained from a victim or witness include:

Name: _____

Home Address: _____

Home Telephone Number: () _____ Cell Phone #: () _____

Date of Birth: / / _____ DL Number: _____

Social Security #: _____

Place of Employment: _____

Work number: () _____

*Other pertinent information includes family history such as the name and address of a **stable** relative. For example:*

Mother's Name _____ *Father's Name:* _____

Mother's Address: _____ *Father's Address:* _____

Grandmother's Name: _____ *Grandfather:* _____

GM's Address: _____ *GF's Address:* _____