

Canadian Police Knowledge Network

Course Training Standard

**CANADIAN
POLICE
KNOWLEDGE
NETWORK**



**RÉSEAU
CANADIEN DU
SAVOIR
POLICIER**

Interviewing

Canadian Police Knowledge Network

Course Training Standard

Revision History

Course Title: Interviewing
Date of Course Design: January, 2008
Date of Course Launch: February, 2008

Date of Revision: May 2008
Name of Person Dan Goodwin
Responsible for Toni Mills
Change(s): Heather Wilson
Summary of Change(s): Regular maintenance

Date of Revision:
Name of Person
Responsible for
Change(s):
Summary of Change(s):

Canadian Police Knowledge Network

Course Training Standard

Course Outline/Calendar Description

Course Title: Interviewing

Delivery Method: Online

Course Description:

The interview is one of the most important parts of an investigation. With the right communication and interviewing skills, an investigator can extract information from even the most uncooperative subjects.

This course examines the various stages of a structured investigative interview and how to effectively communicate within each stage to get the information needed to proceed with a full investigation. It is also designed to build skills around investigating alibis and the difficult task of interviewing children.

Course Objective(s):

- Explain the purpose and guidelines of a structured investigative interview
- Explain the importance of preparing for an interview
- Explain how to properly begin an interview
- Identify ways to encourage free narrative during an interview
- Identify techniques that can be used to help enhance memory retrieval during an interview
- Determine specific questions to ask a subject when clarification is necessary
- Determine when an interrogation should follow an interview
- Explain how to properly conclude an interview
- Determine if any follow-up action to an interview is necessary
- Explain how to properly investigate an alibi
- Explain how to properly interview a child

Evaluation Standard:

Students will complete a final assessment consisting of 30 questions. Students will have three (3) attempts to successfully pass the evaluation. Pass criteria is 80%.

Target Audience: Police Officers

Duration: Two (2) hours

Price: \$50.00

Prerequisite(s): None

Language(s): English/French

Special Notes: None

Canadian Police Knowledge Network

Course Training Standard

Content Provider/Subject Matter Expert(s)

Content Provider(s): RCMP

Subject Matter Experts:

Content for this course was developed by:

Cpl. Dwayne Kelly's main areas of expertise include interview/interrogation, deception detection, statement analysis, and search and seizure. In his 15 years of service, Cpl. Kelly has played a significant role in the development of operational policy and learning tools for the RCMP. For more than two years, he was the RCMP's lead Subject Matter Expert for the development of the "Integrated Investigational Training Strategy," the RCMP's National Investigative Training Program. Cpl. Kelly also developed:

- An interactive operational training tool for search warrant writing and training RCMP's National operational policy on search and seizure, interview, and interrogation
- Content material for the RCMP's Investigative Training resource, the "Investigative Toolbox"
- Numerous seminars and courses on all aspects of investigative procedure

In recognition of his contributions to police training and learning, Cpl. Kelly was awarded the "Commanding Officers Commendation" for training initiatives.

S/Sgt. Philip G. Scharf (retd) acquired extensive experience in the areas of Major Crime Investigation, Interrogation, and Polygraph during 38 years of service with the RCMP. During that time, he undertook significant training in Forensic Polygraph and Major Crime Investigations and instructed at the Canadian Police College. S/Sgt. Scharf is recognized internationally as a leading police interviewer and interrogator. He lectured on, and investigated, major crime cases on behalf of Eastern and Western Caribbean Police Forces.

Canadian Police Knowledge Network

Course Training Standard

Course Evaluation Strategy

Evaluation Strategy

This course contains two forms of evaluation—practice activities and a final assessment.

Each practice activity provides the means for the learner to self assess, without scoring or tracking, in order to provide an environment to discover from mistakes and perfect their performance.

The final assessment provides a scorable/trackable function that assesses the learner on their overall knowledge gain. The final assessment serves two functions: it provides the learner with a pragmatic utilization of the knowledge; and provides data to the learner's organization so that it can provide the learner with additional remediation, or identify areas in the content that require critical attention and improvement.

Criteria	Practice Activities	Final Assessment
Question Creation	CPKN/Content Provider	CPKN/Content Provider
Question Types	<ul style="list-style-type: none"> • Multiple Choice • True/False • Drag and Drop • Scenario 	<ul style="list-style-type: none"> • Multiple Choice • True/False
Question Numbers	Varies by lesson	Pool of 115 questions – 30 questions asked on final assessment
Feedback	Correct/Incorrect	Correct/Incorrect
Remediation	None	Completion of final assessment will list areas that require review
Tracking and Scoring	None	Tracked and scored
Number of Attempts	Question level – 1 Module level – Unlimited	Question level – 1 Final Assessment – 3
Passing Criteria	N/A	80%
Reporting Requirements	None	Completion and scores

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Introduction to Investigative Communication

Duration: 15 minutes

Lesson Objective(s):

- None

Lesson Topic(s):

- The Foundation of the Canadian Criminal Justice System
- Going the Extra Mile
- Purpose
- Objectives and Principles
- Formula to Effective Interviewing

Evaluation Standard:

None

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Interviewing

Duration: 10 minutes

Lesson Objective(s):

- Explain the purpose and guidelines of a structured investigative interview

Lesson Topic(s):

- Interview vs. Interrogation
- the Purpose of Conducting an Interview
- The Role of the Interviewer
- Structured Investigative Interview

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Preparation

Duration: 10 minutes

Lesson Objective(s):

- Explain the importance of preparing for an interview

Lesson Topic(s):

- Background Research
- Interview Strategy
- Interview Location
- Interviewing Aids
- Audio/Video recording
- Written Statements
- Making Contact
- Circumstances Requiring Special Consideration

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Orientation

Duration: 10 minutes

Lesson Objective(s):

- Explain the importance of preparing for an interview

Lesson Topic(s):

- First Impression
- Interview Anxiety
- Obtaining Tombstone Information
- Identifying Roles, Purpose, and Expectation
- Mental Re-creation
- Providing Legal Rights

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Narration

Duration: 10 minutes

Lesson Objective(s):

- Identify ways to encourage free narrative during an interview

Lesson Topic(s):

- Free Narrative
- Uncooperative Subject
- Getting the Details
- Eyewitness Statements

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Enhancing Memory Retrieval

Duration: 10 minutes

Lesson Objective(s):

- Identify techniques that can be used to help enhance memory retrieval during an interview

Lesson Topic(s):

- Order of Events
- Perspective
- Specific Retrieval
- Nonverbal Responses

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Inquiry

Duration: 10 minutes

Lesson Objective(s):

- Determine specific questions to ask a subject when clarification is necessary

Lesson Topic(s):

- 5W1H
- Inconsistencies
- Asking the Right Questions
- Behaviour Observation Questions

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Preliminary Assessment

Duration: 10 minutes

Lesson Objective(s):

- Determine when an interrogation should follow an interview

Lesson Topic(s):

- Review and Verification
- Interrogation

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Concluding the Interview

Duration: 10 minutes

Lesson Objective(s):

- Explain how to properly conclude an interview

Lesson Topic(s):

- Non-disclosure
- Maintaining Contact
- Last Impression

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Follow-up

Duration: 10 minutes

Lesson Objective(s):

- Determine if any follow-up action to an interview is necessary

Lesson Topic(s):

- Assess Follow-up
- Explore Additional Avenues

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Structured Alibi Interview

Duration: 10 minutes

Lesson Objective(s):

- Explain how to properly investigate an alibi

Lesson Topic(s):

- Alibi
- Believability
- Investigating an Alibi
- Alibi Interview

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Interviewing Children

Duration: 10 minutes

Lesson Objective(s):

- Explain how to properly interview a child

Lesson Topic(s):

- Maintaining Objectivity
- Interviewing a Child
- Interviewing a Child: Points to Remember

Evaluation Standard:

Practice activities

Resources Required:

- None

Special Notes:

Canadian Police Knowledge Network

Course Training Standard

Lesson Outline

Course Title: Interviewing

Lesson Title: Final Assessment

Duration: Varies by learner

Lesson Objective(s):

- None

Lesson Topic(s):

- None

Evaluation Standard:

Final assessment – 30 questions

Pass criteria: 80%

Attempts: 3

Resources Required:

- None

Special Notes: