

Checklist for Taped Interviews

COMMENCEMENT	
Break seals in presence of interviewee and load machine. Press record button	<input type="checkbox"/>
Announce 1 That interview is being recorded and who is being interviewed.	<input type="checkbox"/>
2 The place of interview	<input type="checkbox"/>
3 Date and time (also record here)	<input type="checkbox"/>
Time Date	<input type="checkbox"/>
Identify yourself	<input type="checkbox"/>
Ask other people to identify themselves for the purposes of tape	<input type="checkbox"/>
Advise defendant that he will be given a notice at the end of the interview telling him what will be done with the tapes and about rights of access to the tapes	<input type="checkbox"/>
Caution and advise of rights	<input type="checkbox"/>

TERMINATION	
Ask if interviewee wants to clarify anything and if he wants to add anything.	<input type="checkbox"/>
Fill out notice	<input type="checkbox"/>
State the time (also record here) Time	<input type="checkbox"/>
Announce that you are turning off the recorder.	<input type="checkbox"/>
Turn recorder off, seal master tapes and serve the Notice	<input type="checkbox"/>

SHORT BREAK (that is, tapes remain in presence of interviewee)	
Announce that you are taking a break and the reason for it	<input type="checkbox"/>
State the time (also record here) Time	<input type="checkbox"/>
Switch off recorder but leave tapes in it	<input type="checkbox"/>
CONTINUATION	
Announce that interviewee has remained in room	<input type="checkbox"/>
State the time (also record here) Time	<input type="checkbox"/>
REMIND OF RIGHTS and Ask him to confirm that the case was not discussed whilst the recorder was off.	<input type="checkbox"/>

LONG BREAK (that is, tapes do not remain in presence of interviewee)	
Follow short break rules with the following exceptions	
1	Remove tapes from recorder and seal master tapes
2	Use fresh tapes when recommencing interviewee
3	Do not announce that the interviewee has remained in the room