

Recorded PACE Interview Aide Memoire

Defendant:

Date:

Location:

Persons present/roles

- This interview will be carried out in accordance with the Police & Criminal Evidence Act 1984 and Codes of Practice C and E are available on the table should you wish to consult them.
- The interview will be recorded and may be given in evidence if your case is brought before court
- Please could you make sure your mobile phone is switched off
- When the recording starts an alarm will sound
- You will be asked to introduce yourself
- Throughout the interview please speak clearly and give a verbal answer rather than nodding or shaking your head as this will not be picked up by the recording. My colleague and I may be taking notes as you talk.
- There is no fire drill planned for today, if the alarm should sound the interview will be terminated and I will escort you from the building.

Commence Recording - (make sure open CD's in front of interviewee)

Say:

1. This interview is being recorded
2. My name is and I am a (authorised officer).....
for (Fulchester Council).
3. The date is the
4. The time by my watch is(write this down)

5. This interview is being conducted in the Interview Room, Civic Centre, Fulchester
6. The other officer present is:.....**(officer to introduce self)**
7. Please confirm your full name and for the purpose of this recording spell your first and second name...**(person to introduce self)**
8. Please state your date of birth (Only if individual is a defendant)
9. Also present is**(person(s) to introduce themselves if interviewee has brought anyone with them)**
10. Can you confirm that the CDs were unwrapped in your presence?
11. What is the name of the business you represent?

(If limited company, hand over a print out from Companies House and ask for confirmation of company number, trading/registered office address and other details as required.)
12. What is your position in the company?
13. Are you authorised to speak on behalf of the company?
(It may be necessary to explore this in more detail. For example the interviewee may only have limited authorisation or knowledge of the matters to be discussed – good practice to request attendee to bring written authorisation in advance of the interview).
14. At the end of the interview I will give you details on how to obtain a copy of the CD or how to arrange to listen to the CD.

I am now passing ___the notice to persons whose interview is to be recorded. Can you please read through this notice and once you've done that can you sign and date both copies please?

You are being interviewed because (insert details of the alleged offence including relevant dates and legislation)

I have invited you here today in order to answer questions regarding this/these matters

I am now going to caution you.

Caution

You do not have to say anything but it may harm your defence if you do not mention when questioned something which you later rely on in court. Anything you do say may be given in evidence.

Do you understand the caution?

Alternative caution: I am going to ask you some questions but you don't have to answer them.

-) If you do answer my questions and this matter goes to court, your answers may be used against you.**
-) If you choose not to answer and this matter goes to court, your failure to answer my questions now may be used against you.**

Do you understand?

(RECORD TIME OF CAUTION)

You are not under arrest/You do not have to remain with us

You may consult a solicitor before answering questions

(If no solicitor present), Do you know that you are entitled to have a solicitor present? Are you happy to be interviewed?

(If solicitor present) You have chosen to have a legal representative present at this interview. I am sure he/she has informed you that his/her role is to advise you on any matters of law that may arise, but that he/she cannot answer questions on your behalf or prompt your answers.

Ask relevant questions: