

# Interview Guidelines

## **All Information is Important**

- Don't frustrate the source. You may need to jog their memory by asking questions. Even visions need to be reported as they may enable law enforcement personnel to think of something new.

## **Notes**

- Take notes to keep you on track.

## **Repetative Persistence**

- Repeat your question to bring the person back to the questions you need answered.

## **Guidelines to Extract Needed Information**

### **1. Personal Information**

- Name
- Phone Number
- Address
- If they prefer to be anonymous, that is OK.

### **2. Key**

- Identify the key item(s) they are trying to tell you.

### **3. Where**

- Have they seen the missing child?

### **4. Details**

- Get an address or the name of a building

### **5. Directions**

- Name of the street
- Use landmarks
- If they are unsure:
- Pinpoint the location where they were, then get directions to where they went from there
- Road number
- Nearby business name or sign

### **6. Vehicle (CYMBOL)**

- Color
- Year
- Make/Model
- Body style (2 door, 4 door, van, hatchback, sports utility, ...)
- Other details (bumper sticker, dents, rust, striping, ...)
- License number

### **7. Description**

- Describe a person from the head down:
  - hair - color, length, bald, ...
  - glasses?
  - beard, moustach
- Describe clothing from the outside in:
  - jacket
  - shirt
  - pants
  - shoes, ...
- If they got a good look:
  - tatoos, scars, eye color, ...
  - color - white, hispanic, black, asian - ask for specifics such as light skinned black, tanned white, ...
- male / female
- height
- weight
- build

### **8. Time**

- How long ago?
- What time was it?

### **9. Repeat all Information back to Source**