



Interviewing suspects

This guidance is based on the Police and Criminal Evidence Act (PACE) 1984

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About this guidance

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This page lists changes to the interviewing suspects guidance, with the most recent at the top.

Date of the change	Details of the change
26 March 2013	Completely revised by the modernised guidance team.

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Caution interviews – definition and the law

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	<ul style="list-style-type: none">• take great care to exercise professionalism and integrity before, during and after investigative interviews• respect the human rights of the individual, and• make sure no evidence is obtained in circumstances that could result in evidence being ruled later as inadmissible (not acceptable). <p>The consequences of evidence later being ruled inadmissible are:</p> <ul style="list-style-type: none">• Failed prosecutions.• It fails to serve the best interests of victims.• It undermines public confidence in the UK Border Agency.	
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When you can interview a suspect

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	<p>Defining interruptions to the period of rest</p> <p>The following does not constitute an interruption to the rest period so that you must allow a fresh period. Any action which is required to be taken:</p> <ul style="list-style-type: none">• in accordance with:<ul style="list-style-type: none">○ conditions of detention, or○ medical advice• at the request of the detained person, the appropriate adult or legal representative.	
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Exceptional circumstances when you cannot interview

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	<p>The special groups referred to in this section are all particularly vulnerable. You must only apply the above exceptions in exceptional cases of need, as it overrides safeguards designed to protect them and to minimise the risk of your interview producing unreliable evidence.</p> <p>You must also refer to the Police and Criminal Evidence Act (PACE) code of practice C, annex H. Referring in particular to:</p> <ul style="list-style-type: none">• if any detainee fails to meet any of the criteria in Annex H, you must call an appropriate health care professional or ambulance. <p>For more information, see related link: Police and Criminal Evidence Act (PACE) code of practice C, annex H.</p>	
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Urgent interviews

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| | <ul style="list-style-type: none">• where a suspect is vulnerable (the code defines 'vulnerable') an urgent interview must not take place unless a superintendent or above considers it will:<ul style="list-style-type: none">○ interfere or harm evidence, other people or property as specified above, and○ not significantly harm the person's physical or mental state. | |
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Interview conditions and audio equipment

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Recording equipment

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	<p>suspects who are not under arrest, away from designated offices. For example in interviews of proceeds of crime act (POCA) seizures. You must:</p> <ul style="list-style-type: none">• take care throughout the interview to make sure:<ul style="list-style-type: none">○ background noise is reduced as far as possible, and○ other disturbances, for example people entering or leaving the room, are kept to a minimum.• make sure you have adequate supplies available of:<ul style="list-style-type: none">○ blank tapes, and○ notices and labels to seal master tapes, and• follow the procedures laid out in this guidance. <p>When you have completed the interview You, as case officer, must take the sealed master tapes to a designated office (as there will be no custody officer), log it and place the tape in the office master tape security cabinet.</p> <p>If sufficient grounds for arrest arise during your interview You must:</p> <ul style="list-style-type: none">• carry out the arrest with the tape running• terminate the interview immediately, and then• take the suspect to a designated office as soon as it is practical. <p>DVD recording of interviews Most police stations have DVD equipment to record interviews now. If this is the case you will find the instructions for using it by the recording machines.</p> <p>The custody sergeant will issue you with DVDs and you must follow the same procedure for sealing and signing the DVDs as for cassettes.</p> <p>If you are an interviewing officer you must make sure you take both the master and copy DVD back to the UK Border Agency office and secure them there.</p>	
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	<ul style="list-style-type: none">○ you have given priority, where practical, to tape recording those interviews with suspects of the more serious offences● The suspect is mentally handicapped, deaf or dumb, or similarly disadvantaged, and:<ul style="list-style-type: none">○ the authorising officer believes on reasonable grounds, including representations made by a responsible third party, the tape recording would not be in the suspect's interest. <p>If either of the above circumstances apply:</p> <ul style="list-style-type: none">● an officer of at least higher officer, who is not connected with the case, must:<ul style="list-style-type: none">○ authorise the interview is not to be tape recorded, and○ complete and sign the 'Authority not to tape record an interview' form in the presence of the suspect. For the form, see related link. <p>Informing custody Where tape recording is appropriate, if you are the officer conducting the interview, you must:</p> <ul style="list-style-type: none">● inform the custody officer, or the tape librarian if there is no custody officer, of your intention, and● draw from store sufficient pairs of clean and sealed tapes or discs, and labels to seal the master tape(s) at the end of the interview, to last the expected length of the interview - approximately 45 minutes for each master tape or longer for DVD.	
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Using police facilities

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	<p>You must break and reseal the seal on police premises in the presence of:</p> <ul style="list-style-type: none">• an officer of at least grade 7• a police officer, and• a representative from the CPS:<ul style="list-style-type: none">○ for Northern Ireland, the legal representative must be a barrister or a solicitor employed or instructed by the director of public prosecutions. <p>The defence also have the right to be present. The police ask the defence (or in the absence of the defence, the legal representative) to sign the resealing label.</p> <p>If the tape has been used in committal proceedings, you must reseal for later production in court. The court clerk, if present, will sign the label when it is resealed.</p> <p>You must return the tape to the police officer who:</p> <ul style="list-style-type: none">• replaces it in the secure cabinet, and• records in the register the tape has been unsealed.	
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Pre interview disclosure or briefing

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	<p>was committed.</p> <ul style="list-style-type: none"> ○ You must avoid vague or technical language. ● Include in the grounds for arrest an explanation of the conditions which made the arrest necessary, if the arrest is made under the general conditions of section 25 of PACE. ● Include a summary of the evidence against the suspect: <ul style="list-style-type: none"> ○ With the specific issues you wish to address, and tell them you will not necessarily restrict the questions to those areas. ○ Inform the legal representative their client has previous convictions or bad character if appropriate. ● Provide, when applicable, copies of any evidence: <ul style="list-style-type: none"> ○ you wish the suspect to consider, and ○ on which you wish to question them. ● Make sure pre interview disclosure is sufficient for the purposes but not too lengthy or detailed because of: <ul style="list-style-type: none"> ○ the constraints of the custody clock, and ○ the need to interview. ● Make sure the legal representative signs the MG6A and it is kept by the investigator. <p>It is best practise to record the disclosure on tape as well as issuing the MG6.</p> <p>What not to include in pre interview disclosure Do not give the legal representative:</p> <ul style="list-style-type: none"> ● a copy of previous convictions ● any reports obtained from intelligence reports ● any previous crime reports or witness information. <p>When a suspect is not represented If a suspect is not represented by a legal advisor the investigation team must make sure the suspect is provided with enough information about the nature of the allegation so they can decide whether they want to request a legal adviser.</p> <p>For further information about the exact information you must provide see note 3 of PACE</p>	
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	code G in related link and related link: Pre interview briefings with legal advisers.	
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Planning an interview

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This section tells you how a detailed interview plan can assist the interviewer to deal with issues as they arise during an interview.

The 'PEACE' interview model

When you are planning an interview with a suspect you must follow the model below:

- Plan and prepare:
 - consider what you are going to say and the reasons for saying it.
- Engage and explain:
 - introduce and explain the reason for you speaking to them.
- Account:
 - ask for their account of events.
- Closure:
 - confirm what has been said and allow the suspect to clarify points they have made.
- Evaluation:
 - reflect on the information you have obtained and identify any subsequent action you need to take.

If you use the PEACE model in this way it will:

- help you obtain the information you require, and
- result in the people you interview understanding you.

There are significant points to prove for offences and you must apply these to interview plans. These include:

- Identify legal defences to offences and establish appropriate ways to respond to them.
- Review:
 - the case evidence
 - all the available evidence and antecedent (previous convictions) history of the

	<p>interviewee to determine an appropriate interview strategy.</p> <ul style="list-style-type: none">• Plan an interview in relation to evidence of bad character.• Identify basic strategies you can employ in an interview. <p>The Interview plan</p> <p>It is best practise to prepare a written suspect interview plan. This is a tool you can use to assess all available evidence, for example:</p> <ul style="list-style-type: none">• Evaluate all statements.• Determine what the unavailable evidence is, and where you might find it.• What the purpose of the interview is.• What the aims and objectives are.• The structure of the interview, for example:<ul style="list-style-type: none">○ questioning types○ roles of officers, and○ possible interviewee reactions.• The points to prove for the offence(s) in question.• Any defences that are available.• Using exhibits and other evidence.• The value of planning with another officer.• The time you will require.• Having stationery and any exhibits available.• Make the necessary arrangements for an appropriate adult to attend, if appropriate.• Consider the benefit of sketch plans, either:<ul style="list-style-type: none">○ prepared by you, or○ drawn by the interviewee. <p>When you interview suspects, you must also be prepared to introduce notes made of any earlier conversations that officers had with them, such as initial questions.</p>	
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Interviewing suspects

Starting and conducting an interview

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	<p>interview by note taking</p> <ul style="list-style-type: none">• note their permission in your notebook, and• wherever practical, get the higher officer's signature in the presence of the suspect.	
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Wording at the start of the interview

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dealing with this recording and how you can have access to it.'

Caution the suspect immediately before questioning in the following terms:

UK country	Wording you must use for the caution
England and Wales	'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'.
Northern Ireland	'You do not have to say anything, but I must caution you that if you do not mention when questioned something which you later rely on in court, it may harm your defence. If you do say anything it may be given in evidence'.

If the person does not, or you doubt, they understand

In England, Wales and Northern Ireland – If this occurs give the following simplified caution and then check again if they understand:

- 'I am going to ask you some questions. You do not have to answer any of them unless you want to. But if you go to court and say something there which you have not told me about, and they think you could have told me, it may harm your case. Anything you do say may be repeated in court'

For more information on explaining the caution, see related link: [Explaining the caution aide memoire](#).

Wording about legal advice in the interview

You must remind the suspect of their right to free and independent legal advice under the duty solicitor scheme and they can speak to a solicitor on the telephone.

'I must advise you that you are entitled to free legal advice at any time. Do you understand? I must also advise you that you may speak to a legal representative on the telephone. Do you wish to do so?'

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	<p>If the suspect has declined any offer of legal representation, you must state:</p> <p>‘I must ask you why you have not requested legal advice or to consult with a legal representative by telephone. I must remind you that you can ask at any time for free legal advice during the course of this interview. If you want legal advice, say so and I will suspend the interview and arrange for legal representation. Do you understand? Are you prepared to continue and answer questions without legal representation at this time?’</p> <p>Confirm any statements made before the interview</p> <p>You must:</p> <ul style="list-style-type: none">• put to the suspect any significant statement or silence, that occurred before the interview starting• ask them if they confirm or deny the earlier statement or silence, and• ask them whether they wish to add anything. <p>For a copy of an interview aide memoire see related link: Interview aide memoire.</p>	
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During the interview

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	<p>Then you must seal it as a master tape.</p> <p>Information not relevant to the offence If the suspect indicates to you they wish to give information about matters not directly connected with the offence but does not want these matters recorded on the tape, you must give the suspect the opportunity to speak about these matters after you have finished the formal taped interview.</p> <p>If, during the course of an interview or an investigation, it becomes clear an offence of interest to the police may have been committed, you must contact the police at the earliest possible opportunity, especially if the situation requires urgent police action and delay would be damaging to the public interest.</p> <p>You must not question the suspect about the police offence.</p>	
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Interviewing suspects

Breaks during an interview

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	<ul style="list-style-type: none">• Use new tapes• State who is present and where the interview is taking place.• Re caution the suspect, and if the person does not understand or you doubt their understanding, give the simplified caution and then re check their understanding. <p>If a short break is taken and the suspect remains in the interview room with an officer As the officer, you must:</p> <ul style="list-style-type: none">• Not remove tapes and continue on existing tapes.• Restart interview stating:<ul style="list-style-type: none">○ time○ tape counter reading, and○ people present.• Caution suspect again in full, and if the person does not understand or you doubt their understanding, give the simplified caution and then re check their understanding.• Offer legal advice if no lawyer present.• Make sure that no matters relating to the case were discussed during the break and confirm this when the re start the interview.• State what happened during the break.• Remove the tapes from the recorder and seal them before the suspect leaves the room, if you want to take the tapes out of sight of the suspect.	
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Interviewing suspects

Special warnings

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This page tells you about special warnings in interviews and when to give them. Only officers who have customs powers can issue special warnings.

A special warning is an additional caution and you can give it in two situations during an interview which are outlined in:

- sections 36 and 37 of the Criminal Justice and Public Order Act 1994 (CJPO), and
- articles 5 and 6 of the Criminal Evidence (Northern Ireland) Order 1988.

Distinction between the above legislation

Section 36 and article 5 permits the court or jury to draw adverse inferences from a suspect's failure or refusal to account for:

What	Where	When
Objects	On their person	Immediately before arrest
Marks	In or on their clothing or footwear	At time of arrest
Substances	Otherwise in their possession	After arrest
Marks on any objects	In any place they are	N/A

For the special warning conditions to be met there must be at least one occurrence from each of the three sections above (what, where and when). You, as the investigator, must:

- Reasonably believe the object, mark or substance may be attributable (an indication) to the suspect's participation in an alleged offence, which you must specify.
- Inform the suspect of your belief and request them to account for the presence of the object, substance or mark.

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External links
[Police And Criminal Evidence \(PACE\) Codes of Practice Criminal Justice and Public Order Act \(CJPO\) 1994](#)
[Criminal Evidence Order \(NI\) 1988](#)

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	<p>For a useful diagram on the process for assessing whether you can draw a section 36 adverse inference, see related link: Process assessing for section 36.</p> <p>Section 37 and article 6</p> <p>These sections outline the circumstances when you find and arrest a suspect at a place at or about the time the offence was alleged to have been committed, who fails or refuses to account for their presence in that place at that particular time. You must:</p> <ul style="list-style-type: none">• reasonably believe the suspect's presence at that place and time may be attributable (an indication) to the suspect's participation in the offence.• Inform the suspect of this belief and request them to account for their presence. <p>For more information on the process to follow to assess whether a section 37 adverse inference can be drawn, see related link: Process assessing for a section 37.</p> <p>Application of a special warning in an interview</p> <p>You must be aware there is a difference between the caution and a special warning. You must give the caution in accordance with paragraph 10 of the Police and Criminal Evidence Act (PACE) Code C.</p> <p>You must:</p> <ul style="list-style-type: none">• Give special warnings at the end of the interview so each question you asked earlier in the interview, which are subject to a special warning, are re stated at the end of the interview with a special warning attached:<ul style="list-style-type: none">○ this makes sure evidence obtained before the special warning remains admissible in court.• Always make sure you 'close' the special warning once you have completed that line of questioning:<ul style="list-style-type: none">○ You must use a simple, clear form of words so the interviewee is in no doubt that they are no longer under the extra burden of the special warning.○ This makes sure any further questions put to the interviewee, that do not justify a special warning, are not subject to exclusion on the grounds of unfairness (PACE	
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	<p>section 78).</p> <ul style="list-style-type: none">• Not give the special warning until the suspect has had access to legal representation. <p>Wording for special warnings</p> <p>Legislation does not provide a specific form of wording for a special warning but for an inference to be drawn you must give it in language the suspect is capable of understanding. There is a suggested form of words found in the interview aide memoire. For more information, see related link.</p> <p>You cannot give special warnings in any interviews with suspects who have not been arrested.</p> <p>For more information on section 10 of PACE, see related link: PACE Code of Practice C.</p>	
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Using bad character evidence

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Note taking in interviews

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	<ul style="list-style-type: none">• Time, dates, places of significant events.• Other significant replies, for example, confessions, obvious lies and inconsistencies.• Any statements, including unsolicited comments, made by suspects outside a formal cautioned interview may form important evidence.<ul style="list-style-type: none">○ You must note down any such statements and ask the suspect to sign the notebook confirming the statement made.○ This also applies to any questions and answers given before you give a caution.○ If the suspect refuses to sign an officer's notebook, you must ask a senior officer to verify it instead.○ If the statements made and noted are considered to be relevant to the case, you must put them to the suspect during a cautioned interview.• It will also help in preparing a summary of the interview if the time elapsed readings shown on the recorder are noted when these events occur. <p>If a suspect wishes to provide a witness statement with a view to pleading guilty to an offence, or turning Queen's evidence, you must take that statement under caution. You must not offer any inducement to a suspect in order to obtain such a statement. This must not be done without Crown prosecution service (CPS) consent.</p>	
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Interpreters in an interview

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	<ul style="list-style-type: none">○ makes a note of the interview at the time in the language of the person being interviewed for use in the event of them being called to give evidence○ certifies its accuracy, and● allow sufficient time for the interpreter to make a note of each question and answer after each has been put or given and interpreted:<ul style="list-style-type: none">○ the person must be given an opportunity to read it or have it read and sign it as correct or to indicate the respects in which it is considered inaccurate. <p>If the interview is tape recorded you must remind the interpreter they must be accurate as their interpretation may be challenged. They must convey precisely the questions asked and the responses given.</p> <p>You must make sure you give the interpreter an opportunity to read the record of the interview (if written) and to certify its accuracy in the event of their being called to give evidence.</p> <p>The person is making a statement in a language other than English The interpreter must take down the statement including the caution in the language in which it is made. You must invite the person making the statement and the interpreter writing it down to sign it, and you must organise an official English translation as soon as possible.</p> <p>The person is deaf or you doubt their hearing or speaking ability If this is the case, you must not interview them in the absence of an interpreter unless they agree in writing to be interviewed without one.</p> <p>The person is a juvenile You must also call an interpreter to interview a juvenile and also have the parent or guardian present.</p> <p>If the interpreter is needed as a prosecution witness at the person's trial, a second interpreter must act as the court interpreter.</p>	
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No comment interview and prepared statements

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	<p>integrity of the interview.</p> <p>Once they have read out the prepared statement</p> <ul style="list-style-type: none">• ask the interviewee if they have read and understood the statement• do they agree with the contents• the original prepared statement is given an exhibit reference and is referred to as that in the remainder of the interview• the solicitor is provided with a copy:<ul style="list-style-type: none">○ the solicitor may keep the original, and you keeping a copy is fine. <p>If the solicitor or legal representative refuses to give you a copy Mention this on tape and then continue with the interview. As the interviewee has read the statement out during interview you will have a record of its contents.</p> <p>Questions to ask during interview There is still an emphasis on the importance of you asking all the relevant questions during an interview, even if the defendant gives 'no comment' responses.</p> <p>This is especially important if a prepared statement has been given which does not cover specific facts that relate to, and are of importance to, the matter under investigation.</p> <p>In these situations an adverse inference may still be available due to the inconsistencies that may arise from the interview and statement compared to the evidence given at trial.</p> <p>It again remains an important issue to make sure both the facts mentioned in the interview which the defendant has been asked to account for and comment upon, and those contained within the prepared statement correlate (are the same).</p> <p>If there appears to be a fact that is not mentioned in the statement but which was covered during the interview and later relied upon by the defendant at trial, then this will open the door to adverse inferences being admissible.</p>	
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Allegations of misconduct and complaints

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Concluding an interview

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	<ul style="list-style-type: none">• if the suspect refuses to sign, you must:<ul style="list-style-type: none">○ call an independent officer, of at least higher officer, into the interview room, and○ ask them to sign instead. <p>Seal the copy tape You must mark the copy tape with the name of the suspect and tape number, and put into case where and complete the inlay card with the:</p> <ul style="list-style-type: none">• date• name of the suspect• tape number• interviewing officer's name, and• times of the tape start and finish. <p>You must then give the suspect a notice explaining:</p> <ul style="list-style-type: none">• how the recording will be used• the arrangements to have access to it, and• if they are charged or informed they will be prosecuted, a copy of the audio recording will be supplied:<ul style="list-style-type: none">○ as soon as practical, or○ as otherwise agreed between the suspect and the police. <p>After the interview At this point you must enter in your notebook:</p> <ul style="list-style-type: none">• where the interview has taken place• that is was recorded on tape or DVD• the start time and finish time• the duration• the date, and• the master recording's identification number.	
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	<p>You must then:</p> <ul style="list-style-type: none">• return the responsibility for the person to the custody officer• inform the custody sergeant:<ul style="list-style-type: none">○ the interview has finished, and○ whether you need to ask anymore questions.	
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Interviewing suspects

Voluntary attenders

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- tell them these rights are set out in the notice to voluntary attenders:
 - this is issued by the custody officer when the attender is cautioned (as above) or they enquire about their rights, whichever comes first
- offer them breaks, refreshments and facilities, and
- make a note of the above actions if the voluntary attendance is at a place other than a custody office:
 - include in this note the voluntary attender's name and address and a note of the time the attendance lasted.

Free legal advice

The Legal Services Commission has confirmed a voluntary attender under caution at a Police station or UK Border Agency office (section 29 PACE 1984) is entitled to free legal advice, and also at any other place:

- Provided that an officer with the power of arrest in relation to the matter on which the interview is based on is present:
 - the person does not have to be arrested to obtain free advice.
- A person attending an UK Border Agency office voluntarily for an interview under caution must be given a notice of rights, ENF1239A. See related link: Notice to voluntary attenders.
- When at a police station or UK Border Agency location, you must ask the custody officer to obtain a solicitor for the individual, if they have requested one.
- When the individual is at a UK Border Agency office, they can obtain solicitor advice over the telephone if they do not want a solicitor to be physically present.

Arresting a voluntary attender

Under the voluntary attendance procedure, the attender has the right to leave at any time during their attendance. If you prevent the attender from leaving, they are considered to be under arrest.

If you arrest the attender you must have sufficient grounds for the arrest. You must not arrest them merely to prevent them from leaving.

When a person attends the police station voluntarily to be interviewed by arrangement, their

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	<p>arrest on arrival at the station prior to interview would only be justified:</p> <ul style="list-style-type: none">• if new information has come to light after the arrangements were made which indicates voluntary attendance has ceased to be a practical alternative• their arrest is necessary, and• it was not reasonably practical for the person to be arrested before they attended at the station. <p>Although each arrest is at the authorised officer's discretion, they must be satisfied the arrest can be justified as necessary (section 24(5) PACE - necessity test). These grounds must include reasonable suspicion that:</p> <ul style="list-style-type: none">• an offence has been committed, and• the person being arrested had some involvement in that offence. <p>For further information on necessity to arrest see related link: Necessity to arrest For further information on voluntary interviews see related link: Voluntary Interviews.</p>	
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Interviewing suspects

Voluntary attenders at a UK Border Agency office

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	<p>be considering any civil action against the department.</p> <p>But if you are taking offence action you must keep the records in line with the retention of prosecution material policy set out in case paper retention. This is currently the length of sentence plus one year.</p>	
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Interviewing suspects

Interviewing juveniles and the vulnerable

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	<p>is unreliable, misleading or self incriminating.</p> <p>You must also be aware of the health and safety implications of conducting or continuing with an interview if there are any disabilities or medical reasons that could affect the interview.</p> <p>Interviewing juveniles at their place of education You may only do this in exceptional circumstances and then only if the principal or a nominee agrees.</p> <p>You must make every effort to notify both the parent(s), other person responsible for the juvenile's welfare and the appropriate adult (if this is a different person). When you make contact, you must:</p> <ul style="list-style-type: none">• inform them the department wants to interview the juvenile, and• allow reasonable time to allow the appropriate adult to be present at the interview. <p>If waiting for the appropriate adult would cause unreasonable delay the principal or nominee can act as the appropriate adult for the purposes of the interview, unless the interviewee is suspected of an offence against the educational establishment. It is preferable not to arrest a juvenile at their place of education unless it is unavoidable.</p> <p>If you do arrest a juvenile at their place of education, you must inform the principal or the nominee.</p>	
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Interviewing suspects

Interviewing defence witnesses

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This page tells you about interviewing defence witnesses in England, Wales and Northern Ireland.

If you are to interview a defence witness who you do not believe to be complicit (involved) in the offence, you must ask them whether they want the defence solicitor to be present during the interview.

If the witness objects to their presence you must:

- still inform the defence solicitor of the proposed interview
 - if there is more than one defence solicitor, you must notify all of them, and
- inform the witness you have done so.

This is an exception to the normal rule that you must not contact the defence once proceedings are pending. In appropriate cases you might invite the witness to make a written statement although it would be entirely voluntary.

To avoid any doubt, this does not apply in Scotland where it is firmly established by the courts and accepted by defence solicitors that defence witnesses will be interviewed by or on behalf of the Crown and defence solicitors have no right or expectation to be present.

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Interviewing suspects

Interviewing prisoners

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	<p>You are advised to check the prisoner's details you are going to interview to see if they are already under investigation by any other agency. If they are, you must notify the relevant agency before the interview.</p> <p>You must write to the prison governor requesting they produce the prisoner for interview in the prison. Although there is no set format for such a letter of request, it must be signed by a senior officer or above.</p> <p>Interviews with prisoners in prison</p> <p>Before the interview, the prisoner must be:</p> <ul style="list-style-type: none">• cautioned, and• reminded of their right to:<ul style="list-style-type: none">○ legal advice, and○ if applicable, an appropriate adult to be present. <p>A member of the prison staff must act as the authorising officer, as a custody officer will not be available, and have overall responsibility for the conduct of the interview.</p> <p>Interviews outside of prison</p> <p>Removing a prisoner from a prison to any other place can only happen if you have the written consent of the prison governor or the police advisers section before you hold the interview.</p> <p>You must:</p> <ul style="list-style-type: none">• make the request for the production of the prisoner, other than category A prisoners or protected witnesses, on a prisoner production form to the prison governor• get a senior officer or above to sign the request. <div><p>Restricted information – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p></div>	
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Interviewing suspects

Summary of an interview

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summary with greater detail of evidential points relevant to the case.

The summary must:

- include any significant evidential points
- be accurate
- be selective
- be fair and balanced
- be confined to an account of those parts of the interview that you consider directly relevant in evidential terms, both to the prosecution and the defence, to the matters being out before the court, and
- be reflected in the evidence that is to be given in court.

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Interviewing suspects

Transcription of an interview

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Interviewing suspects

Access to interview tapes or discs

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	<p>In cases to be heard in magistrates' courts, formal arrangements exist for the advance disclosure of the prosecution case, and the disclosure of the officer's statement assists the defence lawyer in deciding whether to listen to the tape.</p> <p>If the defence asks for a copy of the tape you must supply it, however you must tell the CPS immediately that you have done this.</p> <p>Defendants who are not legally represented</p> <p>If you receive an application for a copy of the tape from a defendant on bail who is not legally represented, the CPS will send the copy by post to the defendant at the address given on the application.</p> <p>If the defendant is in custody and applies for a copy, you must send the tape by post through the prison establishment governor. If they request a copy of the tape at the time of the interview then you can deal with the request locally.</p> <p>Access to the copy tape or disc</p> <p>The copy tape or disc must be kept apart from the master tape or disc in a separate secure cabinet. In view of the lengthy procedures involved in gaining access to the master tape or disc if a copy tape or disc malfunctions, you must consider copying the copy tape or disc and using that as a working copy.</p> <p>You, as the case officer, are responsible for keeping the copy tape or disc safe when it is not in the cabinet.</p>	
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Interviewing suspects

Editing and disposing of audio tapes

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	<p>You cannot reuse master tapes, but you can clean working copies and use them again for copying.</p> <p>You must dispose of tapes by local or Queen's warehouse incineration.</p>	
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Interviewing suspects

Court procedures

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Interviewing suspects

Contact

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Interviewing suspects

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This page tells you about this version of UK Border Agency interview guidance and who owns it.

Version	1.0
Valid from date	26 March 2013
Guidance owner	Mark Bates
Cleared by director	David Pennant Sonia Dower
Director's role	Director – Crime directorate Director – Strategy and assurance group
Clearance date	15 March 2013

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Links to staff intranet removed