

[illegible]

Notetaking

Note taking is an essential part of any interview and will usually be conducted by the 2nd interviewer. In Serious and complex crime there should always be two interviewers.

As part of the engage and explain part of the interview we tell the suspect that we will be taking notes and will be referring to them through the interview.

It is then more beneficial for the second interviewer to take the notes which allows the lead interview to engage with the suspect and maintain the conversation.

When taking notes make sure you have sufficient paper and a spare pen, notes should form part of the Aide memoire and all can be scanned onto niche afterwards.

Laptops should not be used to take notes in the interview, firstly it creates a barrier between the suspect and the interviewees, secondly when the ROTI clerks are creating the MG15 there have been issues with the noise of laptops over the suspects response.

Be aware to that if typing on a laptop, we should not be correcting any mistakes as any notes taken will likely be relevant unused material.



Notetaking

Therefore it is very important that a structure exists for effectively taking notes.

Using a structured system will enable the interviewer to process and respond to the quantity and quality of information received in the interview.

This in turn will provide a firm basis for the questions that are to be asked to clarify or challenge the interviewees account.

When interviewing suspects a recording will be made in accordance with PACE, however, the interviewer will still need to make notes and use them to clarify the suspects account.

We will discuss two different forms of notetaking.

- Notetaker
- SE3R



Notetaking

Notetaker system has been developed, after extensive and on-going research to improve the quality of the gathering of information and subsequent analysis by providing a system to help investigators:

- Plan and prepare for interviews and gathering information;
- Take notes during interviews;
- Summarise the information from interviews and other sources; and
- Evaluate the quality of the interviews and sources of information.

One example of a notetaking system divides information from interviewees into four categories;





Notetaking

People/Persons

This category refers to all the people mentioned by the interviewee, which could include potential suspects or witnesses. All information given by the interviewee which might be used to identify the person in question, including any names, addresses and descriptions, should be included in this category. Where a name or address is given, details as to how the interviewee knew such information should also be included here.

Location(s)

This category refers to the scene(s) of the incident and other locations including those of the interviewee before, during and after the incident took place.

Actions

This category refers to the physical movements and verbal actions of the interviewee and all the people mentioned by the interviewee. It also refers to the description and movements of vehicles and other inanimate objects such as weapons (PETALS include speech)

Time(s)

This category refers to the times reported by the interviewee for the occurrence of the actions and in respect of the locations referred to above.



Notetaking

Interviewers may find it useful to use one or a variety of both of the following recording methods

Spidergraph

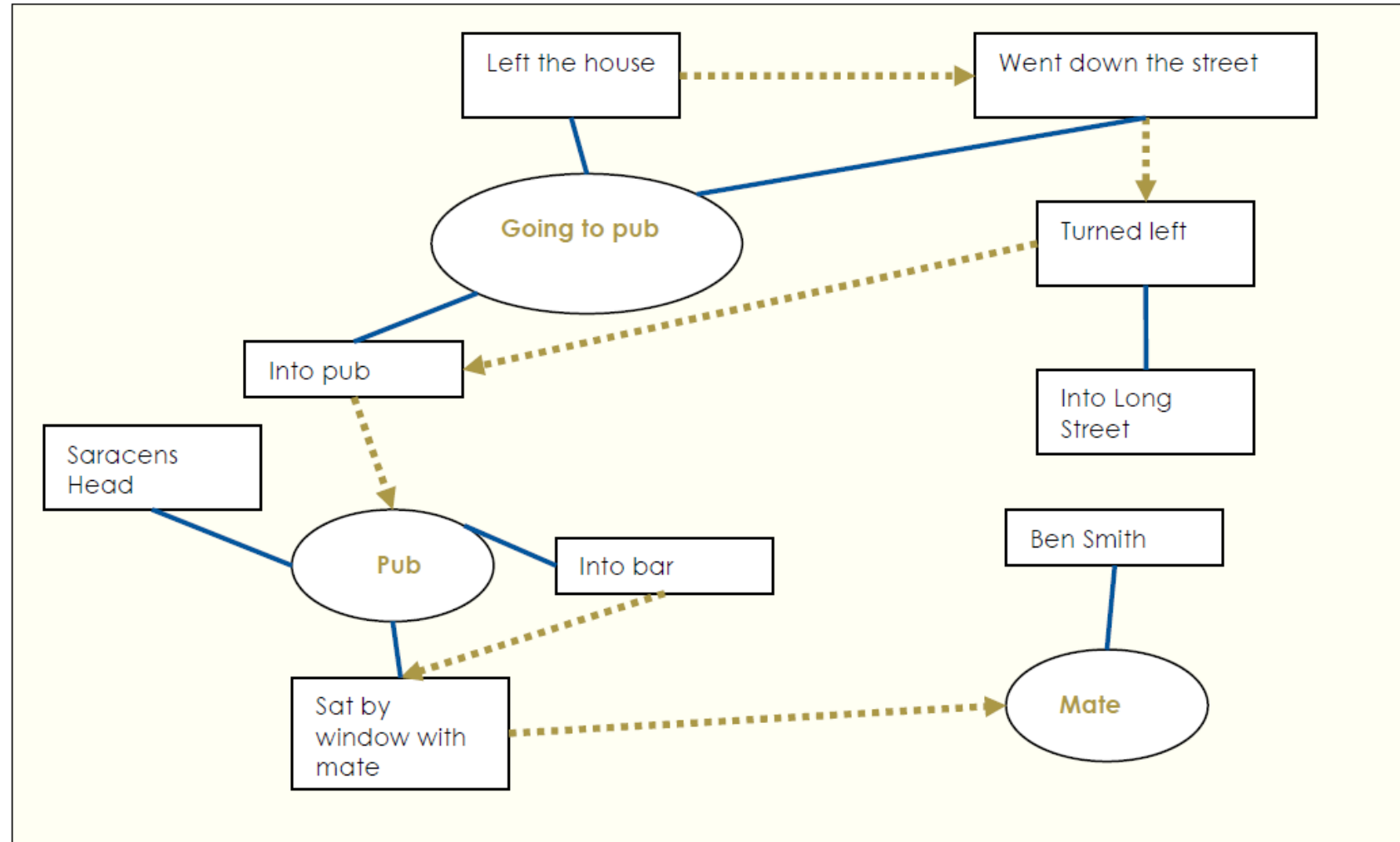
This consists of a series of circles drawn to represent each topic as the interviewee introduces them. Such a topic could be a person, location or action. Once identified, the nature of the topic is noted on the inside of the circle. PLAT (people, location, actions, times) information relating to the topic is then recorded in a clock-wise direction on a series of 'spiders legs' drawn off the circle. The 'spiders leg' can then be extended in the event of the information recorded on it leading to the disclosure of further information.

Clockface

The clockface recording method consists of a circle on the outside of which the numbers 1 to 12 are recorded to represent the hours of the day when an interviewee reports the time(s) for the occurrence of the actions and in respect of the locations. Plus (+) and minus (-) symbols should be used in circumstances where the interviewee reports approximate time(s) preceded with phrases such as 'just before' or 'not long after'.

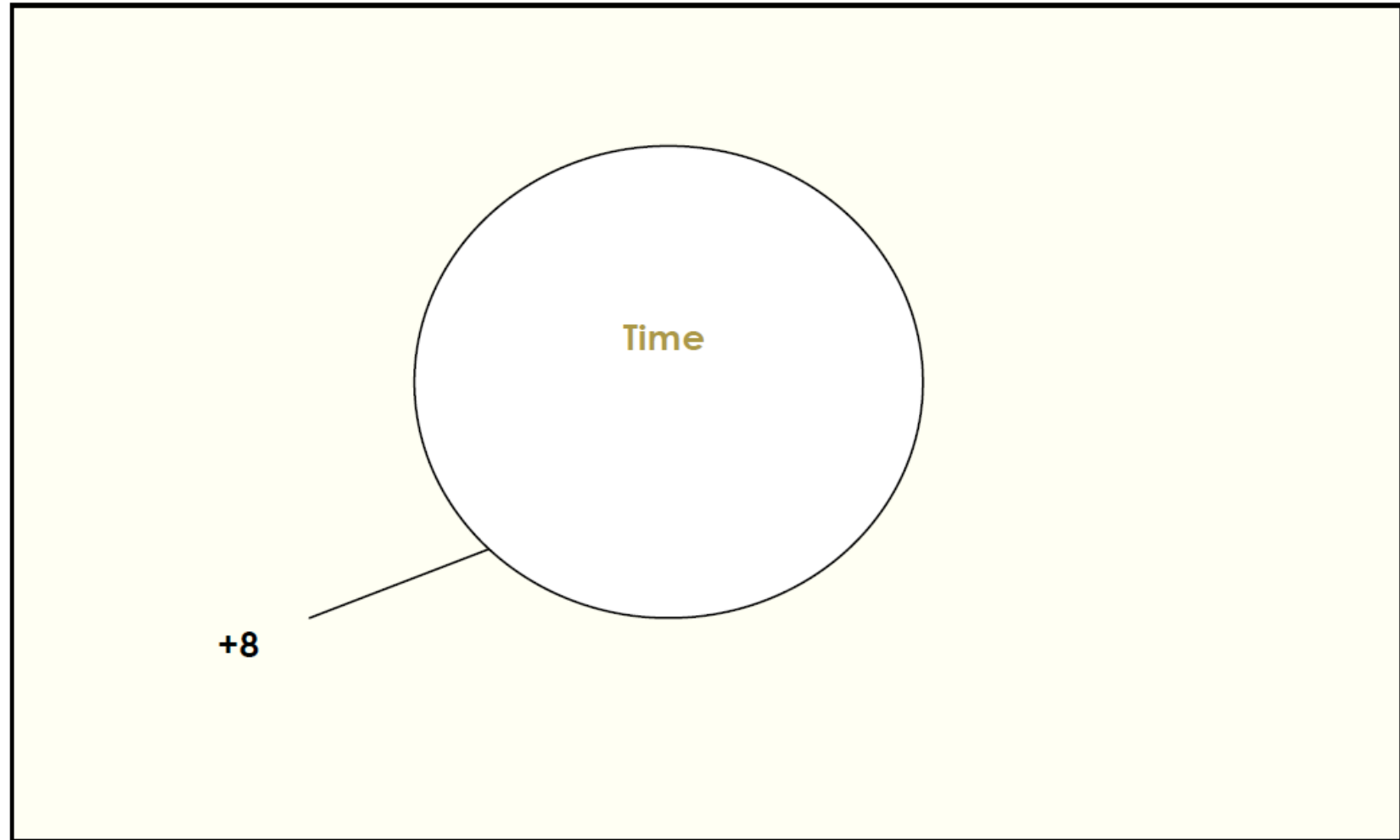
Notetaking

Example of using Spidergraph



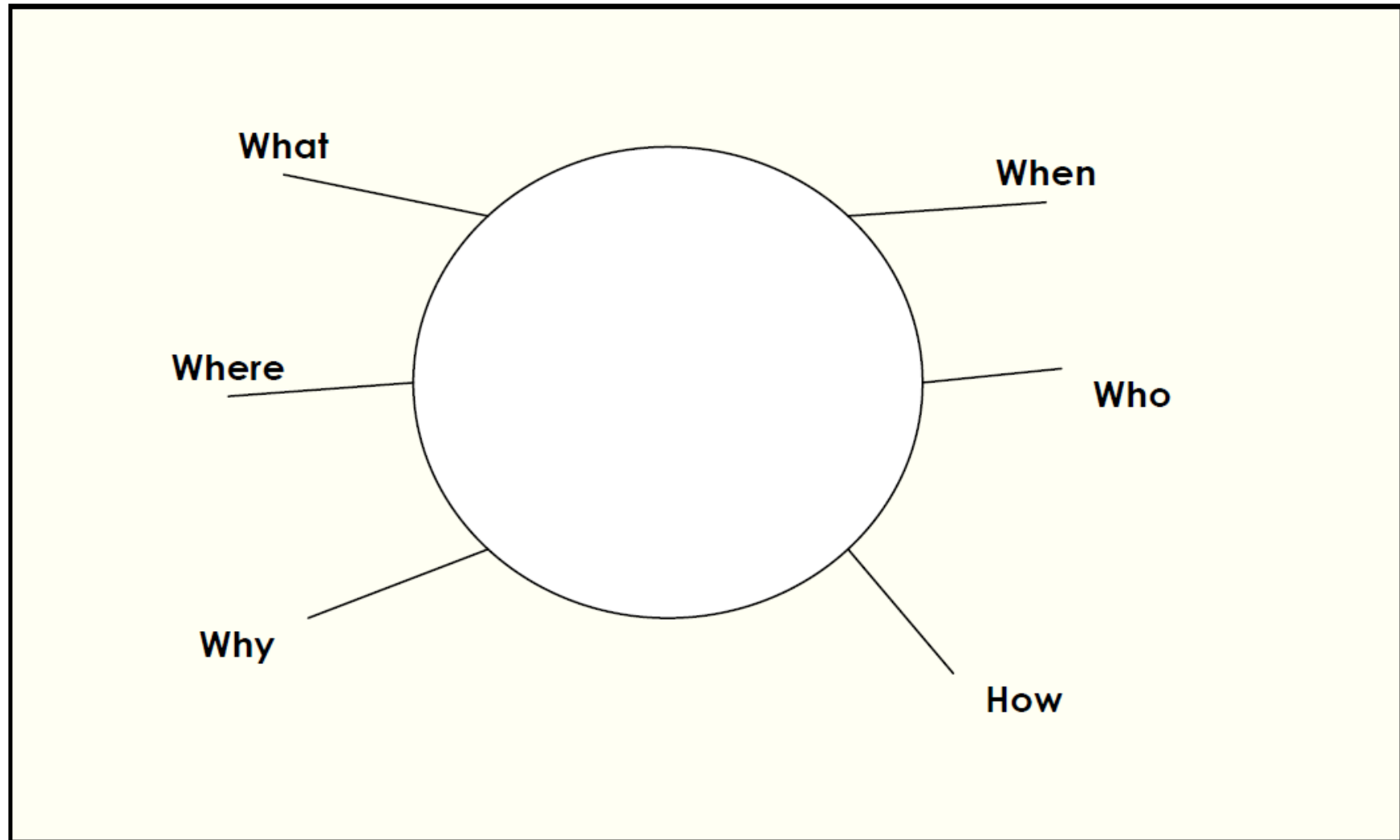
Notetaking

Example of using clockface



Notetaking

Or for specific questions



SE3R

What is SE3R?

- Designed by Professor Eric Sheperd
- Opposite of conventional 'bullet point' note taking
- Maximum capture technique
- SE3R can be applied to any form of detail;
- A 'live interview Face to face, video call or telephone
- Case papers *All you need=black pen, blue pen, red pen, ruler and lots of plain A4 paper.....



SE3R



Survey

- First-pass processing
- Listening, observing, or reading

Extract

- Mapping background knowledge, event detail and commentary
- Annotating, the MTF, immediate manifest issues, shortcoming, problematic or anomalous content

Read

- Detailed examination of your mapping
- Read the SE3R sheets

Review

- Systematic analysis of the event line and knowledge bin detail
- Identifying areas for probing

Respond

- annotated anomalies
- areas needing expansion or explanation.



SE3R

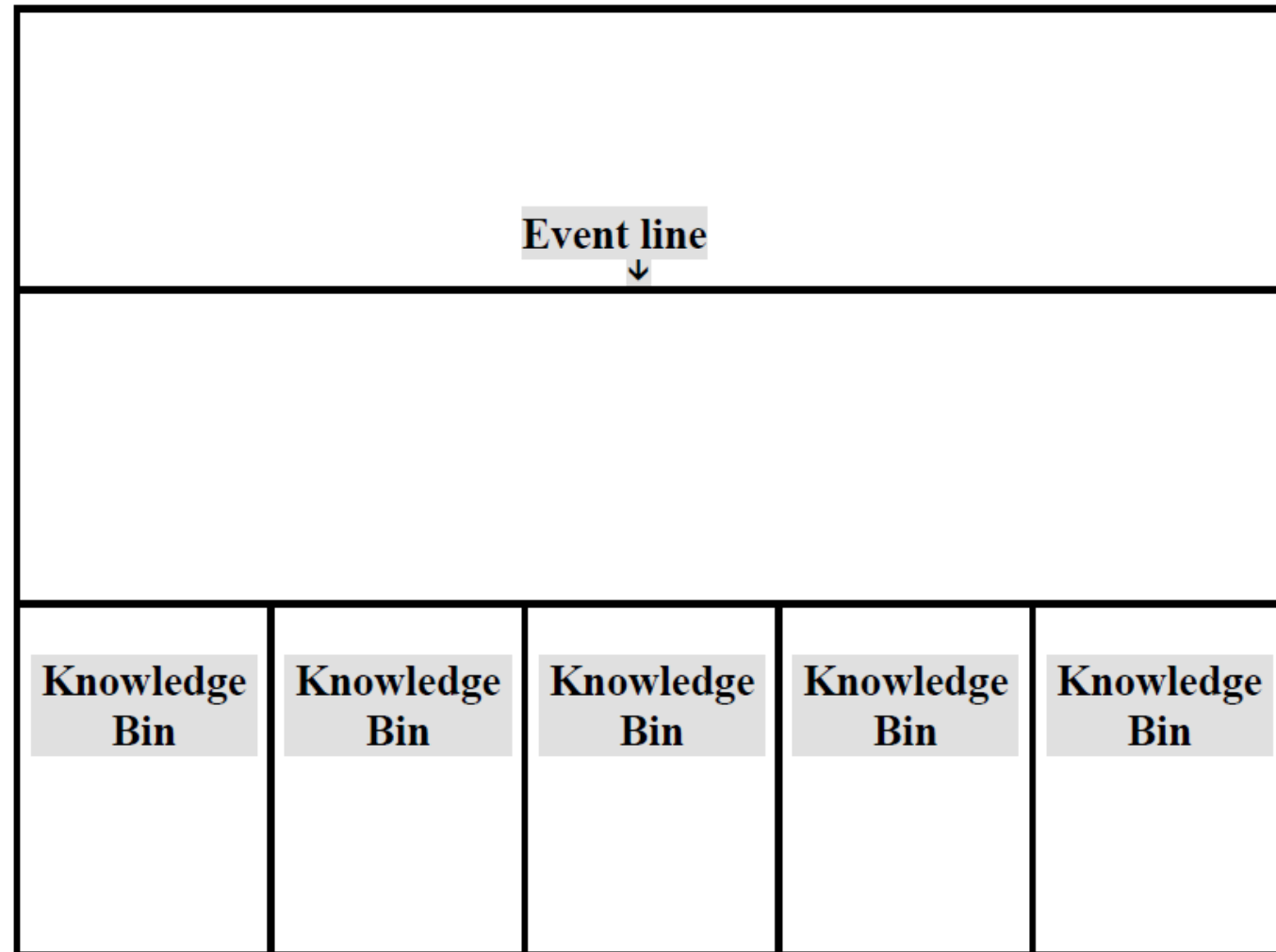
Materials needed to conduct SE3R

- 4-colour biros containing black, blue, red, green.
- Each colour has a specific use.

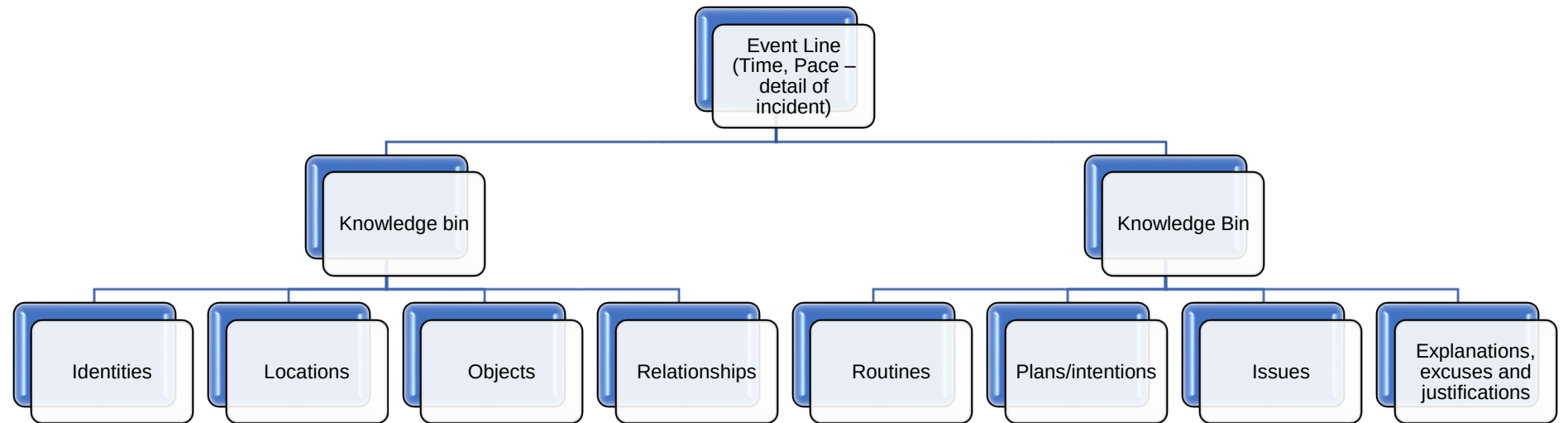
	Black	Blue	Red	Green
Interview	Spontaneous disclosure	Responses to probing	Responses to checking back and final probing	

Notetaking

Example of and SE3R



SE3R



SE3R



Timeline of events: - Approx 20: New leave arrangements LD + JT - Nov '20: Maternity leave - Nov '21: LD + JW 'return to work' Meeting 'how's your baby going?' 8th '21: 1st day back [check date] ? 5:30 PM: 1st team meeting JW - derogatory remarks. 16th '21: LD not invited - meeting JW - told team LD 'not bothered' to attend 10th '22: LD asks JW re rumours about her competency				
COMPANY	ROLE	TEAM MEMBERS	LINE MANAGERS	HR ACTION
JB JONES	Graphic Designer - Marketing Team	Louise SMITH (LS) Frank TIMS (FT) Zoe CHAMBERLAIN (ZC) Neil JAMES (NJ)	Jane WILCOX (JW) Previously:- John TATE (JT)	



SE3R

Tips to help speed up SE3R

- Use maximum abbreviation
- Use symbols
- Add notes as you go along
- Use drawings
- Use bullets or numbering
- Remember each event and the stems that come from it
- The representation of the MTF

SE3R techniques maximise capture and grasp of detail.

It takes practice to apply these techniques skillfully and at speed.

In the early stages:

- you will need to think that bit harder than conventional note-taking
- you will take more time applying SE3R than if you had used conventional note-taking

Notetaking

Any questions?

