

# It Doesn't Take a Crook to Catch a Crook...🔗

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## Outline

Planning

Execution

Wrap Up/  
Report

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## ▶ Planning



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## INVESTIGATION PLAN

- ▶ Helps the investigator to plan steps
- ▶ Outlines some details of the case
- ▶ Steps:
  - ▶ Email retrieval
  - ▶ Subject (s)
  - ▶ Interview schedule
  - ▶ Legal considerations
  - ▶ Who?
  - ▶ How?
  - ▶ Where?

### INVESTIGATION PLAN

CONFIDENTIAL  
GENERAL INFORMATION

Case Number:		Summary of Allegation
Date of Allegation Received:		
Location		
Investigator:		
Inv. Support Personnel		
Legal Hold Required?		
Investigative Steps to be Completed (email retrieval, identify witnesses, interview schedule, etc.)		Est. Date of Completion

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## BE 200% PREPARED

- ▶ Forensics Analysis
- ▶ Know your subject(s)
- ▶ Physical evidence
- ▶ Individual or Simultaneous interviews
- ▶ Logistics
- ▶ Resources
- ▶ Briefing

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## ▶ Execution



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## THE INTERVIEW – GETTING READY

- ▶ Location
- ▶ Placement of Investigator, Interviewee, Witness
- ▶ Placement of evidences
- ▶ Making the interviewee feel comfortable

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## THE INTERVIEW - SHOWTIME!!!

- ▶ Housekeeping rules
- ▶ Questioning:
  - ▶ Open or Closed questions
  - ▶ Zooming in
- ▶ Reference to evidences
- ▶ Taking Interview Notes/Statements
- ▶ Watch and Observe
- ▶ Keep your cool, no matter what

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## THE MEETING OF THE MINDS... TRUTH OR LIES?

- ▶ Verbal cues
- ▶ Non-Verbal traits: Body Language
- ▶ Rationalization
- ▶ Physical evidence

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▶ **Wrap Up**



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## FINALE... CLOSING THE CASE

▶ **Substantiated or unsubstantiated?**

▶ **Disciplinary action?**

▶ **Report**

- ▶ The Style of Writing
- ▶ Interview Statements/ Notes
- ▶ Evidences
- ▶ Final Conclusion

▶ **Confidentiality**

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A large red circle filled with a pattern of smaller, semi-transparent red hearts. The words "THANK YOU" are written in white, uppercase letters across the center of the circle.

THANK YOU

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