

ND

WITNESS PREAMBLE

Non-Police

It is (date) _____

The time is _____ (AM / PM),

We are at (location) _____ in Winnipeg.

This is an interview with _____ regarding PSU file # _____.
For the purpose of voice recognition please identify yourself by full name.

My name is _____, also present is _____. For the purpose of voice recognition please identify yourself by full name. We are both members of the Professional Standards Unit.

I remind you that in accordance with Winnipeg Police Service policy, our conversation is being recorded. For that purpose we are using an **Olympus DS4000 digital recorder**.

(We contacted you) or (You contacted us) on (date) and this interview was arranged. (describe events that took place prior to recorder being turned on).

Is that an accurate account as to what has taken place prior to the recorder being turned on?

Were any threats made to you or were any promises or hopes of reward offered to you in relation to providing a statement?

Was *anything* said to you by *anyone* that would influence what you might say to us in a statement?

Please relate what you know of this matter.

****Upon conclusion of the interview, advise the complainant that it is their responsibility to keep in touch with us and provide us with updates if they have a change of address or phone number. If possible, obtain information on secondary contacts.