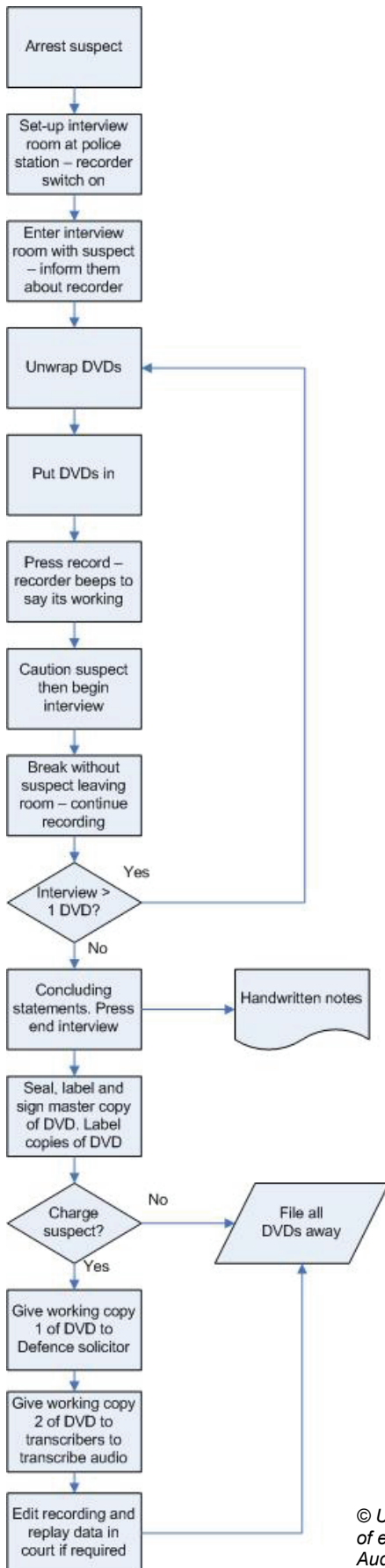


PACE Interview Recording

An essential 1-page guide for ensuring your interview is recorded correctly



AudioSoft



- ▶ The whole of each interview should be audio recorded, including the taking and reading back of any statement
- ▶ In many cases video recording is preferable, with two cameras giving the recommended picture-in-picture view
- ▶ Test the recorder audio levels on set-up and ensure that the audio levels can be monitored throughout the interview
- ▶ Ensure the recorder is in the room; a small, desktop interview recorder is ideal
- ▶ Make sure that the recorder can only be powered off gracefully with no loss of data – you don't want to lose the whole interview from a suspect flicking off the power button or a power cut
- ▶ If your recordings can be accessed over the network then you can vastly reduce courier costs of unnecessary archive media
- ▶ The interviewee still needs to be offered a copy of the recording, ideally on DVD, and a master copy still needs to be sealed and signed

