



theacademy.sdsu.edu

apstraining@sdsu.edu

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Committee

NAPSA Education

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Curriculum Advisory

Southern CA APS

Candace Heisler, JD

Thank you to the following for Subject Matter Expertise:

Document the interview promptly while your memory is fresh.
If appropriate or if asked, explain next steps in general terms.
• Provide information for any follow up.
• Keep the door open to future contact—you or a colleague may need to speak with this person again about this or another allegation; avoid antagonizing in order to reduce potential retaliation against the client.
• Thank the person for speaking with you.

"Are there questions that I should have asked you?"
"Is there anything else you want me to know?"

Provide opportunity to tell you more.
Ending the Interview—have a plan.

"What help do you need to handle this situation differently?"

"If you faced this situation again what would/could you do differently?"

For example:
Educate and Problem Solve, if appropriate — Clarify what is permissible behavior in situation in neutral, objective way.



Interviewing Alleged Perpetrators Key Steps



Consider safety issues yours and your clients

- Is it safe to conduct an interview?
- Is the location a safe one for the interview?
- Do you need to have someone with you?



If at any point you feel unsafe, EXIT, and call your Supervisor.

If safe to proceed, here is a suggested way to organize the interview:

- 1 **Introductions**—who you are, why you are there, part of building trust
- 2 **Rapport Building**—Your opportunity to make assessments of person, abilities, needs, and insight into situation, appropriateness of offering resources and engaging in problem solving.
- 3 **Explanation of Events and Understanding of Situation**—what occurred, explanations, defenses and justifications for actions,
 - Elicit information one allegation at a time or one incident at a time starting with open-ended questions
 - Follow up with clarifying questions
 - Identify any collaterals or evidence to support the explanations
 - Explore defenses/justifications