

Trauma Informed Victim Interview (TIVI) Guidelines©

Utah Prosecution Council and West Valley City Police Department

•Interview Protocol for Adult Survivors •

Officer Preparation

- Review all available reports and evidence, or if not yet available, talk with first responders and dispatchers
- Approach interview in a calm, compassionate, empathetic and non-biased way

PHASE ONE – GOAL: SET TONE and RULES (Recording Optional)

- Introductions and explanation of roles of police and advocates
- Explain purpose of the interview: to gather as much information as victim is able to give about what happened
- Notify that interview will be recorded
- Emphasize the importance of giving ALL of the information -- “Don’t leave anything out.”
- Ask victim not to guess about anything – “It’s OK to say ‘I don’t know.’”
- Review support person rules (If support person will be present)
- Attend to person’s needs and answer any questions about process
- Acknowledge that recalling the events may be difficult or painful at times

PHASE TWO – GOAL: CRIME SCENARIO NARRATIVE (Recorded)

“Help me understand everything you are able to remember about what happened.”

- Use open-ended questions
- Do NOT interrupt victim narratives
- Use silence as a tool
- Ask sensory and “feelings” questions
- Avoid questions that request information in a sequential format. For example, ask “What else happened?” instead of “What happened next?”
- Follow up on narratives using “headline” style questions -- “I want to talk about everything that happened in the car.”
- If hard questions are necessary, explain why you are asking them
- Ask if there is anything else victim would like to talk about

PHASE THREE – GOAL: CLOSURE and CASE PLAN (Recorded)

- Express thanks for what person has done so far
- Encourage victim to focus on their life and healing
- Explain next steps in process, but never make promises about outcomes
- Give contact info and best way to communicate

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