CASE CRACKER

The Five-Minute Interview Recording Readiness Check

A repeatable room-to-record routine for investigators, forensic interviewers, and support teams.

DATE: _____ ROOM: _____ CASE / MATTER: _____

R — ROOM

- ☐ Protect privacy and close the door.
- ☐ Return chairs to expected positions.
- ☐ Clear sight lines, glare, clutter, and avoidable noise.

E — EQUIPMENT

- ☐ Confirm power, camera feeds, microphone inputs, and system time.
- ☐ Check available storage and the recording-ready indicator.

A — AUDIO & ANGLES

- ☐ Speak from each chair at a normal volume and listen for clarity.
- ☐ Confirm required close-up and full-room views; check the doorway and every participant.

D — DETAILS

- ☐ Verify the approved case number, subject identifier, interviewer, date, and room.
- ☐ Use agency-standard naming; do not improvise new shorthand.

Y — YES, IT IS RECORDING

- ☐ Confirm the active recording indicator before the interview begins.
- ☐ Follow policy for pauses, refusals, interruptions, and when recording may stop.

AFTER THE INTERVIEW

- ☐ Confirm the file is in the approved location.
- ☐ Play a short section near the beginning and end.
- ☐ Verify metadata and authorized access.
- ☐ Document and escalate any issue immediately.

AN INTERVIEW MAY ONLY HAPPEN ONCE. CHECK EVERY TIME.