

Admission Development Worksheet

The purpose of this sheet is to help interviewers plan for developing full admissions and provide a method for interviewers to capture everything they are told. WZ does not recommend taking notes during an interrogation until the development step. Once the subject begins making admissions it may become necessary for an interviewer (or a witness) to take notes. It is important that the interviewer tells the subject that he/she is taking notes to ensure that there is no miscommunication. The subject should feel that it is in his/her best interest that the interviewer is taking notes.

WZ recommends using this worksheet in conjunction with the WZ Method Preparation form. The WZ Method Preparation form is a great way for interviewers to script and rehearse their introductory statement. Step four of the introductory statement should be constructed to allow the interviewer to potentially identify acts of dishonesty they can expand upon in the development phase of the interrogation.

The WZ Admission Development Worksheet should be filled in while the interviewer is preparing for the interrogation. The interviewer should fill in the subject's information and any known acts of theft or dishonesty. It is then recommended that the interviewer reviews the facts of the case, the subject's background, any previous positions the subject has held and the subject's access to money, merchandise or material in the workplace. The interviewer should fill in the most likely ways the subject could take money and the most likely ways the subject could take money. The interviewer should also consider any individuals who may be involved in dishonest activity with the subject. It may be important to note these names on the worksheet for reference during the interrogation.

During the interrogation the worksheet should remain in the case file until after the subject begins to admit. After the subject has made several admissions the interviewer can take out the form, use it as a reference and take notes on the worksheet. It is important to remember that any notes taken during an interrogation need to be factual and pertain to the investigation. Interviewers should not be making personal comments or including their feelings in their notes.

Name:

Date:

Merchandise:

1. _____ :

2. _____ :

3. _____ :

4. _____ :

5. _____ :

Others Involved/Other Policies: