

APPENDIX G

(CHECKLISTS FOR INTERVIEWING WITNESSES)

October 2004

Character Witness Interview Sheet

I. Background:

Name:

Address:

Age:

Occupation:

Contact Information (telephone numbers):

II. Knowledge of the Offender:

1. How do they know the offender?
2. How long have they known him/her?
3. What is their opinion of this person?
4. What facts are they relying on to form this opinion?
5. Any prior problems with the offender?
6. Are they aware of any prior problems the offender has had?
7. Any other aggravating or mitigating circumstances?

III. Knowledge of Incident :

1. Do they know anything about the incident?
2. What do they know?
3. How do they know this information?:

IV. Other:

1. Witness' view of appropriate Youth Court sentence?
2. Would witness be willing to testify in Youth Court hearing? (If so, inform of date, time and place of hearing)
3. If unwilling to appear, would they submit a statement?(If so, assist them in preparing a statement).

Parents of Offender Interview Sheet

I. Background:

Name:

Address:

Age:

Occupation:

Contact Information (telephone numbers):

II. Information about the Offender:

1. How would they describe the offender?
2. How is he at home?
3. Does he help around the house?
4. How would you describe his general attitude?
5. How was offender's behavior prior to this incident ?
6. Has offender ever been in trouble before?
7. If so, for what?
8. If so, was he or she punished for that?
9. If so, what was punishment?
10. Did offender's conduct surprise them in this case?
11. If so, why?
12. How did you react when you learned of this conduct?
13. Has the offender been punished?
14. If not, why not?
15. If so, what is the punishment?
16. What are the offender's feelings about the incident?
17. Does he appear remorseful?
18. If so, how does he/she appear remorseful?
19. Any other aggravating or mitigating circumstances about the offender?

III. Knowledge of Incident :

1. Do they know anything about the incident?
2. What do they know?
3. How do they know this information?

IV. Other:

1. Parent's view of appropriate Youth Court sentence?
2. Would Parent be willing to testify in Youth Court hearing? (If so, inform of date, time and place of hearing)
3. If unwilling to appear, would they submit a statement? (If so, assist them in preparing a statement)

Police Officer Interview Sheet

I. Background:

Name:

Occupation/Position:

Duties and Responsibilities:

Contact Information (telephone numbers; email address):

II. Incident :

1. What happened?(as detailed as possible)
2. When? (Date and time)
3. Where?
4. What was the police officer's involvement?
5. Who was involved?
6. Offender's conduct?
7. Offender's attitude?(During incident and during arrest)
8. Prior problems with the offender/Prior contacts or arrests?
9. Any other aggravating or mitigating circumstances officer is aware of?
10. Any other witnesses?
11. Monetary loss or damage(value of item taken)?

III. Other:

12. Any physical evidence? (such as bills, receipts, property stolen, photographs)
13. Officer's view of appropriate Youth Court sentence?
14. Are there any police reports (i.e., arrest report)? (If so, ask for copies)
15. Would officer be willing to testify in Youth Court hearing? (If so, inform of date, time and place of hearing):
16. If unwilling to appear, would they submit a statement? (If so, prepare statement with them)
17. Victim contact information?

Victim Interview Sheet

I. Background:

Name:

Address:

Age:

Occupation:

Contact Information (telephone numbers):

II. Incident :

1. When? (Date and time)
2. Where?
3. What happened?(as detailed as possible)
4. Who was involved?
5. Offender's conduct?
6. Offender's attitude?
7. Prior problems with the offender?
8. Any other aggravating or mitigating circumstances?
9. Any other witnesses?
10. Monetary loss or damage(value of item taken)?

III. Other:

11. Any physical evidence? (such as bills, receipts, property stolen, photographs)
12. Victim's view of appropriate Youth Court sentence?
13. Would victim be willing to testify in Youth Court hearing? (If so, inform of date, time and place of hearing)
14. If unwilling to appear, would they submit a statement that includes the impact of the crime on them? (If so, assist them in preparing a statement).

II. Incident

1. When? (Date and time):
2. Where?
3. What happened?(as detailed as possible):
4. Who was involved?
5. Your conduct?
6. Conduct of others?
7. Why did you commit the crime?
8. Are you sorry you committed the crime?
9. If crime involved a victim, what would you say to that person now?
10. What have you learned from this experience?
11. Were you punished at home?
12. What was your punishment?
13. Have you paid restitution yet?
14. Have you written a letter of apology yet?
15. Have you started community service yet?

III. Character Witnesses

1. Parents willing to testify?
2. Best Friends? Who? Willing to testify or submit letter?
Phone numbers?
3. Teacher/Other School employee? Who? Willing to testify or submit letter?
Phone numbers?

4. Other Possible Character Witnesses?(priest, rabbi, minister, employer, coach):

Who? Willing to testify or submit letter?
Phone numbers?

IV. Other

1. Future Plans?

a. College? Where: Field of Study?

b. Employment?

c. Military?

2. Have you ever been arrested before? When? For What?

3. Have you ever committed this type of crime before?

a. When?

b. Describe what happened?

4. What have you learned from this experience?

5. What would you do if the same circumstances of action were to arise?

6. (In peer pressure cases) Are you still associating with the other individuals involved?

a. Why?

b. Has their behavior changed?

7. How can we assure the jury that you will not reoffend?

8. Are you sorry for what happened?

9. Why are you sorry?

10. Are there any other things about you that will help the jury decided this case?

(Positive and Negative information)