



Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's *Interviewing/Interrogation Techniques and Courtroom Testimony* (IITCT) course. Your assistance is requested in preparation for this educational opportunity.

There are several key issues that you need to be aware of in preparation of your participation. First, you must bring a copy of your most recent resume and/or curriculum vitae. If you do not have one or the other, it is required that you prepare such for the class. Second, you must bring with you examples of your organization's Standard Operating Procedures (SOP); Standard Operating Guidelines (SOG); or Standing Organization Operations (SOO) or related policies germane to Interview/Interrogations. The course fosters a reality-based approach to interviews, interrogations and courtroom activities/testimony through a variety of means including:

- A field trip to a local firesetter treatment facility whereby you and your assigned partner will interview at least two clients;
- Conducting actual interviews/interrogations with witnesses/suspects of your case; and
- Mock courtroom testimony (direct and cross-examination) under real conditions.

As with most legal/courtroom appearances, it is imperative that proper dress reflecting a professional image be adhered to. You will be required to dress accordingly during the courtroom periods of the second week (3 days) in either your Class A/Dress Uniform or professional business attire.

You should have already completed the following CFI Trainer modules: Ethics and the Fire Investigator; Magnetek-A Case Study in the Daubert Challenge; Critical Thinking Solves Cases; Fundamentals of Interviewing; and Effective Investigation and Testimony. Access to CFI Trainer is via Web site at www.CFITrainer.net There are no costs or membership requirements to access these modules.

In order to cover the amount of material required for this course, completion of work assignments and studying after classroom hours will be necessary. Also, evening classes may be conducted to complete all course requirements.

End-of-class graduation ceremonies are an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

Increasing numbers of students and instructors are bringing laptop computers to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There is a limited number of 120 Volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows XP and Office 2007 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Michael L. Donahue, Fire/Arson and Explosion Investigation Curriculum Training Specialist, at (301) 447-1158 or email at Michael.Donahue1@fema.dhs.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal", enclosed in a thin black rectangular border.

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration