**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Requesting and Documenting a Courtesy Interview (PATS 7697)

The items below are revised to change the process for requesting and documenting a courtesy interview conducted by a secondary investigator located in another region. This policy revision removes the requirement to add the secondary investigator as a “secondary worker” in IMPACT, and allows the secondary investigator to provide the documentation of the interview in an email.

Display of Revisions with Changes Highlighted (Word Document)

See:

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#### 6424 Requesting a Courtesy Interview

LPPH ~~December 2012~~ DRAFT 7697-CCL

Policy

If an alleged victim, alleged perpetrator, or any other principal or collateral is located in a region other than where the investigator is located, the investigator makes a request through his or her supervisor for a Licensing investigator in the region where the person is located to conduct the interview. The investigator conducting the interview is considered to be a secondary investigator, and the interview is considered to be a courtesy interview.

Procedure

If a secondary investigator conducts a courtesy interview, the investigator:

a. advises the secondary investigator of what information and questions to address in the courtesy interview;

b. requests detailed information about the interview, including any recordings or interview notes after the courtesy interview has taken place;

c. maintains contact with the secondary investigator until all information regarding the courtesy interview is received; and

d. documents a summary of the interview as a contact in CLASS, including a statement of who conducted the interview.

The secondary investigator:

• documents the interview in the investigation contacts in CLASS or in an email to the primary investigator who made the request; and

• adheres to all required time frames for conducting the interview.

NOTE to editor: The revision memo should also say that this revision deletes the requirement to add the secondary investigator as a secondary worker in IMPACT.