

# Investigator Training International

PO Box 76  
Richmond  
North Yorkshire  
DL10 4XW  
United Kingdom

Phone +44 (0)70-500-87306 Fax+44(0)8701640967  
Mobile: +44(0)7860816482  
Email: [info@internationaltraining.co.uk](mailto:info@internationaltraining.co.uk)  
Internet: [www.internationaltraining.co.uk](http://www.internationaltraining.co.uk)

---

## Training Needs Services & Investigator Training Courses

---

*Investigator Training International is a leading provider of training to people, organisations and businesses engaged in investigation, fact-finding, compliance, due diligence, enforcement and security.*

## Table of Contents

Subject	Page
Introduction to ITI	3
Training Needs Analysis	4
Training Courses & Workshops	
• Level 1 – Investigator (Mandatory) Professional Competencies	5 - 6
• Level 2 – Investigator (Advanced) Professional Competencies	7 - 8
• Intelligence Management	9 - 10
• Financial Investigation	11- 12
• Fighting Financial Crime	13– 15
• Banking procedures for the economic crimes investigator	16 – 17
• Taped interviews	18
• Investigative interviewing	19
• Witness statement taking	20
• Knowledge Building – Key Current Legislation	21 – 22
• Foot surveillance and log keeping	23 - 24

# Investigator Training International

## *Key Skills Training by Professionals*

### Introduction to ITI

Investigator Training International (ITI) delivers top quality vocational training, coaching and consultancy to people, organisations and businesses wanting to learn more about investigation, and provide a variety of solutions to enhance professional development and technical skills from absolute basic to advanced levels.

We have the capacity, capability, experience and expertise to produce a quality product fully meeting your investigator training requirement.

Our values are based on working in close partnership and on determining and addressing precise needs and organisational interests of our clients.

Our success is achieved by:

- Adding the personal touch
- Ensuring a full understanding of all client requirements and expectations
- Whilst responding to today's needs at the same time anticipating tomorrow's challenges.
- Taking pride in providing innovative solutions and quality deliverables through people, processes and technology
- Showing a commitment to operating at the highest standards

We are managed by experienced people who understand investigation reality and are driven by results and wish to make an impact.

Our training is real-world based and focuses on transferring knowledge and skills from highly experienced and dynamic instructors through a wide variety of courses and workshops, including customised and 'one to one' packages.

## Training Needs Reviews

ITI provides training needs reviews for organisations engaged in wide ranging investigation activities. Training must reflect the needs of the organisation and achieve the correct balance between organisational priorities and individual aspirations. It is absolutely fundamental that new recruits are provided with the very best and most role-focused learning to ensure that they are equipped to provide an effective and responsive service to those they serve.

The benefits to be derived from the professionalising of investigator training are considerable and include:

- An effective, efficient and structured training regime which prioritizes development training of the individual but ensures that the needs of the organisation are paramount
- Investigators fully understanding the skills and knowledge required of them in the performance of this daily work
- The delivery of a professional and quality service to the public leading to increased confidence in the capability of the organisation
- Cost saving through cutting out fragmented and expensive ad hoc training
- Promotion of a high degree of training self-sufficiency
- Filling gaps in standing operating procedures.

Typical of the scope of services ITI are required to provide during a training needs review is:

- To design and produce an integrated Training Plan intended to achieve increased professionalism, motivation, development and retention.
- To recommend best practice on the planning and management of training
- To identify the areas of occupational training that would provide maximum benefit to the organisation
- To identify issues that affect workplace performance by reacting to information relating to organisational objectives and structures, job roles and responsibilities, and workplace knowledge, skills and behaviours
- To identify core skills and knowledge to match role description and organisation requirement and required for members do their jobs competently and with confidence
- To examine practices to develop the skills base to match role description and organisational requirements.
- To establish the present level of learning, knowledge and skills and benchmark the level this should be.
- To establish the requirement to fill learning, knowledge and skills gaps.
- To determine the organisations ability to deliver future training by identifying all human resource, facilities and equipment available for this purpose.
- To identify the learning media to be utilized.
- To identify general areas for improvement and development in standing operating procedures

## Courses

### Level 1 – Investigator (Mandatory) Professional Competencies

This **four-week** course should be regarded as the cornerstone of the strategy of any agency or organisation aiming to operate an effective and productive workforce or wishing to enhance their status in the investigation community.

The aim is for participants to develop the basic knowledge, understanding, skills, expertise attitude and behaviour required to effectively carry out their role as investigators. Course attendees become professionally sound and able to apply what they have learned to the wide range of operational situations they face when performing their day-to-day duties.

The key products from this course will be to:

- Create a solid foundation for career of an investigator and shape their future
- Develop investigative knowledge and skills so that investigators are able to operate confidently and effectively
- Develop the ability to apply what investigators learn to the wide range of operational situations faced in their normal working day
- Understand the importance of operating ethically and in observance of human rights and the laws of the land
- Understand the need to use sound judgement in exercising authority and operate professionally, objectively and impartially.

In other words for attendees to become professionally competent and able to apply what they learn on the course to the wide range of operational situations they face when carrying out their day-to-day duties.

The programme comprises a series of investigator toolkits each addressing a skill or subject in which it is essential that investigators become competent. These toolkits have therefore been specifically designed so that they are linked together by six interwoven learning threads:

1. Providing a quality and professional service no matter what
2. Operating ethically and in observance of human rights
3. Exercising authority in a professional, objective, accountable and impartial manner
4. Using every opportunity to gain experience so as to always know how best to use the knowledge gained
5. Acting in compliance with the laws of the land and organisations operating instructions
6. Ensuring that all decisions are quality assured and that all actions taken are 'defensible'.

## Programme

Session	Subject
1	Standards, Ethics & Principles
2	Investigation Part 1 - Definitions & Principles
3	Investigation Part 2 – Understanding Investigation Basics
4	The Pocket Notebook
5	Arrest Procedures
6	Dealing With Suspects Part 1 - Legal Requirements & Best Practice
7	Dealing With Suspects Part 2 - Use of interpreters
8	Dealing With Suspects Part 3 - Access to Legal Advice
9	Evidence Management Part 1 - The Basics
10	Evidence Management Part 2 - Collection & handling
11	Evidence Management Part 3 – Exhibits
12	Search & Seizure – Procedures & Mechanics of Searching
13	Witness Interviewing & Statement Taking Part 1 - Memory systems & Perception
14	Witness Interviewing & Statement Taking Part 2 - The Witness Interview
15	Witness interviewing & Statement Taking Part 3 – The Witness Statement
16	Insight into Interviewing of Suspects Part 1 – Introduction
17	Insight into Interviewing of Suspects Part 2 – Question Power
18	Insight into Interviewing of Suspects Part 3 – The P.E.A.C.E. Model
19	Report Writing
20	Courtroom Skills

## Level 2 – Investigator (Advanced) Professional Competencies

This **three-week** course has been designed and developed from experiences gained in operating and training in the investigation field throughout the world. It is now claimed that this is the leading programme of its type presently being offered.

This course is intended to bring together trained and experienced corruption and economic crimes investigators to take up the challenge of improving the quality of their knowledge and skills in investigating corruption, fraud and other economic crimes.

The aim is for participants to develop new competencies intended to achieve individual improvement in standards of leadership, abilities to organise the mechanics of investigations and making quality assuring investigative decisions.

Through attending this course attendees will:

- Gain an appreciation of the knowledge and skills required to intelligently manage major investigations.
- Develop new approaches to investigating serious and complex cases
- Gain a deeper understanding of the strategic issues involved
- Reveal potential for advancement in the investigation field
- Improve standards of leadership
- Expand and strengthen knowledge and understanding of information analysis
- Become proficient in digital evidence gathering
- Be able to apply what has been learned to diverse investigative scenarios
- Feel more confident in the ability to control and direct investigations into complex and serious allegations of corruption
- Develop techniques to associate and track critical information, to identify deficiencies in knowledge and to steer along unclear investigative paths
- Obtain views on best practices, national standards and other practicalities and issues encountered when investigating cases of corruption and other economic crimes
- Operate more effectively and productively for the employer organisation

The course programme uses seven key investigation components as its structure:

Theme	Subject
1	<b>Complaint Analysis</b> (Acceptance of initial report and initial response considerations)
2	<b>Control &amp; Direction</b> (Taking command, defining, formulating & communicating strategies and plans).
3	<b>Resource Management</b> (Allocation of work when there is too much to do and not enough people to do it).
4	<b>Case Administration</b> (Consolidation of an investigation's information & knowledge / Investigative data recovery at a single point of access).
5	<b>Information Management</b> (Information handling protocols & analytical techniques to ensure no investigative opportunities are overlooked and operating an enquiry generation system)
6	<b>Searching for Evidence</b> (Effective Searching, collection of evidential & forensic material)
7	<b>Witness &amp; Suspect Management</b> (Strategies for dealing with persons who either help the investigation or those who are the subjects of it)
	<b>War Game</b> A testing experience using interlinked scenarios.

## Intelligence Management

This is a **five-day** course.

The collection of good information, the distillation of actionable intelligence and its proactive use is fundamental to the successful investigation of crimes. This process enables scarce and valuable resources to be focused to maximum effect, reducing wasted effort and increasing the likelihood of success. This in turn builds confidence and improves morale, engendering professionalism and demonstrating value for money by allowing for specific measurement of performance

The aim of this course is to provide an understanding of the Intelligence Model and the Intelligence Cycle and its application within the participant's intelligence arena.

This programme focuses on providing an understanding of the Intelligence Model and the Intelligence Cycle. It also addresses a number of complex legal aspects such as developing an understanding of data protection, human rights and confidentiality issues and promotes a model for best practice can be incorporated into investigation response plans.

Through attending this course participants will:

- Describe and apply the intelligence cycle
- Identify and design direction strategies
- Develop collection-planning principles
- Identify the relationship between Human Rights and Data Protection in the intelligence arena.
- Develop 'best practice' approaches in handling of intelligence products in full awareness of the their legislation
- Describe and apply the 5x5x5 Evaluation System
- Understand analytical methods to develop association matrices and charts
- Prepare and deliver clear and accurate briefings
- Develop and design effective intelligence management systems

This course will benefit all persons involved in the collection, evaluation, management of intelligence and setting the direction of an investigation, tactically or strategically in accordance with the National Intelligence Model.

The course programme comprises:

Session	Subject
1	The National Intelligence Model
2	The EFQM Model
3	Managing Your Business in Combating & Investigating Corruption
4	The Intelligence Cycle
5	Information Management
6	Adopting the Proactive Approach
7	Setting the Intelligence Requirements for the Organisation
8	Organisational Security Requirements
9	Intelligence Products
10	Intelligence Products – Analytical Investigation Methods
11	Intelligence Products – The Computerised Approach
12	The Tactical & Coordinating Group
13	Receiving report of corruption from Covert Human Intelligence Source
14	5 x 5 x 5 Evaluation
15	Money laundering from the Intelligence Standpoint
16	Planning of Surveillance Operations
17	Operational Orders and Briefing

## Financial Investigation

This is a **ten-day** course. The term 'financial investigation' not only relates to the use of financial investigation to trace and recover the proceeds of crime, but also includes the use of financial intelligence to proactively identify through financial trails those involved in a crime. To maximise efficiency, financial investigation normally runs concurrently with the criminal investigation.

The main aims of financial investigation are:

- To disrupt organised criminal enterprises through the recovery of criminal assets.
- To operate as an integral part of criminal investigation.

The financial investigator is expected to:

- Obtain and evaluate preliminary intelligence
- Obtain financial information through liaison, investigation, search, seizure and interviews
- Carry out an analytical process by using graphs, spreadsheets and accounts
- Plan and prepare offender interviews
- Compile reports, statements of evidence, intelligence, briefings and prosecutions files
- Attend court as an 'expert' witness

Through attending this course participants will gain an understanding as to:

- How to assist in the investigation of crimes by tracing assets acquired in the commission of criminal activities
- How to successfully include financial evidence in a prosecution case
- The current means by which money launderers attempt to abuse the financial systems for their own ends.
- How astute financial investigation can utilise the financial footprints of suspects to obtain vital intelligence.
- The true value of the contribution properly trained, resourced and legally enabled financial investigators can make in combating crime.
- How to make an impact against people who have previously been untouched by the criminal justice system in terms of taking off them the profit they made from crime

<b>Session</b>	<b>Subject</b>
1	Role of the financial investigator
2	Money Laundering
3	Concept of conducting a financial investigation / areas in which financial investigation is useful
4	Criminal financing – the reality
5	New Payment Systems and their vulnerabilities
6	Financial intelligence & intelligence gathering
7	Tools of the Trade – Obtaining intelligence and turning it into evidence - Sources of information
8	Establishing a financial footprint
9	Restraint, Confiscation & Asset Seizure
10	Concept of Banking Confidentiality and exceptions
11	Company accounts / insight into accountancy
12	Offshore banking
13	Use of bank statement analysis for intelligence and evidence gathering
14	Identification of suspicious transactions
15	Financial interviews / Financial profiling / Concealed income analysis
16	Analysis and presentation of data

## Fighting Financial Crime

The fight against financial crime is a hot topic for all regulators and is high on the FSA's agenda. This programme will enable you to bring your knowledge of this sector up to date across the principle areas of risk; money laundering, fraud (internal and external) and the financing of terrorism.

International experts will lead you through exercises that will help you to benchmark your current practices and adopt practical measures in:-

- Administration and employment practices
- The conduct of transactions to prevent financial crime
- Techniques for early detection
- Monitoring and reporting

### Who should attend?

This **two-day** workshop will be practical benefit for anyone with responsibility for detecting and reporting on financial crime in their firm. This will include MLRO's Compliance, Internal Audit, and Risk professionals. Those with day-to-day responsibility for operating the systems and controls that should detect financial crime will also find this course of immense benefit in recognising and reporting suspicious events.

### How delegates will benefit

Attendance at this Workshop delegates will afford delegates the opportunity to:

- Update knowledge of the legal framework and the FSA's approach
- Take a fresh look at managing and suppressing financial crime
- Understand the current means by which money launderers and terrorists attempt to abuse financial systems for their own ends
- Be alert to the most serious threat – internal fraud
- Recognise the importance of the culture and integrity of staff
- Review and identify weaknesses in current systems
- Identify new products that may be inherently vulnerable to abuse
- Share experience through discussion and analysis of case studies

## **Programme Outline**

### **Day 1**

#### **Session 1 - Introduction**

Pertinent comments from an address by Philip Robinson, Director, FSA Financial Crime & Intelligence Division: (September 2007), including:

- § Emphasis on risk awareness, implementation of appropriate measures and the importance of adequate resourcing
- § The six outcomes required to reduce financial crime
- § The development of integrity supervision and the improvement of information security
- § The co-ordination of the various authorities

#### **Session 2 - Understanding Fraud in different sectors**

- § Legal and working definitions of fraud and money laundering
- § Sensitivities in different financial institutions, banks, insurers, brokers
- § Discussion on where to place responsibility for managing a Fraud Department / MLRO
- § Determining reporting lines
- § Determining what constitutes a “major” fraud
- § Identifying the problem - internal / external fraud attack

#### **Session 3 – Practical steps to manage culture and ethics**

- § Maintaining ethical behaviour
- § Codes of an ethical culture
- § How to raise ethical standards
- § Avoidance of reputation risk
- § Role of Human Resources
- § Role of quality control procedures
- § Dissemination of corporate values

#### **Session 4 – Money Laundering**

- § Overview of legislation
- § Understanding money laundering behaviours and typologies
- § Explore and discuss current successful strategies
- § Keeping on the right side of the law – procedures to avoid contravention

## **Session 5 – Financing of Terrorism**

- § The similarities and differences between money laundering and the financing of terrorism
- § Terrorist financing in action
- § Explore and discuss recent case studies of Terrorist Finance Investigations
- § Spotting the terrorist funder – magnifying glass required!

## **DAY 2**

## **Session 6 – Controlling Fraud & Management Issues**

- § General principles
- § The creation of a fraud aware culture
- § Management and Staff responsibilities
- § Training
- § Role of office procedures
- § Who discovers fraud?
- § Whistleblowing
- § Receiving and recording of customer complaints
- § Reimbursement to customers
- § Which reports to investigate, and by whom
- § Involving law enforcement agencies

## **Session 7 – The Internal Fraudster**

- § The most serious threat?
- § Understanding the temptations
- § Limiting the Opportunities
- § The role of controls and procedures
- § Recruitment
- § Maintaining staff honesty and commitment

## **Session 8 – Vulnerabilities of Financial Systems**

- § Main areas of concern
- § Identification of vulnerabilities in new payment methods
- § Study into 'Second Life' as the perfect anonymous money transfer mechanism
- § What about cash?

## **Session 9 - End of Workshop**

- § Workshop review
- § Open Forum

## Banking Procedures for the Economic Crimes Investigator

This **five-day** course has been designed and developed especially for the investigators of economic crimes.

The aim of the course is for attendees to develop the knowledge, understanding, skills and expertise necessary in their role:

- (i) To carry out productive enquiries within the banking industry and
- (ii) To effectively investigate crimes committed against the banking industry.

By the end of the course attendees will be expected to:

- Demonstrate an increased understanding and grasp of the principles of banking, banking regulation & control
- Demonstrate an increased knowledge of the types of banks and offshore banking
- Demonstrate an increased knowledge of money laundering
- Appreciate with greater understanding the opportunities for fraud and corruption in the banking industry
- Appreciate more, the importance of the banker / customer relationship
- Demonstrate an increased knowledge of banking procedures and transactions and be able to deal efficiently with the wide range of issues arising when conducting enquiries with the banking industry
- Display an increased confidence when interfacing with / interviewing bank staff
- Aply identify and prioritise lines of enquiry when conducting investigations with banks
- Know what evidence can be obtained from banks
- Appreciate the importance of gaining the cooperation of bankers and the need to understand the banker's perspective

Attendees will find this course a demanding, challenging and an interesting and fun experience, which, through their hard work, will create a sound knowledge of banking procedures and the wide range of issues arising from conducting investigations with banks.

The Banking Procedures course programme comprises:

<b>Session</b>	<b>Subject</b>
1	The Local Perspective
2	Introduction to Banking
3	Banker / client relationship
4	Characterising a major banking fraud
5	Banking procedures and controls
6	Banking transactions and supporting documentation
7	Lifestyle interviews
8	Adducing evidence from banks
9	Money laundering
10	Offshore banking
11	Opportunities for corruption and fraud
12	The banker and the investigator
13	Group exercise

## Conduct of Taped Interviews

The purpose of a tape-recorded interview is to provide a verifiable, accurate record of the interview of suspected persons and to monitor the interviewers behaviour so that the court can be satisfied that the product of the interview is free from oppression, reliable and (if relevant) admissible as evidence. It will also provide an effective safeguard for the rights of the subject. The frequent use of the tape recording facility should result in saving time as the length of interviews will decrease with the need to make handwritten contemporaneous notes becoming unnecessary, and an improvement will also be seen in interview techniques. More importantly, this reliable account of interviews will reduce challenges as to the admissibility of evidence.

The aim is to provide attendees with a complete understanding on how to conduct taped interviews of persons suspected of corrupt practices and other economic crimes. The course programme comprises:

Module	Subject
A	<b>Familiarisation with Equipment</b> Using the interview recorder Using tape play back facilities
B	<b>Organisational Procedures</b> Interviews to be tape recorded / Exceptions to taped interviews Functions & Responsibilities Tape Security & Destruction Procedures Completion of forms and registers Editing and copying procedures / Sensitive material & editing Records of Interview / Transcripts / Disclosure
C	<b>Taped Interview Procedures</b> Formally opening taped interview & objections to taped interview Noting of important points / introduction of exhibits Recording non-verbal communication Complaints & defamatory remarks made during interview Changing tapes Interruptions & breaks in interview Mechanical failure during interview Playing back contents of other interviews Statements taken under caution Formally closing the interview
D	<b>Post Interview Procedures</b> Pocketbook entries Requests for access to tapes by defence solicitors Unrepresented suspects access to tapes Sensitive material and editing Prejudicial material Preparation of Records of Interview & Transcripts & Disclosure

## Investigative Interviewing

This is a **five-day** course. Every investigation relies heavily on interviewing as a main source of information; up to 85% of all information is acquired this way. It follows, therefore, that the time and effort spent on investigations may be kept to a minimum and be more productive by using investigators who are trained to produce the best results from face- to-face interviews.

Not all questions are equal. Some questions draw only the minimum of information and then there are questions that roll up their sleeves and go to work. These are the questions that trained investigators should ask. Unfortunately, few investigators understand the difference and unknowingly ask the former and miss opportunities to arrive at the truth.

Attendance on this course will spell the end of interviews that seem to go nowhere. Participants will become skilled in the application of an effective, straightforward and structured model of interviewing for obtaining full and honest accounts from suspects (including victims and witnesses), with integrity and in accordance with the laws of the land.

The programme consists of a series interlinked presentations, group studies, open discussion and culminates in a practical exercise. The emphasis throughout will be on participation and hands on practical experiments and experiences. The objectives of the course are:

- To promote quality interviewing of persons suspected of criminal offences through adopting a professional and consistent approach
- To ensure that interviews are conducted with integrity and in accordance with the laws of the land
- To provide a flexible interview structure which is easy to follow
- To teach a wide range of winning interview techniques
- To broaden the knowledge base, to sharpen core skills and to put labels on what is already practiced.
- To ensure that the product of interviews will include a better understanding of the true involvement of a suspect in an alleged crime

On completion of this course participants will have a deeper understanding of:

- The concept of conversation management interviews
- Effective questioning techniques
- Interview research methodology
- Preparing an interview room appropriate to the occasion
- Producing a basic 'Interview Plan'
- Conducting a structured interview using the P.E.A.C.E. model
- Establishing information that exposes the truth

## Witness Statements

This is a **two-day** course. The witness statement is not meant to be just a product of endless questioning – it is intended to be the statement maker's own uninfluenced account of the issues and events being investigated.

The witness statement form is one of the most important pieces of paper an investigator has to deal with. The importance of being able to present facts in a statement, concisely, clearly, accurately, and in a logical order cannot be over-emphasised. A badly composed statement will reflect adversely on everyone, the individual, the supervisor and the organisation.

The investigator's own witness statement will have to stand up to more scrutiny than any other piece of evidence in the case file. It will be read by many people, over and over again. Any absences, flaws or inconsistencies in a statement will be spotted by someone and at some stage the officer will be called to account for these.

Once the officer has signed the caption of his / her statement "This statement consisting of ..... pages each signed by me, is true to the best of my knowledge and belief and I make it knowing that if it is tendered in evidence I shall be liable to prosecution if I have willfully stated in it anything which I know to be false or do not believe to be true", the officer will have bound up the outcome of the case and possibly his / her own future in just those few sheets of paper.

The course will benefit all persons who have responsibility for carrying out interviews of witnesses and taking or making of witness statements in relation to criminal or disciplinary offences or for other fact-finding purposes. The programme consists of a series interlinked presentations group studies and open discussion.

On completion of this course participants will have the knowledge and ability to:

- Differentiate between the procedural rights of a witness and of a suspect
- Understand the purpose of making and taking a witness statement
- Complete the different types of witness statements
- Structure a witness statement in a logical and informative manner
- Record a witness statements concisely, clearly and accurately and in accordance with legal requirements and best practice
- Apply all statement taking and statement making rules
- Understanding the important considerations in making a witness statement as an enforcement officer
- Complete witness statement certificates and endorsements

## Knowledge Building – Key Current Legislation

**“Persons other than police officers must give regard to certain codes of practice and legal statutes in the discharge of their duties when investigating whether a person should be charged with an offence or whether a person is guilty of it.”**

### Introduction

This is a specially designed one-day knowledge building course on key current legislation for persons other than police officers who must give regard to certain codes of practice and legal statutes in the discharge of their duties when investigating whether a person should be charged with an offence or whether a person is guilty of it.”

This course will be of great benefit to all those persons obliged to comply with the conventions, codes of practice and laws arising from these five Acts.

### Legislation

#### The Human Rights Act 1998.

This is one of the most significant pieces of constitutional legislation ever enacted in the United Kingdom. It is a key part of the Government’s programme to encourage a modern civic society where the rights and responsibilities of our citizens are clearly recognised and properly balanced. The Human Rights Act will allow people to claim their rights under the European Convention on Human Rights in UK courts and tribunals, instead of having to go to the European Court in Strasbourg. The Act underpins this by requiring all public authorities in the UK to act compatibly with the Convention rights. This places new responsibilities on all who work in public authorities.

#### Regulation of Investigatory Powers Act 2000.

With this Act the Government has acted to keep pace with communications technology and clarifies the powers of those engaged in surveillance activities. It has been described as providing “modern-day law enforcement tools for modern-day technologies.” The Act has four main parts: the interception of communications, intrusive surveillance, human intelligence sources and the compulsory disclosure of encrypted data. It also provides for a more comprehensive scrutiny and review procedure with the appointment of a tribunal and commissioners to oversee its implementation.

### The Criminal Procedure and Investigations Act 1996.

This Act and the code of practice sets out the rules of disclosure. Much of what is required by the Act and code is similar to what was done previously. However, the Act also applies to summary offences where a 'not guilty' plea is anticipated.

### Criminal Justice and Public Order Act 1994.

The major changes made by sections 34, 36 and 37 of this Act are on the so-called right of silence. It brought about the need for interviewers to alter their interview tactics. It is important to appreciate that silence is not in itself a sign of guilt. There is no point in interviewers thinking they can simply say "Did you do it?" and then charge solely on the basis of no reply. The changes are aimed at preventing *ambush defences* and therefore interviewers will need to ensure in interview that all potential lines of defence are covered, regardless of whether the defendant is willing to talk or not. Anything less than a completely ethical interview is likely to result in a major reduction in the impact of any such inferences.

### The Police and Criminal Evidence Act 1984.

Revised Codes of Practice to the Police and Criminal Evidence Act 1984 came into force on 1 April 2003. The importance of this Act cannot be underestimated. It contains the most comprehensive codes of practice governing police powers (and others) ever passed in this country; it also tackles major questions relating to the laws of criminal evidence. The fundamental purpose of the Codes of Practice is to provide standards which can be applied to police conduct and to ensure as far as is practicable to do so the quality and reliability of the evidence collected by police officers and used in criminal procedures. The Codes apply not only to police officers but also to other persons charged with the duty of investigating offences and prosecuting offenders (s67(9) PACE 1984). "Persons other than police officers charged with the duty of investigating offences or charging offenders, shall in the discharge of that duty have regard to any relevant provision of such a code".

## Foot Surveillance & Log Keeping

This is a **ten-day** course. Surveillance is an operational tool for gathering evidence proactively and is normally used when all other investigation avenues have failed. It is of paramount importance that surveillance operatives are properly trained so that the methods and tactics employed are protected against compromise.

This training course will enable potential surveillance operatives to attain a high level of competence in all aspects of operational preparation and planning, foot surveillance observation post tradecraft, subject reconnaissance, evidence acquisition and surveillance log keeping.

It is important that when contemplating launching a surveillance operation all relevant authorisations under the Regulation of Investigator Powers Act 2000 (RIPA) are completed and so this is addressed in detail during the course.

This course will benefit all persons who are required to carry out any type of basic surveillance work.

The programme comprises a series of interlinked presentations, group activities and culminates in a testing practical exercise. The emphasis throughout will be on participation and hands on practical experiments and experiences.

The aims of this course are:

- To advance specialist surveillance skills and tactics in the investigation, enforcement and compliance fields
- To ensure that covertness is sustained during period of surveillance
- To practice a wide range of surveillance techniques
- To ensure that the evidence gained by surveillance is correctly recorded and presented
- To provide comprehensive knowledge of important legislative requirements when undertaking surveillance activities
- To promote health and safety awareness whilst carrying out surveillance activities

The course programme comprises:

Session	Subject
1	The National Surveillance Glossary
2	The role of the surveillance operative
3	Foot surveillance tactics
4	Anti and counter surveillance techniques
5	Surveillance log keeping
6	Observation post tradecraft
7	Planning and preparation of a surveillance operation
8	Subject awareness and subject premises reconnaissance
9	Authorisations
10	Urban and rural surveillance tactics
11	Case paper presentation
12	Human Rights issues
13	Disclosure and retention of surveillance material