Daniel Training Services

Enforcement Law & Procedures

BROCHURE
OF
COURSES
Index

Enforcement Law & Procedures.

Police and Criminal Evidence Act 1984. 4.
Criminal Procedures and Investigations Act 1996. 5.
Rules of Evidence and Evidence Gathering. 9.
Entering & Searching Premises. 11.
Investigative Interviewing Skills. 15.
Audio Recording of Interviews under Caution. 17.
Evidence Gathering and File Preparation. 21.
Courts, Courtroom Procedures & Court Familiarisation. 24.
Practical Investigation Procedures (Refresher Training) (Bespoke). 28.

Fixed Penalty Offences, Policies & Procedures.

Fixed Penalty Procedures (Bespoke to Authority Policy). 32.
Fixed Penalty Procedures (No interviewing) (Bespoke to Authority Policy) 34.
Fixed Penalty- Common Offences. 36.

Other Courses.

Expert Witnesses 39.
Appropriate Adults. 42.
Personal Safety for Personnel. 44.

Policies for Substance Abuse in the Workplace – Compilation and Implementation. 45.

Substance Abuse Awareness. 46.

Some of our Clients 47.

Persons charged with a duty of investigating offences which could lead to a prosecution shall have regard to the requirements of The Police and Criminal Evidence Act 1984. (s. 67 PACE 1984). They must have a good working knowledge of the relevant Codes of Practice to ensure that their actions are lawful and that there is no abuse of process.

Course aim:
To ensure delegates understand the implications of compliance and the requirements of PACE and to give them the confidence to correctly implement it when necessary.

Who should attend?
Persons dealing with those suspected of having committed an offence which may result in the institution of criminal proceedings.

Course Content:

**Introduction to the Act:**
- The Reasons for its implementation.
- The Requirements & necessity of adherence to the Act.
- The Scope of The Act (and stated cases).
- Exclusion of Unfair Evidence (and stated cases).

**The Codes of Practice:**
- Overview of Codes A,D,E,F,G H.

**Code B** Searching premises and seizure of property –
- Routine Inspections.
- Premises.
- Searching with Consent.
- Search Warrants.
- Notice of Powers & Rights ('Code B Notice')
- Action during Searches.
- Powers to seize & retention of Property.
- Rights of Person from whom seized.

**Code C** Detention, treatment and questioning of persons –
- Persons at Risk - Juveniles; Mentally Disordered.
- Dealing with Foreigners; Interpreters.
- Explanation of Rights.
- Legal Advice / Pre.Interview Disclosure.
- The Caution.
- Dealing with Companies.
- Unsolicited Comments.
- When to Cease Questioning.
- Correlation between P.A.C.E. and C.P.I.A.

(Delegates who attended this course found the following courses of value: CPIA; RIPA; Tape Recording of Interviews; Evidence & Evidence Gathering; Compilation of Notebooks & Statements; Investigative Interviewing; Court Procedures.)
The Criminal Procedures & Investigations Act 1996.

The Criminal Procedures and Investigations Act 1996 (CPIA) introduced significant changes to the investigative, administrative and prosecution practices and procedures relating to the recording, retention and disclosure of information and material to be used in criminal proceedings. Persons charged with a duty of conducting an investigation must have regard to the relevant provisions of the Codes of Practice of the Act to ensure that their actions are lawful and that there is no abuse of process.

Course aim:
To provide delegates with an understanding of the Act and its Codes of Practice and the implications of compliance with it whilst discharging their duties.

Who should attend?
Those persons involved in investigations which may result in criminal proceedings.

Course Content:

Introduction to the Act:
The Reasons for its implementation.
The Requirements, effects & necessity to adhere to the Act.
The Scope of the Act.
Correlation between CPIA and PACE.

The Code of Practice 2015:
Definition & explanation of:
Criminal Investigation.
Material.
Information.
Relevant.

Definitions, Roles & Responsibilities of:
Officer in Charge:
Investigator;
Disclosure Officer.

Recording of Information:
Requirements.
Relevant Material & Information.
Unused Material.
Sensitive Material.

Retention of Material:
Requirements.
Copying Retained Material.
Duration.

Disclosure of Material:
Common Law Disclosure.
Unused Material.
Disclosure Test
Material which may assist the Defence – Magistrate’s Court:
   Anticipated Guilty Plea.
   If contrary to expectation of a Guilty Plea, the
   accused pleads Not Guilty at the First Hearing,
   Anticipated Not Guilty Pleas.
   No Undermining or Assisting Material & Sensitive
   Material.
Material which may assist the Defence - Crown Court.
Sensitive Material:
   Definition & types.
   Sensitive Material – Crown Court
   Applications for Non-disclosure in the Public Interest
   Revelation to the Prosecutor
   Schedules:
      Manner of Listing Material on Schedules.
      Schedules of Non-sensitive Material
      Schedules of Sensitive Material.
   Certification:
      When to Certify.
   Means of Disclosure
   Defence Statement
      Content.
   Continuing Duty
   Large and Complex Prosecutions.

(Delegates who have attended this course have also found the following courses of value: CPIA; RIPA; Evidence &
Evidence Gathering; Compilation of Notebooks & Statements; Investigative Interviewing; Tape Recording of Interviews;
File Preparation; Court Procedures.)

The Regulation of Investigatory Powers Act 2000 (RIPA) ensures that when intrusion into a person's private life may occur relevant powers are applied to satisfy the European Convention on Human Rights. Surveillance and the acquisition of communications data are important components of the investigation process and to ensure that such activities are lawful, the Act, the Codes of Practice; the associated Regulations; The Protection of Freedoms Act 2012; the Surveillance Commissioner’s Guidance and recognised best practices must be complied with.

Course aim:
To provide delegates the required knowledge when applying for or authorising directed surveillance or the acquisition of communications data to the satisfaction of the Inspectors from the Office of Surveillance Commissioners and to ensure that evidence obtained is admissible in court proceedings.

Who should attend?
Those persons involved in the investigation process who may apply for or authorise the acquisition of communications data or surveillance activities.

Course Content:

**Introduction, Background & Relationship to the Human Rights Act 1998.**

**The Office of Surveillance Commissioners.**
Role & Expectations. Procedures & Guidance.

**Précis of Part 1 of the Act.**

**Revised Codes of Practice 2010.**
Senior Responsible Officer - Definition & Role.
Elected Member – Role.
Use of material in evidence.
Correlation with CPIA.

**Part II of The Act:**

**General Observation Activities.**

**Communications Data:**
Definition & Types of Data:- (Traffic Data); Service User information, Subscriber Information.
Roles:- Applicant; Designated Person; Special Point of Contact (SPOC).
Acquisition:- Authorisations; Notices; Duration; Renewal; Cancellation; Errors; Destruction of material.

**Surveillance:**
Relevant Definitions:- Covert; Surveillance; Surveillance Device; Public Place; Subject/Target; Private Information; Authorising Officer.
Directed Surveillance:
Definitions; Scope; Crime Threshold; Prevention & Detection of Crime; Private Information; Recording telephone conversations; Use of CCTV; Trackers; Noise Nuisance Equipment; Test Purchases.

Intrusive Surveillance:
What cannot be carried out; Residential Premises; Private Vehicle; Observations Post; Legal Consultations; Confidential Personal Information; Held in Confidence; Confidential Constituent Information; Confidential Journalistic Information.

CCTV Systems- Code of Practice 2013.

Applications for Authorisation:
Roles: Applicant; Authorising Officer;

Content - Design of Forms; statutory grounds; necessary; proportionate; collateral intrusion; Use of Templates; Collaborative Working; Community Safety; Criminal Conduct

Duration of Authorisations:
Reviews and Renewals.
Frequency, Authoriser.

The Protection of Freedoms Act 2012,
Safeguards for Surveillance under RIPA: Local Authority; The Applicant; Judicial Authority; The Application; Arranging & attending a hearing; Procedures; Decisions & Outcomes.

Urgent Applications / Oral Authorisations:
Content; method.

Cancellation of Authorisations.
Ceasing of Surveillance Activity.

Central Record of Authorisations.
The Product.
Retention.
Availability.
Destruction of the Product.

Covert Human Intelligence Sources (C.H.I.S.):
Definitions: Covert; Intelligence Source; Informants; Juvenile Source; Vulnerable Individual; Officers Working Undercover; Extent of a "C.H.I.S."; Reward.
Local Authority Requirements.
Liaison with the Police; Test Purchases; "e-information.

Delegates who have attended this course have also found the following courses of value: CPIA; RIPA; Evidence & Evidence Gathering; Compilation of Notebooks & Statements; Investigative Interviewing; Tape Recording of Interviews; File Preparation; Court Procedures.)
The Rules of Evidence & Evidence Gathering.

Investigative techniques embrace a variety of issues all deserving special consideration and demanding experience and professional skills. The legislation and statutory powers governing the gathering, retention and submission of evidence is vital to the investigation process and investigators must comply with these rules to ensure that evidence submitted in criminal proceedings is admissible and that there is no abuse of process.

Course aim:
To provide delegates with a good understanding of the Rules of Evidence, the types of evidence available, best practices and the necessary methods of recording, retention and submission of evidence, thereby ensuring its admissibility in criminal proceedings.

Who should attend?
Persons involved in the gathering and retention of evidence during investigations which may result in criminal proceedings.

Course Content:

Definition of Evidence.

Exclusion of Evidence.
   - Exclusion of Confessions.
   - Exclusion of Other Evidence.

Standard of Proof.

Burden of Proof:
   - Facts in issue.
   - Facts relevant to the facts in issue.
   - Res Gestae
   - Irrebuttable / Rebuttable presumptions.

General Principles of Investigation:
   - Information from the scene.
   - Official and unofficial sources.
   - A suspect.

Priorities & Duties of an Investigator (CPIA 1996).
   - Chain of Custody.
   - Contamination.

Types of Evidence:
   - Corroborative.
   - Real.

(cont…)
Opinion, Expert.
Circumstantial.
Hearsay.
Bad Character.

**Procedures of Seizure & Retention:**

Issue of Seizure Receipts.
Packaging & Labelling (“Bag & Tag.”)
Digital Material (Attorney General’s Guidelines 2013 on CPIA)
   Introduction.
   Types.
   General Principles.
   Seizure:
      Action.
      Removal from Premises.
Sifting / Examination.
Written Notices.
Legally Privileged Material.
Inextricably Linked Information.
Recording of Examination.
Retention of Material.
Scheduling.
Security.
Returning of Material.

Samples –
   Single;
   Formal;
   For Analysis; Control Samples.

Documents –
   Original;
   Copying;
   Photocopying.

Photographs – Digital
Video (not VHS).

**Witness Statements**

Construction of an Investigator’s own statement.
Compilation of a statement of a Witness.
R v Turnbull 1976 (Eye Witness Evidence).
Additional Statements.

**Cognitive Interviewing.**

**Recording of Suspect Interview.**

**Unsolicited Comments.**

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; RIPA; Searching of Premises; Compilation of Notebooks & Statements; Investigative Interviewing; Tape Recording of Interviews; File Preparation; Court Procedures.)
Entering and Searching Premises

Investigative techniques embrace a variety of issues all deserving special consideration and demanding professional skills. The legislation and statutory powers governing the entry of premises and the gathering, retention and submission of evidence is vital to the investigation process and investigators must comply with these rules to ensure that evidence submitted in criminal proceedings is admissible and there is no abuse of process. A thorough search of premises, in accordance with legislation, will reveal the evidence necessary to further an investigation.

Course aim:
To provide delegates with a good understanding of the statutory requirements and methods of entering premises, the recording, retention and submission of evidence and best practices implemented during a search of premises during an investigation.

Who should attend?
Persons involved in entering and searching premises to gather and retain evidence during an investigation.

Course content:

Priorities of an Investigator / Evidence Officer (CPIA 1996).

The Protection of Freedoms Act 2012:
Code of Practice: Powers of Entry (2014)

The Equality Act 2010.

Application of the Code:
Scope.
Exceptions.

Definitions
‘Power of Entry.’
‘Associated Powers.’
‘Relevant Person.’
‘Authorised Person.’
‘Authorised Person in Charge.’
‘Occupier.’
‘Premises.’
‘Dwellings.’

Authorisation & Approval.

Advance Notice:
Requirement.
Exceptions.
Timing.
Entry of Dwellings:
  Action.

Action when:
  Consent given.
    ‘Informed Consent.’
  Notice:
    Format.
    Service.
  Consent Not Granted.
  Consent Withdrawn.
  Entry Without Consent or Warrant.
  Entry Under Warrant.

Notice of Powers & Rights:
  Format.
  Service.
  Where it may not be necessary.

Seizure of Property:
  Supply of details.

Retention of Property:
  Procedures.

Other Persons:
  Duties.
  Number present.

Conduct while Searching
  Leaving Premises.

Subsequent Action.

Records.

Conflict of interests

PACE – Code B (the searching of premises and the seizure of property).

Exclusion of Unfair Evidence

Searching with Consent:
  Requirements.

Search Warrants:
  Application.
  People Assisting in the Search.
  Endorsement.

Notices of Powers & Rights:
  Reasons.
  Requirements.
  Service.
Conduct During Searches:
  Action.  
  Questioning.  
  Photographing.  

Rules of Evidence:
  Burden of Proof.  
  Facts in issue.  
  Facts relevant to the facts in issue.  
  Standard of Proof.  
  Corroboration.  
  Chain of Custody.  

Action Plan (Operational Order):
  Intent; Intelligence/Information; Method; Administration; Communication.  

Intelligence / Information.

Method:
  Unmanned Surveillance.  
  Surveillance O.P. (vehicle).  
  Time - Identify When?  
  Effect Quick & SAFE Entry.  

Administration:
  General.  
  Personnel.  
  Transport.  
  Equipment for Entry.  
  Equipment for Search.  

Communication:
  Briefing.  

Corroborative Evidence.  

Preservation of the Scene:
  Secure Persons and Locations.  

Order of Searching.  

Vehicles & Vessels.  

Dealing with Potential Exhibits:
  Issue of Seizure Receipts.  
  Packaging & Labelling ("Bag & Tag.")  
  Digital Material (Att. General's Guidelines 2013 on CPIA.  
  Introduction.  
  Types.  
  General Principles.  


Seizure.
Notices.
Legally Privilege Material.
Inextricably Linked Information.
Recording of Examination.
Retention.
Security

Samples:
Single;
Formal;
Samples for Analysis; Control Samples.

Documents –
Original;
Copying;
Photocopying.

Photographs – Digital.

Video (not VHS).

Health & Safety Issues.
Hazardous.
Contaminated with body fluids.
Risk incurred by manual handling (weight, size or shape etc).

Retention (Storage) of Seized Items.(CPIA 1996)
Requirements.
Copying retained material.
Duration.

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; RIPA; Evidence & Evidence Gathering; Compilation of Notebooks & Statements; Investigative Interviewing; Tape Recording of Interviews; File Preparation; Court Procedures.)
Investigative Interviewing Skills

Investigative techniques embrace a variety of issues all deserving special consideration and demanding experience and professional skills. To determine the truth by obtaining comprehensive information from witnesses and the putting of correctly gathered evidence to suspects in a lawful, structured and effective manner is a key factor to the investigation process. Conducting an interview includes detailed planning and preparation, building a rapport and the correct use of communication skills in order to fairly gather the evidence on which decisions can be made regarding the prosecution of offenders.

Course Aim:
To provide delegates with the knowledge, confidence and skills to successfully conduct fact-finding interviews of witnesses and suspects in order to determine the truth.

Who should attend?
Persons involved in the gathering of evidence from witnesses or suspects during investigations which may result in criminal proceedings.

Duration:
1 or 2 Days.

Course Content:

Introduction:  
Purpose of an Interview.  
Types of investigative interview.

Profile of a Good Interviewer:  
C.O.N.F.I.D.E.N.C.E. (Exercise)

Planning & Preparation:
Prior Knowledge of Legislation; Enforcement Law, Equipment & Exhibits.  
Aims and Objectives.  
Using the Interview Plan.  
Self Preparation.  
When to Interview.  
Where to Interview’  
Room Layout; Orientation when seated.

Communication Skills:
Questioning - General considerations.  
Types of Questions: Open; Closed; Leading.  
Use of Encouragement cues; Echoing; Silence.
Listening - Active Listening.
Stages of Listening.
Features affecting the Listening Process (Exercise).
Non Verbal Communication - Body Language.
Signs Associated with Deception.

Interview of a Suspect:
Problems for the Interviewee & Interviewer.
Structure of the Interview.
Rapport: Aims; Building a Rapport.
Process of the Interview.
Recording of: Contemporaneous Notes; Pocket Books; Tape Recording.

Interview of a Witness:
Purposes of a Statement.
Witness Statements.
S.9 CJA Witness Statement Forms.
Additional Statements.
Statement Taking.
Eye Witness Evidence (Exercise).
The Turnbull Rules (R v Turnbull 1976).

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; RIPA; Evidence & Evidence Gathering; Compilation of Notebooks & Statements; Tape Recording of Interviews; File Preparation; Court Procedures.)
Audio Recording of Interviews
Under Caution.

Audio recording an interview of a person suspected of having committed a criminal offence provides a verbatim record of questions, answers and alliteration of the participants. For such a record to be admissible as evidence in criminal proceedings the statutory requirements of Codes C and E of the Police and Criminal Evidence Act 1984 (PACE) must be complied with.

Course Aim:
To provide delegates with the knowledge, confidence and skills to successfully conduct interviews of suspects using audio recording equipment and implementing the associated legislative procedures.

Who should attend?
Persons who, by the use of audio recording equipment, participate in the interviewing of those suspected of having committed an offence which may result in criminal proceedings.

Course content:

The Police & Criminal Evidence Act 1984, Codes C & E.
Scope.
Exclusion of Confessions.
Standard of Proof.
Burden of Proof.
What constitutes and Interview.
The Role of a Solicitor.
The Role of an Appropriate Adult.

Planning & Preparation of the Interview:
Aims & Objectives.
Completion and Use of the Interview Plan.
Order and Introduction of Exhibits.
Building a Rapport.
Self Preparation.
Where to Interview.
Room Layout.
Orientation when seated.
Pre-interview Disclosure.

The Equipment:
Recorder; Transcriber; (Fast Copier.
Consumables and documents.
Tape Recorder
Recorder Alarm Functions.
Use of the ‘Tape Recorded Interview: Notes for Guidance’ (PACE).

Disc Recorder:
Display Icons
Functions Display.
Alarms.
Faulty Media action,
Troubleshooting.

General Procedures:
Initial Action.
Commencing the Interview.
Breaks.
Changing Tapes/Discs.
Inclusion of comments made off tape.
Introduction of verbal actions, unusual movements/sounds,
exhibits/ plans / photographs / documents.
Persons Entering the Room.
Dealing with “No reply” interviews.
Conclusion of the Interview.
Sealing the Tapes/Discs.
Tape/Disc Security.

Summary of a Record of Interview:
The Secretary of State’s Guidelines.
Purpose of the Summary.
Format of the Summary.
Demonstration.

Sensitive Material: (CPIA 1996.)
Dealing with Sensitive Material.

Introducing a Transcript / Summary in Evidence.

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; RIPA; Evidence & Evidence Gathering; Compilation of Notebooks & Statements; Investigative Interviewing; Tape Recording of Interviews (Practical); File Preparation; Court Procedures.)
The Compilation of Notebooks and Witness Statements.
(Practical)

Investigative techniques embrace a variety of issues all deserving special consideration and demanding experience and professional skills. The Criminal Procedures and Investigations Act 1996 requires the correct recording, retention and disclosure of information and material relevant to an investigation, whilst the Criminal Justice Act 2003 states that a witness may refresh his memory from a document whilst giving evidence, providing that he indicates that the document represents his recollection at the time he made it and his recollection was likely to be significantly better at the time the document was made or verified. The correct recording of information in notebooks and the submission of relevant evidence in witness statements, from both investigators and other witnesses, will ensure that evidence is admissible in court proceedings.

Course Aim:
By theory and practical training provide delegates with the knowledge, confidence and the skills to correctly record details in their notebooks and to correctly compose their own or statements for other witnesses.

Who should attend?
Those persons involved in investigations which may result in criminal proceedings.

Course content:
- Compilation of Notebooks.
- Purposes & Functions of a Witness Statement.
  - S.9 CJA Witness Statement Forms.
  - Proof by Formal Admission.
- Statement Compilation:
  - Content & Advice.
  - Hearsay Evidence.
  - Evidence of Opinion.
  - An Expert.
  - Inclusion of Exhibits.
  - Eye Witness Evidence - The Turnbull Rules.
- Victim Personal Statement:
  - The Scheme.
  - ‘Victim.’
  - Considerations.
  - Content.

(cont...)
Additional Statements.

Practical Exercises:
Scenarios (Paper-feed & DVD).
Notebook Compilation.
Taking of Witness Statements.
Compilation of Officer’s Statement.

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; RIPA; Evidence & Evidence Gathering; Investigative Interviewing; Tape Recording of Interviews; File Preparation; Court Procedures.)
Evidence Gathering
and
File Preparation.

The legislation and statutory powers governing the gathering, retention and submission of evidence is vital to the investigation process and investigators must comply with these rules to ensure that evidence submitted in criminal proceedings is admissible and that there is no abuse of process. The correct submission of the evidence and other documents to managers and solicitors will enable them to advise regarding the action to be taken and whether such action would be in the public interest.

Course aim:
To provide delegates with a good understanding of the Rules of Evidence, the types of evidence available, best practices and the necessary methods of recording, retention and submission of evidence, thereby ensuring its admissibility in criminal proceedings.

Who should attend?
Persons involved in the gathering and retention of evidence during the investigation of offences which may result in criminal proceedings and the submission of files to managers and legal departments for consideration regarding prosecution or further action.

Duration: 2 days.

Course Content:

Introduction: Requirements:
Right to a Fair Trial (The Human Rights Act 1998).
Duties of the “Investigator” (CPIA 1996).
Priorities of an Investigator / Evidence Officer (CPIA 1996).
General Principles of Investigation.
Burden of Proof.
Facts in Issue.
Facts relevant to the Facts in Issue.

Evidence - Aspects:
Definition of Evidence.
Corroboration.
Opinion; Experts.
Circumstantial.
Hearsay.

Evidence Gathering:
Relevant Material (CPIA 1996).
Samples: Formal Samples; Samples for Analysis.

(cont…)
Digital Material - Attorney General’s Guidelines 2013 CPIA

Introduction.
Types.
General Principles.
Seizure.
Sifting / Examination.
Notices.
Legally Privileged Material.
Inextricably Linked Information.
Recording of Examination.
Retention of Material.
Scheduling.
Security.
Returning.

Regulation of Investigatory Powers Act 2000 (Precis)

Précis of Part 1 of the Act.

Revised Codes of Practice 2010.
   Senior Responsible Officer - Definition & Role.
   Elected Member – Role.
   Use of material in evidence.

Part II of The Act:
   General Observation Activities.
   Communications Data:-
      Definition & Types of Data (Traffic Data);
      Service User information, Subscriber Information.
   Surveillance:- Relevant Definitions.

Directed Surveillance:
   Definitions; Scope; Crime Threshold;
   Prevention & Detection of Crime; Private Information;
   Recording telephone conversations; Test Purchases.

Intrusive Surveillance:
   What cannot be carried out.

Applications for Authorisation:
   Roles:- Applicant; Authorising Officer;
   Content - Statutory grounds; necessary;
   proportionate; collateral intrusion; Community Safety.

The Protection of Freedoms Act 2012,
   Safeguards for Surveillance under RIPA:- Local Authority; The Applicant; Judicial Authority; The
Application; Arranging & attending a hearing; Procedures; Decisions & Outcome.

**Covert Human Intelligence Sources (C.H.I.S.):**
- Definitions
- Local Authority Requirements.
- Liaison with the Police; Test Purchases;

**Digital Photographs.**

**Video** - other than VHS.

**Witness Statements.**
- Statement Taking.
- R v Turnbull 1976.

**File Presentation**
- Using Authority Documents:
  - Guidance on the completion of:
    - Frontispiece;
    - Summary;
    - List of Witness Statements;
    - List of Exhibits & Documentary Evidence;
    - Content of List of Exhibits;
    - Victim Personal Statements;
    - Certified Schedules of Unused; Non Sensitive and Sensitive material.
    - Photocopy of Pocket / Note Books;
    - List of Convictions of Offender(s);
    - Dates of Unavailability;
    - List of Costs.

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; Searching of Premises; Investigative Interviewing; Tape Recording of Interviews; Court Procedures).
The giving of evidence in a Court of Law is often a daunting task for those who are not experienced in court procedures and processes. It is important for investigators to have the necessary confidence to give their evidence fairly and accurately with credibility and professionalism.

Course aim:
To provide delegates with an understanding of the functions and duties of the Courts, their procedures and to give them the confidence to give evidence to the required and expected standard.

Who should attend?
Those who may be called upon to give evidence in a Court of Law.

Course content:
General Principles:
The Burden of Proof.
The Standard of Proof.
Presumptions.
Admissible / Inadmissible matters.
Contempt of Court / Perjury.

Structure of the Courts:
Magistrate’s Courts.
Crown Court.
Courts of Appeal.

Classification of Offences:
Summary Offences.
Triable Either Way.
Indictable.

The Overriding Objective.
Duties of The Courts.
Case Progression Officers.
Case Preparation & Progress.
Conduct of a Trial.
The Magistrate’s Court:
Composition of the Court.
Justice of The Peace.
District Judge (Magistrate’s Court).
The Justice’s Legal Advisor of The Court.
Hearings:
First Hearing.
Procedures for a Guilty Plea.
Written Guilty Pleas.
Procedures for a Not Guilty Plea.
Proof by Formal Admission.
Witnesses:
   Evidence in Person.
   Questioning of Witnesses.
Victim Personal Statements.
Sentencing.

 Allocation of Cases:
   Procedures.
   Considerations.

Youth Courts:
   Composition.
   Procedures.

The Crown Court:
   Powers & Requirements.
   Composition:
   Pretrial Hearings:
      Service of Prosecution Evidence
      Early Guilty Plea Hearing.
      Preliminary Hearing.
      Preparatory Hearing.
      Plea & Case Management Hearing.
Applicaiton for Indication of Sentence.
   Special Measures for Vulnerable Witnesses.
   Guilty Plea Hearings.
   Not Guilty Plea Hearings
Order of Hearing:
   Selecting juries.
   Submissions.
   Procedures.
   Reluctant Witnesses.
   Sentencing:
      Newton Hearings.
      Considerations.

Appeals:
   Procedures.

Practical Tips on Giving Evidence:  (Video)
   Pre-Trial Preparation.
   Morning of the Hearing.
   Arrival at Court.
   Giving Evidence.
   Contempt of Court.
   Perjury.
   After Giving Evidence.

(Delegates who have attended this course have also found the following courses of value: PACE; CPIA; RIPA; Evidence & Evidence Gathering; Compilation of Notebooks & Statements; Investigative Interviewing; Tape Recording of Interviews; File Preparation.)
Audio Recording of Interviews
Under Caution.
(Practical)

Audio recording an interview of a person suspected of having committed a criminal offence provides a verbatim record of questions, answers and alliteration of the participants. For such a record to be admissible as evidence in criminal proceedings the statutory requirements of Codes C and E of the Police and Criminal Evidence Act 1984 (PACE) must be complied with.

Course Aim:
To provide delegates with the knowledge, confidence and skills to successfully conduct interviews of suspects using audio recording equipment and implementing the associated legislative procedures.

Who should attend?
Persons who, by the use of audio recording equipment, participate in the interviewing of those suspected of having committed an offence which may result in criminal proceedings.

Course content:

The Police & Criminal Evidence Act 1984, Codes C & E.
Scope.
Exclusion of Confessions.
Standard of Proof.
Burden of Proof.
What constitutes and Interview.
The Role of a Solicitor.
The Role of an Appropriate Adult.

Planning & Preparation of the Interview:
Aims & Objectives.
Completion and Use of the Interview Plan.
Order and Introduction of Exhibits.
Building a Rapport.
Self Preparation.
Where to Interview.
Room Layout.
Orientation when seated.
Pre.interview Disclosure.

The Equipment:
Recorder; Transcriber; (Fast Copier.
Consumables and documents.
Recorder
Recorder Alarm Functions.
Use of the ‘Tape Recorded Interview: Notes for Guidance’ (PACE).

Disc Recorder:
Display Icons
Functions Display.
Alarms.
Faulty Media action,
Troubleshooting.

General Procedures:
Initial Action.
Commencing the Interview.
Breaks.
Changing Tapes/Discs.
Inclusion of comments made off tape.
Introduction of verbal actions, unusual movements/sounds,
exhibits/ plans / photographs / documents.
Persons Entering the Room.
Dealing with “No reply” interviews.
Conclusion of the Interview.
Sealing the Tapes/Discs.
Tape/Disc Security.

Summary of a Record of Interview:
The Secretary of State’s Guidelines.
Purpose of the Summary.
Format of the Summary.
Demonstration.

Sensitive Material: (CPIA 1996.)
Dealing with Sensitive Material.

Introducing a Transcript / Summary in Evidence.

Practical Exercises:
Practical Demonstration.
Scenarios (DVD & Paper-feed).
Preparation of Summaries.
Practical Investigation Procedures
(Refresher Training)
(Bespoke).

Course Aim:
To provide delegates with refresher training of Enforcement Law & Procedures by the use of DVD and paper-feed scenarios relating to incidents involving an offence bespoke to the group viz. Counterfeiting; Food; Health & Safety; School Absenteeism or general procedures.

Who should attend?

Duration: 1 or 2 Days.

Course content:

Reference to:
The Police and Criminal Act 1984;
The Criminal Procedures and Investigations Act 1996;
The Regulation of Investigations Act 2000;
The Rules of Evidence & Evidence Gathering;
Compilation of Notebooks & Witness Statements.
The Anti-social Behaviour, Crime & Policing Act, 2014
(1/2 day duration)

In answer to public and Government concerns The Anti-social Behaviour, Crime & Policing Act, 2014 has repealed legislation relating to a number of offences dealt with and actions pursued by Local Authorities. Anti-Social Behaviour Orders (ASBO’s) and other similar means of dealing with offenders have been replaced with Civil Injunctions, Community Protection Notices/Orders and other actions. Legislation relating to dogs has been/will be replaced in addition to noise nuisance and action relating to litter and defacement.

Course Aim:
To provide delegates with the knowledge of the rationale behind the legislation and the procedures available to be utilised.

Who should attend:
Persons charged with a duty of investigating any behaviour which may cause harassment, alarm, nuisance, annoyance or distress.

Course Content:

Definitions

Community Triggers:
- Purpose
- Use
- Threshold
- Case Reviews

Injunctions:
- Civil Injunctions
- Important changes/ differences
- Test
- Applicants
- Issued by
- Penalty on Breach

Community Protection Notices:
- Purpose
- Test
Public Spaces Protection Order:
  Purpose
  Changes/Differences
  Test
  Penalty on breach:
  Appeals

Power of Closure:
  Purpose
  Applicants
  Test
  Notice & Order
  Penalty on Breach:
  Appeals

Keeping Dogs Under Proper Control:
  Changes to Legislation
  Penalties
  Power to Seize
Fixed Penalty Offences & Procedures
Fixed Penalty Enforcement Procedures.

A Fixed Penalty Notice is a means whereby a person who has committed a relevant offence is given the opportunity to discharge their liability to conviction by payment of a fine and in doing so avoiding prosecution in the Criminal Courts. Enforcement legislation and procedures apply to persons involved in the investigation and administrative processes regarding Fixed Penalty Notices to avoid there being a miscarriage of justice should the offence subsequently be subject to court proceedings.

Course Aim:
To provide delegates with the knowledge, confidence and skills to issue Fixed Penalty Notices and to interview the offender either at the scene of the offence or on a subsequent occasion, in accordance with relevant legislation and their respective Authority’s Policy and Procedures.

Who should attend?
Persons involved in the issue and processing of Fixed Penalty Notices.

Course content:

Précis of Relevant Fixed Penalty Legislation.

Dealing with Fixed Penalty Notices.
When to Issue a FPN.
When NOT to issue FPN’s.
Action When Issuing a FPN.
Issuing Through the Mail?
Dealing with False Details.
Allegations Made by Other Persons.

The Police and Criminal Evidence Act 1984: (Overview).
The Scope of the Act.
Exclusion of Unfair Evidence (and stated cases).

The Codes of Practice:
Code B: Searching premises and seizure of property-
Premises.
Code B Notices.

Code C: Detention, treatment and questioning of persons:
Persons at Risk - Juveniles; Mentally Disordered;
Foreign Languages; Interpreters.

(cont…)
Rights of the suspect:
Freedom;
Informing of Offence;
Legal Advice;
Cautioning.
Dealing with Companies.
Records of Interview.
Unsolicited Comments.
When to cease questioning.

The Criminal Procedures & Investigations Act 1986 (Overview)
Scope.
Codes of Practice. – Record, Retain, Release.
Criminal Investigation.
Roles: Officer in Charge, Investigator, Disclosure Officer.
Recording of Information. –
Retention.
Disclosure – Requirements; Schedules.

Compilation of Notebooks.

Evidence & Evidence Gathering:
Information.
Materials (‘Bag & Tag’ / Sampling).
Photographs.
Surveillance – immediate response.
Compilation of Witness Statements.
Taking of Witness Statements.
The Turnbull Rules (ADVOKATE).

(Delegates who have attended this course have also found the following courses of value: Fixed Penalty Offences; Compilation of Notebooks & Statements (Practical); Investigative Interviewing; File Preparation; Courtroom Procedures.)
Fixed Penalty Enforcement.
(No Interviewing)

A Fixed Penalty Notice is a means whereby a person who has committed a relevant offence is given the opportunity to discharge their liability to conviction by payment of a fine and in doing so avoiding prosecution in the Criminal Courts. Enforcement legislation and procedures apply to persons involved in the investigation and administrative processes regarding Fixed Penalty Notices to avoid there being a miscarriage of justice should the offence subsequently be subject to court proceedings.

Course Aim:
To provide delegates with the knowledge, confidence and skills to issue Fixed Penalty Notices in accordance with relevant legislation and their respective Authority's Policy and Procedures.

Who should attend?
Persons involved in the issue and processing of Fixed Penalty Notices.

Course Content:

Introduction:
- Crime and Disorder Reduction Strategies.
- What is a Fixed Penalty Notice?

Dealing with Fixed Penalty Notices.
- When to Issue a FPN.
- When NOT to issue FPN's.
- Action When Issuing a FPN.
- Issuing Through the Mail?
- Dealing with False Details.
- Allegations Made by Other Persons.

The Police & Criminal Evidence Act 1984:
- Scope.
- Code C: 'Interview Mode' (The Caution).
- Unsolicited Comments.

The Criminal Procedures & Investigations Act 1996:
- Requirements to Record, Retain, Release (Disclosure).

Notebook Compilation.

(cont...)
Gathering of Evidence:
  Information.
  Materials (‘Bag & Tag’ / Sampling).
  Photographs.
  Surveillance – immediate response.
  Compilation of Witness Statements.
  Taking of Witness Statements.
  The Turnbull Rules (ADVOKATE).

(Delegates who have attended this course have also found the following courses of value: Fixed Penalty Offences; Compilation of Notebooks & Statements ( Practical); File Preparation; Courtroom Procedures.)
Fixed Penalty Offences.

A Fixed Penalty Notice is a means whereby a person who has committed a relevant offence is given the opportunity to discharge their liability to conviction by payment of a fine and in doing so avoiding prosecution in the Criminal Courts. Enforcement legislation and procedures apply to persons involved in the investigation and administrative processes regarding Fixed Penalty Notices to avoid there being a miscarriage of justice should the offence subsequently be subject to court proceedings. Knowledge of the components and the points to prove of an offence are a vital part of any investigation including those covered by fixed penalty procedures.

Course Aim:
To provide delegates with the knowledge of the offences which may be dealt with by use of Fixed Penalty Procedures.

Who should attend?
Persons aware of the legislation and procedures involved in the issue and processing of Fixed Penalty Notices.

Course Content:

Introduction:
Crime and Disorder Reduction Strategies.
What is a Fixed Penalty Notice?

Offences:

**Clean Neighbourhoods and Environment Act 2005.**
Exposing vehicles for sale on a road.
Repairing vehicles on a road.
Liability of Directors, etc.
Abandoned vehicles.
Depositing Litter.
Free Distribution of Printed Matter.
Graffiti and other Defacement.
Fly Posting.
Sale of aerosol paint to children.
Unlawful display of advertisements.
A-Boards; Painting, Inscribing; Affixing.
Transport of Waste.
Deposit and Disposal of Waste.
Failure to furnish documentation (Waste Carrier's Licence)
(cont…)
Failure to produce Authority (Waste Transfer Notice).
Noise Offences.
Audible intruder alarms.
Alarm Notification Area.

**Anti-Social Behaviour, Crime & Policing Act 2014**
- Community Protection Notices
- Public Spaces Protection Orders

**Dogs**
- Fouling of Land. (Dog (Fouling of Land) Act 1996) or
- Dog Control Orders (CN&EA 2005) or
- Community Protection Notice.

**Highways Act 1980.**
- Skip Offences:
  - Place on the highway without the Permission of Local Authority.
  - Failing to comply conditions of a Skip Licence viz.
  - Skip not being “lit.”
  - Skip not marked (name/phone no.)
  - Fail to secure removal of skip once full.
  - Fail to comply with permission (permit).
  - Failing to remove or reposition.
  - Obstruction of the Highway viz.
  - Wilful obstruction of the free passage of the highway.
  - Wilful obstruction of the free passage of the highway (Structure)
  - Wilful obstruction of the free passage of the highway (Overhanging Vegetation).

**Health Act 2007.**
- Smoking Offences.

**London Local Authorities Act 1990.**
- Street Trading:
  - Unlicensed Street Trading.
  - Contravention of Condition of a Street Trading Licence or Temporary Licence.
  - Making a False Statement in Connection with an Application for a Street Trading Licence or Temporary Licence.
  - Failure to Produce a Street Trading Licence on Demand.
  - Resisting or Obstructing an Authorised Officer.

(Other offences are addressed when requested or when new legislation is passed.)

(Delegates who have attended this course have also found the following courses of value: Fixed Penalty Enforcement; Compilation of Notebooks & Statements (Practical); Investigative Interviewing; File Preparation; Courtroom Procedures.)
Other Courses.
Expert Witnesses

Experts in a relevant field are called as witnesses to help the fact-finding body understand and interpret evidence with which that body is unfamiliar. Acting as an Expert Witness involves consideration of the evidence to be presented at trial and then advising the Court accordingly.

Course Aim:
To provide delegates with the knowledge and confidence to submit Expert Evidence to the Courts in written and verbal format.

Who should attend?
Persons aware of the legislation and procedures involved in the issue and processing of Fixed Penalty Notices.

Course Content:

**Introduction**
- Relevant Legislation & Advice.
- The Overriding Objective.
- Duties of Participants.

**General Principles of Evidence:**
- Definition of Evidence.
- Standard of Proof.
- Facts relevant to the facts in issue.
- Exclusion of Unfair Evidence.

**The Courts**
- Structure of the Courts:
  - Magistrate’s Courts.
  - Crown Court.
  - Courts of Appeal.

- Classification of Offences:
  - Summary.
  - Triable Either Way.
  - Indictable.

- The Duties of The Courts:
  - Summary Hearings;
  - Proceedings Heard on Indictment.
  - Appeals.

- Order of the Hearing.
Expert Witness:

Definition.
Evidence of Opinion.
Hearsay Evidence.
Expert Opinion Evidence.

The Courts Procedure Rules 2014

The Role of an Expert.
Duty to the Court.
Responsibilities.
The Civil Service Code.
Pre-hearing Discussions of Expert Evidence.
Single Joint Expert.
Court’s power to direct that evidence is to be given by a Single Joint Expert.
Instructions to a Single Joint Expert.

The Criminal Procedures & Investigations Act 1996 & The CPS Guidance Booklet for Experts:

Obligations of an Expert.
Duties of the Investigator
Criminal Investigation.
Site Inspections.
CPIA - The Codes of Practice.
Material.
Relevant Material.
Recording of Information.
What to Record.
When to Record.
How to Record.
Retention.

Revelation / Disclosure.
What to reveal.
How to reveal
Expert’s Reports

Criminal Practice
Directive 2014
Admissibility - Evaluation factors
Content.
Analysis and Tests.
Extrinsic Material.
Reference to the Work of Others.

Statements
Declaration of Understanding.
Self-Certification.

Index of Unused Material.

Time Extensions.

Delays in Submission.

Revelation Process Flow Chart.

**Giving Evidence** – (Training Video)

**Practical Tips on Giving Evidence**

Meetings with Counsel.
Pre-trial Preparation.
Morning of the Hearing.
Arrival at Court.
Note Taking.
Giving Evidence
  Signs Associated with Discomfort.
  Examination in Chief.
    Doubts accepted by an Expert.
  Cross Examination.
  After Giving Evidence.

**Liability of an Expert Witness.**
Appropriate Adults.

The Police and Criminal Evidence Act 1984 ensures that persons suspected of involvement in a criminal offence are treated fairly and that the person(s) dealing with them shall be accountable for their actions. Code 11.15 of the Act requires that a juvenile or person who is mentally disordered or otherwise mentally vulnerable must not be interviewed regarding their involvement or suspected involvement in a criminal offence or asked to provide or sign a written statement under caution or record of interview in the absence of the Appropriate Adult. This also applies to a witness who is a juvenile or person who is mentally disordered or otherwise mentally vulnerable.

Course aim:
To ensure delegates understand the implications of compliance and the requirements of The Police and Criminal Evidence Act relating to Appropriate Adults.

Who should attend?
Persons who may be called upon to take up the role of an Appropriate Adult

Course Content:

The Purpose, Role & Responsibilities of an Appropriate Adult.

The Police and Criminal Evidence Act 1984
Scope of the Act.
Exclusion of Confessions.
Standard of Proof.
Exclusion of Unfair Evidence.

Codes of Practice – Overview of Codes A; B; G; H.

Code C: The Detention, Treatment & Questioning of Persons:
Persons at Risk-
Juveniles.
Appropriate Adult.
Mentally Disordered or Mentally Vulnerable.
Blind, Seriously Visually Impaired, Unable to Read.

Exceptions of Attendance.

Duties of the Custody Officer:
Permit Appropriate Adult to examine/ provide a copy of Custody Records.

(Cont...)
Advise a detainee of the duties of an Appropriate Adult. Provide the Rights and Entitlements of the detainee.

**Urgent Interview of a Vulnerable Person.**

**Legal Advice.**

**Foreign Languages.** Interpreters.

**Cautioning:** When to Caution. How to caution.

Q. “What will happen to me?”

**Written Record of Interview.**

**Unsolicited Comments.**

**When to Cease Questioning.**

**Reviews**
- To determine whether continued detention is necessary.
- Frequency.
- Superintendent’s Review.

**Detention of Vulnerable Persons**
- Reasons.
- Alternative to Police Custody.

**Reporting / Charging of a Vulnerable Person.**

**Action after Charge.**

**Intimate or Strip Search of a Vulnerable Person.**

**Requesting a Sample for the Presence of a Class A drug (Persons 14 -18).**

**Code D: Identification Procedure**
- Role of Appropriate Adult at Identification.
- Identification Parades.
- Confrontation by a Witness.
- Video Identification.

**Code E: Tape Recording of Interviews**
- When to Tape an Interview.
- When Not to Tape Record.
- Interview with a Deaf Person.
- Carrying out the interview.

**Code F: Visually recording Interviews.**
- Areas appropriate for Visual Interviews.
- When Not to Visually Record an Interview.
Personal Safety for Personnel.

A caring employer enjoys a happy, productive workforce and to demonstrate a considerate approach to personnel regarding their welfare and well-being promotes a satisfied environment in the workplace.

Course aim:
To provide delegates with advice regarding their welfare and safety.

Course Content:

General Safety Issues.

Leaving home:
General.
In Darkness.

Travelling to and From Work:
Travelling by Car:
General.
Commencing the Journey.
En Route.
At a Vehicular Breakdown.
On a motorway with no mobile telephone:
Travelling By Motor Cycle, Cycle or Scooter:
Parking & Leaving a Vehicle.
Returning to the vehicle.
Travelling by Bus or Train.
Travelling by Taxi.
Walking.
Returning home.

Staying in a Hotel.

In the Event of an Attack.

If Raped or Sexually Assaulted.

Date-Rape Drugs:
Types.
General Effects.
Advice re. avoidance and action.

Substance Misuse:
Types and Effects of Drugs & Alcohol.
Policies for Substance Abuse in the Workplace. (Compilation & Implementation).

Definitions.
- Drug.
- Misuse.
- Employee.
- Workplace.

The Parameters.

The Benefits of Introducing a Policy.
- Increase Perception.
- Reduced Losses.

The Risks of Not Having a Policy - The Law.
- The Health & Safety at Work etc. Act 1974.

Employers Responsibilities.
- Medicines Act 1968.
- Civil Law.

“We have no problem, there are no misusers on our workforce.”

“Why don’t we just dismiss them?”

HSE Recommendations.

Drug Screening and Testing.
- Screening, Testing & Searching Procedures.
- Types of testing.
- Cost.
- Test sampling Procedures.
- Security of Samples.

Formulation of a Policy.
- Points to Consider.
Substance Abuse Awareness.

Course content:

Definitions.

Common Drug Offences.

Classification of Drugs & Sentencing.

The 3 Forms and 4 Types of Drug.

General Signs of Drug Misuse.

Commonly Misused Drugs & Substances and Indicators of Misuse.

Heroin
Cocaine
Crack
Cannabis Sativa, Resin, Cannabis Oil
Amphetamine
Methamphetamine
Ecstasy (Ring Substituted Phenethylamines), Counterfeit
Ecstasy
Ketamine
G.H.B.
Rohypnol
L.S.D
Psilocin
Benzodiazepines
Alkyl Nitrites
Methadone
Anabolic Steroids
Solvents & Inhalants
Alcohol
Tobacco

Managing Drug Induced Crises.

Panic Attacks.
Hyperventilation.
Overheating.
Fits or Convulsions.
Overdose / Unconsciousness.
Some of our Clients

Public Sector

Association of Tenancy Relations Officers
Centre for Environment
Fisheries & Aquaculture Science
Chartered Institute of Environmental Health
Community Wardens /PCSO's/ NDWA
Decent and Safe Housing
Defra
Dept. of Environment, Transport and the Regions.
Drinking Water Inspectorate
Education & Services for People with Autism
TSEM / ITSA / NETS / SWERCOTS
Environment Agency
Fire Service
Health Authorities
Health & Safety Executive
Home Office
Institute of Licensing
Local Government CEO’s
Maritime & Coastguard Agency
National Association of Licensing
Enforcement Officers
National Care Standards Commission (England & Wales)
The Food and Environment Research Agency (NBU)
Ofsted
Ports of London
Trading Standards Institute
Transport for London
YOT - Appropriate Adults

Private Sector

Anglia Water
Banks
Bass
Building Societies
Burtons
Coral
Earls Court
Freemans
Ladbrokes
Littlewoods
Monsoon
New Look
Next
Orbis
Rank Leisure
RWE Npower
Sears Group
Securicor Distribution Services
Selfridges
Somerfield Stores
SRCL
Tyco
Wales Water
William Hill

Academic

UNIAC
University of Bradford
University of Leeds
University of Loughborough
University of Warwick