

## Course Aim

To provide investigators with knowledge of the key principles of conducting an investigation, irrespective of it's nature or complexity.

## Objectives

After attending the course the participant will be able to:

- ◆ Gather and assess all readily available evidence, information and intelligence to accurately establish the nature of the incident to be investigated.
- ◆ Conduct a risk assessment and take the appropriate action.
- ◆ Assess the factors likely to impact on the investigation and take the appropriate action.
- ◆ Take any necessary steps to protect the scene and preserve evidence.
- ◆ Ensure that all material relevant to the investigation is retained and recorded in a durable and retrievable form.
- ◆ Identify and develop all initial lines of enquiry fairly and without bias, and prioritise actions.
- ◆ Outline the knowledge required by an investigator to conduct a competent and ethical investigation.
- ◆ State the legal framework within which all investigations should be grounded.
- ◆ Describe the investigation process including all initial lines of enquiry.
- ◆ Maintain a policy file of all decisions taken.
- ◆ Summarise strategies to structure, plan, conduct and manage an investigation.
- ◆ Identify victims, witnesses and suspects appropriately and provide appropriate support.
- ◆ Accurately complete or update all relevant documentation and identification procedures.
- ◆ Fully document all decisions, actions, options and rationale in accordance with policy and legislation.

*Note: Delegates should expect to undertake a certain amount of preparatory work for this course which will depend on the exact requirements of each client. Much of the course is hands-on and delegates attending this course will undertake a skills and knowledge check. This will take place on the final day of the course. Certificates will be supplied to those who successfully complete the course.*

## Who should attend

**This course is designed for investigators having responsibility for general investigations into allegations of wrongdoing whether internal or external.**

## Course Details

This course as designed consists of a single course of 5 days, but may be taken in shorter modules to accommodate client requirements. Each course is adapted to meet the requirements of the client and therefore may vary in length. The cost and training location will be determined in consultation with the client and will either be on a per student basis or an overall course fee.

## Trainers

*Our trainers are highly experienced investigators who have run intelligence led investigations at all levels. Details of individual trainers will be provided on request.*

**The course is designed to allow delegates to achieve elements of the National Occupational Standards (NOS) to conduct investigations. See [www.skillsforjustice.co.uk](http://www.skillsforjustice.co.uk) for further details of the NOS Units 2G2. A broader outline of all areas covered in this training is described overleaf.**

## TRAINING OUTLINE – Core Investigative Skills

This course will cover the following subjects in sufficient detail for the student to be able to undertake the described activities with a full understanding of the methodologies, risks and dangers to them and others.

### Gather and assess all available information

- Identify types of evidence
- Differentiate between intelligence and evidence
- Assess the value of information in the context of an investigation
- Conduct a risk assessment

### Identify the need for additional support

- Recognise the limits of the investigators
- Identify sources of support for different investigations

### Protect the scene and preserve evidence

- Securing the scene
- Principles for the seizure of different types of evidence
- Identifying, seizing, documenting and transporting evidence

### Identify and develop lines of enquiry

- Initiating lines of enquiry
- Developing an investigation strategy

### Asking the right questions

- Preparing questions for victims, suspects and experts involved in the investigation.

### Legal and organisational requirements

- Current, relevant legislation, policies, procedures, codes of practice and guidelines for conducting investigations, human rights and health and safety
- The support which should be provided to victims, potential witnesses and suspects within the limits of your responsibility
- The restrictions that apply to the disclosure of confidential information

### Documentation

- The types of documentation that must be completed
- The purpose of documenting information on investigations

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