


Professional Investigation 5 Day Course

The course is structured as a 5 day programme, with additional pre-course activities prior to the training course.

Slideshows

To start the presentation, simply double click the **executable (exe)**  file in the presentation folder. The course menu is laid out in the order detailed on the next pages, but the order of delivery can be varied to suit. Should there be a requirement to do standalone practical units (searching, surveillance, or interviewing) we recommend that they at least cover both the implementing and the reporting unit.

Student notes, tutor notes and lesson plans

These are accessible through the individual folders; student notes, tutor notes and lesson plans.

Additional course materials

The required case studies, handouts and workbook are located in the course peripherals folder. Details of which case studies and handouts are required can be found in the lesson plans, but also in the Index of Case Studies detailed in this document. The Mallory Case which is used in the pre-course work runs throughout the course.

Assessment

At the end of the course, students are expected to sit a multiple choice exam and complete a short portfolio of assessment evidence on surveillance drawn from activities completed within the course.

Course: Professional Investigation			
Aids Power-Point slides Handouts Student notes		Equipment Projector Screen Flipchart and pens Cable covers	
Students 4 – 12 students per class Male and Female	Location Classroom	Duration 28 hours + at least 12 hours self study	Days 5
Course Content			
<p>1: Implementing investigations Lesson 1 - 1.1: Recognise the objectives of the investigation Lesson 2 - 1.2: Laws, standards and regulations relating to investigations Lesson 3 - 1.3: Feasibility, viability, and legality of an investigation Lesson 4 - 1.4: Managing conflicts of interest Lesson 5 - 1.5: Planning an investigation Lesson 6 - 1.6: Protecting data and information</p> <p>2: Searching for information and evidence Lesson 7 - 2.1: Research information to support an investigation Lesson 8 - 2.2: Collaborate with others to gather information</p>		<p>3: Surveillance Lesson 9 - 3.1: Know how to carry out basic surveillance to gather information</p> <p>4: Interviewing people as part of an investigation Lesson 10 - 4.1: Understand how to interview people to gather information Lesson 11 - 4.2: How to lawfully record and document an interview</p> <p>5: Report the findings of an investigation Lesson 12 - 5.1: Analyse, corroborate, report and present information</p>	

1.1: Recognise the objectives of the investigation			Day: 1	Duration: 2 hours
Learning Outcomes	Method	Slides	Notes	
Course introduction	Instruction	1		
1. Describe the role of a professional investigator	Discussion	2-6		
Learning outcomes	Instruction	7		
2. Identify different types of investigation objectives	Instruction	8-14		
3. Interpret objectives and milestones of an investigation and identify required information to meet them	Case study activity	15-20	Slide 15 – The Mallory Case Slide 16 Activity 1 – The Black Case and Chambers Case activity Slide 17, 18 – The Black Case Slide 19, 20 – The Chambers Case	
4. Identify potential constraints in meeting the objectives of an investigation	Instruction	21-22		
Confirmation of lesson	Discussion	23		

1.2: Laws, standards and regulations relating to investigations			Day: 1	Duration: 5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Demonstrate awareness of differences in legislation in England and Wales, Scotland and Northern Ireland	Instruction	3-5		
2. Demonstrate working knowledge of current and emerging legislation to do with privacy, information and evidence	Instruction and classroom activity	6-13		
3. Demonstrate working knowledge of current and emerging legislation of civil and criminal procedures	Instruction	14-22		
4. Demonstrate working knowledge of current and emerging legislation to do with safety and human rights	Instruction	23-26		
5. Explain how to source information of other laws and standards that can impact on investigations	Instruction	27-29		
6. Demonstrate working knowledge of codes of practice in conducting investigations	Instruction and classroom activity	30-47		Slide 30-31 – Mallory Case discussion
Confirmation of lesson	Instruction	48		

1.3: Feasibility, viability and legality of an investigation			Day: 2	Duration: 1.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Explain how to establish the feasibility and viability of an investigation	Instruction	3-4		
2. Explain how to establish the legality of an investigation	Instruction and discussion	5-6		
3. Identify the difference between Civil, Common, Statutory and Regulatory Law	Instruction and discussion	7-14		
4. Identify possible consequences of carrying out an investigation	Instruction and discussion	15-20	Slide 16 – Consequences of The Black Case Slide 17 – Consequences of The Chambers Case Slide 18 Activity 2 – The Mallory and Chambers Case	
Confirmation of lesson	Instruction and discussion	21		

1.4: Managing conflicts of interest			Day: 2	Duration: 1.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Identify possible conflicts of interest that can occur when conducting investigations	Case study activity	3-7	Slide 4 Activity 3 – The Rice, Martin and Mallory Cases	
2. Explain how to deal with actual or potential conflicts of interest	Instruction	8		
3. Explain the possible consequences of not dealing effectively with conflicts of interest	Discussion	9-10		
4. Describe how to establish a collaborative working relationship with all interested parties	Instruction	11		
Confirmation of lesson	Instruction and discussion	12		

1.5: Planning an investigation			Day: 2	Duration: 1.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Explain the investigative options in the context of preparing to conduct an investigation	Case study discussion	3-5	Slide 4 - The Mallory Case study	
2. Identify typical resources required to carry out investigations	Case study activity	6-7	Slide 6 Activity 4 - The Chambers Case	
3. Interpret investigation methods in the context of preparing to conduct an investigation	Instruction	8-9		
4. Explain the importance of reviewing and revising implementation plans as necessary in response to changing circumstances	Instruction	10-11		
Confirmation of lesson	Instruction	12		

1.6: Protecting data and information			Day: 2	Duration: 1.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Describe forms and sources of evidence and information	Instruction and case study activity	3-9	Slide 7 Activity 5 - The Chambers Case	
2. Describe how to take prompt and appropriate action on finding information which may be used as evidence	Instruction	10		
3. Explain why the security and confidentiality of information gathered must be maintained	Instruction	11-13	Handout 9 and 10 (Data Protection Act & Human Rights)	
4. Describe how the security and confidentiality of different formats of information should be maintained	Instruction	14		
5. Explain how relevant legislation and codes of practice impact on storing information gathered during an investigation	Instruction	15-16		
Confirmation of lesson	Instruction	17		

2.1: Know how to research information to support an investigation			Day: 3	Duration: 2 hours
Lesson introduction and learning outcomes	Instruction	1 - 2		
1. Understand how to identify possible sources of supporting information	Instruction, discussion and case study activities	3 - 12	Slides 5 Activity 6 - The Mallory Case Slides 8 Activity 7 - The Mallory Case Slides 10 Activity 8 - The Mallory Case	
2. Explain why it is important to have the necessary permissions to carry out a search	Instruction, discussion and case study activities	13 - 15	Slide 13 Activity 9 – The Rice Case	
3. Describe the main methods of researching information	Instruction, discussion and case study activities	16 - 19	Slide 17 Activity 10 – The Martin Case	
4. Explain the importance of properly recording, labelling and securing information and evidence	Instruction and discussion	20		
Confirmation of lesson	Instruction	21		

2.2: Understand how to collaborate with others to gather information			Day: 3	Duration: 1.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Explain the difference between covert and overt informants	Instruction and discussion	3-7		
2. Describe how to make use of informants and explain why it is sometimes necessary to involve other people when carrying out an investigation	Instruction, discussion and case study activities	8-17	Slide 16 Activity 11 - The Mallory Case	
3. Understand when to involve the Police and other public services in an investigation	Instruction and discussion	18-19		
Confirmation of lesson	Instruction	20		

3.1: Know how to carry out basic surveillance to gather information			Day: 3	Duration: 2.25 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Distinguish between overt and covert surveillance techniques	Instruction and discussion	3-9		
2. Understand the relevant legislation and codes of practice of conducting surveillance	Instruction and discussion	10-12		
3. Identify the different types of surveillance and recognise when to use them	Instruction and discussion	13-17		
4. Describe the different equipment that can legally be used during surveillance operations; its capabilities, limitations and suitability	Instruction and discussion	18		
5. Explain how to record surveillance observations and how this evidence should be used to support an investigation	Instruction and discussion	19-20		
6. Describe how to prepare, plan and conduct a surveillance operation	Instruction and case study activities	21-35	Slide 29 Activity 12 – The Chambers Case (IIMARCHE)	
7. Recognise counter surveillance signs	Instruction and discussion	36-37		
Confirmation of lesson	Instruction	38		

4.1: Understand how to interview people to gather information			Day: 4	Duration: 2.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Describe the main types of interview and when they should be used	Instruction and discussion	3-4		
2. Describe the interview process and key considerations when planning an interview	Instruction and discussion	5-8		
3. Explain how to manage the presence of third parties	Instruction and discussion	9-12		
4. Explain the principles and techniques of carrying out effective interviews	Instruction, discussion and case study activity	13-26	Slide 17 – Interview Activity Slide 25 Activity 13 – The Baldwin Case	
Confirmation of lesson	Instruction	27		

4.2: How to lawfully record and document an interview			Day: 4	Duration: 2.5 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Describe different methods of recording information during interviews	Discussion	3-4		
2. Describe different types of statements	Classroom activity	5-8	Slide 4 Activity 14 – Classroom activity	
3. Explain how to evaluate the credibility, competency and reliability of a witness	Instruction and discussion	9-14		
4. Apply how to record information accurately during interviews	Instruction and discussion	15-16		
5. Describe the procedures for suspending and reconvening interviews	Instruction and discussion	17-19		
6. State relevant legislation and codes of practice that impact on interviewing	Instruction and discussion	20-23		
7. Describe how to avoid potential conflict and state the relevant health and safety issues involved in interviewing	Instruction and discussion	24-25		
Confirmation of lesson	Classroom activity and discussion	26-27	Slide 26 – Classroom activity	

5.1: Analyse, corroborate, report and present information			Day: 5	Duration: 3 hours
Lesson introduction and learning outcomes	Instruction	1-2		
1. Explain how to record and present the details of gathered information	Instruction, discussion and classroom activities	3-7	Slides 4 Activity 15 - Filling station activity	
2. Understand how to and why it is important to dispose of information not needed to support an investigation	Instruction and discussion	8		
3. Plan and design a report to meet clients agreed needs and expectations	Instruction and discussion	9-10		
4. Explain how to analyse, grade and corroborate information to establish patterns and links	Instruction and discussion	11-12		
5. Compose and construct a report in accordance with legal requirements	Instruction, discussion and case study activities	13-23	Slide 20 Activity 16 – The Mallory Case	
Confirmation of lesson	Instruction	24		

Index of Case Studies

Activity No	Unit	Lesson	Slide	Handout	Case Study
	Implementing	1.1 (1)	3	E	
	Implementing	1.1 (1)	15		Mallory
1	Implementing	1.1 (1)	16 - 20		Black and Chambers
	Implementing	1.2 (2)	3	A	
	Implementing	1.2 (2)	6	F	
	Implementing	1.2 (2)	24	G	
	Implementing	1.2 (2)	30/31	B & C	Mallory
	Implementing	1.2 (2)	32 to 43	D	
	Implementing	1.3 (3)	16		Black
	Implementing	1.3 (3)	17		Chambers
2	Implementing	1.3 (3)	18		Chambers and Mallory
3	Implementing	1.4 (4)	4		Rice, Martin and Mallory
	Implementing	1.5 (5)	4		Mallory
4	Implementing	1.5 (5)	6		Chambers
5	Implementing	1.6 (6)	7		Chambers
6	Searching	2.1 (7)	5	H & I	Mallory
7	Searching	2.1 (7)	8	H & I	Mallory
8	Searching	2.1 (7)	10		Mallory
9	Searching	2.1 (7)	13		Rice
10	Searching	2.1 (7)	17		Martin
11	Searching	2.2 (8)	16		Mallory
12	Surveillance	3.1 (9)	29		Chambers
	Interviewing	4.1 (10)	17 / 21	J & K	
13	Interviewing	4.1 (10)	25		Baldwin
14	Interviewing	4.2 (11)	4		
Classroom	Interviewing	4.2 (11)	26		
15	Reporting	5.1 (12)	4	L	
	Reporting	5.1 (12)	7	M & N	Mallory
16	Reporting	5.1 (12)	20	O	Mallory
	Reporting	5.1 (12)	22	P	