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## 2<sup>ND</sup> CRIME SCENE INVESTIGATION COURSE

### Why You Should Attend This Course

1 The 2<sup>nd</sup> Crime Scene Investigation (CSI) Course is for investigation/enforcement officers, supervisors, managers and CSI officers who in the course of investigation/enforcement are required to process the scene of crime/offence. You have only ONE chance to process the crime scene and must get it right from the beginning successfully. Processing the crime scene entails the proper collection/handling/storage of case exhibits, evaluation of forensic evidence, operations of digital camera to take crime scene photographs and drawing of sketch plans to present a complete investigation story to your readers, audience, including supervisory and prosecution officers.

2 Forensic is the 2<sup>nd</sup> pillar of the Three Pillars and Four Biases of Investigation, denoting its importance in the criminal justice system. The crime scene investigation processes in this course follow the scientific and legal requirements of State/High Courts. There are intrinsic attributes in the CSI Course that add value to your skills-set and learning journey in the field of investigations/enforcement.

### Course Module

3 The CSI course module is designed by Mr Lim Seng Kim, a retired Police Superintendent and Head of Forensics Management Branch, Criminal Investigation Department (CID). During his police CSI service, he had done many high profile and major crime scene investigations with positive results. He is a well-known and respected expert and authority in Crime Scene and Forensic Investigations of the Singapore Police Force. His expertise and authority were often sought upon by foreign National Police Forces, especially United Kingdom and Indonesia during the post bomb blasts investigations in Jakarta, Bali and London respectively. Invariably, he would share his learning experience and expertise in CSI over the years in this course.

## Course Trainer

4 Mr Lim Seng Kim had served the Singapore Police Force (SPF) for more than 36 years, the last 12 years as Head of Forensics Management Branch, Criminal Investigation Crime (CID) from 1998 to 2009. As an expert and authority in crime scene and forensic investigations, he was concurrently an Adjunct Lecturer of Forensics at National University of Singapore in 2006 – 2010, Nanyang Technological University in 2004 - 2010 and Temasek Polytechnic in 2013 - 2014. He was also a speaker of Singapore Supreme Court Forensic Conference in 2009 and Annual Forensic Conference of Ngee Ann Polytechnic in 2008 – 2010.

5 After his retirement, he became an Assistant Director (Training)-cum-Principal Course Trainer of Home Team School of Criminal Investigation in 2010 – 2013. He conducted training courses for Home Team officers and foreign police officers in crime scene investigations. It is his passion and desire to share and impart the crime scene investigation expertise and skills-set to the present generation of police and public officers to uplift the overall standards of CSI investigation for the betterment of investigation and enforcement fraternity.

## What You Will Learn

6 The role of Investigation Officer at the crime scene, Scientific Processes and Legal Requirements of CSI. The objectives of CSI - to establish the nature and sequences of an offence reported with a view to identify the perpetrator(s). The Collection of case exhibits, forensic evidence and preservation in compliance with the scientific and legal requirements of the State/High Courts. The Operations of Digital Camera – Techniques of digital photography and drawing of sketch plans to complement the investigation processes to present a complete story of your case.

## Course Objective

7 By the end of the 2-day Crime Scene Investigation (CSI) Course, the participants should be able to process the crime scene using scientific and legal requirements of collection/handling/storage of case exhibits, evaluation of forensic evidence and techniques of digital photography and sketch plan. The Top Criminal Justice Consultancy would continue to provide the online support and guidance to course participants *gratis* in our belief that your success in CSI Course is also our success too.

Course Date: Thurs, 14 Jul –Fri, 15 Jul 2016.

**Course Fees:** \$850.00 per course participant. You may pay by e-invoice Vendors@GOV/Account Payee Cheque after completing the course successfully.

**Course Registration:** You may register the 2<sup>nd</sup> Crime Scene Investigation (CSI) Course as follows:

a Intranet website through the PSD HRMS Learning Hub;

b Use the 2<sup>nd</sup> Crime Scene Investigation Course Application Form attached at top-folio. Send the completed form by email to [cidlee@singnet.com.sg](mailto:cidlee@singnet.com.sg) or Fax: 6333 4636 to Top Criminal Justice Consultancy; and

c email to [cidlee@singnet.com.sg](mailto:cidlee@singnet.com.sg) stating at the subject heading 2<sup>nd</sup> Crime Scene Investigation Course, name of course participant to be registered, registrant's office email address and mobile phone number for follow-up actions.

**Course Confirmation:** The Course Placement Letter would be despatched to the course registrant through the official email address at least 7 days before the 2<sup>nd</sup> Crime Scene Investigation Course commences. Please check with your Course Training Coordinator or supervisor if you do not receive the Course Placement Letter by then. You may also email [cidlee@singnet.com.sg](mailto:cidlee@singnet.com.sg) or call mobile phone no. 90265199 to enquire.

**Course Materials:** The 2<sup>nd</sup> Crime Scene Investigation Course presentation slides are intellectual property rights under the Copyright Act, Cap 63. Only a soft copy of the course material is distributed to course participants for personal guidance and reference.

**Course Venue:** Marketing Institute of Singapore Training Centre (MISTC), 51-53 Anson Road #03-53, Anson Centre, Singapore 079904. It is situated obliquely opposite the Tanjong Pagar MRT Station with many bus services plying along Anson Road. You may view the course venues at the website: [www.showmystreet.com](http://www.showmystreet.com). When you see *start typing your address box*, type 51 Anson Road to view the course venue.

**Course Stationery:** A computer-printed Avery tent card with the course participant's name and organisation logo would be issued to the respective participants for display on the table. An A5 size paper note-book and ball-point pen be issued to course participants for notes-taking during the lecture.

**Course Certificate:** A Certificate of Completion of 2<sup>nd</sup> Crime Scene Investigation Course would be presented to course participants who complete the 2-day CSI Course successfully.

**Refreshment:** Hot/cold plain water with packets of coffee/tea are available at the self-service kiosks at Marketing Institute of Singapore Training Centre at Anson Road. Menthol sweets are available in the classroom.

**Coffee Break:** Coffee break with 2 items of halal finger food provided for course participants at about 10.30 am and 3.30 pm daily.

**Lunch Break:** Six-course halal buffet lunch provided for course participants at about 12.30 pm daily.

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**2<sup>ND</sup> CRIME SCENE INVESTIGATION COURSE MODULE**

<b><u>Thurs, 14 Jul 2016</u></b>	<b><u>Topic</u></b>	<b><u>Lecturer</u></b>
<b>9.00 – 9.20 am</b>	<b>Welcome to the CSI Course - Ice Breaker.</b>	<b>Course Consultant Mr Lee Swee Thin</b>
<b>9.20 – 9.45 am</b>	<b>The Scope of presentation –</b> <ul style="list-style-type: none"><li>▪ <b>Forensic is the 2<sup>nd</sup> Pillar of the Three Pillars and Four Biases of Investigation</b></li><li>▪ <b>Crime Scene Investigation</b></li><li>▪ <b>Establish the nature and sequences of an offence reported</b></li><li>▪ <b>Forensic Examination/Collection and Preservation of case exhibits and photography of the exhibits and scene</b></li><li>▪ <b>Reconstruction of the scene and exhibits with a view to identify the perpetrators</b></li><li>▪ <b>Practical Exercises.</b></li></ul>	<b>Mr Lim Seng Kim</b>
<b>9.45 – 10.45 am</b>	<b>The scene of investigation -</b> <ul style="list-style-type: none"><li>▪ <b>Only one chance to process the scene</b></li><li>▪ <b>Mark an approach path to secure the scene from human interferences</b></li><li>▪ <b>Pay particular attention to discarded evidence by officers at the scene</b></li><li>▪ <b>Walk through the scene with officers to establish the nature and sequence of event/occurrence</b></li><li>▪ <b>Mentally note the locations of exhibits and evidence to be searched</b></li><li>▪ <b>Mentally plan the methodological approach to search and manage the scene</b></li><li>▪ <b>Documentation.</b></li></ul>	

<p><b>10.45 – 1100 am</b></p>	<p><b>Coffee break with 2 items of halal finger food</b></p>	
<p><b>11.00 – 1.00 pm</b></p>	<p><b>Processing the scene –</b></p> <ul style="list-style-type: none"> <li>▪ <b>Only one chance to process it right</b></li> <li>▪ <b>Planning for the physical and forensic evidence to be searched</b></li> <li>▪ <b>Search according to plan</b></li> <li>▪ <b>Collection of Case/Physical Exhibits</b></li> <li>▪ <b>Impression Marks &amp; Forensic Values</b></li> <li>▪ <b>Collection Methodology –</b> <ul style="list-style-type: none"> <li>▪ <b>Tool Mark</b></li> <li>▪ <b>Glass</b></li> <li>▪ <b>Fibres</b></li> <li>▪ <b>Packaging of Exhibits Collected.</b></li> </ul> </li> <li>▪ <b>Collection Methodology –</b></li> <li>▪ <b>Taping</b></li> <li>▪ <b>Vacuum</b></li> <li>▪ <b>Sterile tweezers</b></li> </ul> <p><b>Documentation.</b></p>	
<p><b>1.00 – 2.00 pm</b></p>	<p><b>Lunch Break – Six-course halal buffet lunch</b></p>	
<p><b>2.00 – 3.30 pm</b></p>	<p><b>Types of Paint –</b></p> <ul style="list-style-type: none"> <li>▪ <b>Collect the article “whole” - scrapping swabbing</b></li> <li>▪ <b>Packaging – packed in suitable plastic containers.</b></li> </ul> <p><b>Hair –</b></p> <ul style="list-style-type: none"> <li>▪ <b>Use adhesive tapes and sterile tweeters</b></li> <li>▪ <b>Packaging - paper envelopes / bags.</b></li> </ul>	

	<p><b>Other Trace Evidence –</b></p> <ul style="list-style-type: none"> <li>▪ <b>Building materials e.g. cement, bricks, sand, soil, plaster and etc.</b></li> <li>▪ <b>Metal shavings, filing</b></li> <li>▪ <b>Buttons</b></li> <li>▪ <b>Rope of strings with knot etc.....</b></li> </ul> <p><b>The types of receptacles used to collect and preserve the case exhibits –</b></p> <ul style="list-style-type: none"> <li>▪ <b>Polythene bags</b></li> <li>▪ <b>Paper bags/envelopes</b></li> <li>▪ <b>Cardboard boxes</b></li> <li>▪ <b>Plastic/glass containers</b></li> <li>▪ <b>Air-tight metal tins.</b></li> </ul>	
<p><b>3.30 – 3.45 pm</b></p>	<p><b>Coffee break with 2 items of halal finger food</b></p>	
<p><b>3.45 – 5.00 pm</b></p>	<p><b>Practical Exercises –</b></p> <ul style="list-style-type: none"> <li>• <b>Collection and preservation of case/ physical exhibits as evidence.</b></li> <li>• <b>Class Discussion.</b></li> </ul>	<p><b>Course participants</b></p>
<p><b>5.30 pm</b></p>	<p><b>Session Ends</b></p>	



<u>Fri, 15 Jul 16</u>	<u>Topic</u>	<u>Lecturer</u>
9.00 – 10.30 am	<p><b>Photography –</b></p> <ul style="list-style-type: none"> <li>▪ Records the facts and events of a scene of offence</li> <li>▪ A picture paints a thousand words...</li> <li>▪ Viewers’ perception is affected by the way the photographs are taken – <ul style="list-style-type: none"> <li>▪ Distortion</li> <li>▪ Distance</li> <li>▪ Size</li> </ul> </li> <li>▪ Composition of the photograph contents of the scene of offence to tell our story</li> <li>▪ Selection</li> <li>▪ Visualization</li> </ul> <p><b>Presentation of Photographs according to our story –</b></p> <ul style="list-style-type: none"> <li>▪ Arrange the things and happenings according to our story script</li> <li>▪ If not, study the original scene to find the appropriate angle of view</li> <li>▪ Relationship of things within a photograph – <ul style="list-style-type: none"> <li>▪ Foreground</li> <li>▪ Middle or Mid-ground</li> <li>▪ Background</li> </ul> </li> </ul>	<p><b>Mr Lim Seng Kim</b></p> <p><b>Course participants are to bring his/her digital camera and media storage card for lecture and practical exercises</b></p>
10.30 – 10.45 am	Coffee break with halal finger food	
10.45 – 12.15 pm	<p><b>Photographing the Scene and Exhibits –</b></p> <ul style="list-style-type: none"> <li>▪ General view</li> <li>▪ Middle range view</li> <li>▪</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Close-up view</li> <li>▪ Actual size</li> </ul> <p>to illustrate the general scene and the precise location of the exhibits and evidence.</p> <ul style="list-style-type: none"> <li>▪ Planning the methodology of photographing the scene and exhibits</li> <li>▪ Common Errors</li> <li>▪ Draw Sketch Plan – its rationale</li> <li>▪ Documentation.</li> </ul>	
12.15 – 1.15 pm	Lunch Break – Six-course halal buffet lunch	
1.15 – 3.00 pm	<p>The Use of Digital Camera –</p> <ul style="list-style-type: none"> <li>▪ Key Principles</li> <li>▪ Media Storage Cards</li> <li>▪ Media Memory Work Flow</li> <li>▪ The glossary JPEG; MPEG; and TIFF; Compression, Compression, lossy; Compression, losses;</li> <li>▪ Pre-check processes</li> <li>▪ Digital Image Capture Processes</li> <li>▪ Post-Capture of Digital Image processes.</li> </ul> <p>Digital Photography –</p> <ul style="list-style-type: none"> <li>▪ The differences between the traditional film cameras and digital cameras</li> <li>▪ What is Pixel and its impact in digital photography?</li> </ul>	
3.00 – 3.15 pm	Coffee break with 2 items of halal finger food	
3.15 – 5.00 pm	<p>Practical Exercises on Digital photography.</p> <p>Class Discussion.</p>	<p>Course participants are required to bring his/her digital camera and media storage cards for practical exercises</p>

<b>5.00 pm</b>	<b>Course Review and Feedback Sessions</b> <b>Presentation of Certificate of Completion</b>  <i>Sayonara. Hope to see you in the other course again!</i>	<b>Mr Lee Swee Thin</b> <b>Mr Lim Seng Kim</b>
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