



14 Robinson Road #08-01A
Far East Finance Building
Singapore 048545
Website: www.topcriminaljustice.com.sg

Contact Us:
Mobile Phone: + (65) 90265199
Facsimile + (65) 63334636
Email: cidlee@singnet.com.sg

7TH GENERAL INVESTIGATION COURSE

Why You Should Attend This Course

1 The course is professionally customized for investigation/enforcement officers, staff, supervisors and managers who investigate/inquire into the reported offences, incidents, complaints, fact-findings, issue regulatory licences, etc. under the purview of the respective Ministries, Statutory Boards and Departments. For officers who had attended the investigation courses elsewhere, there are intrinsic values and attributes in this course that will add value to your learning journey in the field of investigation.

Course Modules

2 The course modules are designed by retired professional Police Superintendents of Criminal Investigation Department (CID) and Internal Security Department (ISD) of the Singapore Police Force in collaboration with past District Judges of the Subordinate (State) Courts and past Senior Deputy Public Prosecutors of the Attorney-General's Chambers. Throughout the senior officials' professional careers in the Singapore Police Force and Civil Service, they possessed the expertise in criminal investigations, investigative interview techniques, prosecutions and decision-making in criminal cases for prosecution of offenders in Subordinate (State) and High Courts of Singapore, including appeal cases in Appeal Court.

Course Trainers

3 The three course trainers of 7th General Investigation Course are Mr Lee Swee Thin, a retired Police Superintendent/Assistant Director, Specialised Crime Division and concurrent Police Investigation/Prosecution Policy Consultant of Criminal Investigation Department; Mr Koa Fung Chew, a retired Police Superintendent/Head of ISD Interview Branch; and Mr Amarjit Singh, a retired District Judge of Subordinate (State) Courts/Senior Deputy Public Prosecutor of Attorney-General's Chambers and Consultant of Donaldson & Burkinshaw LLP. You may view the profiles of the respective 7th General Investigation Course trainers at the website: www.topcriminaljustice.com.sg – click at the Principal Consultants button.

What You Will Learn

4 The Common Law Principles and Doctrine of Investigation. What are the Principles/Fundamental Rules and Three Pillars and Four Biases of Investigation? What are First Information Reports (FIRs) and their relevancy/importance to investigations? How to classify a report and to diary it for follow-up actions and investigation? The investigation initiatives at the scene of offences, including the taking of photographs and drawing of sketch plans. What are the attributes to record a good statement and cautioned statement? What are the subtle differences between a Summary of Facts and Statement of Facts? How to pray for a Court Summons/Search Warrant/Warrant of Arrest in the course of investigation and prosecution of offenders? How to prepare the cases 'For Mention (FM)' and 'Plead Guilty (PG)' in State Courts? How to prepare an Investigation Papers (IPs) for investigation and prosecution? Learn the practical interviewing skills-set from a professional/commercial psychodynamics master interviewer to identify the real McCoy in an investigation. He guarantees 100% success rate in his commercial interviews. The retired District Judge shares his experiences while he was on the Bench in Subordinate (State) Courts, Senior Deputy Public Prosecutor in Attorney-General's Chambers and Consultant in Donaldson & Burkingshaw LLP. He also elaborates what are strict liability, *Mens Rea* and *Actus Reus* in investigations and prosecutions.

Course Objective

5 By the end of the 4-day7th General Investigation Course, it should broaden your mental horizon of the Singapore Criminal Justice System. You should able to appreciate the roles of Singapore Police Force, Attorney-General's Chambers and State Courts, the three main components of Singapore Criminal Justice System. The relevant course material and sample Investigation Papers (IPs) in soft copy are provided to you to kick-start the investigation of offences under the purview of your Ministries, Statutory Boards and Departments. At the same time, pray for court summons to prosecute offenders in the State Courts. Adding value to your learning journey the course trainers provide after course investigation support and advice to ensure you are on the right track *gratis*. Your success in the field of investigation is also our success too.

Course Date:

Mon, 2 Mar -Thurs, 5 Mar2015 (4 days)

Course Fees:

\$890.00. Bill through Vendors@GOV/Account Payee Cheque after completing the course successfully.

Course Registration:

1. Register through the PSD HRMS Learning Hub.
2. Use the 7th General Investigation Course Application Form attached. Send the completed form to email cidlee@singnet.com.sg or Fax: 6333 4636 to Top Criminal Justice Consultancy.
3. Register by email stating the course date, name of participant and email address for follow-up actions.

Course Confirmation:

The Course Placement Letter will be sent to the course registrant/participant through the official email address at least 7 working days before the 7th General Investigation Course commences. Please check with your Course Training Co-ordinator if you do not receive the Course Placement Letter by then. You may also email cidlee@singnet.com.sg or call mobile phone no. 90265199 to enquire, if necessary.

Course Materials:

The 7th General Investigation Course presentation slides are intellectual property under the Copyright Act, Cap 63. The soft copy of selected parts of the presentation slides and sample IPs are distributed to course participants to kick-start the investigation of offences under the respective Ministries, Statutory Boards and Departments. The course trainers continue to provide after course investigation support and advice *gratis* to ensure you are on the right track at all times. Your success in the field of investigation is also our success too.

Course Venues:

Marketing Institute of Singapore (MIS) Executive Club, 51 Anson Road #03-51, Anson Centre, Singapore 079904. It is located obliquely opposite the Tanjong Pagar MRT Station with ample bus services plying along Anson Road.

or

Marketing Institute of Singapore (MIS) Training Centre, 410 North Bridge Road #01-01, Singapore 188726. It is at the junction of Purvis Street, directly opposite National Library Board Headquarters and a bus stop away from the Bugis MRT Station.

You may view the respective course venues at the website: www.showmystreet.com

When you see *start typing your address box*, type 51 Anson Road or 410 North Bridge Road Singapore to view the respective course venues. The picture showing the old premises of Murdoch University is the present MIS Training Centre at 410 North Bridge Road.

Course Reporting:

The course participants are to report personally at the reception counter on the 1st day of 7th General Investigation Course. A computer-printed Avery tent card with the course participant's name and organisation logo issued to respective participants for display on the seating table. An A5 size paper note-book and ball-point pen issued to course participants for notes-taking during the lecture.

Course Certificate: A Certificate of Completion of the 7th General Investigation Course is presented to course participants who have completed the course successfully.

Refreshment: Hot/cold plain water with packets of coffee/tea and menthol sweets are available at the self-service kiosks at Marketing Institute of Singapore Executive Club at Anson Road

Coffee Break: Coffee break with 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 or thereabout daily.

Supported by:





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7TH GENERAL INVESTIGATION COURSE APPLICATION FORM

Course Date: Mon, 2 Mar to Thurs, 5 Mar 2015 (4 days)

Full Name of the Course Participant: Dr/Mr/Ms*

Designation/Duty Post:

Ministry/Statutory Board/Department/Organisation:

Email Address: (mandatory)**

Mobile Phone No: (mandatory)**() **Office Tel. No:** ()

Types of cases/offences/occurrences investigated:

Investigation Experiences: () Months () Years*

Course Fee \$890 paid through Vendors@Gov. The details are:

Ministry/Statutory Board/Organisation*:

Department:

Sub-Business Unit:

Attention To:

**delete the inapplicable*

7TH GENERAL INVESTIGATION COURSE MODULE

<u>Mon, 2 Mar 2015</u>	<u>Topics</u>	<u>Course Trainers</u>
9.00 – 9.20 am	<p>Welcome to the 7th General Investigation Course</p> <p>Ice Breaker –Introduction by course participants</p>	Mr Lee Swee Thin
9.20 – 9.45 am	<p>The Overall Goals:</p> <p>Doctrine, Principles and Fundamental Rules</p> <p>Three Pillars and 4 Biases of Investigation</p> <p>Scene of offence/incident Investigation</p> <p>Recording of statement and cautioned statement</p> <p>Drafting of charges</p> <p>Summoning offenders to State Courts</p> <p>Investigative Interview Techniques</p> <p>Roles and Functions of State/High/Appeal Courts, Attorney-General’s Chambers and Defence Counsels</p> <p>Conducting the general investigation of offences and praying for summons to prosecute offenders in State Courts</p>	
9.45 – 10.15 am	<p>Doctrine, Principles and Fundamental Rules of Investigation</p>	
10.15 – 10.45 am	<p>The Three Pillars and Four Biases of Investigation</p>	
10.45 – 11.00 am	<p>Coffee Break with halal finger food</p>	
11.00 – 11.30 am	<p>The Singapore Police Force organisation structures and Investigation Branches for co-ordination and referral of cases to police for investigations</p>	
11.30 – 12.00 noon	<p>The Powers of Investigation of Arrestable and Non-Arrestable Offences</p>	

<p>12.00– 12.30 pm</p>	<p>The First Information Report (FIR): Message Forms, Report Forms, Station Diary and others</p> <p>The relevancy and importance of FIR</p>	
<p>12.30 – 1.30 pm</p>	<p>Lunch Break – Six-course halal buffet lunch</p>	
<p>1.30 – 2.00 pm</p>	<p>Investigation Diary</p>	
<p>2.00 - 2.45 pm</p>	<p>The scene of offence/incident investigations:</p> <ul style="list-style-type: none"> - gathering the preliminary facts of the case - preserving the scene and collection of exhibits - interviewing and recording the statements of informants, witnesses and offenders at the scene 	
<p>2.45 – 3.30 pm</p>	<p>The methodology of search/collect/pack/label the case exhibits at the crime/incident scene for evidential values</p>	
<p>3.30 – 4.00 pm</p>	<p>Photograph-takings and sketch plan-drawings at the crime/incident scene during investigations for court trials</p>	
<p>4.00 – 4.15 pm</p>	<p>Coffee Break with halal finger food</p>	
<p>4.15 – 5.00 pm</p>	<p>Mock practice</p>	
<p>5.00 – 5.30 pm</p>	<p>Discussion on the mock practice</p> <p>Session Ends</p>	

<u>Tues, 3 Mar 2015</u>	<u>Topics</u>	<u>Course Trainers</u>
9.00 – 9.45 am	<u>Investigative Interview Techniques</u> 1) Psychodynamics of Interview Process Overview 2) The Importance of Interviews 3) Types of Interviews Fact Finding Non-Accusatory Witnesses, Complainants & Informers Accusatory – Suspects and Accused Persons	Mr Koa Fung Chew
9.45 – 10.15 am	Organisation Set-up and Management of Interviews	
10.15 – 10.45 am	Ethical and Legal Considerations	
10.45 – 11.00 am	Coffee Break with halal finger food	
11.00 – 11.45 am	Interview Facilities Interview Setting Monitoring and Recording Use of Translators Applications of Proxemics in Interviews	
11.45 – 12.30 pm	1) Case Preparation Preparation of Interview Brief Pre-requisites of a Good Interviewer Qualifications Proper Mental Attitude Experience and Personal Background Briefing of Interviewers Case Facts Site Visit Viewing of the Case Exhibits The Interviewee’s Reaction Guilty Knowledge 2) Planning The Interview <ul style="list-style-type: none"> - Strategy - Assignment of Roles 	
12.30 – 1.30 pm	Lunch Break – 6-course halal buffet lunch	

<p>1.30 – 2.30 pm</p> <p>2.30 – 3.30 pm</p> <p>3.30 – 3.45 pm</p> <p>3.45 – 4.45 pm</p> <p>4.45 – 5.15 pm</p>	<p>General Psychological Principles Maslow Hierarchy of Needs Deception Psychological Motives for Deception Defence Mechanisms Verbal and Non-Verbal Signs of Deception Physiological Signs Deception & Psychological Disorders</p> <p>1) Tactical Concepts</p> <p>Active Listening Non-verbal Listening Establishing Rapport Question Formulation & Delivery</p> <p>2) Techniques for Effective Questioning 3) Review of Progress & Charting Directions 4) Termination of Interview 5) Writing Progress Report/Recording of Statements</p> <p>Coffee Break with halal finger food</p> <p>Mock Practice on Case Analysis and Planning a Non-Accusatory Interview</p> <p>Video Recording of Non-Accusatory Interview Relating to the aforesaid Mock Practice Discussion</p>	
<p><u>Wed, 4 Mar 2015</u></p> <p>9.00 – 9.45 am</p> <p>9.45 – 10.30 am</p> <p>10.30 – 10.45 am</p>	<p style="text-align: center;"><u>Topics</u></p> <p>Administering a warning under section 22(2) of CPC, Cap.68 Recording the Statements of Informants/Witnesses/offenders</p> <p>Administering a warning under section 23(1) of CPC, Cap.68 Recording the Cautioned Statement of offender</p> <p>Coffee Break with halal finger food</p>	<p style="text-align: center;"><u>Course Trainers</u></p> <p>Mr Lee Swee Thin</p>

10.45 - 11.15 am	Drafting of charges	
11.15 – 11.45 am	Preparing the Summary/Statement of Facts	
11.45 – 12.15 pm	Preparing an Investigation Papers (IPs)	
12.15 – 12.45 pm	Dealing with offenders who are senior citizens, juveniles, persons with disability, etc.	
12.45 – 1.45 pm	Lunch Break – 6-course halal buffet lunch	
1.45 – 2.15 pm	Applying for summons to prosecute offenders in State Courts	
2.15 – 2.45 pm	Applying for search/arrest warrants in State Courts	
2.45 – 3.15 pm	Serving the Summons/Search and Arrest Warrants	
3.15 – 3.45 pm	Preparing summons cases For Mention or PG (plead guilty) in State Courts	
3.45 – 4.00 pm	Coffee Break with halal finger food	
4.00 – 4.30 pm	State Courts processes in summons cases for Mention and PG	
4.30 – 5.15 pm	Mock Practice	
5.15 – 5.30 pm	Discussion on the mock practice	
	Session Ends	

<u>Thurs, 5 Mar 2015</u>	<u>Topics</u>	<u>Course Trainers</u>
9.00 – 9.45 am	Preparing the IPs cases for PG (plead guilty) and CT (claim trial) in State Courts	Mr Lee Swee Thin
9.45 – 10.15 am	On the trial date – to do list	
10.15 – 10.45 am	Preparing the completed Summons/IPs cases for filing and destruction of case exhibits	
10.45 – 11.00 am	Coffee Break with halal finger food	
11.00 – 11.30 am	Revising the investigation topics covered for the course	
11.30 – 11.50 am	Access to Defence Counsel and Right to Silence	
12.00 – 1.00 pm	Lunch Break – 6-course halal buffet lunch	
1.30 – 2.30 pm	The strict liability, <i>mens reas</i> and <i>actus reu</i> offences The legal principles and discussion on cases tried in courts	Mr Amarjit Singh, Consultant of Donaldson & Burkinshaw LLP
2.30 – 3.30 pm	The roles and functions of the Attorney-General’s Chambers; State/High/Appeal Courts; and Defence Counsels in the Singapore Criminal Justice System	
3.30 – 3.45 pm	Coffee Break with halal finger food	
3.45 – 5.00 pm	Sharing the personal experiences as a: <ul style="list-style-type: none"> - District Judge on the Bench hearing State Courts trial cases - Deputy Public Prosecutor of Attorney-General’s Chambers prosecuting in State and High Courts trial cases - Defence Counsel defending trial cases in State and High Courts 	

5.00 – 5.15 pm	Course Review and Feedback Sessions Presentation of Certificate of Completion of 7th General Investigation Course to participants who have completed the 4-day course successfully <i>Sayonara. Hope to see you again in other courses!</i>	Mr Lee Swee Thin Mr Amarjit Singh
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