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THE GUIDE TO WRITING INVESTIGATION REPORT COURSE ZOOM ONLINE

Why You Should Attend The Course

1 The Guide To Writing Investigation Report Course is an essential skillset every Investigation Officer, Enforcement Officer, Supervisory Officer, Manager, Senior Manager and Head of Operations/Investigation Branch/Division/Department should possess in drafting/vetting the investigation report of Summary of Facts, Statement of Facts, and Incident Report. Such report is drafted with a specific purpose in mind for decision-making process and followed-up. The sufficiency of Summary of Facts, Statement of Facts, and Incident Report is paramount for its purpose and must be accurate, reliable, credible, and understandable beyond a reasonable doubt.

2 The Summary of Facts, Statement of Facts, and Incident Report seem to be a straightforward report but many law enforcement/investigation officers may be deficient in drafting it, especially the Statement of Facts for accused/defendants pleading guilty to criminal/summons charges in Criminal Mention Courts 4A and 4B at State Courts Tower. It is indeed challenging to draft a Statement of Facts that has the sufficiency of *mens rea* (guilty mind/knowledge), *actus reus* (voluntary/guilty act) and contemporaneous at the material time, corroborated by the factual guilt and legal guilt devoid of inherent deficiency for accused/defendants pleading guilty in Criminal Mention Courts.

3 After an accused/defendant has pleaded guilty, Prosecution Officer reads out verbatim a Statement of Facts for defence counsel/accused/defendant to admit the facts without qualification in the presence of Judge/Magistrate in open Criminal Mention Court. Quite often, the Statement of Facts read out was called into question by Judge/Magistrate or defence counsel culminating in guilty plea being rejected, and the case fixed for further mention or trial. Consequently, the accuracy, reliability, credibility, and understandability of Statement of Facts suffer invariably in the eyes of judiciary, prosecution officer, defence counsel/accused/defendant, press reporters, and members of the public present.

4 The Guide To Writing Investigation Report Course can help an officer to learn and understand the principles in drafting the sufficiency of Summary of Facts, Statement of Facts, and Incident Report in a structured Police Service Writing Convention format for accuracy, readability, reliability, credibility, and understandability devoid of inherent deficiency to sustain the objective of investigation report. What are the subtle differences between a Summary of Facts for investigations and Statement of Facts for accused/defendants pleading guilty to charges/summons in Criminal Mention Courts? The understanding of judicial processes of accused/defendants pleading guilty in Criminal Mention Courts is important to draft the sufficiency devoid of inherent deficiency of Statement of Facts. In addition, learn the formal processes in drafting/serving/administering a Warning Letter and Stern Warning to accused/defendants in lieu of court prosecution according to established procedures and High Court case law.

5 Apart from the Summary of Facts and Statement of Facts, there is Incident Report for upward reporting of serious/sensitive incidents to respective senior management levels. The prompt upward reporting is to ensure the incident is receiving a right level of attention of senior management levels at the Department/HQs/Ministry. Understand the types of serious/sensitive incidents for upward reporting, methodology of reporting, and the uses of Incident Report to achieve its various purposes.

Course Takeaways

6 a rationalizes the sufficiency devoid of inherent deficiency in a Statement of Facts for accused/defendant pleading guilty to criminal/summons charges in Criminal Mention Courts 4A and 4B at State Courts Towers;

b understand the concept of *actus reus*, *mens rea* and contemporaneous at the material time that determine the culpability of accused/defendant alleged to commit an offence, corroborated by factual guilt, legal guilt, first information report, statements of witnesses/accused/defendants, crime scene investigation, forensic/analyst's reports, etc. sustaining the sufficiency of Statement of Facts beyond a reasonable doubt in pleading guilty cases;

c drafting a Summary of Facts, Statement of Facts, and Incident Report in the structured Police Service Writing Convention format in enhancing the accuracy, readability, reliability, credibility, and understandability;

d drafting a warning letter and administering a stern warning to accused/defendants in lieu of court prosecution according to established procedures and High Court case law;

e upward reporting and drafting of Incident Report in serious/sensitive incident to senior management levels at Department/HQs/Ministry in ensuring the incident is receiving a right level of attention; and

f receive a restricted copy of 64-page The Guide To Writing Investigation Report Course Material for reference and guidance in drafting/vetting a Summary of Facts, Statement of Facts, and Incident Report.

Course Trainer

7 The course trainer Mr Lee Swee Thin, Managing Consultant of the Top Criminal Justice Consultancy since 5 Mar 2012. He is a retired Superintendent and served 40 years in Singapore Police Force (SPF), including 25 years in Criminal Investigation Department (CID) at Robinson Road, Eu Tong Sen Street, and Police Cantonment Complex at New Bridge Road. Prior to retirement, he was an Assistant Director of Specialised Crime Division, CID, the overall in-charge of Secret Societies Branch, Gambling Suppression Branch, Anti-Vice Branch, and Intellectual Property Right Branch.

8 He has extensive practical experiences in police operations, investigations, interviews, and prosecution of criminals in State/High Courts. For more than 7 years, he was the Principal Investigation and Prosecution Policy Advisor in CID, a staff authority of investigation and prosecution in Singapore Police Force. He was the Advisor to Director CID, Heads of Investigation Branches of Police Divisional Headquarters and CID Branches in investigations and prosecution matters.

9 As a CID liaison officer with Attorney-General's Chambers (AGC) in investigations and prosecution matters, he was a SPF representative in AGC Task Forces in reviewing the Penal Code, Cap. 224 under the chairmanship of Senior DPP Mr. Bala Reddy (present Senior District Judge of State Courts) and reviewing the Criminal Procedure Code, Cap. 68 under the chairmanship of Ms. Jennifer Marie (present Deputy Presiding Judge of State Courts) in year 2000s. He contributed his extensive police knowledge and expertise to improve the investigations and prosecutions of criminal cases to AGC Task Forces. Recommended the improvement of relevant provisions of investigation and prosecution processes in the Penal Code and Criminal Procedure Code, respectively. The revised editions of Penal Code, Cap. 224 was published on 30 Nov 2008 and Criminal Procedure Code, Cap. 68 was published on 31 Aug 2012.

10 As Head of "J" Division Investigation Branch in Jurong Divisional Headquarters in 1988 – 1992, he was awarded the National Day Efficiency Medal in 1992. Concurrently, he was also awarded the Commissioner of Police High Commendation Certificate "For Leadership, Devotion To Duty And Consistently Maintaining A High Standard Of Performance As The Head Investigation In 'J' Division From 1 Jul 91 To 30 Jun 92". To view the other Police Awards, please refer to the curriculum vitae at the website: www.topcriminaljustice.com.sg.

11 The course trainer Mr Lee Swee Thin was Consultant to:

a Criminal Investigation Department (CID) in 2004 - 2006 for 2 years and shared the extensive police knowledge and expertise in investigations and prosecutions to start-and-build the SPF knowledge management of investigations and prosecutions. His Crime Investigation Manual publications are shared in the SPF "Create" Website domain for police references and guidance in the investigations/prosecutions. He also shared the police institutional knowledge by conducting the various investigation courses to senior and junior police officers in CID and Divisional Investigation Branches, including Heads of Investigation and CID Branches;

b Singapore Customs in 2008 – 2010 (with breaks in-between) for 18 months to transform the Intelligence & Investigation Division into efficient and effective Operations and Investigation Branches to prevent, detect, investigate, and prosecute the contraband cigarettes traffickers, smugglers, and peddlers at various notorious locations in Singapore. He had also written the Investigation and General/Standing Orders Manuals for Singapore Customs as references and guidance. At the same time, he conducted the investigation/operations training courses to senior and junior Customs Officers; and

c Office of the Public Guardian, Ministry of Community Development, Youth and Sports (present Ministry of Social and Family Development) for 6 months in 2011 and drafted the investigation and supervision reports under the Mental Capacity Act, Cap.177A. He recommended the reorganisation and restructuring of the Office of the Public Guardian into an efficient and effective operations and investigation entity. To maintain the high standards and consistency in the investigation/supervision processes, he had written the Office of the Public Guardian Investigation Manual for references and guidance. He also conducted the investigation training courses to senior officers and staff of Office of the Public Guardian.

Course Date: **Thurs, 11 Mar 2021 from 9.00 am to 5.30 pm**

(ZOOM Online Course).

Course Fee: \$590 (GST exempt) per course participant by e-invoicing Vendors@Gov or Inter-Bank GIRO after the course completion.

Course Registration: Please help to circulate The Guide To Writing Investigation Report Course (Zoom Online) Brochure to your staff, officers, and colleagues who may want to attend the course. Registration of the course is through:

a Ministry/Statutory Board Intranet website: PSD HRMS Learning Hub; or

b The Guide To Writing Investigation Report Course Application Form attached hereto. Email the completed form to Top Criminal Justice Consultancy: stlee7575@gmail.com; or cidlee@singnet.com.sg; or

c Quote the subject heading - The Guide To Writing Investigation Report Course (Zoom Online) and email the name of course registrant, his/her office/personal email address, office/residential postal address and mobile phone number to stlee7575@gmail.com; or cidlee@singnet.com.sg for follow-up actions by Top Criminal Justice Consultancy.

Course Confirmation:

Upon the confirmation of The Guide To Writing Investigation Report Course (Zoom Online), Course Placement Letter shall be sent to a course registrant's official/personal email address at least 7 days before the Zoom Online course commences. Please check with your Course Training Coordinator/Human Resource Officer if you do not receive the Course Placement Letter by then. You may also email stlee7575@gmail.com or cidlee@singnet.com.sg or call mobile phone no. 90265199 to enquire.

Course Material:

The Guide To Writing Investigation Report Course presentation slides are intellectual property rights under the Copyright Act, Cap 63. No copy of the presentation slides is distributed to course participants. However, a 64-page hard copy of The Guide To Writing Investigation Report Course Material will be posted to course participant's registered office/residential postal address due to working from home for personal references and guidance before the course commences.

Course Certificate:

At the end of the course, a Certificate of Completion of The Guide To Writing Investigation Report Course (Zoom Online) will be posted to course participant who has completed the course successfully.

Course Support:

Top Criminal Justice Consultancy continues to provide the after-course support and guidance (online) to course participants *gratis* by email. Our motto: "Your Success is also Our Success".

Supported By:



THE GUIDE TO WRITING INVESTIGATION REPORT COURSE
(ZOOM ONLINE)

<u>Thurs, 11 Mar 2021</u>	<u>Topics</u>	<u>Lecturer</u>
9.00 - 9.15 am	Welcoming Address	Mr Lee Swee Thin
9.15 – 10.00 am	Investigation Report - <ol style="list-style-type: none"> a. Summary of Facts b. Statement of Facts c. Incident Report d. Administering a stern warning e. Serving a warning letter f. <i>Actus reus and Mens rea</i> g. Fault liability, strict liability h. Factual guilt, legal guilt 	
10.00 – 10.45 am	Police Service Writing Convention Outline of Summary of Facts - <ol style="list-style-type: none"> a. Complainant/Informant b. Accused/Defendant c. Allegations d. Headings, sub-headings, and sub- sub-headings e. Crime Scene Investigation f. HSA/Medical/Analyst's Reports g. Statement of witnesses' sec 22(1) h. Statement of accused/defendants' sec 258(1) i. Cautioned statement sec 23(1) CPC, Cap. 68 j. Objective of Cautioned Statement k. Inference from accused's silence l. Accused/defendant's criminal record m. Conclusion – <i>Prima facie</i> evidence 	
10.45 – 11.00 am	Coffee/Tea Break	

11.00 – 11.45 am	<p>Drafting the Summary of Facts -</p> <ul style="list-style-type: none"> a. Five ‘Ws’ and One ‘H’ b. Source documents c. Sample Summary of Facts 	
11.45 – 12.15 pm	<p>Evaluating the Summary of Facts -</p> <ul style="list-style-type: none"> a. Criteria b. <i>Prima facie</i> evidence – prosecution, fine penalty c. Lack of <i>prima facie</i> evidence – warning, no further action (NFA), no offence disclosed (NOD) 	
12.15 – 1.15 pm	Lunch Break	
1.15 – 2.15 pm	<p>Statement of Facts -</p> <ul style="list-style-type: none"> a. Prosecution of accused/defendant b. Setting out the circumstances c. Complemented by reports and evidence d. Note of evidence e. Sample Statement of Facts f. Plea of guilt – court procedures 	
2.15 – 2.45 pm	Historical Background of Statement of Facts	
2.45 – 3.30 pm	High Court Appeal Singapore Customs Case - Biplob Hossain Younus Akan and others packing of dutiable cigarettes vs Public Prosecutor	
3.30 – 3.45 pm	Coffee/Tea Break	

<p>3.45 – 4.45 pm</p>	<p>High Court Appeal Police Case –</p> <ul style="list-style-type: none"> a. Serving Warning Letter and Administering Stern Warning to accused/defendants in lieu of court prosecution b. Drafting a warning letter 	
<p>4.45 – 5.30 pm</p>	<p>Upward Reporting –</p> <ul style="list-style-type: none"> a. Serious/sensitive incident b. Drafting the Incident Report c. Sample Incident Report 	
<p>5.30 pm</p>	<p>Zoom Online Course ends –</p> <p>The Certificate of Completion shall be sent to course participants’ registered address by SingPost postal mail.</p>	

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Application Form

Course Date: Thurs, 11 Mar 2021 from 9.00 am to 5.30 pm

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

Designation/Duty Post:

Ministry/Statutory Board/Department:

Office/Residential* Postal Address for posting the course material: _____

Email Address used for the Zoom course: (compulsory)** _____

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

Types of cases/offences /occurrences dealt with:

Service:() Months () Years*

Course Fee \$590 paid through Vendors@ Gov/Inter-Bank GIRO *. The details are:

Ministry/Statutory Board:

Department:

Sub-Business Unit:

Attention To:

**delete the inapplicable*