



**CONSILIUM**  
TRAINING + SUPPORT

**CRIMINAL  
INVESTIGATION,  
ENFORCEMENT  
AND REGULATORY  
TRAINING  
BROCHURE**

*High Quality Training Provided By Passionate  
Criminal Investigators*

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## About Us

We offer training across England and Wales and are in a position to provide both face-to-face and online training. We offer a wide range of courses, including bitesize one-hour sessions and bespoke courses. Our training incorporates real life examples and practical analysis of investigations and enforcement.

We are dedicated to ensuring that we deliver effective investigative and enforcement training to those newly entering this profession, or those already established who may require a refresher.

Our training courses deliver excellent quality at a competitive price.

All our trainers hold, or are working towards, a Level 3 qualification in Education and Training. Our trainers all have significant experience in criminal investigations across the police, local authority and regulators.

Please see our course calendar page on our website for dates of upcoming courses.



# Criminal Investigation Courses



# Introduction to Criminal Investigations

This two-day course will provide an overview of the important basics of conducting criminal investigations and would particularly benefit those who are new to the investigation and enforcement profession.

This course is also suitable for those who would like a refresher before attending more advanced courses.

The course will provide an overview of the following topics:

- Pocket notebooks
- Evidence types
- Gathering evidence
- Continuity of evidence
- Exhibits
- Obtaining witness statements
- Interviewing suspects - PACE Code C and E overview

This course can be conducted over two full days or four half day sessions.



# Making Good Pocket Notebook Entries

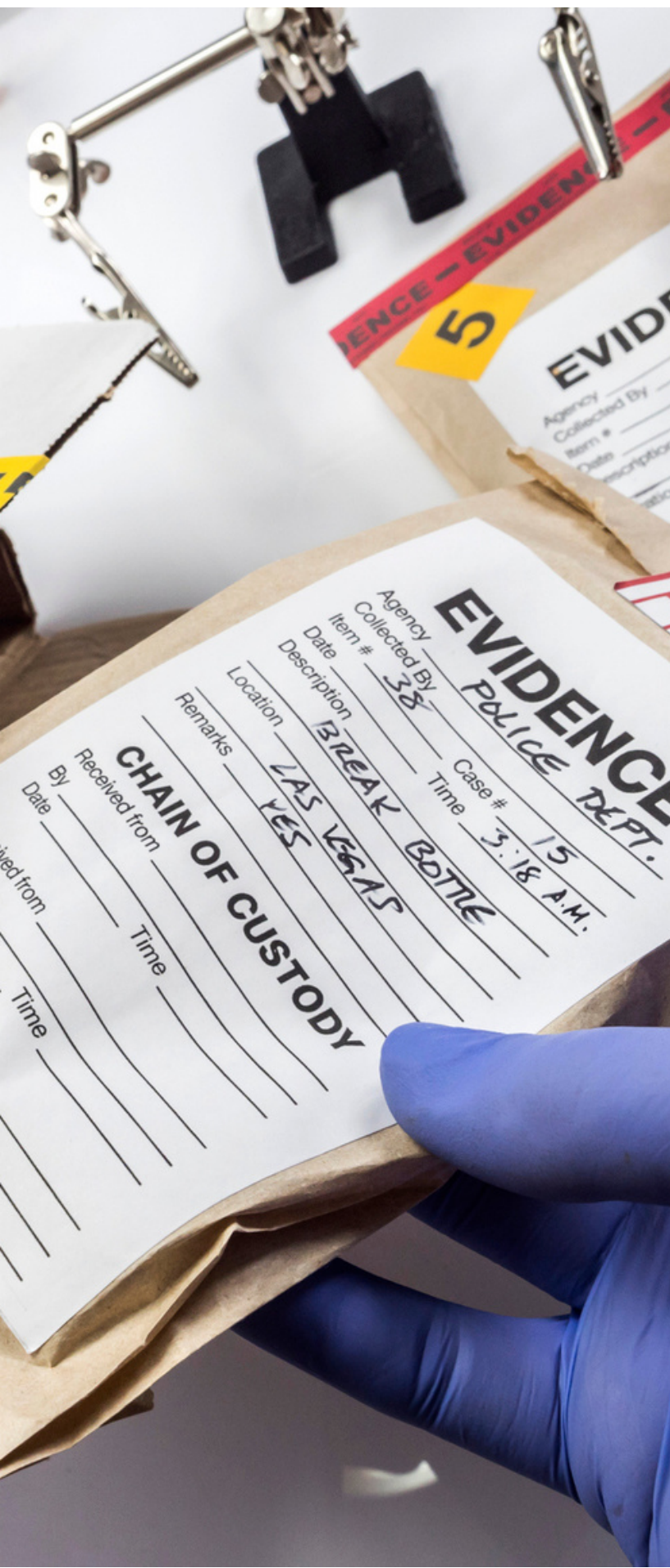
This half-day training course will provide attendees with a detailed insight on the use and requirements of pocket notebooks in criminal investigations.

The course will cover the following topics:

- What a pocket notebook is
- The importance of a pocket notebook and good record keeping
- Making pocket notebook entries
- Recording key evidence
- Supervisors role in pocket notebook management
- ADVOKATE
- Pocket notebook rules
- Understanding the caution and when to give it



# Gathering Evidence in Criminal Investigations



This one-day course will provide attendees with an understanding of gathering evidence in criminal investigations, evidence classifications and the importance of the correct collection and storage of evidence.

The course will cover the following topics:

- Classifications of evidence
- Confessions
- Evidence gathering
- Recording evidence
- The importance of the chain of evidence
- Forms of evidence in court
- Unfair evidence
- Security and retention of evidence

# Exhibits in Criminal Investigations

This half-day training course provides attendees with the necessary foundations for correctly dealing with exhibits in criminal investigations.

The course will cover the following topics:

- What an exhibit is
- Production of documentary evidence
- Continuity of exhibits
- Seizing exhibits
- Correctly completing the evidence bag
- Management of exhibits, including storage, audit trails and what to do where an exhibit bag needs to be opened
- Detailing exhibits in statements





# Obtaining Witness Statements in Criminal Investigations

This one-day course will provide attendees with the skills required to correctly obtain accounts from witnesses and to subsequently write witness statements that are capable of being used in criminal investigations and subsequent proceedings.

The course will cover the following topics:

- What a witness statement is
- Who should provide witness statements
- Obtaining a witness statement
- Identification of suspects by a witness
- Categories of witnesses
- Releasing copies of a witness statements
- Witness interference and intimidation
- Structuring a good quality witness statement (5 part model)
- ADVOKATE (R v Turnbull)
- Victim Personal Statements / Impact Statements for Business



# Conducting PACE Interviews

This two-day course will provide attendees with the knowledge and skills to conduct a well-structured interview that is compliant with the Police and Criminal Evidence Act 1984 as part of criminal investigations. Any officers involved in conducting PACE interviews, whether as lead or second officer, should consider attending this training.



This course will cover the following topics:

- What a PACE interview is
- Codes C and E of the Police and Criminal Evidence Act
- When a PACE interview should be conducted
- Interviewing a company/partnership
- Giving the caution
- Roles of the parties in an interview
- Pre-interview disclosure
- Bad character
- Significant statements
- PEACE model of interviewing
- Investigative questioning
- Suspects right to silence / dealing with no comment interviews
- Oppressive interview techniques
- Interviewing equipment
- Breach of the Codes
- Interview transcripts and summaries
- Written contemporaneous interviews
- Role play interview scenario



## Producing High Quality Prosecution Files

This half-day course will cover what is required to get a case to reach the threshold for prosecution and also how to complete the required prosecution forms.

This course will cover the following topics:

- Evidential and public interest tests
- File contents
- Supervisors roles
- Completion of the MG forms
- National File Standard (anticipated guilty plea)
- National File Standard (anticipated not-guilty plea)

# Disclosure:

## An Overview of CPIA 1996

This half-day course will provide attendees with an overview of the importance of correct disclosure when completing criminal investigations. This course is designed to ensure that investigators and enforcement officers do not fall foul of the Criminal Procedure and Investigations Act 1996 (CPIA 1996). This course is designed to be an overview and would not be suitable for full time disclosure officers, although may be suitable as a refresher.

The course will cover the following information:

- What a criminal investigation is
- The different roles of officers involved in an investigation and their responsibilities
- What material is
- Recording of material
- Retention of material
- Duty to disclose
- Sensitive / Non-sensitive material
- Repercussions of non-compliance





## Giving Evidence in Criminal Court

This half-day course will provide attendees with the opportunity to understand the court process and how to present credible evidence confidently. It is important that officers involved in criminal investigations and enforcement are confident in presenting evidence in court. If unaware of court procedures and the questioning process, officers' confidence, professionalism and ability to present credible, fair and accurate evidence may be compromised.

The topics covered in this course include:

- The court layout
- Court procedures and processes
- The roles of court staff
- The role of witnesses
- The role of the prosecution
- The role of the defence
- Presenting evidence and responding to questioning
- Contempt of court

# Deploying and Managing Overt CCTV Evidence

If you are involved in the deployment or use of overt CCTV as part of criminal investigations then there are a number of legal requirements you need to comply with. Evidence gathered from CCTV must also be downloaded, handled and managed correctly throughout the course of the investigation and any subsequent legal proceedings.

This one-day course covers the following topics:

- What a Video Surveillance System (VSS) is and how they can assist in criminal investigations
- Overview of the legislation surrounding the use of VSS
- Code of Practice associated with the use of CCTV
- Data Protection Impact Assessments
- Audits and reviewing the deployment of CCTV cameras and evidence gathered from them
- Camera deployment options
- Securing, seizing and producing evidence, including the chain of evidence



# Using Body Worn Cameras

Local Authorities are increasing their use of body worn cameras, both as a way to safeguard their employees but also as a way to gather evidence.

This half-day course will provide information on the legislation surrounding the use of body worn cameras and how to use them, and any evidence gathered, correctly.



## Introduction to RIPA

This half-day course has been designed to provide Local Authority officers with an understanding of the Regulation of Investigatory Powers Act 2000 and when authorisation under this Act is required.

Covert tactics can provide intelligence and evidence needed to assist with the prosecution of offenders. If this evidence is gathered incorrectly this can have severe impacts on the investigation, the officer and the Local Authority.



# Bitesize Investigation Sessions





Our bitesize sessions are one-hour sessions covering key areas. These sessions are suitable for all experience levels.

## **POCKET NOTEBOOK RULES**

This one hour session will cover how to use your pocket notebook when investigating criminal offences and how to ensure you adhere to the pocket notebook rules.

## **EXHIBIT BAGS**

This one hour session will cover the importance of completing evidence bags correctly and the continuity of exhibits.

## **USING INTELLIGENCE IN CRIMINAL INVESTIGATIONS**

This one hour session will cover what intelligence is and how to manage and use it during a criminal investigation.

## **MANAGING VULNERABLE OR INTIMIDATED WITNESSES**

This one hour session will look at how investigators can manage vulnerable and intimidated witnesses and how to get the best evidence from them.

## **DEALING WITH BAD CHARACTER**

This one hour session will look at what bad character is and how it can be used in PACE interviews. The course will also touch upon using bad character against a defendant in court and how investigators can bring this to the attention of their prosecutor.

## **UNDERSTANDING CATEGORIES OF EVIDENCE**

This one hour session will cover the categories of evidence that can be gathered in criminal investigations.

## **PLANNING FOR A SUSPECT OR WITNESS INTERVIEW**

This one hour session will cover different methods that can be used when planning for a suspect or witness interview.

## **BEING A GOOD PROSECUTION WITNESS**

This one hour session will look at how individuals can be a good prosecution witness and other things to consider when attending court.

## **EVIDENCE GATHERING TECHNIQUES**

This one hour session will look at various methods investigators can use to gather evidence during the course of an investigation.

## **DEALING WITH LEGAL REPRESENTATIVES BEFORE & DURING PEACE INTERVIEWS**

This one hour session will look at how investigators can deal with legal representatives and how pre-interview disclosure can be presented.

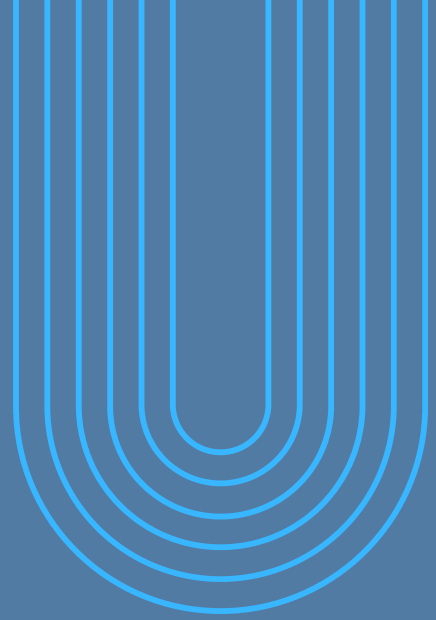
## **VICTIM PERSONAL STATEMENTS AND IMPACT STATEMENTS FOR BUSINESS**

This one hour session will look at when investigators should consider gathering a victim personal statement or business impact statement and how they should be written.

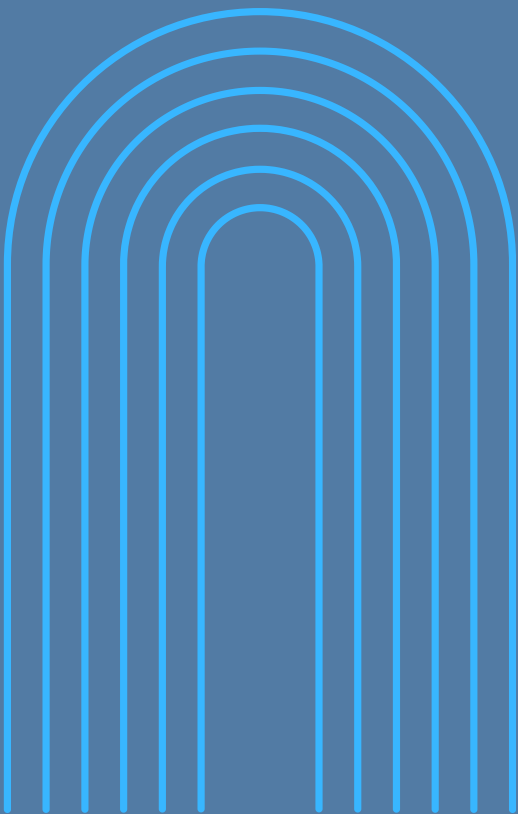
## **PEACE INVESTIGATIVE INTERVIEWING**

This one hour session will cover the stages of PEACE and how to implement them within interviews with victims, witnesses or suspects.





# Regulatory Courses



# Fly Tipping & Householder Duty of Care: Investigation and Enforcement

This half-day training course will provide attendees involved in the investigation and enforcement of fly tipping and householder duty of care with an understanding of the legislation, investigatory techniques and best practice.

The course will look at the following aspects:

- What waste is
- Offences under section 33(1) Environmental Protection Act 1990
- Defences under section 33(7) Environmental Protection Act 1990
- Key case law surrounding fly tipping
- The importance of good scene investigation
- Investigating fly tipping
- The offence of householder duty of care
- Investigatory powers such as the use of section 108 Environment Act 1995, stop and search and vehicle seizure



# Commercial Duty of Care:

## Investigation and Enforcement

All businesses have a duty of care to ensure that their waste is managed correctly and in accordance with the law. There are various methods available to officers involved in the investigation and enforcement of commercial duty of care legislation to ensure that businesses are complying with the legislation.

This half-day course will provide attendees with the following information:

- What waste is
- Waste and the law
- Waste: Who has what responsibility?
- Offences under section 34(1) Environmental Protection Act 1990
- Section 47 Environmental Protection Act 1990
- Trade waste inspections
- Waste carriers licences and waste transfer notes
- Enforcement of the legislation, including the correct use of notices
- Fraudulent use of household waste and recycling centres



# Scrap Metal: Investigation and Enforcement

This one-day course will provide those involved with scrap metal investigation and enforcement with information surrounding the changes made to scrap metal licensing by the Scrap Metal Dealers Act 2013, and the offences contained within the Act.

Attendees will be provided information on the following topics:

- Types of licences
- Application Process
- Suitability of an Applicant
- HMRC Tax Conditionality scheme
- Offences under the Act
- Powers of entry
- Conducting good compliance checks
- Enforcement action against licensed dealers
- Enforcement action against unlicensed dealers including closure notices and closure orders
- Other offences to consider, such as waste carrying and waste transfer notes



# Investigating Waste Crime

This two-day course looks at ways investigators can effectively investigate waste crime including:

- Littering
- Domestic waste
- Fly tipping
- Duty of care (householder and commercial)
- Scrap metal
- Unlicensed waste collectors.

This course will cover the legislation, powers available and investigatory techniques that can be used to tackle waste crime effectively.

This course can be completed over two full days or four half days.







## Vehicle Seizure

This half-day course will provide information on the powers available to officers in relation to seizing vehicles which are involved in fly tipping or breaching duty of care legislation.

This course will provide an understanding of the powers available and how to lawfully use them.

# Introduction to Statutory Nuisance

Nuisance can have a huge impact on peoples lives. Therefore it is important that officers involved in the investigation and enforcement of statutory nuisance know the powers available to them, and how to gather evidence effectively.

This half-day course will look at the powers and investigatory options available to officers investigating nuisance reports.



# Community Protection Notices

This half-day course will provide an understanding of the legislation surrounding Community Protection Notices and how they can be used in practical terms.

The course will cover the following topics:

- What a Community Protection Notice is
- The legislation surrounding Community Protection Notices
- The process of serving a Community Protection Notice
- The evidential requirements when considering service or breaches of a Community Protection Notice





# CONSILIUM

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