

# An Introduction to the Role of Disclosure Officer

## COURSE OVERVIEW

Those involved in criminal investigations may at some stage be required to undertake the role of disclosure officer. It is therefore necessary that individuals are equipped with the essential skills to review and manage unused material. Too often failings in disclosure result in cases collapsing, miscarriages of justice or criticism from the courts.

## LEARNING OUTCOMES

- Understand the roles and responsibilities of the disclosure officer.
- Know the purpose of disclosure.
- Understand the disclosure obligations as part of criminal investigations and proceedings.
- Know how to complete the relevant schedules in respect of unused material.
- Know how and where to identify Rebuttable Presumption material.
- Understand court timetabling responsibilities and stage deadlines – understanding what needs to be done and when.
- Have an introduction to Investigation Management Documents (IMD) and Disclosure Management Documents (DMD).

## COURSE FORMAT

Duration: One day

Method: In person or online

Materials: Course handouts provided

Certification: Completion certificate provided

## AUDIENCE

This course has been designed for those who have been newly appointed to the role of disclosure officer or undertake the role of disclosure officer alongside their role. This course is also suitable for team leaders and managers who want to ensure that their teams are complying with their responsibilities when it comes to the review, scheduling and disclosure of unused material.

