



Investigative Procedure Training Course



Safety Solutions Training Limited
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Course Background

This investigative training course is designed for staff who conduct investigations such as internal employment matters, disciplinary inquiries, or matters which may lead to criminal or civil trials. These investigations are required to comply with specific legislation to ensure they are conducted openly, honestly, and fairly, thereby complying with legislation such as the Police and Criminal Evidence Act 1985, Rules of Evidence, and the Criminal Procedures and Investigations Act 1996.

The course is designed to follow a step-by-step pathway through an investigation, from the initial allegation or inquiry right through to a potential court prosecution. It includes the following topics:

- Evidence gathering and recording.
- Section 9 Statement taking
- PACE-compliant interviews
- Case file preparation, (including basic principles of CPIA)
- Exhibit handling & Court attendance.

The Trainer

Glyndwr brings to the table over 30 years of comprehensive law enforcement experience with the Metropolitan Police Service (MPS). The pinnacle of his career was his tenure as a Detective Sergeant in the Homicide Command, where he was instrumental in investigating numerous domestic homicides.

Glyndwr's career spanned a variety of challenging roles, including leadership positions in Child Abuse Investigation, domestic abuse, race hate, and homophobic crimes within a Community Safety Unit. His adaptability was further demonstrated in his role as a trainer and mentor for MPS Family Liaison Officers and budding detectives at The Detective Training School, Hendon.

He served as a representative of the Metropolitan Police on various safeguarding boards, including MARAC, making significant contributions to the successful investigations involving domestic abuse, vulnerable adults, and child exploitation.

In his most recent role, Glyndwr spearheaded a Multi-Agency Safeguarding Hub (MASH) for 18 months, demonstrating his exceptional leadership and team management skills. After concluding his service with the Police, he transitioned into a role as a safeguarding consultant, delivering safeguarding training to a range of agencies including the Police, local authorities, and housing agencies.

Glyndwr Jones's extensive law enforcement experience, outstanding leadership, and training expertise make him an invaluable asset to community safety. Delegates learning from Glyndwr can anticipate gaining invaluable insights and expertise.



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Course Content

- Understand how to conduct an 'evidence-led' inquiry using an investigative mindset, including the ability to approach investigations objectively, critically analyse information, and maintain an open mind to all potential leads and evidence.
- Be able to identify reasonable lines of inquiry by thoroughly examining all available information, recognising potential sources of evidence, and developing strategies to pursue relevant avenues of investigation.
- Understand the rules of evidence in relation to evidence gathering and recording, ensuring that evidence is collected legally, properly documented, and maintained in a manner that preserves its integrity and admissibility.
- Understand the legislation in relation to conducting PACE-compliant interviews, including the appropriate procedures, rights of interviewees, and the importance of conducting interviews fairly and ethically.
- Know how to obtain and structure a Section 9 evidential statement, ensuring that witness statements are comprehensive, accurate, and comply with legal requirements.
- Understand the basic principles of CPIA (Criminal Procedure and Investigations Act), including the disclosure obligations, the handling of sensitive materials, and the preparation of materials for court proceedings.
- Learn about case file preparation, including the organisation, indexing, and presentation of evidence, witness statements, and other relevant materials in a clear and logical manner.
- Gain knowledge about attending court and giving evidence, including courtroom procedures, effective communication techniques, and strategies for presenting evidence clearly and credibly.
- Develop an understanding of the ethical and professional standards expected of investigators, including maintaining objectivity, respecting individual rights, and upholding the principles of fairness and due process.
- Gain practical experience through scenario-based exercises, allowing them to apply the knowledge and skills acquired during the training in simulated investigative situations.

Duration:

The course is delivered over two days in a face-to-face format and is scenario-based. It combines group discussions, teamwork in breakout rooms, as well as PowerPoint and video presentations. The course can be tailored to suit the specific types of agencies and investigations, such as housing associations, local authorities, or private companies.