

Investigation Techniques Training

INTRODUCTION

This course is designed for people who are required to investigate incidents in the workplace. It looks at tools and techniques to enable the investigation to gather appropriate information and complete appropriate reports.

COURSE OBJECTIVES

By the end of the course, delegates will be able to:

Explore why incidents arise and how these should be investigated

COURSE DURATION: 1 Day Course



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COURSE CONTENTS

Introduction to Incidents and Investigation

To brief students in broad terms on the types of incidents they will be required to investigate and the issues that may arise.

Focus on impact/ accountability at an individual, team, division and company level.

Discussion

Is the learning from previous incidents turned into company policy and good practice?

How can it be captured?

Briefing and Debriefing

Board Blast

The 'Golden Hour' principle and the attrition of material:

Movement

Elimination

Addition

Loss

Discussion

Exhibit handling and forensic value

Integrity & Continuity

Developing an investigative plan

Looking at sources of material and what material is.

(Physical evidence, witnesses accounts, victim's accounts,

Circumstantial evidence, passive data, intelligence)

Relationship between knowledge & experience (*Stewart 1998*)

The investigative mindset – understanding the source of material, planning &

preparation, examination, recording & collation, evaluation, 5WH

Communications – Internal/External (Media)

An Investigative model

An example of an investigative model which emphasises evaluation and review

Decision Making

Working rules – personal bias, verification bias, availability error, inference and prejudice, mission creep

5WH – Known, Not Known, Conflicts, Consistencies

Hypothesis

Interviewing

PEACE model

Briefing and reports

SAFCOM

Case Study and SITREP (Situation Report), construction shown on screen.

Discussion - Personal Development Plans

Student to identify a development plan for themselves 'SMART' or 'SMARTER' plans principle.

Future courses for development.

