

# Police Training courses





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# Introduction

## Introduction

This document is designed to help police forces inform their training procurement decisions by presenting an outline of the standard courses Xact offers, their content and our flexible methods of delivery.

Our aim is to offer training that is fit for purpose, meeting specific criteria required. This means we are happy to adapt any aspect of our courses to meet customer requirements in terms of duration, content, assessment, venue, delivery and date.

## National Occupational Standards (NOS)

Courses are designed to the National Occupational Standards for a variety of roles and responsibilities within police intelligence and investigation subject areas.

## Training for Police Officers and Civilian Personnel

Our training is mainly in the area of intelligence development and investigation. Use of covert activity, such as in accordance with RIPA, open source internet research, communications data, sensitive intelligence management and interview skills form core skill training subjects.

## Qualifications

Qualifications are available for some courses

## Customer service

Please register your interest by completing and submitting our enquiry form (see Appendix M), or contact us to arrange an obligation-free discussion about your particular requirements.

## RIPA: Applicants and Gatekeepers

### Target audience

Those involved in the application process in accordance with RIPA

### Aim

To ensure RIPA applications are made in accordance with RIPA codes and legislation, best practice and related case law

### Outcomes

Delegates should be able to:

- consider RIPA in context of Human Rights and related legislation
- understand relevant codes, "statutory instruments" and "grounds for necessity"
- identify the roles of applicant and gatekeeper
- identify risks of non-compliance
- describe the meaning of "necessary", "proportionate", "collateral intrusion", "less intrusive" in context
- define confidential information and required level of authorisation
- describe directed surveillance, intrusive surveillance, private information
- discuss covert and overt operations, use of CCTV cameras and listening devices
- describe practical implications e.g. objectives risk assessment, health and safety
- describe what constitutes a CHIS (Covert Human Intelligence Source): and understand relevant management issues and confidential intelligence unit function
- be aware of relevant case law

### Delivery

The sessions will be delivered using a mix of PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

### Duration

1 day

## RIPA: Authorising Officers

### Target Audience

Officers responsible for authorising directed surveillance and CHIS in accordance with RIPA

### Aim

To ensure RIPA authorisations are properly considered, in accordance with relevant codes, legislation, best practice and related case law

### Outcomes

Delegates should be able to:

- consider RIPA in context of Human Rights and related legislation
- understand relevant codes, "statutory instruments" and "grounds for necessity"
- explain role of Office of Surveillance Commissioner and how that function is carried out
- describe the roles and responsibilities of an authorising officer
- identify risks of non-compliance
- describe the meaning of "necessary", "proportionate", "collateral intrusion", "less intrusive" in context
- discuss RIPA and disciplinary investigations
- define confidential information and the required level of authorisation
- describe directed surveillance, intrusive surveillance, private information
- discuss covert and overt operations, use of CCTV cameras and listening devices
- describe what constitutes a CHIS (Covert Human Intelligence Source) and discuss relevant authorisation issues
- describe authorisation considerations, review and cancellation processes
- be aware of relevant case law
- be prepared for challenges at court in relation to lawfulness of authorisation

### Delivery

The sessions will be delivered using a mix of PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

### Duration

2 days

## NIM: National Intelligence Model

### Course information

Providing practical guidance in relation to structure and function of the National Intelligence Model, the course offers core skill training to intelligence personnel

### Target Audience

Personnel in roles within intelligence units

### Aim

To provide all personnel working within the intelligence management arena with the knowledge and skills required to function in accordance with the National Intelligence Model

### Outcomes

Delegates should be able to:

- describe the NIM process
- describe the difference between information and intelligence
- define components of The Intelligence Cycle
- describe information collection methods and legislation that impacts upon the process
- demonstrate the "5x5x5" evaluation process
- prepare sanitised intelligence reports
- describe and apply handling codes and risk assessments
- apply Government Protective Marking Scheme
- demonstrate compilation and administration of control strategies
- describe how intelligence is used to inform decision-making
- demonstrate tactical and strategic tasking and coordinating meeting management
- describe the role of analysis: Identifying intelligence gaps, strengths and weaknesses
- describe the four intelligence products
- demonstrate briefing procedures
- understand security requirements relating to intelligence

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

### Duration

3 days

# Intelligence Officer

## Target Audience

Personnel in roles within intelligence units

## Aim

To provide the core skills required by personnel deployed within an intelligence management environment

## Outcomes

Delegates should be able to:

- explain the terms 'information' 'intelligence' 'evidence'
- recognise the key components of the Intelligence Cycle
- understand the impact of relevant legislation within an intelligence environment
- explain the principles of the National Intelligence Model and describe the four key intelligence products
- demonstrate the 5 x 5 x 5 evaluation process
- describe information security processes
- identify sensitive intelligence and how it is managed
- demonstrate sanitisation and parallel processing in sensitive intelligence
- identify the intelligence research sources available
- produce assessed intelligence products
- explain risk assessment and prioritisation
- demonstrate effective briefing techniques
- outline CPIA and PII in relation to the intelligence environment
- explain intelligence officer evidence in court

## Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

## Course Duration

3 days

## Advanced Intelligence Officer

### Target Audience

Intelligence officers

### Aim

The course aims to provide delegates with understanding and practical skills to lawfully and ethically manage sensitive intelligence.

It is also designed to identify methodology relating to converting sensitive intelligence into intelligence that can be further disseminated with reduced risks. Practical knowledge relating to the use of intercept product, communications data, internet and cell site data for intelligence purposes is also provided

### Outcomes

Delegates should be able to:

- be aware of the HRA, DPA and the impact upon management of personal data
- understand the process of risk management in relation to achieving strategic and operational objectives
- identify sensitive intelligence, its management and development
- be able to manage and convert sensitive intelligence into a product for less restricted dissemination
- be able to manage intercept product in accordance with RIPA and be able to parallel source intelligence and evidential opportunities
- understand evidential and intelligence opportunities from communications data, particularly cell site and internet data
- be able to complete, evaluate, risk assess, and disseminate 5x5x5 intelligence logs in accordance with MOPI guidance
- be able to produce intelligence and risk assessments for briefings
- understand disclosure rules relating to sensitive intelligence, together with PII and the process relating to evidence derived from intercept products

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

### Duration

3 days

## Internet open source investigations

### Course information

This course enables investigators and intelligence researchers to effectively research and collect information from open source internet.

The mix of technical and simple methods introduced in this course reveal intelligence that is available through research of network data and website content. The course also explains how to reveal data that can be utilised through RIPA acquisition of communications data to progress investigations

### Target Audience

Those involved in gathering intelligence and evidence

### Aim

To enable delegates to effectively source information from the internet

### Outcomes

Delegates should be able to:

- describe internet and email terms, processes and connectivity
- effectively use search engines
- explain implications of Article 8 Human Rights, RIPA and Lawful Business Practice Regulations
- devise strategies to search the internet effectively
- demonstrate use of open source websites to establish links to other information, intelligence or evidence
- demonstrate research of individuals, organisations, phone numbers, websites and online blogs
- research social networking sites e.g. Facebook, Bebo
- identify the range of freely available sources of information and intelligence on internet
- demonstrate how to open full headers on emails using email software to identify sender or recipient ISP, IP address and/or website
- interpret spoof email headers and trace sender
- explain audit trail and CPIA disclosure issues relating to internet research
- describe IP number allocation and apparatus identification
- relate information available open source with that available through RIPA Communications Data Acquisition and understand how both interact

## Appendix F

### **Delivery**

PowerPoint presentation, flipchart explanation, group discussion, practical examples, case studies and computer practice sessions

### **Course duration**

1 - 4 days. How many days required will depend on customer e.g. covering a broad range of subjects may necessitate the full 4 days. An in-depth focus on a discrete subject area could be covered by fewer days. In short, we'll make sure your course lasts only as long as it needs to

## Core interview skills

### Target Audience

A refresher course for those with previous training involved in the interview of suspects and further development for those currently conducting interviews of suspects

### Aim

To provide delegates with the opportunity to further develop core interview skills

### Subject areas

- Introducing information as evidence
- Admissibility of evidence (Sect 76 & 78 PACE)
- Peace model of interviewing
- Planning and preparation
- Pre-interview disclosure
- PACE Caution and understanding
- Introduction to taped interviewing
- Conversation management
- Questioning styles
- Managing solicitors
- Evaluation of interview

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, case studies and practical interview sessions

### Duration

2 days

## PEACE interviews

### Target Audience

Officers who conduct interviews with suspects in accordance with the Police & Criminal Evidence Act 1984

### Aim

To enable delegates to carry out investigative interviewing

### Outcomes

Delegates should be able to:

- understand framework of peace interviewing
- prepare interview plans
- manage pre-interview disclosure
- understand the value of questioning styles
- use conversation management
- interview using active listening skills
- introduce exhibits
- use best practise for conducting of interviews
- evaluate information obtained

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples, case studies and practical interview exercises with role players, using recording media

### Duration

5 days

## Tier 3 Advanced Suspect Interviewing: PIP Level 2 Specialist

### Target Audience

Officers involved in the investigation of serious and complex crime primarily for detective rank PIP Level 2

### Aim

To enable delegates to carry out suspect interviews relating to serious and complex crime in accordance with the Police & Criminal Evidence Act 1984

### Outcomes

Delegates should be able to:

- prepare interview strategy and plan taking in account evidence available, bad character issues and applicable special warnings legislation
- understand use of bad character legislation
- understand impact of special warnings
- understand the role of legal advisor
- prepare written disclosure for legal advisor and underpinning case law
- apply se3r (memory tool)
- understand the impact of inferences that can be drawn from silence
- use questioning styles and topic management in practical scenarios
- evaluate interviews
- effectively manage interview record

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples, case studies and practical interview exercises with role players and solicitors, using recording media

### Duration

15 days

## Tier 5 Interview Advisor/Coordinator: PIP level 2 Specialist

### Target Audience

Those who advise and co-ordinate interviews in complex investigations

### Aim

To enable delegates to advise and co-ordinate advanced interviews

### Outcomes

Delegates should be able to:

- describe roles and function of interview advisor
- ensure integrity and security of interview records
- describe characteristics of significant/vulnerable witnesses and vulnerable suspects
- identify ways in which other experts/agencies might be used
- identify appropriate disclosure, interview, cell block and media strategies
- evaluate information from statements and interviews
- evaluate option relating to locations, equipment and resource requirements

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

### Duration

5 days

## Pre interview disclosure

### Target Audience

Officers who carry out interviews of suspects

### Aim

To enable delegates to manage requests for disclosure prior to interviews

### Outcomes

Delegates should be able to:

- understand the role of legal advisor
- manage legal advisors
- understand relevant case law
- explain active defence
- appreciate the different methods of disclosure

### Delivery

PowerPoint presentation, flipchart explanation, group discussion, practical examples and case studies

### Duration

1 day

## Course support information

### National Occupational Standards and personal professional development

Courses are designed to cross-map with the Policing and Law Enforcement National Occupational Standard (NOS)

### Qualifications

Xact provides qualifications on courses if required by the customer. We are also able to provide qualifications tailor made to customer requirements. Our partner QA Associates, which has Approved Assessment Centre status, offers:

- Qualification design
- Development of qualification approval with Edexcel
- Internal verification for qualifications

### Continual Professional Development

Xact is a member of the Continual Professional Development (CPD) Certification Service.



Courses are independently assessed by the CPD Certification Service and comply with their professional standards. CPD Certification Service branded certificates for 6-7 hours per day are issued to delegates

### Courses

Courses consist of three phases:

- Learning – acquiring knowledge, understanding and skills
- Practising – using real-life reconstructions designed to replicate workplace activities of delegates
- Comprehensive debrief – to confirm learning

### Delivery method

PowerPoint presentations, flipchart explanation, group discussion, individual tuition, practical exercises to reinforce outcomes, scenarios and case studies.

Courses include exercises and assessments which replicate work place activities

### Delegate numbers

Xact restricts delegate numbers to allow an optimal level of interaction between delegates and tutor. This provides delegates with the best opportunity to achieve learning outcomes

## Appendix L

### Assessment

Most courses are assessed. Assessment standards are based on delegates National Occupational Standard workplace role

### Xact provision

On courses, Xact provides:

- Tutor with experience and expertise in course subject areas
- Specialist teaching staff such as actors, magistrates and lawyers
- Course design
- Comprehensive delegate manuals
- Delegate exercises to practise learning outcomes
- Specialist equipment
- Course assessment
- Course evaluation

### Location and dates

To suit customer. Please call to discuss options

### Enquiries

Please call us on 08545 0941 885 or complete enquiry form on following page

## Enquiry form

**Your contact details:**

Organisation:

Name:

Role:

Telephone:

Email address:

**Course details:**

Course subjects:

Require training designed to meet a specific need? Please state subject areas:

How many delegates for each course?

Preferred training dates?

Message:

Please complete and:

- Fax to 0845 0941 887, *or*
- Scan and email to [courses@xact.org.uk](mailto:courses@xact.org.uk), *or*
- Post to Xact Consultancy & Training Limited, PO Box 42, Chipping Campden, Gloucestershire GL55 6WL

## Xact Consultancy and Training Limited

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### Insurance

Xact are insured for: Public and Employers Liability  
Professional Indemnity

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