

ADVANCED SKILLS IN INVESTIGATION AND ENFORCEMENT



La Touche Training
the legal training consultants



A four-module intensive training programme for any officers who have an investigation and enforcement role. Delegates will receive training that ensures that they carry out their investigations in a professional manner and are able to obtain and secure evidence in compliance with the law and be able to present and stand over it in court. This training will provide all officers with the essential skills needed to enforce the law in compliance with best practice. It illustrates that the way that the evidence is collected and recorded affects the admissibility, credibility and weight of the evidence.

"The course provided the team with clear and user friendly guidance on all stages of the report preparation process from framing, through information gathering, analysing information to writing the report itself. I would consider the course one of the most beneficial completed by the team to date."

John Coady, Chief Audit Manager - Food Safety Authority of Ireland

La Touche Training is Ireland's leading legal training company. Over 70,000 delegates have attended our high quality and innovative training programmes.

La Touche Training

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WHO AND WHY?

This training is designed to provide officers with a clear insight into the legal framework in which they work. Delegates attending will examine the relevant legislation, practice, procedures and rules of evidence that impact on their work. They will learn from qualified lawyers to apply best practice in their procedures to ensure consistent standards are applied across the board, at all stages of the investigation. Delegates will learn how to investigate, collect and record evidence properly so that they can stand over their notes and statements when challenged in court. Evidence gathered must be presented effectively in court. The training is designed to give officers an insight into the way in which lawyers attack and undermine their evidence during cross-examination. Officers will learn how to prepare their case for court, work effectively with their lawyers and deal with the opposing lawyers questioning techniques confidently and effectively.

COURSE OUTLINE

The course is intensive, highly practical and interactive where the delegates learn by doing through interactive sessions, practical exercises and role-play exercises. It is flexible and modular based in order to meet the exact needs of the audience. Programmes can be tailored according to clients' needs.

Module 1 - Law, Evidence, Procedure and Best Practice (1-day)

On completion of this module, delegates will:

- Have an appreciation of their governing legislation, particularly their powers
- Understand the need for consistency of approach in enforcement procedure
- Recognise different types of evidence, including, oral, documentary, hearsay, circumstantial and real evidence, which includes use of notebooks, photographs, maps, recorded evidence and samples as evidence
- Distinguish between facts, inferences and opinions
- Follow best practice in evidence gathering procedure
- Consider the rules of evidence and admissibility of evidence
- Have an understanding of our legal system, court system and criminal prosecution procedure both summary and indictable.
- Follow guidelines in relation to the procedure required in case preparation

Module 2 - Investigative Interviewing (1 day)

On completion of this module, delegates will be able to:

- Balance investigative powers with an individual's rights
- Plan and prepare an investigative interview
- Use different questioning techniques and structure the interview
- Use different interviewing models
- Deal effectively with disclosure, evidence, silences, selective answering, issues of self-incrimination
- Learn how to caution and have an understanding of the Judges Rules

Module 3 - Excellence in Written Evidence (1 day)

On completion of this module, delegates will be able to:

- Create, maintain and enhance best practice standards in note taking and maintenance of officers' notebooks
- Create, maintain and enhance best practice standards in statement writing
- Consider and follow best practice in both investigation and prosecution report writing, to include analysis of model report formats

Module 4-Giving Effective Evidence (1-day)

On completion of this module, delegates will be able to:

- Understand summary and indictable trial procedure
- Consider the process of giving evidence and how best to prepare
- Appreciate the differences between examination-in-chief, cross-examination and re-examination
- Consider the techniques used by lawyers in cross-examination
- Analyse how to handle cross-examination, in particular getting across the whole truth
- Experience cross-examination in the witness box, and receive feedback based on assessment criteria, covering content, structure and presentation.

KEY LEARNING POINTS

- Gain an excellent knowledge of relevant legislation, procedures and practice
- Analyse the rules of evidence and how to ensure collected evidence is admissible
- Improve standards in interviewing, note-taking, and statement/report writing
- Learn how to give confident and clear testimony in court and to present the evidence in the best way possible

We have worked with a wide range of delegates coming from Government, Local Authority & HSE backgrounds.

A selection of our Regulatory & Enforcement clients include

- Aviation Authority
- Companies Registration Office
- Comreg
- Competition Authority
- Department of Agriculture, Enforcement Section
- Department of Marine & Natural Resources
- Environmental Protection Agency
- Environmental Health Officers
- Financial Regulator
- Food Safety Authority
- Health & Safety Authority
- Fire Services Council
- Road Safety Authority
- Health Service Executive
- Irish Prison Service
- Local Authorities
- Medical Bureau of Road Safety
- National Parks and Wildlife Service, Enforcement Section
- Naval Service
- Office of Public Works
- Office of Environmental Enforcement
- Office of Refugee Asylum Tribunal
- Private Security Authority
- Revenue Commissioners
- State Laboratory
- Valuation Office

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