

University of Kelaniya and National Police Academy

Coordinated by the dePArtment of forensic Medicine

Training Log Book

Higher diploma in crime investigation (2021)

Maintenance of this record book and training log is the responsibility of the trainee.

After completion of each training attachment the log should be completed by the trainee and supervisor’s signature should be obtained.

Duly completed Record book and training log is the documentary proof of the satisfactory completion of in-service training which should be submitted to the coordinator prior to final semester exams.

Non submission of the duly completed record book and training log as well as quarterly reports of the in-service training will lead to withhold of results of HDCI

Course Structure and Relevant In-Service Training Units

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Course code** | **Course name** | **Credit value** | **In Service training unit** |
| 1 | HDCI 11012 | Professional Ethics | 2 | Crime Branch |
| HDCI 11024 | Criminology & Criminal Justice | 4 | Crime Branch |
| HDCI 11034 | Fundamental Principles of Crime Investigation 1 | 4 | Crime Branch |
| HDCI 11043 | Application of Crime Scene Management | 3 | SOCO Branch |
| HDCI 11052 | Fundamental Rights & Victim’s Rights of Crime Investigation | 2 | Crime Branch/ Women & Children desk |
| HDCI11203 | English for Crime Investigation\* | 3 | - |
| HDCI11212 | ICT for Crime Investigation\* | 2 | - |
| 2 | HDCI 12062 | Community Policing for Crime Prevention | 2 | Community Policing unit |
| HDCI 12073 | Investigative Forensic Science | 3 | Crime Branch/SOCO |
| HDCI 12083 | Forensic Medicine for Crime Investigation | 3 | Crime/ MO Branch |
| HDCI 12092 | Investigation on Child Abuse & Gender Based Violence | 2 | Women & Children desk |
| HDCI 12104 | Managing Crime Investigations | 4 | Crime/SOCO |
| 3 | HDCI 21115 | Investigative crime Research & Work-based assignment | 5 | DCDB or any branch |
| HDCI 21126 | Interviewing & Interrogation | 6 | Crime/Women & Children desk/ MO Branch |
| HDCI 21132 | Forensic Accounting for Crime Investigation | 3 | SCIB/Crime |
| HDCI 21143 | Cyber Crime Investigation | 3 | Cybercrime unit / IT Lab/ Women & Children desk/SCIB |
| 4 | HDCI 22154 | Fundamental Principles of Crime Investigation 2 | 4 | Crime branch |
| HDCI 22163 | Crime profiling for crime investigation | 3 | Crime Branch/Women & Children’s desk |
| HDCI 22172 | Criminal Intelligence & Surveillance for Investigation | 2 | Special Branch/ Crime Branch/Women & Children’s desk |
| HDCI 22182 | Disaster Management & Disaster Victim Identification | 2 | MO Branch |
| HDCI22194 | Law of Evidence and Prosecutions | 4 | Prosecution Branch/Courts |
|  |  | **Total** | **66** |  |

Course Units and Assignments based on In-Service Training

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| --- | --- | --- | --- |
| **Semester** | **Course code** | **Course name** | **Assignment** |
| 1 | HDCI 11012 | Professional Ethics | A **discussion** on a case where there is an ethical issue regarding the investigations conducted at the teaching police station during the training period or within one year with evidence. Discussion should consist of 1,500 words. The candidate should make a **presentation** to a viva panel consist of one examiner from the University while the other is from NPA. |
| HDCI 11024 | Criminology & Criminal Justice | **Group debates** on topics related to the subject covered where individual marking is done. The assessments will be done by examination panel consist of one from UOK and another from NPA. |
| HDCI 11034 | Fundamental Principles of Crime Investigation 1 | An **essay** of minimum 1,500 words based on a topic covered by the Unit Outcomes based on field training. |
| HDCI 11043 | Application of Crime Scene Management | **Presentation** based on a crime scene management conducted at the teaching police station certified by the supervisor. Viva voce examination based on presentation conducted by an examination panel consist of university academics and examiners from NPA. |
| HDCI 11052 | Fundamental Rights & Victim’s Rights of Crime Investigation | A **reflective note** on a possible violation of fundamental rights based on a case investigated at the teaching police station during past one year. The word count 1000-1500. The trainee should **present the case** at a viva consist of an examiner panel from the University and NPA. |
| HDCI 11203 | English for Crime Investigation\* | **Practical exam** |
| HDCI 11212 | ICT for Crime Investigation\* | **Practical exam** |
| 2 | HDCI 12062 | Community Policing for Crime Prevention | A report of 1,500 words on **an implemented crime prevention community policing project** with evidence. The presentation and viva –voce will be assessed by one university academic and one from NPA. |
| HDCI 12073 | Investigative Forensic Science | A **reflective note** about 1,500 words based on a case failed due to issues in forensic scientific evidences that occurred at the teaching police station certified by the supervisor. The presentation is followed by viva voce conducted by scientists of the Government Analyst department, academics from the Department of Forensic Medicine and NPA. |
| HDCI 12083 | Forensic Medicine for Crime Investigation | A **reflective note** about 1,500 words based on an autopsy observation carried out while at field training certified by the area JMO. The presentation is followed by viva voce conducted by examiners from the Department of Forensic Medicine and NPA. |
| HDCI 12092 | Investigation on Child Abuse & Gender Based Violence | **A Reflective note** on management of child abuse conducted at the teaching police station during training. **Presentation** based on the same case followed by viva voce. |
| HDCI 12104 | Managing Crime Investigations | A **Reflective note** on a crime scene investigation conducted according to the principles. A **presentation** followed by viva voce of the same. |
| 3 | HDCI 21115 | Investigative crime Research & Work-based assignment | Assessment will take the form of a **work-based assignment** of between 5000 and 6000 words (includes the outline proposal submitted by the candidate and accepted as appropriate by the teachers).  The outline proposal is to be submitted during the duration of the second semester of programme delivery. The **research presentation** after conducting the research will take place at the end of 3rd semester. **Final research report** should be submitted within 3 months after presentations. |
| HDCI 21126 | Interviewing & Interrogation | **Reflective note** on a case failed in courts due to issues in the interview and interrogation which has happened in the teaching police station during past 5 years. The case should be certified by the supervisor. Presentation and viva followed from the same case. |
| HDCI 21132 | Forensic Accounting for Crime Investigation | Select a financial crime investigation that involved or performed or in progress attached in your teaching police station within a year. Prepare **Financial Crime Examination Report** for legal proceedings (Attorney General Department/ Court) accordioning to national/international guidelines.  (Report 20%, Presentation 20%) |
| HDCI 21143 | Cyber Crime Investigation | Preparing an **investigating plan** based on a Cyber-crime reported in the newspaper within past year. |
| 4 | HDCI 22154 | Fundamental Principles of Crime Investigation 2 | **Reflective note** on a management of an investigation of a complex crime that has been indicted in a court of law from the teaching police station for past 5 years considering the crime file, investigative notes and summaries of crimes |
| HDCI 22163 | Crime profiling for crime investigation | Development of **two crime profiles** based on two cases reported during past 3 months to the teaching police station, certified by the supervisor. Presentation and viva based on the above |
| HDCI 22172 | Criminal Intelligence Surveillance for Investigation | A **reflective note** (1500 words) on a case where criminal intelligence and surveillance used for an ongoing pending case at the teaching police station, certified by the supervisor. **Presentation** followed by viva voce. |
| HDCI 22182 | Disaster Management & Disaster Victim Identification | Filling of the **Interpol report** of missing person based on a missing person reported to the police station during past 6 months, certified by the supervisor. |
| HDCI22194 | Law of Evidence and Prosecutions | **Reflective report** of 1500 words on an experience where the candidate/ subordinate has led the prosecution in the courts produced with evidence. Certificate of Attendance in the case the report is based where the officer was the prosecutor/ if it is a subordinate within past two years. |

Training Attachment: Crime Branch

List of crime investigations involved: as an investigating officer/ observer

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| --- | --- | --- |
| **Semester** | **Nature of Offense:**  Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other  (IB Ref/GCR) | **Short signature of the supervisor** |
| **1st Semester** |  |  |
| Remarks *(Comment about the quantity/quality and other dedication to improve the services based on new knowledge)*:  Name of the supervisor/s Signature of the supervisor/ s  Date Official seal | | |
| **Semester** | **Nature of Offense:**  Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other  (IB Ref/GCR) | **Short signature of the supervisor** |
| **2nd**  **Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge):*  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other  (IB Ref/GCR) | **Short signature of the supervisor** |
| **3rd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other  (IB Ref/GCR) | **Short signature of the supervisor** |
| **4th Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |

Training Attachment: SOCO Unit

List of crime investigations involved: as a SOCO officer/ observer

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| --- | --- | --- |
| **Semester** | **Nature of Offense:**  Homicide, Sharp force/blunt, Homicide firearm/bomb/ arson/other, Robbery, Rape/ Child abuse/sexual offences, Suspicious, Other (IB Number) | **Short signature of the supervisor** |
| **1st Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Homicide, Sharp force/blunt, Homicide firearm/bomb/ arson/other, Robbery, Rape/ Child abuse/sexual offences, Suspicious, Other (IB Number) | **Short signature of the supervisor** |
| **2nd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |

Training Attachment: Women & Children Desk

List of crime investigations involved:

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| --- | --- | --- |
| **Semester** | **Nature of Offense:**  Child abuse physical, Sexual abuse < 16 years, Sexual abuse > 16 years, Sexual harassment, Domestic violence, Other (IB Number ) | **Short signature of the supervisor** |
| **1st Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Child abuse physical, Sexual abuse < 16 years, Sexual abuse > 16 years, Sexual harassment, Domestic violence, Other(IB Number ) | **Short signature of the supervisor** |
| **2nd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Child abuse physical, Sexual abuse < 16 years, Sexual abuse > 16 years, Sexual harassment, Domestic violence, Other (IB Number) | **Short signature of the supervisor** |
| **3rd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Child abuse physical, Sexual abuse < 16 years, Sexual abuse > 16 years, Sexual harassment, Domestic violence, Other (IB Number) | **Short signature of the supervisor** |
| **4th Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |

Training Attachment: Miscellaneous Offences Unit

List of crime investigations involved:

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| --- | --- | --- |
| **Semester** | **Nature of Offense:**  Civil disputes, Land disputes, Environmental, Minor offences, Other (Serial Number) | **Short signature of the supervisor** |
| **2nd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Civil disputes, Land disputes, Environmental, Minor offences, Other (Serial Number) | **Short signature of the supervisor** |
| **3rd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |
| **Semester** | **Nature of Offense:**  Civil disputes, Land disputes, Environmental, Minor offences, Other (Serial Number) | **Short signature of the supervisor** |
| **4th Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |

Training Attachment: SCIB (Special Crime Investigation Bureau)

List of crime investigations involved: as an investigating officer/ observer

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| --- | --- | --- |
| **Semester** | **Nature of Offense:**  Fraud/ financial or other, Questionable documents, Other (Serial Number) | **Short signature of the supervisor** |
| **3rd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | | |

Training Attachment: DCDB (District Crime Detective Bureau)

List of crime investigations involved: as an investigating officer/ observer

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| **Semester** | **Statistics, Crime mapping, Crime profiling, Unsolved crime, Other** | **Short signature of the supervisor** |
| **3rd Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |

Training Attachment: Prosecution Branch/Courts

List of crime investigations involved: as an investigating officer/ observer

|  |  |  |
| --- | --- | --- |
| **Semester** | **Grave Crimes (Nature of offense), Minor Offences (Nature of offense), Magistrate courts, Traffic courts, Other** | **Short signature of the supervisor** |
| **4th Semester** |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | |

Training Attachment: Community Policing

List of crime investigations involved: as an investigating officer/ observer

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| --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Community Programme 1** | **Community Programme 2** | **Community Programme 3** | **Community Programme 4** | **Other** | **Short signature of the supervisor** |
| **2nd Semester** |  |  |  |  |  |  |
| Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):  Name of the supervisor/s Signature of the supervisor/ s  Date official seal | | | | | | |

Feedback Form on In-Service Training (Quarterly report to the BOS in HDCI)

This feedback form should be filled after discussing with the student regarding his/her progression during the in-service training. If there are any deficiencies necessary advice should be given enabling him/her to achieve a better grade in next evaluation

**Period of assessment** *(please tick the appropriate box)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1st year** | 1st Semester | End of 1st Semester in-service Training before submitting assignments |  | 2nd Semester | End of 2nd Semester in-service Training before submitting assignments |  |
| **2nd year** | 3rd Semester | End of 1st Semester in-service Training before submitting assignments |  | 4th Semester | End of 1st Semester in-service Training before submitting assignments |  |

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| --- | --- | --- | --- | --- | --- |
| Evaluating component | Very poor | Poor | Satisfactory | Good | Very good |
| Attendance |  |  |  |  |  |
| knowledge |  |  |  |  |  |
| Attending to assignment |  |  |  |  |  |
| Skills |  |  |  |  |  |
| Attitudes |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Responsibility bearing |  |  |  |  |  |
| Leadership skills |  |  |  |  |  |

Remarks:

Name of the supervisor/s (OIC) Signature of the supervisor/ s (OIC)

Date official seal

Name of the supervisor/s (ASP) Signature of the supervisor/ s (ASP)

Date official seal