



Training Log Book

HIGHER DIPLOMA IN CRIME INVESTIGATION
(2021)

University of Kelaniya and National Police Academy
COORDINATED BY THE DEPARTMENT OF FORENSIC MEDICINE

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

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) according 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.

Name of the Student:

HDCI ID Number:

Training Attachment: Crime Branch

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

Semester	Nature of Offense: Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other (IB Ref/GCR)	Short signature of the supervisor
1st Semester		
<p>Remarks <i>(Comment about the quantity/quality and other dedication to improve the services based on new knowledge):</i></p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s Official seal</p>		

Name of the Student:

HDCI ID Number:

Semester	Nature of Offense: Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other (IB Ref/GCR)	Short signature of the supervisor
2nd Semester		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

Semester	Nature of Offense: Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other (IB Ref/GCR)	Short signature of the supervisor
3rd Semester		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

Semester	Nature of Offense: Murder, Assault, Robbery, Narcotics, Fraud, Accidents, Other (IB Ref/GCR)	Short signature of the supervisor
4th Semester		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

Training Attachment: SOCO Unit

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

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		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

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		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

Training Attachment: Women & Children Desk

List of crime investigations involved:

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		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

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		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

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		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

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		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s Date</p> <p>Signature of the supervisor/ s official seal</p>		

Name of the Student:

HDCI ID Number:

Training Attachment: Miscellaneous Offences Unit

List of crime investigations involved:

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
Date

Signature of the supervisor/ s
official seal

Name of the Student:

HDCI ID Number:

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

Name of the Student:

HDCI ID Number:

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

Name of the Student:

HDCI ID Number:

Training Attachment: SCIB (Special Crime Investigation Bureau)

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

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

Name of the Student:

HDCI ID Number:

Training Attachment: DCDB (District Crime Detective Bureau)

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

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

Name of the Student:

HDCI ID Number:

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
4 th Semester		
<p>Remarks (<i>Comment about the quantity/quality and other dedication to improve the services based on new knowledge</i>):</p> <p>Name of the supervisor/s _____ Date _____</p> <p>Signature of the supervisor/ s _____ official seal _____</p>		

Name of the Student:

HDCI ID Number:

Training Attachment: Community Policing

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

Semester	Community Programme 1	Community Programme 2	Community Programme 3	Community Programme 4	Other	Short signature of the supervisor
2 nd Semester						

Remarks (*Comment about the quantity/quality and other dedication to improve the services based on new knowledge*):

Name of the supervisor/s
Date

Signature of the supervisor/ s
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	1 st Semester	End of 1 st Semester in-service Training before submitting assignments		2 nd Semester	End of 2 nd Semester in-service Training before submitting assignments	
2nd year	3 rd Semester	End of 1 st Semester in-service Training before submitting assignments		4 th Semester	End of 1 st Semester in-service Training before submitting assignments	

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)
Date

Signature of the supervisor/ s (OIC)
official seal

Name of the supervisor/s (ASP)
Date

Signature of the supervisor/ s (ASP)
official seal