



Record Book and Training Log

HIGHER DIPLOMA IN CRIME INVESTIGATION

University of Kelaniya and National Police Academy, Katana
2016/2017



Record Book & Training Log

Higher Diploma of Crime Investigation

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

After completion of the 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



Name:

Registration number: HDCI

Name of the teaching Police station

Date of the commencement of the in service training attachments

Satisfactory Completion of the relevant attachments leading to handing over of assignments on the stipulated date is a part of the assessment process. Delayed handing over will be subjected to penalties as stated in the student had book as well as withholding of the final results of the relevant module.

Brief overview of the course structure with the In-service Training

Level	Semester	In-service training	Course Code	Course Unit	
1	I April – September 2017	Crime 1-4 months	HDCI 11013	Professional Ethics	
			HDCI 11024	Criminology & Criminal Justice	
		SOCO (2 months)	HDCI 11034	Fundamental Principles of Crime Investigation 1	
		5-6 months	HDCI 11044	Application of Crime Scene Management	
	1 st Semester Study leave & Exam 18 th September -30 th September 2017				
	II October – March 2018	Crime (2 months) 7 & 6 months	HDCI 12063	Investigative Forensic Science	
			HDCI 12073	Forensic Medicine for Crime Investigation	
		W&C (2 months) 9-10 months	HDCI 12082	Investigation on Child Abuse & Gender based Violence	
			HDCI 12094	Managing Crime Investigations	
		Community Policing 2 months 11-12 months	HDCI 12053	Community Policing & Crime Prevention	
2 nd Semester study leave and Exams 19 th March to 1 st April 2018					
2	I	DCDB 2 months 13-14 months	HDCI 21105	Investigative Crime Research & Work- based assignment	
		MO branch 2 months 15-16 months	HDCI 21113	Interviewing & Interrogation	
		Crime (2 months) 17-18 months	HDCI 21124	Witness & Suspect Interviewing Skills	
			HDCI 21133	Cyber Crime Investigation	
	3 rd Semester study leave and Exams 17 th September -30 st September 2018				
	II	Crime (2 months) 19-20months	HDCI 22144	Fundamental Principles of Crime Investigation 2	
		SCIB 2 months 21- 22	HDCI 22153	Crime Profiling for Crime Investigation	
		Crime 2 months 23- 24	HDCI 22164	Criminal Intelligence Surveillance for Investigation	
			HDCI 22172	Disaster Management & Disaster Victim Identification	
		HDCI 22182	Fundamental Rights & Victim's Rights of Crime Investigation		
4 th Semester study leave and Exams 18 th March to 31 st March 2019					

Course unit Assignment and In-service training

Level	Semester	Course Code	Course Unit	Credits Assigned	Assignment / Practical	Relevant in-service attachment branch
1	I	HDCI 11013	Professional Ethics	3	Group Presentation (5p x 10) based on ethical dilemmas encountered by police officers	Any
		HDCI 11024	Criminology & Criminal Justice	4	Group Debate Challenges faced by police officers in 21 century	Any
		HDCI 11034	Fundamental Principles of Crime Investigation 1	4	1500 word review on an ongoing crime case according to fundamental principles of crime investigation– in respective teaching police station/ASP district certified by the in-service training supervisor	Crime
		HDCI 11044	Application of Crime Scene Management	4	Presentation based on a crime scene management conducted at the present attachment certified by the supervisor	SOCO/ Crime
	II	HDCI 12053	Community Policing & Crime Prevention	3	1500 word report on a implemented crime prevention community policing project (project proposal should be approved by the teacher and in service training supervisor	Community Policing
		HDCI 12063	Investigative Forensic Science	3	1500 word review on an unsolved GCR where failure was due to forensic science evidence – in respective teaching police station/ASP district certified by the in-service training supervisor	Crime / SOCO/ W&C
		HDCI 12073	Forensic Medicine for Crime Investigation	3	Reflection note (1500 words) on an case conducted during training submitted with	Crime & SOCO/ W & C/ MO

					JMO's and supervisors Signature	
		HDCI 12082	Investigation on Child Abuse & Gender based Violence	2	Group presentation(5 persons X 10) on child abuse/ domestic violence prevention case from a training station/ area with approval from respective in-service supervisor	W & C desk/ Crime
		HDCI 12094	Managing Crime Investigations	4	Group Presentation (two persons) and a 1000 word report on how he had managed a crime investigation using new knowledge certified by the in- service supervisor	Crime / W & C desk / SOCO
2	I	HDCI 21105	Investigative crime Research & Work- based assignment	5	research proposal Investigative crime research/ Crime analysis of the area/ community research of the division (quantitative or Qualitative) approved by ethics review committee of NPA 5000-6000 word research report	DCDB and any
		HDCI 21113	Interviewing & Interrogation	3	a report of 1500 words on a case which failed at the courts due to poor witness evidence where the number of witness are minimum of 3 from the relevant station/division/ ASP district certified by the in- service supervisor	Crime / MO/W&C desk
		HDCI 21124	Witness & Suspect Interviewing Skills	4	Thee interview and interrogation plans and statements (complainer/ witness/suspect) certified by the in-service supervisor	Crime /MO/W&C desk
		HDCI 21133	Cyber Crime Investigation	3	Presentation (5p x 10) on Case scenario developed by the teachers based on real investigation	Any

II	HDCI 22144	Fundamental Principles of Crime Investigation 2	4	2000 word Reflective comparison based on serious/complex crime (murder/ shooting/ rape/ bomb/blast/arson) investigated earlier and a current case using new knowledge gained certified by the supervisor	Crime / W&C /SOCO
	HDCI 22153	Crime profiling for crime investigation	3	1500 word report on crime profiling in respective area (Division / ASP District / Station) with the new knowledge certified by the supervisor	DCDB or any
	HDCI 22164	Criminal Intelligence Surveillance for Investigation	4	2000 word report on application of criminal intelligence for two different types of unsolved cases	Crime /DCDB/ SCIB/W&C
	HDCI 22172	Disaster Management & Disaster Victim Identification	2	5 member group presentations on different areas of DM & DVI based on mock scene	Any
	HDCI 22182	Fundamental Rights & Victim's Rights of Crime Investigation	2	A 1000 word reflective note on where fundamental rights/ victims rights were suspected certified by in-service supervisor	Any
Total			60		

Tentative Time table for in-service training

Level	Seme-ster	In-service training attachment	Date of commencement	Date of completion
1 (First year)	I	Crime (1 & 2 months) (2 months)	1.4.2017	31.5.2017
		Crime (3 & 4 months) 2 months	1.6.2017	31.7.2017
		SOCO (2 months) 5-6 months	1.8.2017	30.9.2017
	II	Crime (5 & 6 months) (2 months) 7 & 6 months	1.10.2017	30.11.2017
		W& C (2 months) 9-10 months	1.12.2017	31.1.2018
		Community Policing 2 months 11-12 months	1.2.2018	31.3.2018
2 (2 nd year)	I	DCDB 2 months 13-14 months	1.4.2018	31.5.2018
		MO branch 2 months 15-16 months	1.6.2018	31.7.2018
		Crime (7 & 8 months) (2 months) 17-18 months	1.8.2018	30.9.2018
	II	Crime (9 & 10 months) (2 months) 19-20months	1.10.2018	30.11.2018
		SCIB 2 months 21- 22	1.12.2018	31.1.2019
		Crime (2 months) 23- 24	1.2.2019	31.3.2019

Training attachment: Crime branch

Period: 12 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Murder	assault	Robbery	Narcotics	Fraud	Other	Short signature of the supervisor
1								
2								
3								
4								
5								
6								

7								
8								
9								
10								
11								
12								

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

Period: 2 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date /s	Homicide Sharp force	Homicide blunt force	Homicide Fire/firearm/bomb/ arson	Homicide poisoning	Suspicious	Other	Short signature of the supervisor
1								
2								

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

Period: 2 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Child abuse physical	Sexual abuse < 16 years	Sexual abuse > 16 years	Sexual harassment	Domestic violence	Other	Short signature of the supervisor
1								
2								

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

Period: 2 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Civil disputes	Land disputes	Environmental	Minor offences	Other	Short signature of the supervisor
1							
2							

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)

Period: 02 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Fraud/ financial or other	Questionable documents	Other	Short signature of the supervisor
1					
2					

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

Period: 02 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Statistics	Crime mapping	Crime profiling	Unsolved crime	Other	Short signature of the supervisor
1							
2							

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

Period: 02 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Preparing major crime files	Magistrate courts	Traffic courts			Other	Short signature of the supervisor
1								
2								

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

Period: 02 months

Date of commencement of the appointment:

Date of completion of the appointment:

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

No of months	Date/s	Community Programme 1	Community Programme 1	Community Programme 1	Community Programme 1	Other	Short signature of the supervisor
1							
2							

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)

1 st year	1 (0-3 months)	2 (4-6 months)	3 (7-9 month)	4 (10-12 months)
2 nd year	1 (0-3 months)	2 (4-6 months)	3 (7-9 month)	4 (10-12 months)

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

Signature of the supervisor/ s

Date

official seal

Trainee comments on in-service attachments

