

Course
notes
Day 9

**Revenue
Control
Inspector**

2010

Session Objectives:

- Identify the differing roles in the Criminal Procedure and Investigations Act
- Describe the correct procedures in completing file 'A' and 'B' types in relation to the Criminal Procedure and Investigations Act

Materials needed:

- RCI Law Books
- Smith and Keenan's English Law
- RRA 1889 and Bylaws
- Case Studies folder byelaws/answers
- Police and criminal Evidence Act 1984



Group work



Flip chart work



Insert slide from presentation and place slide number underneath




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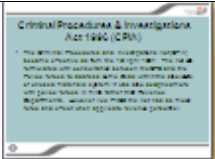






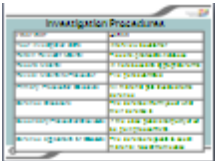
Information for the trainer (cell coloured in grey)



SESSION SUMMARY

Time	Session Summary
09:00	
10:15	
10:30	
13:30	
14:45	
15:00	
16:00	

Time	Trainer Notes (Explanations, Questions, Answers, Tasks/ Aids)
09:00 Case studies	Case studies Delegates to identify the RRA & Byelaws used. Discuss with delegates the outcomes of their task providing feedback from the trainer's case study book.
	TASK The purpose of this exercise is to get you used to writing statements from the notes you have made in your notebooks. Choose a job that you have done in the last few days. Write a statement using the MG11 forms. Hand it to the trainer when you have finished. Trainer to check statement against notebook highlights any errors made.
	Break
	Task <ul style="list-style-type: none"> continue with Statements
	Lunch
 <p>Slide 2</p>	Session Objectives <ul style="list-style-type: none"> Identify the differing roles in the Criminal Procedure and Investigations Act Describe the correct procedures in completing file 'A' and 'B' types in relation to the Criminal Procedure and Investigations Act

Time	Trainer Notes (Explanations, Questions, Answers, Tasks/ Aids)
 <p>Slide 4</p>	<p>CPIA</p> <p>The Criminal Procedures and Investigations Act (CPIA) became effective as from the 1st April 1997. The Act was formulated with consultation between the CPS and the Police forces to address some areas within the disclosure of unused materials system; it was also designed more with police forces in mind rather than Revenue Departments. However like PACE the Act has as much force and effect when applied to revenue personnel.</p>
 <p>Slide 5</p>	<p>Officer in charge of the case.</p> <ul style="list-style-type: none"> The officer with responsibility to retain unused materials and produce the disclosure schedules. They will have to declare all of the relevant material has been disclosed. RCM/DRCM
 <p>Slide 6</p>	<p>Disclosure Officer.</p> <ul style="list-style-type: none"> The officer carrying out the investigation in the normal course of their duties. Is the person responsible for examining material retained by the police during the investigation; revealing material to the prosecutor during the investigation and any criminal proceedings resulting from it, and certifying that he/she has done this; and disclosing material to the accused at the request of the prosecutor. DRCM
 <p>Slide 7</p>	<p>Investigating Officer.</p> <ul style="list-style-type: none"> The officer who is in overall control of the actions of the other persons involved in the case. All investigators have a responsibility for carrying out the duties imposed on them under this code, including in particular recording information, and retaining records of information and other material. RCI <p>An RCI should remember the 3 Rs: Retain, Record and Reveal. The 3 Rs have some bearing on all relevant material.</p> <p>What is relevant material?</p> <p>Anything that has some bearing on any offence or person under investigation, even if it is an expired ticket</p>

Time	Trainer Notes (Explanations, Questions, Answers, Tasks/ Aids)
 <p>Slide 8</p>  <p>Slide 9</p>	<p>An example of this is a customer who is reported for no ticket but produces a ticket from earlier on that day. As they may have bought a ticket before and was honest then, this has a bearing on the case.</p> <p>The basics of the investigations procedures are: Your investigation starts – interview a customer Retain relevant material – tickets photocard, RCI notebook, video etc. Record material – In notebook and appropriate forms Reveal material to prosecutor - file gets submitted Primary prosecution disclosure – all material gets revealed to the defence Defence disclosure – the defence informs you of what their defence is Secondary prosecution disclosure – if the case plead is not guilty or will be going to court. Defence applications for disclosure – the defence requests to see all material relevant to the case.</p> <p>MG Sheets Read through sheets and explain their use</p> <p>‘A’ Type Checklist with evidence in evidence envelopes stapled at the back Then paperclip this to the following: ‘File Type A’ header page Signed second page Photocopy of evidence</p> <p>‘B’ Type (Assurance Prosecutions) Checklist with photocopy of evidence stapled at the back Then paperclip this to the following: ‘File Type B’ header page Evidence in evidence envelopes stapled to the FRONT of signed and completed witness list MG11 MG11a (if necessary)</p>

Time	Trainer Notes (Explanations, Questions, Answers, Tasks/ Aids)
	Photocopy of notebook entry Correctly completed non-availability calendar
	Task <ul style="list-style-type: none"> • Send half of delegates to 1st floor soft seating area <ul style="list-style-type: none"> ◦ Brief delegates that they are RCIs (confirm location etc..) • Other delegates are customers give them a ticket/oyster <ul style="list-style-type: none"> ◦ Customers be co-operative but not too much ie: admit pass/ticket is not theirs • Once completed check notebook entry • swap over
	Break
	Task <ul style="list-style-type: none"> • continue with Jobs
16:00	End of Day 9 Live learning tomorrow <ul style="list-style-type: none"> • advise the class as to where and at what time the class is to meet and the name and location of the exercise. • advise the students attire must be smart plain clothes. • divide the group into pairs. They will be appointed an RCI on the day. • Inform them that under no circumstances should they interfere with a job that an inspector is doing

Time	Trainer Notes (Explanations, Questions, Answers, Tasks/ Aids)
	<ul style="list-style-type: none">• They are to stand nearby but not directly involve themselves with the conversation. i.e. stand by the inspector or around the customer. Discretion is needed.