



**Top Criminal Justice Consultancy**  
**60 Paya Lebar Road # 07-54**  
**Paya Lebar Square**  
**Singapore 409051**

**Contact Us:**  
**Mobile Phone: + (65) 90265199**  
**Email: [stlee7575@gmail.com](mailto:stlee7575@gmail.com)**  
**Website: [www.topcriminaljustice.com.sg](http://www.topcriminaljustice.com.sg)**

27 Sep 2025

### **THE NUANCES OF INVESTIGATION COURSE**

#### **Why You Should Attend This Course**

1 The nuances of investigation course is an investigative knowledge, procedurals, and skill sets customised for investigation/enforcement officers, managers, and supervisory officers of the respective law enforcement agencies and Statutory Boards investigating/enforcing offences, incidents, and complaints under the Penal Code/Subsidiary Acts.

#### **What You Will Learn**

2 The course enhances your investigative learning dimensions in knowledge, procedurals, and skill sets of the Singapore Criminal Justice System. You learn from one of the most knowledgeable staff authority officers in the Singapore Police Force of investigation/prosecution. By the end of the 2-day Nuances of Investigation Course, your mental model, knowledge, procedurals, and skill sets of investigation/enforcement be broadened considerably as follows:

- a The Criminal Justice System Models: Crime Control Model/Due Process Model;
- b 1976 amendments of the Criminal Procedure Code 2010 and Evidence Act 1893 transformed radically the old investigation and common law trial model to present Crime Control Model investigation system. Consequently, solution of reported offences increases considerably, more offenders pleading guilty in Criminal Mentions Courts as well as more convictions in trial courts, making Singapore one of the safest cities in the world to live, work, and play;
- c three (3) Es strategy in Singapore Criminal Justice System;
- d three (3) pillars and four (4) biases of investigation;

e        *actus reus* (voluntary/guilty act), *mens rea* (guilty mind/knowledge), and strict liability offences contemporaneous at the material time determine the culpability of offender allegedly committing an offence;

f        crime scene investigation - processing of crime scene, photograph-takings, sketch plan drawings, unique identification markers for crime scene photographs, collecting/packing of case exhibits, seizure of cash/valuables exhibits for investigations, safe keeping and movement of cash/valuables, movement and handing/taking over of physical/documentary case exhibits in safe custody, casting aspersions on honesty/integrity of case exhibits seized/stored in safe custody, legal and scientific standards of case exhibits, and chain of evidence;

g        methodology of scheduling interviews, interviewing, and assessing of witnesses/accused under investigations, recording of statement under section 22(1) power to examine witnesses, recording of accused statement under section 258(1) and Explanation 2 provisions, recording of cautioned statement under section 23(1), recording of victim impact statement under section 228(1), inferences of accused's silence under section 261(1) of Criminal Procedure Code (CPC) 2010;

h        preparing a Summary/Statement of Facts of readability, reliability, clarity, and differences of a Summary/Statement of Facts;

i        framing of charges, praying of Magistrate's summons/warrant under section 153(1) service of notices, orders, and service of summons/documents under section 3(1) and section 116(1) of CPC 2010 respectively;

j        preparing/briefing an offender prior to his/her preliminary appearance in Criminal Mentions Court pleading a criminal charge/summons under section 227(1). The procedures/protocols of pleading guilty, prosecution officer addresses on sentences, and offender/defence counsel mitigation plea under section 228(1), claim trial/case fixes for further mention/pre-trial conference under section 161, disposal of case exhibits under section 364(1) of CPC 2010;

k        arts/techniques of testifying/giving evidence as an IO/witness during a court trial; and answering questions honestly and credibly during the cross-examination;

l        prosecution of ancillary offences read with common intention under section 34, abetment under section 109, and attempt to commit under section 511 of the Penal Code 1871 respectively of such offences not enacted/found in the Penal Code/Subsidiary Acts; and

m        learn the current system of police investigations/prosecutions of offenders in State Courts.

## Course Trainer

3 The trainer of The Nuances of Investigation Course is Mr Lee Swee Thin. His curriculum vitae is at Annex B.

## Course Details

4 The course details:

**Course Dates:** **Monday, 10 November and Tuesday, 11 November 2025** (2 full days), from 9.00 am to 5.30 pm daily.

**Course Venue:** ACC Edu Hub #03-03, The Frasers' CentrePoint Building, No.51, Cuppage Road, Singapore 229469. Tel: 63395411. The building is at the rear-end exit of The CentrePoint Shopping Centre, Orchard Road.

**Somerset MRT Station:** The underground **Somerset MRT Station, North South Line (NS23), Orchard Road** is directly opposite the ACC Edu Hub #03-03, The Frasers' CentrePoint Building, No.51, Cuppage Road, Singapore 229469. Tel: 63395411

**Buses along Orchard Road towards the City/Istana direction:** Buses nos. 7, 14, 14e, 16, 65, 106, 111, 123, 175, 502 and 502A pass through Orchard Road towards the City/Istana direction. Alight at Orchard Road bus stop no. 09038 in front of **Midpoint Orchard Building**, opposite 313 Shopping Centre. Walk towards **The CentrePoint Shopping Centre**.

Buses nos. 123, 143, 587, 590 and 598 pass through Orchard Road towards the City/Istana direction. As soon as your bus passes-by **The CentrePoint Shopping Centre** and before arriving at **Concorde Hotel**, alight at Orchard Road bus stop no. 08137 in front of **Orchard Plaza**. Walk backward to The CentrePoint Shopping Centre.

**Buses along Somerset Road towards the Botanical Garden direction:** Buses nos. 7, 14, 14e, 16, 36, 65, 77, 106, 111, 123, 124, 128, 143, 162, 162M, 167, 171, 174, 174e, 175, 190, 700, 700A, 971E and 972 pass through **Somerset Road** towards the Botanical Garden direction. Alight at **Somerset Road** bus stop no. 08121, opposite **Jen Hotel**. Walk towards a traffic light pedestrian crossing at 313 Shopping Centre. Cross over to 313 Shopping Centre and walk through the shopping centre to main entrance at Orchard Road. Use a traffic light pedestrian crossing to the opposite side of **Orchard Road**. Turn right towards **The CentrePoint Shopping Centre**.

**ACC Edu Hub #03-03 The Frasers'** On the right side of **The CentrePoint Shopping Centre** main entrance side escalators, take an escalator down a level to Toast Box Coffee Shop. Walk through the food mall until the Guardian

**CentrePoint Building, No.51, Cuppage Road, Singapore 229469:**

Pharmacy shop. Take an escalator right in front of you up a level and continue walking till the rear-end exit of The CentrePoint Shopping Centre. Exit and proceed to the adjacent **The Frasers' CentrePoint Building** through a side glass door with multiple signboards on its walls. The lifts lobby is right in front and take a lift to the 3<sup>rd</sup> level of **ACC Edu Hub #03-03 Lecture Room**.

**Course Fee:**

**\$850.00** without GST per pax by e-invoicing Vendors@Gov/Account Payee Cheque after the completion of course.

**Course Registration:**

You may register The Nuances of Investigation Course at:

- a. the Ministry/Statutory Board Intranet HR and Payroll System (HRP) ref: TOPNOI-005; or
- b. complete The Nuances of Investigation Course Application Form attached and email: [stlee7575@gmail.com](mailto:stlee7575@gmail.com) for registration by Top Criminal Justice Consultancy; or
- c. quote: The Nuances of Investigation Course. State the course participant's name, office email address and mobile number and email: [stlee7575@gmail.com](mailto:stlee7575@gmail.com) for registration by Top Criminal Justice Consultancy; and
- d. please help to forward/pass over the course brochure to officers/colleagues who may be interested to attend the course.

**Course Confirmation:**

Upon confirmation of the course, a Course Placement Letter is sent to the respective course registrants' email address at least 7 days before the course commences. Please check with your Course Training Coordinator/Human Resource Officer if you do not receive the Course Placement Letter by then. You may also email: [stlee7575@gmail.com](mailto:stlee7575@gmail.com) or call mobile phone no: 90265199 for enquiry.

**Course Material:**

A 116-page copy of The Nuances of Investigation Course Material is distributed to course participants for guidance and reference. No presentation slides are distributed due to the Copyright Act 2021. Course participants are allowed to take photos of the presentation slides for personal guidance/reference.

**Course Certificate:**

A Certificate of Completion of The Nuances of Investigation Course is presented to course participants upon the completion of the 2-day course successfully.

**Course Support:**

The Top Criminal Justice Consultancy continues to provide the after-course support and guidance to course participants *gratis* using online email. Course participant may email questions to course trainer, if any, after completing the course. Our motto: “Your Success is also Our Success.”

**Supported By:**



**THE NUANCES OF INVESTIGATION COURSE MODULE**

Mon, 10 Nov 2025	Topics	Principal Lecturer
9.00 – 9.15 am	<p><b><u>Welcome to the course</u></b></p> <p>A Mental Model Exercise.</p>	Mr. Lee Swee Thin
9.15 – 10.30 am	<p><b><u>Models of Criminal Justice System</u></b></p> <p>a. Crime Control Model; and</p> <p>b. Due Process Model.</p> <p><b><u>Singapore Criminal Justice System</u></b></p> <p>a. The 1976 amendments of the Criminal Procedure Code 2010 and Evidence Act 1893 transformed radically the powers of investigation and common law trial model to Crime Control Model;</p> <p>b. Three (3) Es strategy in Singapore Criminal Justice System; and</p> <p>c. Three (3) pillars and four (4) biases of investigation.</p> <p><b><u>Actus Reus, Mens Rea and Strict Liability Offences</u></b></p> <p><i>Actus reus</i> (voluntarily/guilty act), <i>mens rea</i> (guilty mind/ knowledge), and strict liability offences contemporaneous at the material time determine the culpability of offender alleged to commit a crime/offence.</p>	
10.30 – 10.45 am	Coffee/Tea Break with a halal curry puff.	
10.45 – 11.30 am	<p><b><u>Preliminary Procedures of Investigation</u></b></p> <p>a. First information report (FIR);</p> <p>b. Classification of FIR;</p> <p>c. Police special powers of investigation under CPC sections 21, 22, 34, 39 and 111 in arrestable cases may not be called into question at any time;</p>	

11.30 – 12.30 pm	<p>d. Procedures in arrestable/non-arrestable offences; and</p> <p>e. Where no procedure is provided</p> <p><b><u>Crime Scene Investigation (CSI)</u></b></p> <p>a. Prompt arrival;</p> <p>b. Appreciation of situation;</p> <p>c. Processing a crime scene;</p> <p>d. Photographs-taking techniques;</p> <p>e. Sketch plans drawing; and</p> <p>f. Unique identification markers for crime scene photographs.</p>	
12.30 – 1.30 pm	Lunch Break with a warm halal packet set.	
1.30 – 2.00 pm	<p><b><u>Safe-Keeping/Custody of Cash and Valuables</u></b></p> <p>a. Safe keeping of cash, valuables, currencies, coins, jewelleries, diamonds, precious stones, gold, watches, bank books, fixed deposit certificates, arts, etc;</p> <p>b. Changes in the colour, shape, size, design, shrinkage, etc. of case exhibits in safe custody; and</p> <p>c. Photographic log.</p>	
2.00 – 2.30 pm	<p><b><u>Collection/Seizure of Case Exhibits</u></b></p> <p>a. Collection/seizure/packing of case exhibits;</p> <p>b. Tempering, contamination, deterioration, alteration, and destruction of case exhibits/forensic evidence;</p> <p>c. Packing/preservation of case exhibits in proper/suitable packets with paper security seals; and</p> <p>d. Assorted types of packing materials.</p>	
2.30 – 3.00 pm	<p><b><u>Cash and Valuables Case Exhibits</u></b></p> <p>a. Acknowledgement of cash and valuables case exhibits collected/seized for investigation;</p> <p>b. Fundamental duty of IO collecting/seizing cash and valuable case exhibits; and</p> <p>c. Owners/claimants present to witness the cash and valuables case exhibits collected.</p>	

3.00 – 3.30 pm	<p><b><u>Movement of Physical/Documentary/Forensic Case Exhibits</u></b></p> <p>a. Handing/taking over of physical/ documentary case exhibits in safe custody; and</p> <p>b. Court trial casting aspersion on the honesty/integrity of case exhibits seized/ stored in safe custody.</p>	
3.30 – 3.45 pm	Coffee/Tea Break with a halal food item.	
3.45 – 4.00 pm	<p><b><u>Classification Standards of Case Exhibits</u></b></p> <p>a. Legal Standard;</p> <p>b. Scientific standard; and</p> <p>c. Chain of evidence.</p>	
4.00 – 4.30 pm	<p><b><u>Investigative Interviews</u></b></p> <p>a. Three phases of interview;</p> <p>b. Scheduling an interview;</p> <p>c. Ideal interview room ambience; and</p> <p>d. Asking the behavioural provoking questions.</p>	
4.30 – 5.30 pm	<p><b><u>Recording of Statements under Criminal Procedures Code 2010</u></b></p> <p>a. Power to examine witnesses under section 22(1);</p> <p>b. Admissibility of accused statement under section 258(1) and Explanation 2;</p> <p>c. Recording of accused cautioned statement under section 23(1);</p> <p>d. Inferences from accused silence under section 261(1);</p> <p>e. Address on sentence, mitigation, and victim impact statement under section 228(1); and</p> <p>f. Unlawful practice of copy-and-paste statements contrary to section 193 of the Penal Code 1871 with dire consequences.</p>	
5.30 pm	<b><u>Session Ends</u></b>	



Tues, 11 Nov 2025	Topics	Principal Lecturer
9.00 – 9.45 am	<p><b><u>Summary of Facts (SOF)</u></b></p> <p>a. An institutional official report/investigative findings of reported offence(s);</p> <p>b. Objectives and contents of SOF; and</p> <p>c. Use/circulation of SOF within agency and AGC/legal department.</p> <p><b><u>Statement of Facts (SOF)</u></b></p> <p><b>Statement</b> of Facts (SOF), a subtle variation from <b>Summary</b> of Facts. It is a Note of Evidence presenting the circumstances of an alleged offence committed with <i>actus reus</i>, <i>mens rea</i> or <i>strict liability</i> contemporaneous at the material time determine the culpability of accused. The SOF is solely for accused pleading guilty to a charge/summons in Criminal Mentions Court.</p>	Mr. Lee Swee Thin
9.45 – 10.15 am	<p><b><u>Charges</u></b></p> <p>a. What is a charge?</p> <p>b. Charges at Part VII from Section 123 to Section 149 of CPC 2010; and</p> <p>c. Substantiate a charge beyond a reasonable doubt.</p>	
10.15 – 10.30 am	Coffee/Tea Break with a halal cake item.	
10.30 – 11.00 am	<p><b><u>Investigation Diary</u></b></p> <p>a. Diary of proceedings in investigation under section 19(1) of CPC 2010;</p> <p>b. Diary of new/change of IO;</p> <p>c. Refreshing memory under section 161(1) of Evidence Act 1893; and</p> <p>d. Right of adverse party as to writing used to refresh memory under section 163 of Evidence Act 1893.</p>	
11.00 – 11.45 am	<p><b><u>Investigation Papers (IPs)</u></b></p> <p>a. Documenting an investigation progress of a reported offence/crime;</p>	

<p>11.45 – 12.15 pm</p>	<p>b. IPs documents are Confidential and its implications;</p> <p>c. Submission of IPs to supervisory officers consistently for guidance and supervision through a systematic reporting system;</p> <p>d. IPs enclosures are marked in red alphabets of enclosures (AA) to (E) sequentially for easy reference/retrieval;</p> <p>e. Minutes writings;</p> <p>f. The criteria of decision-makings of investigation findings; and</p> <p>g. Security of hard copy and digital IPs.</p> <p><b><u>Issue of summons/warrant</u></b></p> <p>a. Praying of Magistrate’s summons/warrant under section 154(1);</p> <p>b. Service of notices, orders, and documents under section 3(1); and</p> <p>c. Service of summons under section 116(1) of CPC 2010.</p>	
<p>12.15 – 1.15 pm</p>	<p>Lunch Break with a warm halal packet set.</p>	
<p>1.15 – 2.15 pm</p>	<p><b><u>Criminal Mentions Court</u></b></p> <p>a. Supervisory/Investigation Officers be familiar with the relevant Criminal Procedure Code 2010 and Criminal Mentions Court protocols;</p> <p>b Preparing/briefing of offender before his/her preliminary appearance to answer a criminal charge/summons in Criminal Mentions Court.</p> <p>c. Accused pleading guilty to a charge/summons in Criminal Mentions Court, procedures to accept plea, fixed for mention/pre-trial conference (PTC) under section 227(1) of CPC 2010 follow;</p> <p>d. Prosecution officer addresses on sentence, and accused/defence counsel mitigation plea under section 228(1) and disposal of case exhibits collected/seized under section 364(1) respectively of CPC 2010; and</p>	

2.15 – 3.00 pm	<p>e. Criminal Mentions Court also hears and grants appropriate application of the prosecution or the accused including bail application, application to remand accused of further investigation and application to engage defence counsel, etc.</p> <p><b><u>Order of examinations in court trial</u></b></p> <p>a. Examination-in-chief, cross-examination, and re-examination under section 140(1) of Evidence Act 1893;</p> <p>b. Submissions of <i>prima facie</i> evidence, defence called/not called;</p> <p>c. Defence called, accused elects to testify/not to testify; and</p> <p>d. Accused elects not testifying, inferences may be drawn from silence under section 261(1) of CPC 2010.</p>	
3.00 – 3.30 pm	<p><b><u>Court Trial</u></b></p> <p>a. Preparation/submission of IPs for court trial;</p> <p>b. Dress code in a trial court;</p> <p>c. IO in court early to prepare witnesses and case exhibits of trial to start punctually;</p> <p>d. Court trial procedures;</p> <p>e. Roles of Prosecution Officer, Defence Counsel, and Judge/Magistrate in trial;</p> <p>f. Witnesses/dumb witnesses who may testify; and</p> <p>g. Techniques/arts of IO/police witnesses testifying and answering questions creditably in a court trial.</p>	
3.30 – 3.45 pm	Coffee/Tea Break with a halal food item.	
3.45 – 4.45 pm	<p><b><u>Certain Offences Read With The Relevant Sections of The Penal Code 1871</u></b></p> <p>The prosecution of ancillary offences <b>read with offences in the Penal Code 1871</b> respectively not specifically enacted/found in the Penal Code/Acts:</p>	

	<p><b>a. In furtherance of common intention</b></p> <p><b>Each of several persons liable for an act done by all, in like manner as if done by him alone</b></p> <p>Section 34. When a criminal act is done by several persons, in furtherance of the common intention of all, each of such persons is liable for that act in the same manner as if the act were done by him alone.</p> <p><b>Example:</b> A group of offenders in furtherance of the common intention of all committed the alleged offence. <b>All</b> of them are liable for the offences committed under the Act read with section 34 of the Penal Code 1871, including those who do not participate directly at the crime scene.</p> <p><b>b. Abetment of the doing of a thing</b></p> <p>Section 107(1) A person abets the doing of a thing who —</p> <ul style="list-style-type: none"> <li>(a) instigates any person to do that thing;</li> <li>(b) engages with one or more other person or persons in any conspiracy for the doing of that thing, if an act or illegal omission takes place in pursuance of that conspiracy, and in order to the doing of that thing; or</li> <li>(c) intentionally aids, by any act or illegal omission, the doing of that thing.</li> </ul> <p>(2) A person may abet the doing of a thing despite the existence of facts of which he is unaware which make the doing of the thing impossible.</p> <p><b>Punishment of abetment if the act abetted is committed in consequence, and where no express provision is made for its punishment</b></p> <p>Section 109. Whoever abets any offence shall, if the act abetted is committed in consequence of the abetment, and no express provision is made by this Code for the punishment of such abetment, be punished with the punishment provided for the offence.</p>	
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<p>4.45 – 5.15 pm</p>	<p><b>Example:</b> A foreign worker driver was caught conveying the contraband cigarettes at Block 123 Tampines Avenue 12. He admitted his boss Robert Tan instructed him to deliver the contraband cigarettes to Henry Lee at Block 123 Tampines Avenue 12 provision shop. The boss Robert Tan be prosecuted for an abetment of conveying the contraband cigarettes read with and punishable under section 109 of the Penal Code 1871.</p> <p><b>Section 511(1) Attempt to commit offence</b></p> <p>Sec 511(1) A person attempts to commit an offence punishable by this Code or by any other written law who, with the intention of committing that offence takes a substantial step towards the commission of that offence.</p> <p>(2) For the purposes of subsection (1), an act is a substantial step towards the commission of an offence if it is strongly corroborative of an intention to commit the offence and the following are examples of acts which in the circumstances of each case may constitute taking a substantial step:</p> <p>(3) Despite subsection (2), where the punishment prescribed for an offence mentioned in that subsection is fixed by law, a specified minimum sentence or a mandatory minimum sentence of imprisonment or fine or caning, the court sentencing the person who attempted to commit the offence —</p> <p>(4) To avoid doubt, nothing in subsection (3)(b) empowers a court to impose a type of punishment that is not prescribed for an offence mentioned in subsection (2) or otherwise provided by any written law for that offence.</p> <p><b>Example:</b> Two foreign workers, a driver and attendant in a lorry arriving at Block 12 Tampines Avenue 12 HDB bin centre to dump the debris illegally. Upon spotting the NEA enforcement officers, the driver U-turn his lorry and fled from the scene pursued by NEA enforcement officers in van. After a short chase, the NEA enforcement officers caught the lorry driver and attendant. Both the foreign workers be prosecuted for attempting to dump the debris illegally.</p> <p>Video show and discussion.</p>	
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5.15 - 5.30 pm	a Question-and-Answer; b Closing Session; and c Presentation of Completion Certificate,	
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**Supported By:**





### **CURRICULUM VITAE OF MR LEE SWEE THIN**

#### **Personal Background**

Mr Lee Swee Thin is a retired Superintendent of the Singapore Police Force (SPF). He had served more than 40 years in the SPF, including 25 years in the Criminal Investigation Department (CID), a premier investigation institution of the SPF. During his tenure in CID, he held many supervisory specialist posts, including Staff Officer to Director CID, Assistant Director of Operations Division, Criminal Intelligence Unit, Hokkien Branch, Organised Crime Branch, and Interrogation Branch. Prior to his retirement, he was an Assistant Director, Specialized Crime Division supervising the investigations and operations of Secret Societies, Gambling Suppression, Anti-Vice, and Intellectual Property Rights Branches.

#### **Staff Authority of Investigation and Prosecution**

2 Concurrently, he was a staff authority of investigation and prosecution of the Singapore Police Force (SPF) and principal adviser to Director CID, Heads of Investigation Branches, CID, and Police Divisional Headquarters. He had years of practical experience in the SPF, especially in the areas of investigation and prosecution of offenders. From time to time, he reviewed the good and challenging Investigation Papers (IPs) drawing invaluable lessons to improve the training packages of Supervisory and Investigation Officers. In this regard, he had written numerous investigation and prosecution subject matters, including the Crime Investigation Manual, Police General Orders, Directives, Guidelines, etc. to provide the guidance and reference to police supervisory/investigation officers and prosecution officers. Most of the investigation and prosecution subject matters were hosted in the SPF Intranet 'Create' website for guidance and reference.

#### **Police Liaison Officer of AGC and Courts**

3 Mr Lee was a police liaison officer with the Attorney-General's Chambers (AGC) and State/High Courts on the standards of police investigation and prosecution policy of the Singapore Police Force. In year 2000s, Police Headquarters nominated him as SPF representative in the Attorney-General's Chambers (AGC) Task Forces reviewing the amendments of Penal Code, Cap. 224 and Criminal Procedure Code, Cap. 68.

4 He contributed his extensive police knowledge and expertise in investigations, operations, and challenges to the AGC Task Forces. At the same time, recommended the improvements of provisions in the Penal Code and Criminal Procedure Code relating to investigations and prosecutions. One of the significant recommendations in the Penal Code, Cap.224 was the illustrations of policemen committing various types of penal offences, depicting the Singapore Police Force (SPF) in general and policemen in particular in negative lights. Mr. Lee rationalised the illustrations originated from the Indian Penal Code contrary to the professional image of the Singapore Police Force, the Force of The Nation. He recommended the illustrations of the penal code offences be changed into alphabets instead, not to degrade any profession or organisation in general and Singapore Police Force in particular. The revised editions of the Penal Code, Cap. 224 and Criminal Procedure Code, Cap. 68 published in 2010 had improved the police investigations, procedures, and prosecutions considerably, including the illustrations of the penal code offences in neutral alphabets now.

#### **Consultant to Criminal Investigation Department**

5 After his retirement, Mr. Lee was Consultant to the Criminal Investigation Department (CID) for 2 years building up the institutional knowledge management of investigation and prosecution policy in the Singapore Police Force, including the Vice, Gambling, and Intellectual Property Rights. He also conducted the training courses on police institutional knowledge, especially the nuances in investigations and prosecutions to Heads of Investigation Branches, supervisory and investigation officers in CID and Police Divisional Headquarters.

#### **Consultant to Singapore Customs Intelligence & Investigation Division**

6 From 16 Jan 2008 to 16 Oct 2009 (with breaks in-between), Mr. Lee was consultant to the Singapore Customs Intelligence & Investigation Division. The consultant reviewed, overhauled, and restructured the Division into the efficient and effective operations and investigation systematically to prevent, detect, investigate, and prosecute the contraband cigarettes traffickers, smugglers, and peddlers at various notorious locations in Singapore. He had also written the Manual of Investigations and General Orders/Instructions for Singapore Customs Intelligence & Investigation Division for guidance and reference.

#### **Consultant to Office of the Public Guardian, MCYS**

7 From 1 Jul to 31 Dec 2011, Mr. Lee was consultant to The Office of the Public Guardian, Ministry of Community Development, Youth and Sports (present Ministry of Social and Family Development). The consultant reviewed, overhauled, and restructured the investigations and supervision of reports under the Mental Capacity Act, Cap.177A. As the review and overhaul were contingent on the support of the organisational infrastructure, the Consultant also recommended the restructuring of the Office of the Public Guardian. The Public Guardian accepted the recommendations of implementation. To maintain consistency of the investigation processes, Mr. Lee had written the Office of the Public Guardian Investigation Manual to provide guidance and reference. He also conducted the Basic Investigation Course to Investigation Officers of the Office of the Public Guardian.



## **Top Criminal Justice Consultancy**

8 On 5 Mar 2012, Mr. Lee incorporated the Top Criminal Justice Consultancy. The consultancy provides the top-quality consultancy and training courses to police officers, enforcement officers, civil servants and public officers in the Government Ministries and Statutory Boards to uplift the standards of investigation, operations, and prosecution to make Singapore a safer place to live, work, and play. Since then, the consultancy has conducted numerous Basic Investigation Courses, Advanced Investigation Courses, Nuances of Investigation, Crime Scene Investigation Courses, Writing of Investigation Report Courses, Psychodynamics Interview Courses, and seminars for civil servants and public officers in various Government Ministries and Statutory Boards. Please visit the website: [www.topcriminaljustice.com.sg](http://www.topcriminaljustice.com.sg) for details.

## **Institutional Engagements**

9 From 11 – 12 Jul 2013 and 19 – 20 Sep 2013, Messrs. Lee Swee Thin and Koa Fung Chew of Top Criminal Justice Consultancy conducted two sessions of 2-day Interviewing & Profiling Techniques of Deception Detection Course for HDB senior officers at the 4<sup>th</sup> storey HDB Learning Hub, Toa Payoh Mall, Singapore 310480.

10 From 2015 to 2016, Mr Lee of Top Criminal Justice Consultancy conducted the Managing Criminal Investigations and Police Incident Report Writing training courses to senior and junior police investigation officers at the School of Criminal Investigations, 9th floor, CID Tower, Police Cantonment Complex.

11 From 10 Aug 2016 to 20 Apr 2018, Mr Lee of Top Criminal Justice Consultancy conducted training courses on the Penal Code, Cap. 224, Criminal Procedure Code, Cap. 68 and Evidence Act, Cap. 97 for senior officer trainees of Immigration & Checkpoints Authority (ICA) at the Home Team Academy.

12 From 17 Feb 2017 to 3 Oct 2019, Mr. Lee of Top Criminal Justice Consultancy conducted the training courses on Evidence & Investigation of Environmental Offences Level I and Level II for senior and junior environmental investigation/enforcement officers at the 9<sup>th</sup> floor Environmental Learning Centre, Singapore Environment Institute, 1 Kay Siang Road, NEA and Lifelong Learning Institute, 11 Eunos Road 8 Singapore 408601.

13 From 6 Apr to 6 Dec 2017, Mr. Lee of Top Criminal Justice Consultancy was a Law Assessor of Training Safety & Assessment, Training Command, Home Team Academy. He set the examination questions and marking the answer scripts of regular senior police officers taking the criminal law examination papers on the Penal Code, Criminal Procedure Code and General Laws.

14 Messrs. Donaldson & Burkinshaw LLP and Top Criminal Justice Consultancy jointly organised The Utilities Investigations Seminar 2017 for senior officers and staff of Energy Market Authority on 25 Aug, 22 Sep, and 29 Sep 2017 at the 2<sup>nd</sup> floor, Royal Plaza on Scotts Hotel, 25 Scotts Road, Singapore 228220.

## **National and Police Awards**

15 Mr Lee Swee Thin had more than 40 years of distinguished service to the Singapore Police Force (SPF). He had been conferred numerous awards:

**a 31 Jul 2015 – SINGAPORE POLICE FORCE SG50 THANK YOU  
POLICE PIONEERS CELEBRATIONS**

“Mr S Iswaran, 2nd Minister for Home Affairs commended retired Superintendent Lee Swee Thin and Deputy Superintendent S. K. Menon for outstanding contributions to the production of Singapore Police Force magazine and The Singapore Straits Times video “Guilty As Charged” for the Police Pioneers Celebrations.

**b 1992 - NATIONAL DAY EFFICIENCY MEDAL.**

**c 1996 - NATIONAL DAY LONG SERVICE MEDAL.**

**d 1971 - COMMISSIONER OF POLICE HIGH COMMENDATION  
AWARD**

“For Outstanding Investigation And Skilful Interrogation In October 1970 Resulting In The Recovery Of 12 Firearms, 105 Rounds Of Ammunition, 12 Reels Of Obscene Films And The Conviction Of A Person For Unlawful Possession Thereof.”

**e 1992 - COMMISSIONER OF POLICE HIGH COMMENDATION  
AWARD**

“For Leadership, Devotion To Duty And Consistently Maintaining A High Standard Of Performance As The Head Investigation In ‘J’ Division From 1 Jul 91 To 30 Jun 92.”

**f 1971 - COMMISSIONER OF POLICE COMMENDATION AWARD**

“For Exemplary Devotion To Duty, Tenacity And Skilful Investigation In A Case Of Theft Of \$946,000 From The Chartered Bank, Singapore, Resulting In The Conviction Of 2 Male Chinese And The Recovery Of \$651,510; The Seizure Of One Revolver, One Pistol And 27 Rounds Of Ammunition And The Solution Of 2 Other Major Crimes In Consequence Thereof.”

**g 1975 - COMMISSIONER OF POLICE COMMENDATION AWARD**

“For Devotion To Duty And Consistently Maintaining A High Standard Of Work In The Criminal Intelligence Unit, Criminal Investigation Department From 1 Apr 73 To 30 Jun 75.”

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