



14 Robinson Road #08-01A

Far East Finance Building

Singapore 048545

Website: www.topcriminaljustice.com.sg

Contact Us:

Mobile Phone: + (65) 90265199

Email: stlee7575@gmail.com

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THE WRITING OF INVESTIGATION REPORT COURSE

Why You Should Attend This Course

1 The writing of investigation report: Summary of Facts, Statement of Facts, and Incident Report is a skill set Investigation/Enforcement/Supervisory Officers, Managers, Senior Managers and Heads of Investigation/Operations Branch/Division/Department necessary to have and possess.

2 It may seem a straightforward process but in reality, investigation/enforcement officers are struggling to draft a clear, reliable, credible, and understandable investigation report with specific objectives/purposes for others to read and note, especially Statement of Facts for accused pleading guilty to a criminal/summons charge in Criminal Mentions Courts 4A and 4B, State Courts Tower. The Statement of Facts tendered in mention court may lack *actus reus* (voluntary/criminal act), *mens rea* (guilty mind/knowledge) and strict liability contemporaneous at the material time not corroborated by factual/legal guilt substantiating a criminal/summons charge beyond a reasonable doubt culminating in Judge/Magistrate rejecting accused's guilty plea in open court.

3 The rejection of guilty plea may cast aspersion upon Prosecution Officer tendering/reading a Statement of Facts verbatim to substantiate a charge/summons for accused/defence counsel to admit the facts of case without qualification. Consequently, the clarity, reliability, credibility, and understandability of Statement of Facts suffer invariably before the judiciary, defence counsel/accused, press reporters, and members of public in Criminal Mentions Court. The case may be fixed for further mention/court trial with adverse media publicity and dire consequences for Investigation Officer and law enforcement agency involved.

Course Objectives

4 The Writing of Investigation Report Course addresses the objectives and contents of Summary of Facts, Statement of Facts, and Incident Report with *actus reus*, *mens rea* and strict liability contemporaneous at the material time substantiating a criminal/summons charge beyond a reasonable doubt devoid of inherent deficiency in facts for clarity, reliability, credibility, and understandability of offence committed.

5 There are subtle differences in Summary of Facts for investigations and Statement of Facts for guilty pleas in Criminal Mentions Court. It is sharing of intimate knowledge and proper understanding of court/judicial proceedings in Criminal Mentions Courts in drafting a Statement of Facts for accused pleading guilty. The course also covers the methodology in drafting a Warning Letter and administering a Stern Warning to accused in lieu of prosecution in tandem with High Court case law and police standard operating procedures.

6 Aside from the Summary of Facts and Statement of Facts, the drafting of Incident Report of serious/sensitive/political cases for upward reporting to respective senior management levels at departmental/headquarters/ministerial levels. The prompt upward reporting ensures a serious/sensitive/political case is receiving a right level of senior management attention promptly. There are various types of serious/sensitive/political cases in Incident Report to achieve its objectives.

Course Takeaways

7 The takeaways of Writing of Investigation Report Course:

a concept of *actus reus* (voluntary/guilty act), *mens rea* (guilty mind/knowledge), and strict liability contemporaneous at the material time that determines the culpability of accused alleged to commit offence. The factual guilt, legal guilt, first information report, statements of witnesses/accused, crime scene investigation, forensic/analyst's reports, etc. in Statement of Facts sustaining a charge/summons beyond a reasonable doubt;

b rationalize the sufficiency of *actus reus*, *mens rea*, and strict liability contemporaneous at the material time that determines the culpability of accused alleged to commit offence in Statement of Facts for accused pleading guilty in Criminal Mention Courts 4A and 4B, State Courts Towers;

c drafting a Summary of Facts, Statement of Facts, and Incident Report in structured Police Service Writing Convention enhances the clarity, reliability, credibility, and understandability of investigation report;

d drafting a Warning Letter and administering a Stern Warning to accused in lieu of prosecution in tandem with High Court case law and police standard operating procedures;

e drafting of Incident Report in serious/sensitive/political incidents for upward reporting to senior management levels at Department/HQs/Ministry ensuring the incident is receiving a right level of attention; and

f receive a 64-page copy of The Writing of Investigation Report Course Material for guidance and reference in drafting/vetting a Summary of Facts, Statement of Facts, Incident Report, including High Court case laws.

Course Trainer

8 The course trainer Mr Lee Swee Thin, Managing Consultant of Top Criminal Justice Consultancy since 5 Mar 2012. He is a retired Superintendent of Police who had served the Singapore Police Force (SPF) for more than 40 years, including 25 years in Criminal Investigation Department (CID) since 1968 at three different locations: Robinson Road, Eu Tong Sen Street, and Police Cantonment Complex, New Bridge Road. Prior to retirement, he was an Assistant Director of Specialised Crime Division, CID, the overall in-charge of Secret Societies Branch, Gambling Suppression Branch, Anti-Vice Branch, and Intellectual Property Right Branch. He was Head Investigation Branch of Jurong Police Divisional Headquarters “J” Division from 1988 to 1992.

9 He has extensive practical experiences in police operations, investigations, interviews, and prosecution of criminals in State/High Courts. For more than 7 years, he was a Principal Investigation/Prosecution Policy Advisor of CID, staff authority of investigation and prosecution in the Singapore Police Force. Concurrently, an Advisor to Director CID, Heads of Investigation Branches of Police Divisional Headquarters and CID Branches in investigations and prosecution matters.

10 As a CID liaison officer with Attorney-General’s Chambers (AGC) in investigations and prosecution matters, in the year 2000s he was SPF representative in AGC Task Forces reviewing the Penal Code, Cap. 224 under the chairmanship of Senior DPP Mr. Bala Reddy and reviewing the Criminal Procedure Code, Cap. 68 under the chairmanship of Ms. Jennifer Marie. He contributed his extensive police knowledge and expertise in improving the relevant provisions of investigations and prosecution matters in Penal Code and Criminal Procedure Code to AGC Task Forces. At the same time, recommended the use of alphabetical letters replacing the examples of policemen, civil servants, and public officers as illustrations committing the Penal Code offences. The revised editions of Penal Code, Cap. 224 was published on 30 Nov 2008 and Criminal Procedure Code, Cap. 68 was published on 31 Aug 2012.

11 As Head Investigation Branch of Jurong Divisional Headquarters in 1988 – 1992, he was awarded the National Day Efficiency Medal in 1992. He was also awarded the Commissioner of Police High Commendation Certificate “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”. Please refer to the curriculum vitae at Annex B below and the website: www.topcriminaljustice.com.sg for the other Police Awards.

Course Date:	Wed, 17 Jul 2024 from 9.00 am to 5.30 pm.
Course Fee:	\$590 (GST exempt) per course participant by e-invoicing at Vendors@Gov /Inter-Bank GIRO after the course completion.
Course Venue:	ACC Edu Hub #03-03 The Frasers' CentrePoint Building, No.51, Cuppage Road, Singapore 229469. The building is situated at the rear-end of The CentrePoint Shopping Centre, Orchard Road, opposite the Somerset MRT Station (NS23).
Course Registration:	<p>You may register The Writing of Investigation Course through:</p> <ul style="list-style-type: none"> a Ministry/Statutory Board Intranet website: HR Payroll System Portal (HRP). Course Run Code: TOPWIR-001; or b The Writing of Investigation Report Course Application Form attached hereto for your use. Email the completed application form to Top Criminal Justice Consultancy: stlee7575@gmail.com; or c Use email to register the course stating the subject "The Writing of Investigation Report Course," name of course registrant, his/her office email address, branch/unit/department and mobile phone number. Send the email to stlee7575@gmail.com at Top Criminal Justice Consultancy; and d Please circulate The Writing of Investigation Report Course Brochure to fellow officers/colleagues in your Section/Department who may be interested to attend the course.
Course Confirmation:	Upon confirmation of The Writing of Investigation Report Course, a Course Placement Letter is sent to course registrant's official email copied to supervisory/training officer at least 7 days before the course commences. Please check with your supervisory/training officer if you do not receive a Course Placement Letter by then. You may also email stlee7575@gmail.com or call mobile phone no. 90265199 for inquiry.
Course Material:	A 64-page The Writing of Investigation Report Course Material is distributed to course participant for personal guidance and reference. No copy of the presentation slides is distributed to course participants. You may use mobile phone to photograph any presentation slides relevant to you.
Course Certificate:	At the end of the course, a Certificate of Completion of The Writing of Investigation Report Course is presented to course participant who has completed the course successfully.

THE WRITING OF INVESTIGATION REPORT COURSE

<u>Wed, 17 Jul 2024</u>	<u>Topics</u>	<u>Lecturer</u>
9.00 - 9.15 am	Welcoming Address	Mr Lee Swee Thin
9.15 – 10.00 am	Investigation Report - a Summary of Facts b Statement of Facts c Incident Report d Warning letter e Stern Warning f <i>Actus reus</i> and <i>Mens rea</i> g Fault liability, strict liability h Factual guilt, legal guilt	
10.00 – 10.45 am	Police Service Writing Convention Outline of Summary of Facts - a Complainant/Informant b Accused/Defendant c Allegations d Headings, sub-headings, and sub-sub-headings e Crime Scene Investigation f HSA/Medical/Analyst's Reports g Statement of witnesses' sec 22(1) h Statement of accused/defendants' sec 258(1) i Cautioned statement sec 23(1) CPC 2010 j Objective of Cautioned Statement k Inference from accused's silence l Accused/defendant's criminal record m Conclusion – <i>Prima facie</i> evidence	
10.45 – 11.00 am	Coffee/Tea Break with 1 halal finger food	

11.00 – 11.45 am	The Summary of Facts - a Five ‘Ws’ and One ‘H’ b Source documents c Sample Summary of Facts	
11.45 – 12.15 pm	Evaluating the Summary of Facts - a Criteria b <i>Prima facie</i> evidence – prosecution, fine penalty c Lack of <i>prima facie</i> evidence – warning, no further action (NFA), no offence disclosed (NOD)	
12.15 – 1.15 pm	Lunch Break with 1 halal packet lunch	
1.15 – 2.15 pm	Statement of Facts - a Setting out the circumstances of <i>actus reus</i> , <i>mens rea</i> and strict liability contemporaneous at the material time, factual guilt, and legal guilt b Sample Statement of Facts c Accused pleading guilty in Criminal Mentions Court	
2.15 – 3.00 pm	High Court Appeal of Biplob Hossain Yunus Akan and others vs Attorney-General Singapore Customs case of packing of dutiable cigarettes – Statement of Facts lacks <i>mens rea</i> to substantiate the charge beyond a reasonable doubt	
3.00 – 3.15 pm	Coffee/Tea Break with 1 halal finger food	

3.15 – 4.15 pm	<p>High Court Appeal of Wham Kwok Han Jolovan vs Attorney-General</p> <p>a Police case of Serving a Warning Letter to accused in lieu of court prosecution</p> <p>b Drafting a warning letter</p>	
4.15 – 5.15 pm	<p>Upward Reporting –</p> <p>a Serious/sensitive/political incident of reported case</p> <p>b Drafting of Incident Report</p> <p>c Sample Incident Report</p>	
5.15 – 5.30 pm	<p>Question/Answer Session</p> <p>Presentation of Certificate of Completion-</p> <p>The Certificate of Completion is presented to participants who completed the course successfully.</p>	



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 Assistant Director of Operations Division, Staff Officer to Director CID, Criminal Intelligence Unit, Secret Societies 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 matters 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 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.

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 Penal Code, Cap. 224 and Criminal Procedure Code, Cap. 68. 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 investigation and prosecution provisions in the Penal Code and Criminal Procedure Code.

4 One of the significant recommendations in the old Penal Code, Cap.224 was the illustrations of policemen, civil servants and public officers committing various penal offences, portraying 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 using the alphabetical letters as illustrations in penal code offences instead, not to disrepute/degrade any 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 and prosecutions considerably, including the illustrations of the penal code offences are now in alphabetical letters.

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 of 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 and overhauled the investigation division systematically and restructured the Division into the efficient and effective operations and investigation system 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 Investigation and General Orders/Instructions for Singapore Customs Intelligence & Investigation Division as 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 and overhauled the investigation 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 reorganisation and 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 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, Crime Scene Investigation Courses, Writing of Investigation Report Courses, Psychodynamics Interview Courses, and seminar for civil servants and public officers in various Government Ministries and Statutory Boards. Please visit the website: 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 the 2-day Interviewing & Profiling Techniques of Deception Detection Course for HDB senior officers at the 4th 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 9th 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 2nd floor, Royal Plaza on Scotts Hotel, 25 Scotts Road, Singapore 228220.

National and Police Awards

15 Mr Lee Swee Thin had rendered more than 40 years of distinguished service to the Singapore Police Force (SPF) and conferred numerous awards as follows:

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 video “Guilty As Charged”.

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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