



Language and Communication Tools:

- Strategic Communication
- Intercultural Competence
- Transnational Police Interoperability & Cooperation
- Comparative Policing
- Police Integrity & Ethics
- Human Relations: social cohesion & engagement strategies
- Community Orientated & Intelligence-led Policing



SAINT | Security Sector Development

- the Human Dimension

Human Security, Human Terrain, Human Relations

Simon de Saint-Claire, PhD
Major (ret.), UNSAS/SOG

Consultant & Facilitator - International Security-Development Nexus

+49 (0)174 2142128 simon.stclaire@saint-ssd.org templisaint

<https://saint-ssd.org>



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The German legal system is a *civil law* based on a comprehensive compendium of statutes, as compared to the *common law* systems. Germany uses an *inquisitorial system* where the judges are actively involved in investigating the facts of the case, as compared to an *adversarial system* where the role of the judge is primarily that of an impartial referee between the prosecutor and the defendant.

The independence of the judiciary is historically older than democracy in Germany. The organisation of courts is traditionally strong, and almost all federal and state actions are subject to judicial review.

Law

Germany's source of law is the 1949 Basic Law of the Federal Republic of Germany (*Grundgesetz für die Bundesrepublik Deutschland*) – its Constitution - which sets up the modern judiciary, but the law adjudicated in court comes from the German Codes; thus, German law is primarily *codal* in nature.



The court system adjudicates

1. public law (*öffentliches Recht*), that is, administrative law (civil-government litigation or litigation between two government bodies) and criminal law; and
2. private law (*Privatrecht*).

German law is mainly based on early Byzantine law, specifically Justinian's Code, and to a lesser extent the Napoleonic Code.

The Constitution directly invests supreme judicial power in the Constitutional Court as well as other federal courts and the courts of each Federal State (*Länder*). The court system is inquisitorial, thus judicial officers personally enter proof and testimony into evidence, with the plaintiffs and their counsel merely assisting, although in some courts evidence can only be tendered by plaintiffs.

Criminal and private laws are codified on the national level in the *Strafgesetzbuch* (StGB) and the *Bürgerliches Gesetzbuch* (BGB) respectively.

The German Penal Code and the Code of Criminal Procedure (StGB) are federal enactments that apply to all German states. Criminal Lawyers are licensed on a nationwide basis. But the courts, except the Federal Court of Appeals and the Federal Constitutional Court, and most prosecutorial offices and police services, are organised on a state-level Criminal Courts and Offense Classifications German law provides for three degrees of infractions:

- felonies (*Verbrechen*) are criminal offenses punishable with at least one year of imprisonment;
- misdemeanors (*Vergehen*) are all other criminal offenses, punishable with either a fine or with imprisonment;
- petty infractions (*Ordnungswidrigkeiten*) are not deemed to be criminal (in the sense of carrying moral blame or stigma) and can only be punished with a fine and the temporary loss of driving privileges. Many of these petty infractions are public order or "victimless" crimes (disorderly conduct, prostitution etc.).



The German penal system is aimed towards rehabilitation of the criminal and the protection of the general public. Except for petty crimes, which are tried before a single professional judge, and serious political crimes, all charges are tried before mixed tribunals on which lay judges (*Schöffen*) sit side by side with professional judges. Their experience and specialist knowledge in certain fields, such as labour and welfare matters, enable them to help the courts make realistic decisions. They are also a manifestation of the citizen's direct responsibility for the administration of justice.

Rights

Individual rights of citizens are guaranteed in the *Grundgesetz* and in the country's statutes. The law prevents police from subjecting suspects to physical abuse, torture, drugs, deceit, and hypnosis. The record of the police in conforming to these guidelines is good.

A suspect has to be brought before a judge no later than the day following arrest, and the judge is obliged to issue a warrant of arrest specifying reasons for detention or else release the suspect. A relative or another person selected by the detainee has to be notified immediately of any detention lasting beyond the day after arrest. Accused persons have the right of free access to legal counsel, although this right has been restricted in the cases of some terrorists who used contacts with lawyers to continue terrorist activity while in prison. *Bail bonds* exist but are seldom employed. Criminal trials are held in public; protection against *double jeopardy* and the usual guarantees of due process are observed.

The judiciary is free from political influence and intimidation.

Courts

The primary legislation concerning court organization is the Courts Constitution Act (*Gerichtsverfassungsgesetz - GVG*). The courts are characterised by being specialist, regional, and hierarchically integrated at the federal level.



The Federal Courts are largely specialised and fall into five categories:

- The '**ordinary courts**' are responsible for criminal matters, civil cases, and voluntary jurisdiction.

There are four levels: local court (*Amtsgericht*), regional court (*Landgericht*), higher regional court (*Oberlandesgericht*) and Federal Court of Justice (*Bundesgerichtshof*).

In criminal cases, depending on their nature, each of the first three courts can have jurisdiction, whereas in civil proceedings it will be either the local court or the regional court. One or two other courts may be appealed to on points of fact or law.

- The **labour courts** (local, state and federal)
- The **administrative courts** (local, state and federal)
- The **social courts** (local, state and federal)
- The **fiscal courts** (state and federal)



Separate from the five branches of jurisdiction is the **Federal Constitutional Court** (*Bundesverfassungsgericht*), which is the country's supreme court.

The *Völkerstrafgesetzbuch* regulates the consequences of crimes against humanity, genocide and war crimes, and gives German courts universal jurisdiction in some circumstances.

The main difference between the Federal Constitutional Court and the Federal Court is that the Federal Constitutional Court may only be called if a constitutional matter within a case is in question (e.g. a possible violation of human rights in a criminal trial), while the Federal Court of Justice may be called in any case.

Prosecution

The public prosecutor's offices (*Staatsanwaltschaft - StA*) are criminal justice bodies of independent responsibilities in relations to the courts and attached to the judiciary. The office of prosecutor is exercised by the Federal Prosecutor General (*Generalbundesanwalt*) in the case of the Federal Court of Justice, by a Prosecutor General in the case of a Higher Regional Court, by a Senior Prosecutor In Charge in the case of a regional court, together with their respective staff.

They are attached to the judiciary but separate from the courts.

Public Prosecutors are for the most part concerned with criminal proceedings i.e. reviewing police investigations and handling criminal prosecutions. It is their responsibility to establish the facts where a person is suspected of a crime. They have to decide whether to discontinue the proceedings or to indict the person concerned. In court proceedings they are the prosecuting counsels. Unlike judges, public prosecutors are civil servants, therefore under orders from their superiors - though within very narrow limits.

Crime: Definitions, Prosecution & Procedure



Definition: a **crime** is a breach of law and public order which is subject to punishment

Synonyms are: offence, criminal offence, criminal act, punishable act, criminal deed

The Act for defining crimes is called:

German Criminal Code = ***Strafgesetzbuch (StGB)***

German Law distinguishes between two different categories of crime:

Verbrechen: - felony **Ref: 12 StGB**

- major crime
- serious offence

Vergehen: - offence
- crime
- misdemeanour

plus:

O W I: - transgression **Ref: Ordnungswidrigkeiten (OWiG)**
- infringement ***Regulatory Offences Act***
- contravention

known as **petty** or **minor crime**

According to German Law three elements are necessary to commit a crime:

1. Subject matter or substance of a crime **TBM**

2. Illegality **Rewi**

- when*
- no case of self-defence
 - not in defence of a third person
 - not rightfully carrying out one's duties

3. Guilt or Culpability **Schuld**

- intentionally, wittingly 1st degree
- wilfully, knowingly 2nd degree

(intention = Vorsatz)

(negligence = Fahrlässigkeit)

with bad intention = Absicht

gross negligence = grobe Fahrlässigkeit

premeditated = vorsätzlichen

guile = Arglist

malice = Niederträchtigkeit

with base motive = niederer Beweggrund

Criminal Procedural Code = ***Strafprozeßordnung (StPO)***

Criminal proceedings may be initiated in two ways:

By: **1. Prosecution in the Public Interest** **Ref: §151, 152 StPO**

On: **2. Request / Demand for prosecution** **Ref: §77 ff StGB**

either way leads to:

- **accusation / indictment** **Ref: §170 StPO**

and then to:

- **judicial inquiry / investigation in court**



Overview

The maintenance of public security and order is one of the most important tasks of any government. In the Federal Republic of Germany (*Bundesrepublik Deutschland*) it is carried out by both Federal States (*Länder*) and the Federal Government (*Bund*). By Constitution (*Grundgesetz*) the police are under the jurisdiction of the Republic's 16 States; only in certain areas does the Constitution assign responsibility to the Federal Government.

Each state promulgates a law which lays down the organisation and duties of its police (*Landespolizeigesetz* or *Sicherheits- und Ordnungsgesetz*).

Although the State Police are regulated by sixteen different legislatures and are, in fact, different police services, there has been an increasing tendency toward standardisation of police activities nationwide. Concerns about terrorism and the growth of organized crime have strengthened the movement to centralise police procedures and operations. The idea of creating one single police code for the whole of Germany (*allgemeines Polizeigesetz*) came up in the 1960s but was never passed.

Landespolizei – State Police of the Federal Republic of Germany

The *Landespolizei* can trace its origins to 19th century Germany when the various German kingdoms maintained separate police forces, the two largest of which were the Prussian Secret Police and the Bavarian State Police. When Germany united into a single country, under Otto von Bismarck, the various kingdoms and other state level police agencies maintained their *Landespolizei* forces. However as the increasing number of new laws and regulations made controlling urban life more complicated various towns and cities also established local (separate) police forces.

Under the Nazi regime, all German state and city forces were absorbed into the *Ordnungspolizei*, which existed from 1936 to 1945, as a division of SS "regular uniformed law enforcement".

After World War II, massive numbers of refugees and displaced persons, hunger and poverty characterised everyday life in Germany. Attacks by armed gangs, robbery, looting and black-marketing were commonplace. As the Allied military police could not cope with the escalating security situation, each of the occupying Allied Forces quickly permitted the formation of civilian police forces in Western Germany based on their own police structures and traditions. In all three Western zones (France, Great Britain, and the USA), the emphasis was to decentralise, demilitarise and democratise the police. Some restrictions were lifted as Cold War tensions grew leading to certain police functions becoming centralised rather than under local direction. The *Landespolizei* became the police force for the federal states in the West, whilst the Federal Border Guard (*Bundesgrenschutz - BGS*) became the Eastern border-based paramilitary force of the German Federal Republic.

At the same time East Germany created a unified national force in the form of the *Volkspolizei*, however this was disbanded and restructured as *Landespolizei* upon the reunification of Germany in 1991.



Organisation

All state police forces are subordinate to their State Minister of the Interior. The internal structures of these police forces differ somewhat (which makes generalisation subject to local variation), but usually immediately subordinate to the interior ministries are the Regional Police Headquarters (called *Präsidium* in most states, *Landespolizeidirektion* in others). These RHQs direct operations over a wide area or in a big city and have administrative and supervisory functions. Under the RHQs, there are several District Police Headquarters (*Direktionen*) serving communities of 200,000 to 600,000 citizens. Subordinate to each *Direktion*, there are several local stations (*Inspektion* or *Wache*) or precincts (*Revier*) that are manned on a 24-hour basis, conducting day-to-day policing, and serve as points of contact for local citizens. Below this level, the *Polizeiposten* or *Tageswache* is a small community police office, operating at reduced office hours.



Many cities in Germany also maintain a Municipal Police Service (*Stadtpolizei*, *Städtischer Ordnungsdienst*, *Kommunaler Ordnungsdienst* or *Ordnungsamt*) that perform minor police-type functions. Duties and powers vary from city to city, and relate to the enforcement of city regulations, however in general they monitor city traffic and prevent actions that would lower the citizens' sense of security e.g. excessive public consumption of alcohol, public use of drugs, vandalism etc. The police authority (*Polizeibehörde*) of a municipality can transfer more tasks and responsibilities to its local police force, only if approved from the regional government (*Regierungspräsidium*).

Operations

For the execution of police duties, the State Police are divided up into the following areas, which are more or less the same in all 16 States.

- The **Patrol Service** (*Schutzpolizei* - "*Schupo*") is concerned prevention and public order, petty crime and traffic offences, community policing and education. These are the officers with whom the general public will most likely come into contact.
- The **Detective Branch** (*Kriminalpolizei* – "*Kripo*") of the State Police is responsible for criminal investigations. For instance, if a car is broken into, the *Schutzpolizei* will respond, secure the car, notify the owner etc, and then hand the case over to *Kriminalpolizei* for investigation.



- The **Criminal Investigations Department (CID)** (*Landeskriminalamt - LKA*) is the State-level investigation bureau, directly subordinate to the Ministry of the Interior, which conducts higher-level serious crime investigations, and coordinates investigations involving more than one RHQ (*Präsidium*). It is chiefly concerned with serious offences including organised and corporate crime, sexual offences, robbery, extortion, fraud, homicide, trafficking, and counterfeiting. The LKA also has special operations teams assigned to State Security, counter-terrorism, tactical response, forensics, surveillance, and crisis negotiation.
- **Formed Police Units** (*Bereitschaftspolizei - BePo*), and support units, provide support to the patrol service and the CID. Specially trained for crowd control, they are deployed as whole units (sections, platoons, companies) for mass demonstrations, major sporting events, international fairs, State visits, and natural disasters. Support groups include drivers, technical support, and divers. BePo is often used as a proving ground for trainees and graduates.
- **Auxiliary State Police** (*Wachpolizei - WaPol*) are an organizational support branch within several State Police. Their role and enforcement powers vary from State-to-State, but as “non-sworn” constables duties are generally restricted to site security, preventive measures, low-level intervention, and the provision of support to Police Officers. Their status is “Employee” (*Angestellte*) rather than “Civil Servant” (*Beamte*). Their training is limited to 3-6 months.
- **Traffic Police** (*Verkehrspolizei*) - Police branch specifically dedicated to traffic issue.
- The **Motorway Patrol / Highway Patrol** (*Autobahnpolizei*) facilitate and regulate the flow of traffic, help motorists whose vehicles have broken down on the *Autobahn* and rapidly respond to accidents. Vehicle safety checks and crime prevention are also part of their duties. Investigation sections probe crime at *rest stops*, and the movement of criminals, smugglers and traffickers on the *Autobahn* - often together with German Customs (*Zollamt*).
- The **Waterway Police** (*Wasserschutzpolizei - WSP*) control all traffic on waterways and monitor in particular the transport of dangerous goods.
- **Police Air Support** are flying units that can be deployed for tasks such as traffic surveillance and serve as a source of support for local police offices, with a view to both crime prevention and crime suppression.
- **Police Special Forces** (*Spezialeinheiten*)
 - **Tactical Response Team** (TRT) (*Spezialeinsatzkommandos - SEK*)
 - **Mobile Operations Unit** (*Mobile Einsatzkommandos - MEK*)
 - **Crisis Negotiation Team** (CNT) (*Verhandlungsgruppe – VG*)



Often attached to Regional HQs, Special Forces are organised and managed differently in the individual States.

In general they are used to deal with cases of very serious and violent crime (SEK), special surveillance, arrest and search measures (MEK), or hostage and suicide negotiation (VG).

Law Enforcement in Germany



Federal Law Enforcement Agencies

Bundespolizei

Originally established in 1951 as a police paramilitary force to secure the East-West border, the Federal Border Guard (*Bundesgrenzschutz - BGS*) was restructured and renamed in 2005 as the **Federal Police** (*Bundespolizei - BPol*), to reflect its transition as a national multi-faceted police agency. Prior to 1994 they had “combatant status”.



The Bundespolizei is principally responsible for domestic security tasks i.e. monitoring the country’s borders, which includes checks to prevent the illegal entry of foreigners, transnational and organised crime, smuggling and drug trafficking.

It also protects key public buildings, such as the office of the Federal President and the Federal Chancellor (*Bundeskanzler*), the Ministries, the Federal Constitutional Court, and German embassies worldwide. It supports the Federal Criminal Investigation Office (*Bundeskriminalamt*) in protecting VIPs and in carrying out Maritime security, including environmental protection.

The Bundespolizei also support State authorities cope with personnel intensive operations e.g. state visits, public demonstrations, riots, natural disasters and major accidents. Beyond its statutory functions it carries out international responsibilities, chiefly as part of the police component of EU and UN peace support operations.

The services of the Bundespolizei are directly responsible to the Federal Ministry of the Interior (*Bundesministerium des Innern*).

Spezialeinheit des Bundes - Federal Police Special Forces

Both the Tactical Response Team (GSG-9) and Mobile Surveillance Response Team (MEK) units are employed at the Federal level.



- **GSG 9** is deployed in cases of extremely violent crime, for example hostage-taking or abduction, terrorist attacks of special significance or that jeopardise public safety and order.
- **MEK** is responsible for surveillance, search and arrests involving high-level serious crime.

Bundeskriminalamt - Federal Criminal Investigations Office

The Federal Criminal Investigations Office (*Bundeskriminalamt - BKA*) is the central agency for police information, criminal intelligence and investigation. Headquartered in Wiesbaden, with additional offices in Berlin and Meckenheim, the BKA supports the federal (*Bund*) and state (*Länder*) police services in the prevention and prosecution of crimes of a supraregional or international nature, or crimes of considerable significance. This duty comprises the collection and analysis of all relevant information, and the dissemination of that information to the appropriate law enforcement authorities.



Bundeskriminalamt

BKA



The BKA is Germany's central bureau for Europol, Interpol, the Schengen Information System, and the German Criminal Automated Fingerprint Identification System (AFIS).

In general, it is responsible for any correspondence with foreign police and judicial authorities required for the prevention or prosecution of crimes.

Additionally it has primary jurisdiction for:

- coordinating cooperation between the federation and state police services (especially State CID authorities) and with foreign investigative authorities;
- collecting and analyzing criminal intelligence, including the management of the INPOL (de) database of all important crimes and criminals;
- investigating cases of terrorism or other areas of politically motivated crime;
- organized crime: narcotics, weapons, ammunition & explosives, human trafficking, counterfeiting (manufacture/distribution), money laundering and economic crime;
- identifying and cataloging images/information on victims of child sexual exploitation;
- protection of federal witnesses; and
- protection of members of the *constitutional bodies* of the Federal Republic of Germany and their guests.

Furthermore, the Attorney General of Germany can direct the BKA to investigate cases considered to be of special public interest.

As the central agency, the BKA provides assistance to the states in forensic matters, research and organized crime investigations.

Zollamt - Federal Customs Service



Customs Officers and the Customs Investigation Office come under the jurisdiction of the Federal Ministry of Finance (*Bundesfinanzverwaltung*). The customs administration assists within its field of jurisdiction (monitoring the movement of goods, trade passing the border, fiscal control and prosecution of offences committed in this respect) and also in the suppression and interdiction of drug offences.

German Customs pass on cases to the Customs Investigation Office (*Zollkriminalamt*), which takes the necessary investigative measures until the case is ready to be passed on to the public prosecutor's office.

Zollkriminalamt - Customs Investigation Service

The Customs Investigation Service (ZKA) has a number of tasks, in particular monitoring foreign trade and payments transactions, exposing violations of EC market regulations and combating drug trafficking.



The Customs Investigation Service has coordination and steering functions in the field of customs investigations.



Education and Training

The individual States (*Länder*) - and Federation (*Bund*) - conduct police education and vocational training for their own personnel. The length and thoroughness of this training contributes to the high level of police professionalism in Germany.

The State Police (*Landespolizei*) have had women members since the forces were reconstituted after World War II. Initially, female officers were only assigned to cases involving juveniles and women but in the mid-1970s duties extended to all aspects of police work.

Police departments in big cities are especially keen to recruit officers from ethnic minorities to reduce language and cultural barriers.

Most police cadets are recruited directly after leaving school and spend 3 years* combined training at the University of Applied Sciences / University of Police and Public Administration (*Verwaltungsfachhochschule / Hochschule für Polizei und Verwaltung*). Officers graduate with a *Bachelor in Police and Public Administration* (or similar), and cover such academic subjects as:

Law: Civil, Constitutional, Criminal, Traffic, EU etc.	Powers of Enforcement
Forensic Science	Operational Theory
Police Management	Ethics
Sociology, Psychology	Police Powers

Beyond theory, police education and training also include the more practical aspects of the job including self-defence and weapon handling, as well as intern-based field placements in police departments and the Formed Police Units (*Bereitschaftspolizei*). Due to such training - and in line with comparable professions/education - all officers graduate with the rank of *Polizeikommissar* (Police Inspector).

Some *Landespolizei* separate the two career paths - *Schutzpolizei* and *Kriminalpolizei* – at the commencement of the Bachelors programme i.e. the former will graduate as Patrol Officers, whilst the latter as Detectives.

** seven of the 16 states still retain the 2.5 year training scheme, as well as the Bundespolizei (Federal Police,) with an emphasis on practical field skills. These officers graduate as Polizei Obermeister (Senior Constable). Suitably qualified officers wishing to seek the next level of rank (kommissar/inspector), they must complete an additional two years education.*

After several years of duty, officers of the *Kommissar* rank may be selected to attend *Senior Service* training* at the German Police University (*Deutschen Hochschule der Polizei*) that the States and Federal Ministry of Interior jointly administer. Graduates leave with a Master of Public Administration (MPA) and the senior officer rank of *Polizeirat* (Superintendent).

** there also exists direct civilian entry for those with a relevant professional academic qualifications e.g. law, economics, business administration etc.*



The German word **Beamter** means life-time civil servant / public servant.

German law draws a distinction between two classes of public servants:

- *Angestellte* - regular public employees, subject to private sector employment laws and regulations
- *Beamte* – life-time tenure, subject to public law

Conferral of the status of *Beamter* does not involve any contract, but letter of appointment (*Ernennungsurkunde*). The new *Beamter*'s first task is to swear their oath of office, including a pledge to uphold Federal laws and the Constitution, and - where the employing entity is not the federal government - the constitution and laws of the respective state.

There are three steps involved in becoming a *Beamter*/ *Beamte* with full tenure for life:

1. Trainee *Beamte* usually have the title "Anwärter", preceded by the official term of the position e.g. Kriminalkommissaranwärter (KKA, *trainee inspector*).
2. The trainee period is followed by a probationary period. This period usually lasts three years. The salary is based on the Salary Grade which the *Beamter* will hold upon achieving tenure for life. Usually, the designation of office precedes the abbreviation "z.A." (*zur Anstellung*), which means "to be employed", e.g. Kriminalkommissar z. A.
3. The official becomes a *Beamter auf Lebenszeit*, i.e. a Civil Servant with full tenure for life.

It should be borne in mind that, whether applicants undergo Steps 1, 2, or 3, they are already hold the status of *Beamter*, although initially in training or on probation.



German law enforcement authorities have three career brackets, the lowest being the "*Mittlerer Dienst*", followed by the "*gehobener Dienst*" and the "*Höherer Dienst*".

Only Federal Customs (Bundeszollverwaltung), Justice and Corrections (of the 16 States) still employ personnel of the very lowest career bracket "*Einfacher Dienst*".

The career structure was originally based on Army ranks:

- Einfacher Dienst (Lower Service) = Private Soldiers
- mittlerer Dienst (Middle Service) = Non-Commissioned Officers (NCOs) e.g. Corporals, Sergeants, Warrant Officers
- gehobener Dienst (Upper Service) = Junior Officer / Company-grade Officer e.g. Lieutenants and Captains
- höherer Dienst (Senior Service) = Staff Officers i.e. Major upward

Entry into "*Mittlerer Dienst*" requires successful completion of 10 years of schooling, or successful trade training and time-based experience within that position. Held at a Police Academy, education and training runs over 2.5 years. Trainees commence with the rank (*dienstgrad*) of *Polizeimeister-Anwärter*. The highest possible rank in this career bracket is *Polizeihauptmeister mit Zulage*. In the mid to late 1970s the "*mittlerer Dienst*" was disestablished for detectives.

Today nine of 16 States recruit solely for the career bracket of the "*gehobener Dienst*".

Entry into the "*gehobener Dienst*" requires a high-school diploma / A-level (*abitur*) and three year mix of education and training at a College/University of Public Administration (*Verwaltungsfachhochschule / Hochschule der Polizei*). The highest possible rank within this career level is *Erster Polizei-/Kriminal- hauptkommissar*.

Direct entry into the "*höherer Dienst*" is possible, usually requiring a university degree in law, business management, economics, or psychology, but the majority of these officers are drawn from the "*gehobener Dienst*". Selection criteria for the "*höherer Dienst*" varies from state to state. Being a Masters' degree course, education runs over four semesters at the *Deutsche Hochschule der Polizei* (German Police University) – the only centralised educational institution of the German police.

UK-German Rank Comparison



The ranks within the police service are, in descending order of seniority:



Commissioner* / General
Inspekteur der Bundespolizei
Präsident der Bundespolizeipräsidiums



Chief Constable / Lieutenant-General
Landes-/ Polizeipräsident



Deputy Chief Constable / Major-General
Landespolizeidirektor
Inspekteur der Polizei



Assistant Chief Constable
Leitender Polizeidirektor = Brigadier
Polizeidirektor = Colonel



Chief Superintendent / Lt. Colonel
Polizeiobererrat



Superintendent / Major
Polizeirat



(Senior) Chief Inspector
Erster Polizeihauptkommissar = Staff Captain
Polizeihauptkommissar = Captain



Inspector / Assistant Inspector
Polizeioberkommissar = 1st Lieutenant
Polizeikommissar = 2nd Lieutenant



Polizeihauptmeister = Senior Sergeant
Polizeiobermeister = Sergeant



Polizeimeister = Constable / Officer

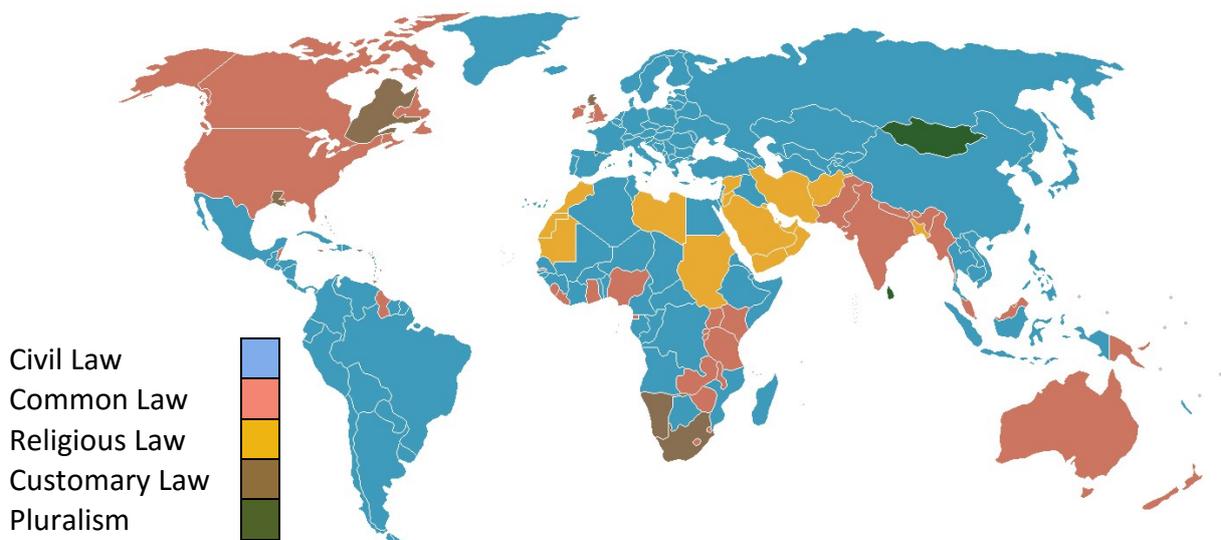
* Metropolitan and City of London Police

Rank comparisons between the UK and Germany should only be viewed as a guide as both organisations operate under differing structures. Both ranks systems were originally based on military structures, however position-based ranks in Germany differ considerably from its UK counterparts. Investigators holding a rank up to Chief Superintendent have the prefix "Detective" before their rank e.g. Detective Inspector (DI).

All International Police Missions once operated under a military command structure, therefore military-style ranks/positions are still often used in UN/EU job/role descriptions.



The five major legal systems of the world today consist of:



However, each country developed variations on each system or incorporated aspects of others into their own system.

Civil Law

Civil Law is the codification within a constitution or an amendable statute passed by legislature. It is the most widespread system of law in the world.

Civil Law mainly derived from the Roman Empire and extensive reform in Byzantium (ca. 529AD), resulting in the codified documents *Corpus Juris Civilis*. Civil Law was also partly influenced by religious laws such as **Canon** and **Islamic Law**. Only legislative enactments are considered legally binding.

Civil Law can be subdivided into four distinct groups:

- **French Civil Law:** France, the Benelux countries, Italy, Spain, and their former colonies;
- **German Civil Law:** Germany, Austria, Croatia, Switzerland, Greece, Portugal, Turkey, Japan, South Korea and the Republic of China;
- **Scandinavian Civil Law:** Denmark, Norway, Sweden, Finland and Iceland;
- **Chinese Law:** mixture of civil law and socialist law.

The European Union Court of Justice mixes Civil Law (based on the treaties), attaching importance of *Case Law*.

Common Law

Common Law derived from *case decisions* by judges (Case Law). Every country using Common Law also has a legislature that passes new laws and statutes, however these do not amend the original collected and codified body of law.

The doctrine of *stare decisis* (*precedent by courts*) is the major difference to codified Civil Law systems.



Common Law developed in England, influenced by Norman legal concepts. It was later inherited and practiced in former colonies (now the Commonwealth of Nations, Ireland, South Africa, Hong Kong and the United States). Several other nations have adapted a pluralistic form of Common Law e.g. Pakistan and Nigeria, incorporating Religious Law.

One of the most fundamental documents to shape Common Law is the **Magna Carta** which placed limits on the power of the English Kings. It served as a *Bill of Rights* for the aristocracy and the judiciary who developed the law.

Religious Laws

Religious Law refers to a religious system or document used as a legal source. The main Religious Laws are **Sharia** in Islam, **Halakha** in Judaism, and **Canon Law** in Christianity. In some cases these are intended purely as individual moral guidance, whereas in other cases they are intended and may be used as the basis for a country's legal system.

Sharia

The Islamic legal system of Sharia (Islamic Law) and Fiqh (Islamic Jurisprudence) is the most widely used Religious Law. Islamic Sharia Law (and *Fiqh* jurisprudence) is based on legal precedent and reasoning by analogy (*Qiyas*), thus considered similar to Common Law. It is not a divine law, as only a fraction of Sharia law is based on the Qur'an and Sunnah, while the majority of its rulings are based on the Ulema (jurists) who used the methods of *Ijma* (consensus), *Qiyas* (analogical deduction), *Ijtihad* (reason) and *Urf* (common practice) to derive *Fatwā* (legal opinions).

During Islam's Golden Age, classical Islamic Law influenced the development of Common and Civil Law institutions. Sharia Law governs a number of Islamic countries, including Saudi Arabia and Iran, though most use Sharia Law only as a supplement to national law. It can relate to all aspects of civil law, including property rights, contracts or public law.

Halakha

The Jewish Halakha, for public law, has a static and unalterable quality, preventing amendment through legislative acts of government or development through judicial precedent. It is followed by orthodox and conservative Jews in both ecclesiastical and civil relations. No country is fully governed by Halakha, but dispute-based rulings in a Jewish court are legally binding.

Canon Law

Christian Canon Law is similar to Civil Law in its use of civil codes. It is not a divine law as it is not found in "revelation". Instead, it is seen as human law inspired by the word of God and applying the demands of that revelation to the actual situation of the church. Canon Law regulates the internal ordering of the Roman Catholic, Eastern Orthodox and the Anglican Churches. Canon law is amended and adapted by the legislative authority of the church, such as councils of bishops, single bishops for their respective sees, the Pope for the entire Catholic Church, and the British Parliament for the Church of England.



Legal Pluralism

Legal Pluralism is the existence of multiple legal systems within one geographic area. Plural legal systems are particularly common in former colonies, where the law of a former colonial authority may exist alongside more traditional legal systems. When these systems developed, the idea was that certain issues (e.g., commercial transactions) would be covered by Common Law, while other issues (e.g., family and marriage) would be covered by Traditional Law.

Legal pluralism also occurs when different laws govern different groups within a country. For example, in India and Tanzania, there are special Muslim courts that address concerns in Muslim communities by following Islamic law principles. Secular courts deal with the issues of other communities.

Customary Law

In law, **custom** can be described as the established patterns of behaviour within a particular culture. A claim can be carried out in defence of "*what has always been done and accepted by law.*"

Generally, customary law exists where:

1. a certain legal practice is observed; and
2. the relevant actors consider it to be law (*opinio juris*).

Customary law is a recognised - but inferior - source of law within jurisdictions of the civil law tradition, inferior to both statutes and regulations. In Canada, Australia and New Zealand, customary *aboriginal* law already has a constitutional foundation and influence.

Customary law continues to be used in many *Emerging* and *Developing* nations, usually used alongside Common or Civil Law. In 1995, the President of Kyrgyzstan announced the resumption of the *aqsaqal* courts of village elders, granting jurisdiction over property, torts and family law. Similar courts exist, with varying levels of legal formality, in other countries of Central Asia.

Kanun

The **Kanun** (*The Code of Lekë Dukagjini*) is a set of laws used mostly in northern Albania and Kosovo from the 15th century, revived in the early 1990s.

Although attributed to the Albanian prince Lekë Dukagjini, the Kanun evolved over time as a way to bring laws and rule to the land. The code was divided into sections: Church, Family, Marriage, House, Livestock and Property, Work, Transfer of Property, Spoken Word, Honour, Damages, Criminal Law, Judicial Law, Exemptions and Exceptions.

These Kanun resurfaced as people had no faith in the local government and police. Although still practiced, there is no acknowledgment of the code in the contemporary Albanian legal system.

Criminal Procedure



- Civil Law vs. Common Law

Criminal procedure is the legal process for judging claims that someone has violated criminal law.

Differences between Civil Law and Common Law Systems

Civil Law jurisdictions follow an **inquisitorial system**, in which judges undertake an active investigation of the claims by examining the evidence and preparing reports.

In **Common Law**, the trial judge, the investigators, and the prosecution have completely separate roles. After an investigation has been completed and charges lodged, the trial judge presides over proceedings based on an **adversarial system** of dispute resolution, where both the prosecution and the defence prepare arguments to be presented before the court. Some Civil Law systems have adopted adversarial procedures.

Common Law countries believe that Civil Law systems do not have the so-called "*presumption of innocence*", and do not provide the defence with adequate rights.

Civil Law countries believe that accusatorial proceedings favour rich **defendants** who can afford large legal teams, and are very hard on poorer defendants.

Basic Rights

Currently, in countries with a democratic system, criminal procedure puts the **burden of proof** on the prosecution - that is, it is up to the prosecution to prove that the **defendant** is guilty; as opposed to having the defence prove innocence: any doubt is resolved in favour of the defendant. This is known as **presumption of innocence**.

Democratic systems allow the defendant the right to **legal counsel** and provide any defendant who cannot afford their own lawyer with a lawyer paid for at the public expense.

Difference in Criminal and Civil procedures

Most countries make a rather clear distinction between *civil* and *criminal* procedures. A Commonwealth criminal court may force a defendant to pay a fine as punishment and any associated legal costs of the prosecution. But the victim of the crime pursues their claim for **compensation** in a civil, not a criminal, action. In countries practicing Civil Law, the victim of a crime ("**injured party**") may be awarded **damages** by a criminal court judge.

The required standards of proof are higher in a *criminal action* than in a *civil* one since the penalties are not only financial but can also involve a prison sentence.



Under Civil Law the prosecution must prove the guilt of a criminal “**beyond reasonable doubt**”; but the **plaintiff** in a civil action is required to prove his case “**on the balance of probabilities**”. "Beyond reasonable doubt" is not defined for the **jury**, which decides the **verdict**, but requires the prosecution to exclude innocence. In a *civil case*, however, the court simply weighs the **evidence** and decides what is most probable.

Criminal and civil procedures are different. Although some systems, including the Commonwealth, allow a private citizen to bring a criminal prosecution against another citizen, criminal actions are nearly always started by the state. Civil actions, on the other hand, are usually started by individuals.

Evidence given at a criminal trial is not necessarily admissible in a civil action, just as evidence given in a civil case is not necessarily admissible in a criminal trial.

Trial by Jury

A **jury** is a sworn body of twelve people (randomly selected from the electoral roll) convened to provide an impartial verdict of guilt, or lack thereof, in a crime. In the United States, a jury may also be convened to judge whether the State has sufficient evidence to bring a case to trial.



Prosecution Process



- *Defining Crime*

Definition: a **crime** is a breach of law and public order, subject to punishment

Synonyms are: offence, criminal offence, criminal act, punishable act, criminal deed

Most criminal legal systems distinguish between three different levels of offence:

1. Felony / Serious offence / Major Crime (e.g. murder, rape)
2. Misdemeanour / Offence / Crime (e.g. burglary)
3. Infraction / Infringement / Transgression / Contravention (e.g. *Regulatory Offence*)

Three elements are necessary to commit a crime:

1. Subject matter or substance of a crime

2. Illegality

- when*
- no case of self-defence
 - not in defence of a third person
 - not rightfully carrying out one's duties

3. Guilt or Culpability

- intentionally, wittingly 1st degree
- wilfully, knowingly 2nd degree

Key terms:

- with bad intention ("criminal intent")
- gross negligence (extreme carelessness)
- premeditated (as in "premeditated murder")
- guile (cunning, deviousness – as in fraud)
- malice (cruelty – as in hate crimes etc.)
- with base motive (immoral)

Criminal proceedings may be initiated in two ways:

By: 1. Prosecution in the Public Interest

On: 2. Request / Demand for prosecution

either way leads to:

- **accusation / indictment**

and then to:

- **judicial inquiry / investigation in court**

Mitigating circumstances: are those which do not constitute a justification or excuse for an offense but which may be considered as reasons for reducing the degree of blame.

Prosecution Process



- The British Common Law System

Within British Common Law (practised throughout the Commonwealth), if it is an individual's first offence, and the crime is minor, the person found **guilty** is often **unconditionally discharged**: he or she is released without punishment. However, if the offender is known to the Court a **conditional discharge** or **suspended sentence** may instead be given, meaning that the guilty person goes *conditionally* unpunished: if they commit another crime within a stated period of time, the first crime will be taken into account and/or original penalty re-instated. They may also be put **on probation**, which entails regular meetings with a Justice case officer.

Monetary **fines** are the most common form of punishment for minor offences, or a defined number of hours of **community service**. For more serious or repeated offences **periodic detention** is given (one day per week, labouring on a community project, over a number of defined months, up to 24 months).

Wherever possible, magistrates and judges try not to imprison people. This costs the state money, the country's prisons are already overcrowded. Additionally, far from rehabilitation, prisons have a reputation for being "schools for crime".

Often people who are sent to prison do not usually serve the entire length of sentence. They receive **remission** or **parole** of their sentence for *good behaviour*. The **parole** system operates to give prisoners, an opportunity to be conditionally released earlier.

Person

- **Offender** (UK/ **Perpetrator** (US) – an unknown person who has committed a criminal offence
- **Suspect** – a known person who has committed an offence

Prosecution Process

1. Arrest
2. Caution – "reading of rights" / Miranda Warning (U.S.)
3. Interview a witness)
4. Interrogate a suspect
5. Statement (written or verbal)
6. Charge – a formal accusation of illegal behaviour in reference to the law
7. Prosecution: in court using witness testimony and evidence
8. Verdict: Guilty or Not Guilty (Acquitted); occasionally "case not proven"

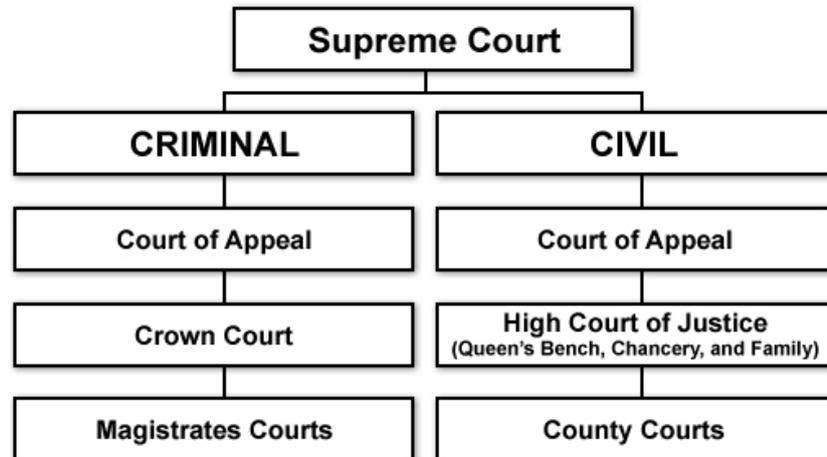


Prosecution Process

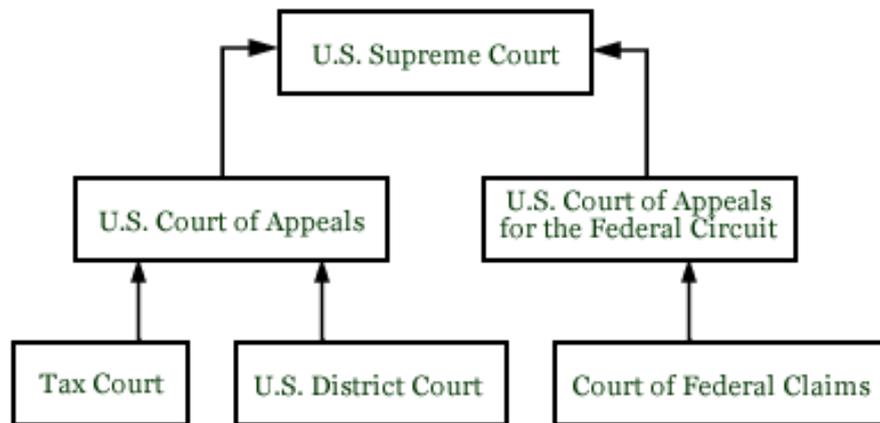
- The Courts (U.K. and U.S.)



U.K.



U.S.



Terminology

- Crown/State Prosecutor (U.K.) / District/State Attorney (U.S.)
- Solicitor – non-court representation / Barrister – court representative (U.K.)
- Lawyer, Attorney, Legal Counsel (U.S.) – legal representative for all fields
- Plaintiff – accuser (civil case)
- Accused (UK)/ Defendant (US) – the person who is undergoing prosecution
- Legal Aid – free legal advice and representation provided by the court
- Public Defender (U.S.): court appointed defence lawyer
- Magistrates' Court – lower court for civil & minor crime (judged by Magistrate)
- Arbitration Court / Disputes Tribunal - mediation
- High Court – upper court (usually by Jury)
- Privy Council (U.K.) / Supreme Court (U.S.) – highest legal authority
- Bailiff – court officer who collects fines, serves warrants, keeps order in court
- Sheriff (Commonwealth *except* Scotland): a legal official of the courts or region
- Sheriff (U.S.): an elected county officer responsible for keeping the peace (law enforcement, security, corrections, civil law)

Prosecution Process



Pre-Sentencing (criminal conviction)

- Remanded at *Large* – free, non-custodial
- Remanded in *Custody* – legally held in detention centre (for those considered to be a public risk, or likely to run from justice)
- Bail - a security deposit given to the court prior to trial and/or sentencing
- Probation Report

Penalties

- Verbal Warning
- Probation
- Fine
- Community Service
- Criminal Record / Criminal Record Number (CRN)
- Periodic Detention
- Suspended Sentence
- Custodial Sentence / Prison (imprisonment) / Incarceration

Custodial and Correctional Facilities

- **Interrogation Room** is a secure room where suspects are questioned/interrogated
- **Police Holding Cell** is a secure temporary holding room in a police station
- **Detention/Remand Centre** is a holding facility for defendants awaiting/undergoing prosecution.
- **Prison** is a punishment/rehabilitation facility where a residential sentence is served (low to maximum security)
- **Jail** (US) is County low-to-medium prison; usually for short term sentences.
- **Penitentiary** is a US Federal or State prison, usually medium to maximum security
- **Correctional Facility** is a general term for a facility where residential and non-residential sentences are served
- **Borstal/ Juvenile Prison** is a correctional facility for serious or repeating young offenders



Post-Custodial (*early release*):

- Criminal / Convict (ex-con)
- Parole / Remission – conditional early release
- Half-Way House
- Probation Officer / Parole Officer / Case Officer

Prosecution Process



- *The Caution: Reading of Rights*

The advice must contain the following points:

1. The suspect must be advised what they are accused of.
There is no need to state the exact paragraph of the law.
“You are under arrest for”
2. The suspect must be given the right to remain silent (self-incrimination).
“You have the right to remain silent. Anything you say can and may be used against you in a Court of Law”
3. The accused must be advised that they have the right to legal advice and representation at any time. This does not mean that the accused can make one or more telephone calls freely; contact to a lawyer can be made by the police on behalf of the accused.
“You have the right to talk to a lawyer. If you don’t have one, we can contact a duty lawyer on your behalf”
4. The accused must be informed that he may present evidence toward their discharge.

Cautioning a Witness

In many countries witnesses are not familiar with being cautioned *before* making a statement – and consequently may not cooperate for fear of self-incrimination or being under suspicion. These individuals are more familiar with giving a statement, then stopped and cautioned that anything *further* they say *“can and may be used against you in a Court of Law”* (i.e. their statement cannot be used as self-incriminating).

Interrogation Prohibited Practices

The following methods of interrogation are prohibited:

- abuse and maltreatment (torture)
- sleep deprivation
- physical interference
- use of drugs
- Impairment of the memory or judgement

Statements made/taken as a result of the above mentioned methods may not be considered reliable nor used in a court of law.

Policing by Consent



- Establishment of Police in England



In the British model of policing, police officers are “*citizens in uniform*”. They exercise their powers to police their fellow citizens with the implicit consent of their fellow citizens – “*policing by consent*”. It represents that the legitimacy of policing in the eyes of the public is based upon a consensus of support that follows from transparency about their powers, demonstrating integrity in exercising those powers and their accountability for doing so.

In early 19th century, attempts by the British Government to set up a police force for London - the largest city in the world - met with a lot of opposition:

- People were suspicious of the idea of a large police force, possibly armed. They feared it could be used to suppress protest or support unpopular rule.
- Paris had the best-known, best-organised, paid police force. However, Britain had been at war with France (1793-1815) – so many people disliked the idea of adopting French governance practises.
- People did not think it was the job of the government to set up and control a police force; they thought it should be under local control.

Policing in London before 1829

Law enforcement among the general population was carried out by unpaid constables and parish watchmen who were elected/appointed by the local justice of the peace. In certain circumstances, such as serious public disorder, the army would intervene.

As law enforcement lacked criminal investigation capability, Magistrate Henry Fielding introduced the first detective service: the “*Bow Street Runners*” in 1753.

Fielding's force was made up of eight former constables who investigated crimes, handed over to them by the constables and watchmen.

Unofficial “thief-takers” operated independently, being employed by fee-paying members of the public to catch criminals and present them before a magistrate.

In 1798 the *Marine Police Force* (aka *Thames River Police*) was established, with salaried, full-time constables. Responsible for preventing the theft of cargo, the Marine Police were initially made up of 220 Constables, assisted by 1,000 registered dock workers.

In its first year of operation 2,000 offenders were found guilty of theft from the docks. This success – supported by economic cost vs. benefit ratio - led to it becoming the first publicly funded preventive police force in England.

The London *Marine Police Force* is regarded as being the first modern police force in the world, in the sense that they were not government controlled and were responsible for the prevention of crime. Now known as the Metropolitan Police Marine Policing Unit it is also the oldest police force in continuous operation.

Policing by Consent



- Peelian Principles



Although not the first, the concept of professional policing was taken up by Sir Robert Peel, Home Secretary, in 1822.

Peel's **Metropolitan Police Act 1829** established a full-time, professional and centrally-organised police force for Greater London known as the "Metropolitan Police". Initially known as "Peelers", they went on to be known as



the "London Bobby".

The **Peelian Principles** describe the philosophy that Sir Robert Peel developed to define an ethical police force. This philosophy is commonly known as **policing by consent** in the United Kingdom and other countries such as the USA, Canada, Australia and New Zealand.

Peelian Principles

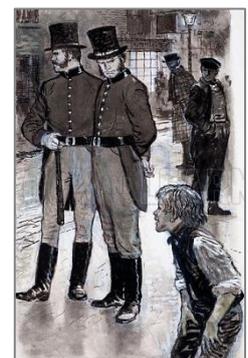
The principles traditionally credited to Peel state that:

- Every police officer should be issued an identification number, to assure accountability for his actions.
- Whether the police are effective is not measured on the number of arrests, but on the lack of crime.
- Above all else, an effective authority figure knows trust and accountability are paramount. Hence, Peel's most often quoted principle that "*The police are the public and the public are the police.*"

The Nine Principles of Policing

The nine principles were set out in the 'General Instructions' issued to every new police officer in the Metropolitan Police from 1829.

1. To prevent crime and disorder, as an alternative to their repression by military force and severity of legal punishment.
2. To recognise always that the power of the police to fulfil their functions and duties is dependent on public approval of their existence, actions and behaviour and on their ability to secure and maintain public respect.
3. To recognise always that to secure and maintain the respect and approval of the public means also the securing of the willing co-operation of the public in the task of securing observance of laws.





4. To recognise always that the extent to which the co-operation of the public can be secured diminishes proportionately the necessity of the use of physical force and compulsion for achieving police objectives.

5. To seek and preserve public favour, not by pandering to public opinion; but by constantly demonstrating absolutely impartial service to law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws, by ready offering of individual service and friendship to all members of the public without regard to their wealth or social standing, by ready exercise of courtesy and friendly good humour; and by ready offering of individual sacrifice in protecting and preserving life.



6. To use physical force only when the exercise of persuasion, advice and warning is found to be insufficient to obtain public co-operation to an extent necessary to secure observance of law or to restore order, and to use only the minimum degree of physical force which is necessary on any particular occasion for achieving a police objective.

7. To maintain at all times a relationship with the public that gives reality to the historic tradition that *“the police are the public and that the public are the police”*, the police being only members of the public who are paid to give full time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.



8. To recognise always the need for strict adherence to police-executive functions, and to refrain from even seeming to usurp the powers of the judiciary of avenging individuals or the State, and of authoritatively judging guilt and punishing the guilty.

9. To recognise always that the test of police efficiency is the absence of crime and disorder, and not the visible evidence of police action in dealing with them.



Criminal Justice covers every aspect of our legal system; from the police, through the courts on to correctional facilities, even covering probation and parole. Being the operational arm of the Judicial System, a police department may use one of the following methodologies or a combination of all, to perform their specialist role in enforcing Law and Order.

Reactive (Traditional) Policing - police respond when a call comes in stating that a crime has occurred. Upon arrival the patrol service take a report then pass the investigation over to the detectives' branch. At this point, the patrol service officer(s) would return to their patrol vehicle or station, awaiting their next callout.

Patrol Officers have little interaction with the citizens within their greater AOR and respond to crimes at various points in the city, rather than a fixed area. Officers' barely know anyone in the areas where they are responding nor do the citizens know the officers. Also under this type of policing, there is nothing in place to try to prevent crime from occurring. It's a response based "supply and demand" policing system, similar to the Fire Service.

Predictive Policing refers to the usage of predictive and analytical techniques in law enforcement to identify potential offenders.

Problem-Orientated Policing (POP) - has an emphasis on trying and prevent crime from happening. This policing model has detectives watching for patterns in crimes to help understand when and how crimes are being committed. Once they have a pattern they will search for ways in which to help prevent crimes from continuing to happen in those areas.

This model has more of a proactive stance than the traditional policing models do.

Community-Orientated Policing - focuses on police building ties and working closely with members of the communities within their AOR. The officers will make their presence known and also rely on community members to report any suspicious behaviour or tips on criminals in the area. This method creates a relationship and engenders an element of trust.

Reassurance Policing aims to identify "signals", and involve the community in solving community-related problems (similar to the community policing). Signal crimes are those that shape a community's perception of risk [from particular types of crime during a given period].



Scanning, Analysis, Response and Assessment (SARA) - refers to four key steps in the problem solving and decision making processes.

Scanning involves looking for patterns of problem activities, including victims, locations and types of crimes. It requires an evaluation of the problem, the perception of the problem by both law enforcement and external partners, and an analysis of the severity of the problem.

Analysis, which includes looking for the root causes of any problems or issues identified. Information is gathered from a variety of sources, including crime reports and community members who are directly affected by the issue. Causes of problems can include many factors, including neighbourhood and community perceptions of law enforcement themselves.

Once the cause is identified, law enforcement officials will work with the community to come up with and execute an appropriate, long-term response. After the **response** is implemented, an ongoing **assessment** is required to evaluate the effectiveness of the solution and make adjustments as appropriate.

Intelligence-led Policing (ILP) – built around risk assessment and management, ILP is defined as *“a strategic, future-oriented, targeted approach to crime control, focusing upon the identification, analysis & management of persisting and developing problems or risks.”*

Although a policing framework that builds on earlier methodologies, including community policing, problem-oriented policing, and partnership models of policing, it originated as a rejection of the reactive policing with calls for police to spend more time employing surveillance to combat repeat offenders.

Viewed as a management tool rather than crime reduction strategy, benefits are seen as:

1. Supportive and informed command structure
2. Intelligence-led policing is the heart of an organization-wide approach
3. Integrated crime and criminal analysis
4. Focus on prolific and serious offenders
5. Analytical and executive training available
6. Both strategic and tactical tasking meetings take place
7. Much routine investigation is screened out
8. Data are sufficiently complete, reliable and available to support quality products that influence decision-making
9. Management structures exist to action intelligence products
10. Appropriate use of prevention, disruption and enforcement



The following International Phonetic Alphabet can be used with radio and telephone to spell out difficult words:

Letter	Phonetic Equivalent	Numeral	Spoken as
A	ALFA	∅	ZERO
B	BRAVO	1	WUN
C	CHARLIE	2	TOO
D	DELTA	3	THU-REE
E	ECHO	4	FO-WER
F	FOXTROT	5	FI-YIV
G	GOLF	6	SIX
H	HOTEL	7	SEVEN
I	INDIA	8	ATE
J	JULIETT	9	NINER
K	KILO
L	LIMA		
M	MIKE		
N	NOVEMBER		
O	OSCAR	Examples	
P	PAPA	:	
Q	QUEBEC		
R	ROMEO	12	TWELVE
S	SIERRA	44	FO-WER FO-WER
T	TANGO	90	NINER ZERO
U	UNIFORM	136	WUN THUH-REE SIX
V	VICTOR	500	FI-YIV HUNDRED
W	WHISKEY	7000	SEVEN THOUSAND
X	XRAY	1478	WUN FO-WER
Y	YANKEE		SEVEN ATE
Z	ZULU	19A	WUN NINER ALFA

In general, numbers are transmitted digit by digit except that multiples of hundreds and thousands are spoken as such.



1. To avoid confusion its often easier to use the twenty-four-hour clock:

1am = 0100hrs 2pm = 1400hrs
8.15am = 0815hrs 8.45pm = 2045hrs

2. In order to show that it is a timing, the word “**hours**” is usually added to the end. In written timings, this is abbreviated to **hrs**:

0300hrs = zero three hundred hours
1210hrs = twelve ten hours

3. Verbal timings are given as follows:

1400 = fourteen hundred 1515 = fifteen fifteen
1435 = fourteen thirty-five 1528 = fifteen twenty-eight
1500 = fifteen hundred

4. A single ‘0’ in the timing is normally pronounced as “zero”:

0800 = zero eight hundred 0805 = zero eight zero five

Note: This does not apply to a single 0 at the end:

1110 = eleven ten 1620 = sixteen twenty

5. Midnight is usually avoided as a timing for obvious reasons.

When it is used, it may be given in several different ways:

2400 = twenty-four hundred
2359 = twenty-three fifty-nine
0001 = zero zero zero one

Note: Timings between midnight and 0100 are given as follows:

0005 = zero zero zero five
0035 = zero zero thirty-five

6. On operations, UN and NATO forces normally use Greenwich Mean Time (GMT), which is also known as **Zulu time**, regardless of the time of the country in which they are operating:

1010Z = ten ten hours Zulu time

Note: Other time zones around the world are identified by different letters of the alphabet. The time of the country in which one is operating is also known as **local time**, for example: “*The Consul will be arriving at 1430hrs local time.*”

In civilian timings, A.M. (ante meridiem) and P.M. (post meridiem) start immediately after Midnight and Noon (Midday) respectively.

Useful terms:

Dawn = Sunrise
Dusk, Sunset = Sundown
Evening = period between sunset and normal bedtime



This generic Orders format can be applied to any type of operation or task, and is designed to ensure that no important points are omitted. Used by the military, formed police units, and police tactical units, the following sequence can be used as a guide to present or follow operation briefings:

1. GROUND:

A detailed description of the terrain over which the operation or task will be carried out.

2. SITUATION:

- a. Target Group: locations, strengths, organization, current activity and future intentions
- b. Friendlies: overall plan of the higher formation, locations and tasks of neighbouring groupings
- c. Attachments and Detachments: any sub-units which are attached to your grouping for this operation, and any of your grouping's own sub-units which have been detached for other tasks.

3. MISSION:

A simple and concise statement, which explains exactly what the grouping is trying to achieve (e.g. "our mission is to secure the bridge at grid 324599"). This is always stated twice.

4. EXECUTION:

- a. Concept of Operations: i.e. a general outline of how the operation is intended to proceed
- b. Detailed Tasks: i.e. specific tasks allocated to each sub-unit of the grouping
- c. Coordinating Instructions: e.g. timings, rules of engagement (ROE), indirect support, actions to be carried out in the event of something going wrong, etc.

5. ADMINISTRATION AND LOGISTICS:

General administrative details such as: dress, equipment, weapons, ammunition, rations (food and water), medical facilities, prisoners, transport, ablutions (toilet facilities) etc.

6. COMMAND AND SIGNALS:

- a. Command: i.e. command structure of the grouping and nomination of alternative commanders in the event of casualties
- b. Signal: e.g. radio frequencies, codes and code-words, report lines, passwords, etc.

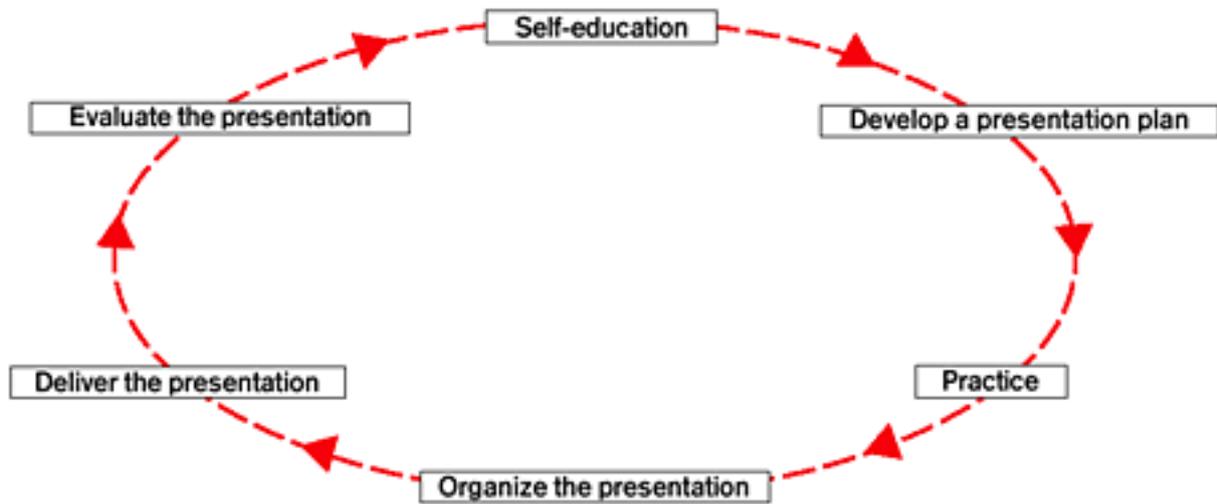
Warning Order

A Warning Order is a written notice that is posted in a common duty area to advise team members of an "O Group" (Orders Group)

- | | | |
|----------|-----------------------------------|----------------------------|
| • Who: | who is this notice for | e.g. Patrol Group 2 |
| • When: | time and date | e.g. 1400hrs/171116 |
| • Where: | where is the briefing to be given | e.g. Rm2, Building 9, ARRC |
| • Why: | reason for O Group | e.g. Patrol Orders |

Presentation Guide

- The Presentation Cycle



Introduction

Greeting	Your name
Your position	Reference to the audience
Topic	Brief Overview
Timing	When to ask questions

Body of Presentation

First item on the agenda	Next Item
Last item on the agenda	

End

Conclusion (if argument presented)	Summary
Thanking the audience	
Questions	Personal input/ hook



1. **Leave nothing to chance:** be organised and prepared, never assume
2. **Know how to start:** rehearse and practice
3. **Pointers:** avoid over use – it's a distraction
4. **Hands:** practice hand gestures, and keeping hands out of the way
5. **Notes:** use small cards, or place notes of podium or desks
6. **Get straight to the point**
7. **Talk to your audience,** not to the board, computer or back wall
8. **Know what works:** rehearse and practice
9. **Remember the 4 C's:** clear, concise, calm and confident
10. **Speak naturally and develop your own style**
11. **Know your audience:** know their expectations, address the topic
12. **Treat your audience as equals:** someone always knows more
13. **Take your time:** don't rush, you'll lose your message
14. **Be professional but also be yourself**
15. **Don't make a special effort to be funny**
16. **Let your visual aids speak for themselves:** keep PowerPoint and charts simple, using short points, phrases and statements
17. **Never compete with your visuals:** visuals are always more interesting
18. **Welcome questions from the audience:** but control the when
19. **Finish strongly**

Effective Communication

- *Body Language*



Our bodies have a language of their own, and what it says isn't always kind. Your body language is an integral part of who you are, to the point where you might not even think about it.

What follows are the 15 most common body language slip-ups that people make, which *emotionally intelligent* people are careful to avoid.

1. **Slouching** is a sign of disrespect. It communicates that you're bored and have no desire to be where you are.

The brain is hardwired to equate power with the amount of space people take up. Standing up straight with your shoulders back is a power position. It maximizes the amount of space you fill. Slouching, on the other hand, is the result of collapsing your form - it takes up less space and projects less power.

Maintaining good posture commands respect and promotes engagement from both ends of the conversation.

2. **Exaggerated gestures** can imply that you're stretching the truth. Aim for small, controlled gestures to indicate leadership and confidence, and open gestures - like spreading your arms apart or showing the palms of your hands - to communicate that you have nothing to hide.
3. **Watching the clock** while talking to someone is a clear sign of disrespect and impatience. It sends the message that you have better things to do than talk to the person you're with, and that you're anxious to leave them.
4. **Turning yourself away from others**, or not leaning into your conversation, portrays that you are unengaged, uninterested, uncomfortable, and perhaps even distrustful of the person speaking.

Try leaning in towards the person who is speaking and tilt your head slightly as you listen to them speak. This shows the person speaking that they have your complete focus and attention.

5. **Crossed arms** - and crossed legs, to some degree - are physical barriers that suggest you're not open to what the other person is saying. Even if you're smiling or engaged in a pleasant conversation, the other person may get a sense that you're shutting him/her out.

Even if folding your arms feels comfortable, resist the urge to do so if you want people to see you as open-minded and interested in what they have to say.

6. **Inconsistency** between your words and your facial expression causes people to sense that something isn't right and they begin to suspect that you're trying to deceive them, even if they don't know exactly why or how.
7. **Exaggerated nodding** signals approval anxiety. People may perceive your heavy nods as an attempt to show you agree with or understand something that you actually don't.



8. **Fidgeting** signals that you're anxious, over-energized, self-conscious, and distracted.
9. **Avoiding eye contact** makes it look like you have something to hide, and that arouses suspicion. Lack of eye contact can also indicate a lack of confidence and interest.

Looking down as you talk makes it seem like you lack confidence or are self-conscious, causing your words to lose their effect. It's especially important to keep your eyes level if you're making complicated or important points.

Sustained eye contact, on the other hand, communicates confidence, leadership, strength, and intelligence. While it is possible to be engaged without direct, constant eye contact, complete negligence will clearly have negative effects on your professional relationships.

10. **Eye contact that's too intense** may be perceived as aggressive, or an attempt to dominate. The way we break contact sends a message, too: glancing down communicates submission, while looking to the side projects confidence.
11. **Rolling your eyes** is a fail-proof way to communicate lack of respect. Fortunately, while it may be a habit, it's voluntary. You can control it, and it's worth the effort.
12. **Scowling** or having a generally unhappy expression sends the message that you're upset by those around you, even if they have nothing to do with your mood. Scowls turn people away, as they feel judged.

Smiling, however, suggests that you're open, trustworthy, confident, and friendly. MRI studies have shown that the human brain responds favourably to a person who's smiling, and this leaves a lasting positive impression.

13. **Weak handshakes** signal that you lack authority and confidence, while a handshake that is too strong could be perceived as an aggressive attempt at domination, which is just as bad. Adapt your handshake to each person and situation, but make sure it's always firm.
14. **Clenched fists**, much like crossed arms and legs, can signal that you're not open to other people's points. It can also make you look argumentative and defensive, which will make people nervous about interacting with you.
15. **Personal space**. If you stand too close to someone, it signals that you have no respect for or understanding of personal space. This will make people very uncomfortable when they're around you.

Bringing It All Together

Avoiding these communication mistakes will help you form stronger relationships, both professionally and personally.

Meeting Communication Skills: Expressing Your Views

Opinions

Asking for Opinions

- Would you like to comment on...?
- What's your opinion of/on ... ?
- What's your view of/on ... ?
- How do you feel about ... ?
- What do you think of ... ?



Opinions can be expressed:

- in a strong way (sometimes as a criticism)
- in a neutral way (most commonly)
- tentatively (with some hesitation or reservation)

Strong

- I'm sure that ...
- I'm convinced that...
- I feel quite sure that...
- It's perfectly clear to me that...
- To be (quite) frank/ honest...
- Frankly...

Neutral

- From my department's point of view...
- The way I see it is that....
- As far as I'm concerned ...
- Technically speaking ...
- In my opinion I view...
- As I see it ...
- I think/feel/believe that...

Tentative

- It seems to me that...
- I'm inclined to believe that...
- My inclination would be to...
- I tend to think that...
- Isn't it true that...

Agreement

- You are absolutely right.
- That's exactly what I think.
- I think so too.
- I couldn't agree more
- That's right.
- I agree (completely).

Agreeing

- I tend to agree with...
- I agree with you to some extent...
- You may be right...
- I suppose so....
- Perhaps/ Maybe...
- That's true, but...
- Yes, but...

Disagreeing

- I wouldn't say that.
- I don't think so.
- I can't accept that.
- With respect...
- I can't agree with...
- I disagree (entirely).

Expressing Your Views

Suggestions and Proposals

Strong

- The only solution is to...
- I see no alternative but...
- There is no alternative but to...
- We must...



Neutral

- I would suggest/ propose that we....
- I think we should ...
- I recommend that we
- If I were you I
- Why don't we....
- We should/ ought to ...
- Let's...

Tentative

- We could always
- It might be a good idea
- One solution would be
- What about ...(+ ing)

Advice

- My advice would be...
- If I were you...
- If I were in your shoes...
- (I think) You should...
- You ought to...

Meetings and Discussion:



Making contributions:

On behalf of the department
I'd just like to say that
I'd like to begin by
My view is

Developing an argument:

(a) Firstly, let me say
(b) On the other hand/ however/ but
(c) Furthermore¹ what is more/moreover ...
(d) Therefore /So /Thus

Interrupting:

May I say something?
May I interrupt?
I have to say something here.
Excuse me, I'd just like to say
If I may add to the discussion

Digressing:

I'm in favour of ...
I'd like to digress here if I may.
Let me digress (for) a moment
Let me mention in passing ...

Asking for more information:

Excuse me, could you clarify that, please?
Could you be more specific/ precise?
Could you explain that, please?
Excuse me, what exact¹ y does that mean'?'
Sorry, I don't understand.

Expressing understanding:

Now I see what you're getting at.
I see your point (but ...)
I see what you mean.
Ah. I see.

Delaying discussion:

I'll come back to that later, if I may.
I'd prefer not to discuss that point now.
Could we deal with that at the next meeting?
Let's leave that for the moment.

Forcing the issue:

Let me repeat my question...
You haven't answered my question.
You're evading the point/ question.
You're deliberately avoiding the issue.

Supporting:

This proposal has my full support.

Opposing:

I know this is not the main business today, but I can see problems in (accepting/adopting) this.
Can I mention something here? I'm opposed to this plan.

Making a final point:

Could I just add something?
I'd like to say one final thing...
One last question...

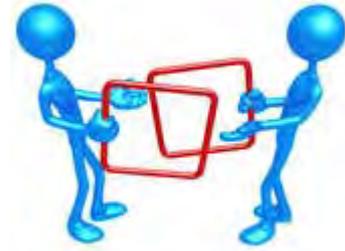
Concluding:

Let me end by saying...
Finally, let me say...

Negotiating

Exchange information

- What we need is ...
- We're interested in ...
- Our priority is ...
- Our service has these advantages:



Clarify Position

- What I am getting at is...
- What we mean is...
- If I understand you correctly, you're saying that...
- Do you mean that ...?
- What exactly do you mean?

Outline Options

- We could suggest...
- It might be possible to...
- We may be able to...
- Would it be possible to...?

Bargaining

Criticism and Challenging

- We were given to understand that ...
- We were rather surprised that...
- We hardly expected to find that ...
- We find this difficult to accept.
- I'd query that.
- We'd prefer ...
- I can't say I'm very impressed with...
- It's unsatisfactory

Bidding

- We would propose that ...
- Our proposal is to ...
- We are in a position to offer....
- We are offering....

Insisting

- It is imperative that...
- It is vital/ necessary/ essential that...
- I must insist that...
- I must insist on...
- You'll have to...

Placating

- I'm sure we can come to an agreement on that...
- I'm sure we can Iron out these little difficulties.
- I see your problem.

Settlement

- That's quite acceptable from our point of view.
- Let's agree on that.
- Can we all agree on that?
- Let's shake on that.
- It's a deal.

Law Enforcement Report Writing Guide

- Content Guideline



In the police context, report writing is the main way for:

- Communicating;
- retrieving information; and
- ensuring accountability for observations and/or actions.

Report writing is a means of communication through which events or incidents are made known and/or recorded: crucial for information sharing, decision-making and monitoring progress of activities

Contents and Style of Report:

- Personal Data
- Report Data (5 Ws and H)
- Writing Principles (accurate, brief, complete, clear, objective and well formatted)
- Writing Style (abbreviations, dates, time, names of places and numbers)

1. **Personal Data** are the identification of all persons involved, including:

Name of police officer and number
Surname / Last Name / Family Name (also Maiden Name)
First Name / Forename / Given Name
Date and Place of Birth (DOB)
Status: single / married / divorced / widowed / separated
Nationality / Ethnicity / Country / Citizenship
ID Card (Type and Number)
Residence / Address / Mailing Address
Telephone / Mobile Phone / Email Address
Occupation / Profession / Job
Father's name (Surname and First name)
Mother's name
Address (Street, Village, Town, Country)

2. **Report Data** are the summary of all important facts and details. There are some guiding questions which should be answered in a report:

WHEN:

- did you receive the information? (date and time)
- did you contact the involved parties?
- did the incident happen?
- did you arrive on the scene?

WHERE:

- Did the incident occur (location/address)?



WHO:

- called the police?
- said what?
- committed the crime/witnesses?
- did you speak to?
- did what?

WHAT:

- happened (incident/accident/crime) ?
- action did the police take?
- role did each person play?
- crime (if any) was committed?

WHY:

- did the police take the action they did?
- did people take particular actions they did?
- did the incident / crime occur?

HOW:

- did the incident/crime occur?

Writing Principles of a Police Report

The contents of a report must clearly reflect the specifics of an incident. There should be no confusion or doubt by the reader about the contents of the report. There are six principles associated with a good report:

1. **Accurate:** Use clear, specific and precise language. Make sure the facts are clear to you before you describe them in a report. Do not confuse facts with opinions.
2. **Brief:** A report must be short and concise, but long enough to cover all the essentials. Avoid irrelevant information. Add details only when it is necessary. A brief and well-written report is more effective than a long extended report.
3. **Complete:** Partial facts can create a wrong picture. A good report should include all the relevant facts in order to lead to a logical conclusion.
4. **Clear:** Make it simple and avoid ambiguity in the report in order to convey the intended message. All reports should be worded carefully so that the information is clear to the reader. Facts should be presented in a chronological order.
5. **Objective:** Keep the report objective and unbiased by stating the facts as they are without adding personal opinions. Report all facts, even if they are advantageous to the defendant.
6. **Well formatted:** The format of a report is relatively simple. Begin with the personal data, then the report data and finally the conclusion. The information in the report has to be in a chronological order so that they reflect the sequence of the events/incidents.

Law Enforcement Report Writing Guide



- *Basic Writing Rules*

ABBREVIATIONS

Unusual abbreviations or acronyms should be spelled out fully the first time that they are used in a document

Use USA, not US, as an adjective describing the United States. This is because reports are sometimes telexed in upper-case and the noun “us” can be confused with the adjective “US” in the upper-case.

Abbreviations for reports should be in upper-case, e.g. CSDP, EU, NATO, SITREP, SOP, VIP, OSCE, UNODC.

Should you come across any abbreviations which are unknown, check back with the writer and follow the rule mentioned above when you report.

CAPITALISATION

Capitalisation of words in English is never easy. Proper names are almost always capitalized, along with titles when they are attached to names.

Example: President C.....

The titles of organisations are also capitalized. Example: ...the Royal Canadian Mounted Police.

But a generic description of something is rarely capitalized. Example: The presidents of the parties will meet tomorrow.

Note that when a title is used to signify a specific individual, it should be capitalized.

Example: President J... is visiting the EU. The President will speak on 22 March.

Government is almost always capitalised, even when used generally.

DATES

Dates should follow the format: Day / Month / Year. Example: 22 March 2014.

In reports, correspondence or emails, to avoid confusion do not use “today” or “yesterday”, use dates instead. All dates should be written in full, i.e. 2 November.

When in doubt, begin the report statement with the date of the event. Example: On 13 April.....

One need not insert the year unless the event is related to another year. Example: All EU police officers will depart by 31March 2015.



FORMAT

Reports may carry a header and footer with a Security Classification.

Maps or diagrams used to illustrate a particular point are to be included in the report, if technical means for the layout and the communication of the report are available.

When writing the reports, take care to leave the correct spaces after punctuation marks: After a full stop (.) or colon (:), leave two spaces. After a comma (,) or semi colon (;) leave one space. This makes the document easier to read.

GRAMMAR

Two equal phrases in one sentence require a semi-colon (;). Example: They fired; we fired back.

The three-word rule: Any prepositional phrase at the beginning of a sentence with three or more words in it, e.g. "In the winter", must have a comma after it.

Adverbs, such as "reportedly" or "recently", should come close to the verb to which they relate. Rarely should they begin a sentence.

Media is a plural noun and is therefore followed by the plural form of a verb when media is used as a subject. Example: The media report that.....

When describing police, avoid using just the title of the forces or unit. Write: "The Riot Police arrested the suspect" or "Riot Police arrested the suspect".

MEDIA

Media reports should be accredited at the end of the sentence or paragraph with the source in brackets, i.e. (AFP), (ITN) or (REUTER) etc.

When using media reports always indicate the source, e.g. "The media report that...." If it is not clear how reliable the media report may be, use phrases such as "UNITA-controlled media sources claim that...."

NAMES

Always use the person's title or Mr. or Ms. Example: Mr. C..., Minister of the Interior Dr. B..., Lt Col D.... etc.

NUMBERS

The numbers from one to ten are usually spelled out in full, e.g. seven. Those above ten are usually expressed as figures, e.g. 11.

There are exceptions, e.g. "between seven and eleven", or "the 4th Brigade", or "7 November".

Avoid having a number which is expressed as a figure as the first word in a sentence. Example: Eight offenders were observed.



PLACES

As a general rule, say “the Federal Government of Switzerland” or “the Canton of ZURICH” (note the capitalisation.) This avoids confusion since there can be many governments at various levels in a country.

If a place or region is not internationally recognized, put the name in quotation marks when describing it. Example: “ABKHAZIA” or the “ABKHAZIAN Defence Minister”.

All place names should be typed in capital letters, e.g. TUZLA, SUKHUMI etc.

When a geographical expression is part of a name, it should be capitalised.

Example: Sector East, State of CALIFORNIA, NEW YORK CITY.

When referring to a place name that is not on the map, indicate its distance and direction from a marked place name.

SEQUENCING

If incidents are referred to by date, ensure that they are put down in the correct sequence, i.e. “On 21 December, a meeting took place between..... On 23 December, three vehicles...”

SPELLING

Be aware of the differences between International English (British spelling as described in the Concise Oxford Dictionary) and US English (which is a regional dialect).

Common spelling problems:

Cease-fire, peace-keeping, and machine-gun are always hyphenated when they are used as nouns. Middle East is not hyphenated.

Small arms is always plural and is two words.

Logistics as a noun is always in the plural.

“It's” is an abbreviation in English for “it is”. The possessive “its” has no apostrophe.

STYLE

Ensure that correct titles are used for individuals, Sgt., Capt. DCI, Supt., Dr., Rev. etc.



Department / Organisation Letterhead (1)

1 September XXXX (2)

Ms. Suzanne Terriane
Conference and Events Manager
Organisation for Security and Cooperation in Europe
Wallnerstraße 6
1010 Wien, Austria (3)

REFERENCE: Security in Europe Conference /16 (1): (4)

Dear Ms Terriane, (5)

Thank you for your kind letter inviting me to attend the Security in Europe Conference, to be held 16 September XXXX. Although I am sure that I would have greatly benefited from participating from attending such a conference, I regret that I will be away on deployment at that time. (6)

I appreciate this invitation very much and hope to have a similar opportunity in the near future.

Yours sincerely, (7)

Bouvier

Jean Bouvier (8)
Training Officer
UNPOL (9)

- 1. Letterhead** When writing letters for department or organization matters, use the official letterhead.
- 2. Date** The date should be written day, month, year (2 March 2014). Use cardinal numbers. Do not abbreviate the names of the months. Do not use commas.
- 3. Recipient** In the upper left or right corner, type *Mr./Ms./Mrs./Dr./Rank* and the recipient's full name. Under this, type their title, organisation, and address.
- 4. Reference** A reference number should be assigned to each piece of outgoing correspondence to facilitate retrieval. This number may consist of:
 - the initials of the office/section/unit that drafted the letter,
 - an indication of the year, and
 - a serial number in parenthesis.



NOTE: Use of reference numbers can vary. If unsure, check with your supervisor to determine the system preferred in your department or office.

5. Salutation

Always begin a salutation with *Dear* [name],
This is a sign of **formality** (not intimacy!) in English.

For most letters, use the following:

- **For men:** *Dear Mr. X,*
- **For women:** *Dear Ms. X,* (in most cases) OR *Dear Mrs. X* (if you know she's married and prefers this)

* Even if you know the reader well, do not use the first name in official letters. Pay attention to rank, or titles (e.g. Col., DCI, Dr., etc.)

For impersonal letters (rare)

When you do not know or cannot find the name of your reader, you may use the following:

- *Dear Sir or Madame,*

For very formal letters - to an Ambassador

Letters to an ambassador should use the following salutation:

- **For a man:** *Dear Mr. Ambassador,*
- **For a woman:** *Dear Madame Ambassador,*
- **For either a man or woman:** *Your Excellency,*

6. Body Format

Identify paragraphs by indenting (click TAB at the beginning of the paragraph) and by adding an extra line between paragraphs, or by adequate space between paragraphs.

7. Closing

For **most letters** you should use *Yours sincerely yours*

- For **impersonal letters** beginning '*Dear Sir or Madam*', close with *Yours Faithfully,*
- For **extremely formal letters** beginning '*Dear Mr./Madame Ambassador,*' close with "*I remain, Yours Sincerely,*"*

*Please note the use of spacing and punctuation.

8. Your Name & Signature

Several lines below the closing, type your full name. Remember to sign your letter before sending it.

9. Your Job Title & Department

In the line immediately below your typed name, type your job title, Department and office/section/unit.

Descriptions - People



Name and Alias: (if known)

Gender/Sex: Male / Female

Appearance:

1. **Ethnicity:** (first impression)

- Caucasian/ White European
- Scandinavian/ Nordic
- Latino / Hispanic
- East-Asian/ Oriental: *Chinese, Korean, Japanese etc.*
- Sub-continental Indian: *Indian, Pakistani Bangladeshi, Sri Lankan*
- Central Asian
- Black / African
- Brown/ Pacific Islander: *Polynesian, Melanesian*
- East European/ Slavic
- South European
- Latino American / Hispanic American
- South-East Asian/ Indo-Asian: *Filipino Vietnamese, etc.*
- Eurasian
- North African, Arabic, Maghreb
- Afro-American/ Anglo/ Arab/ Asian
- Romani: *Roma, Sinti, Ashkali, Romanichal*

2. **Skin Tone & Colour:** Black / Brown / Beige / White / Pink

3. **Complexion** (*appearance of skin*):

- fresh
 - peaches & cream
 - sallow, sickly
 - pimply
 - fair
 - ruddy, florid
 - olive
 - dark
 - tanned
 - pale, pallid
 - uses cosmetics
- e.g. *"She has pale skin"*

4. **Age:** e.g. *"He/she is 20 years old"; "He is 20 years of age"; "He is aged 20"; "He is in his twenties/ early 20s/ late 20s"; "He is about/ approximately 20"*

5. **Height:** e.g. *"He is about 190cm tall", "She is about 1.9m tall"*

6. **Build / Weight:** e.g. *"He has a muscular build", "He is muscular"*

- slim / slender / thin
- muscular
- heavy / overweight
- athletic
- solid
- obese
- medium / average
- stocky



7. Hair:



Colour

- black, blonde, brown, red
- salt & pepper
- tinted
- dark
- grey
- streaked
- light
- dyed
- re-growth

Length

- collar length
- short
- thinning/receding hairline
- shoulder length
- close cropped
- bald spot
- long
- shaved
- balding / bald

e.g. "He has got short, dark, wavy hair"/ "He has dark, streaked haired"



8. Facial Hair: e.g. "He has a moustache"



stubble



moustache



full goatee



Dutch Beard



mutton chops



soul patch



Van Dyke



full beard

9. Eyes (colour): e.g. "He has bloodshot eyes", "He is blue eyed"

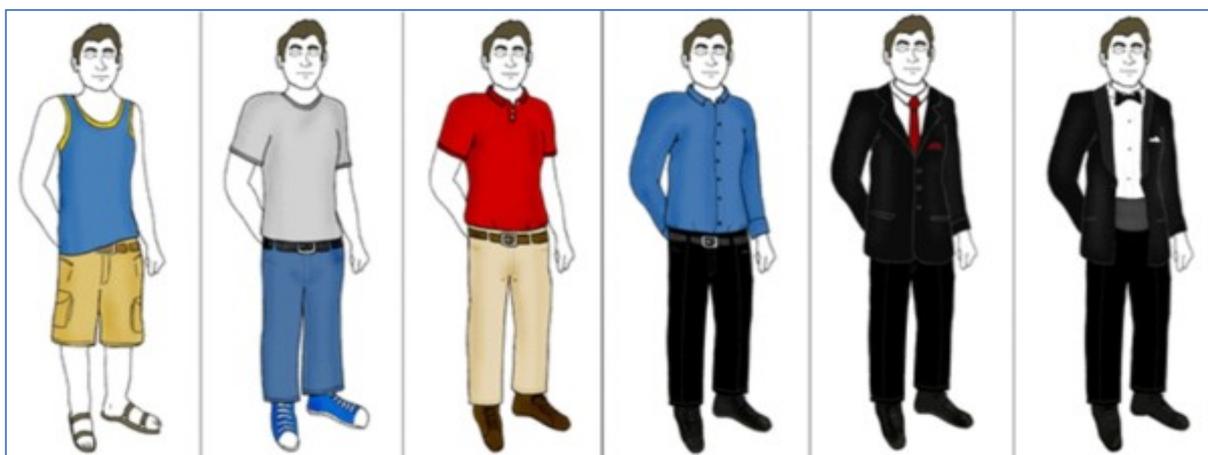
10. Distinctive (distinguishing) Features

- birthmark
- mole
- wart
- tattoo
- deformity
- scar
- glasses
- limp
- disability

Characteristics and Habits:

- drinking
- smoking
- drugs
- known associates
- medical conditions
- body language

Dress (clothing):



Street
Wear

Casual
Wear

Smart
Casual

Business
Casual

Business/
Informal

Black Tie /
Semi-Formal



- Sequence

1. NAME

2. SEX

3. COLOUR / ETHNICITY

4. AGE

5. HEIGHT

6. BUILD and WEIGHT

7. HAIR

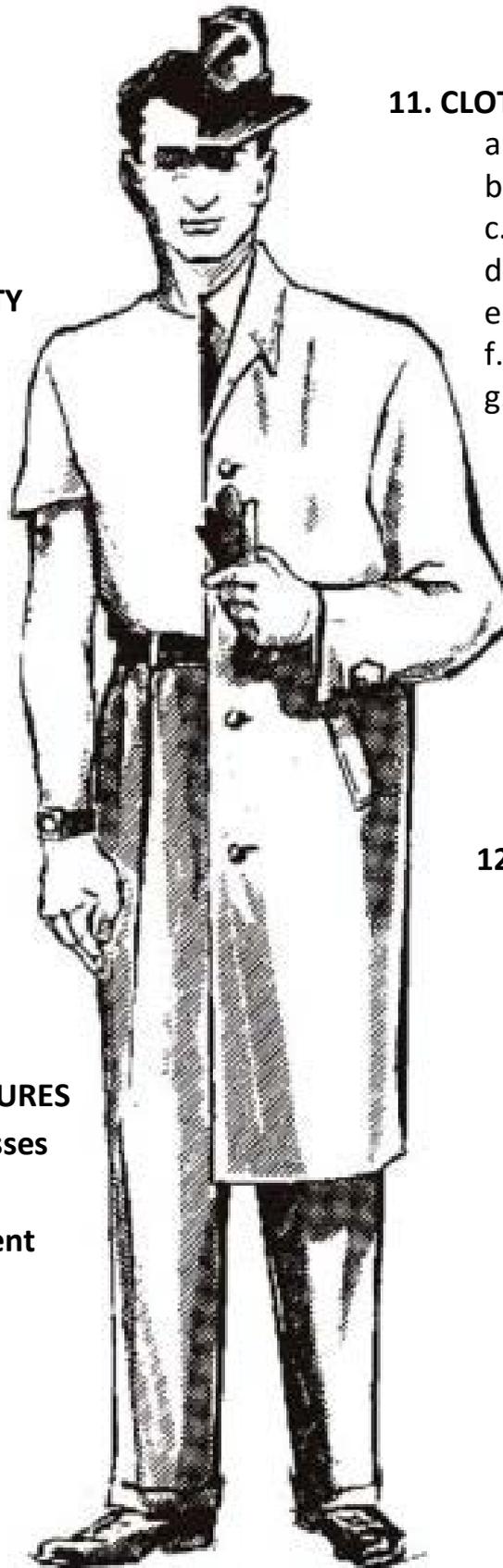
8. EYES

9. FACIAL HAIR

10. COMPLEXION

11. DISTINCTIVE FEATURES

- a. Wears eyes glasses
- b. Smokes
- c. Language / accent
- d. Disability
- e. Body language



11. CLOTHING (head to foot)

- a. Hat
- b. Shirt
- c. Sweater / Pullover
- d. Jacket / Coat
- e. Trousers
- f. Socks
- g. Shoes

12. ACCESSORIES

- a. Jewellery
 - rings
 - necklace
 - earrings
- b. Wristwatch
- c. Tie, Scarf etc.
- d. Belt
- e. Gloves

Descriptions – Vehicles

- Body Styles

There are several common car body styles:

- Enclosed:
 - Sedan (US) / Saloon (UK)
 - Hardtop
 - Coupé
 - Limousine
- Open or partly enclosed:
 - Roadster / Cabriolet
 - Convertible / Semi-Convertible
- Rear door designs:
 - Station Wagon / Estate car
 - Hatchback / Liftback
- Others:
 - Light-Utility Vehicle (LUV)
 - Sport Utility Vehicle (SUV) *incl.* Crossover Utility Vehicles (CUV)
 - Multi-Purpose Vehicle (MPV) / Minivan / Van



Coupé

two door car



Sedan (US) / Saloon (UK)

enclosed 4 door car with a separate boot (trunk)



Hatchback / Liftback

3 or 5 door car, in which back seats fold down to create more cargo space



Station Wagon / Estate Car

a sedan/saloon with extended rear cargo area



Sports Car / Roadster

two-seater, two door performance car

Cabriolet / (Semi-) Convertible

has soft top, removable or retracting roof and rear window



Hard-top

A style of car roof. Originally referred to a removable solid roof on a *convertible*.

Descriptions – Vehicles

Limousine

a chauffeur-driven luxury car
(often stretched)



Pickup Truck

utility vehicle with open cargo area



Minivan / Multi-Purpose Vehicle (MPV)

taller than a sedan, with more capacity than a station wagon, the “People Carrier”



Sports Utility Vehicle (SUV)

up-market, cross-over off-roader vehicle,
four-wheel drive (4WD) / 4x4 (“four-by-four”)



Light Utility Vehicle (LUV)



Van (window- / panel-)

a vehicle used for transporting goods



The “T2” or “Bully” is commonly known in most countries by the model name “Combi”



Minibus

stretched van (or small truck) with seating capacity of up to 16 passengers



Heavy Goods Vehicle (HVG)

used for carrying goods and materials;
flat-decked or covered

Truck (US) - small - large

Lorry (UK) - medium - large

Descriptions – Vehicles



**Articulated Lorry/Truck
Tractor + Semi-Trailer**



tractor unit and trailer are separate entities; the trailer does not have a front axle

Service Vehicles



Ambulance

emergency response medical vehicle



Hearse

used to carry deceased persons (at a funeral)



Fire Engine / Fire Appliance



Tow Truck / Recovery Vehicle

Miscellaneous



Caravan



Campervan

larger versions are known as:
Recreation Vehicles (RVs) (US) / Mobile Homes



All Terrain Vehicle (ATV) / Quad
(three and six-wheel versions also exist)



Trailer

Descriptions – Vehicles

Motorcycles



Cruiser



Sports Bike



Chopper



Trail Bike



Trike



Sidecar



Scooter



Moped

- Construction



Bulldozer



Front Loader



Excavator



Dump Truck

Descriptions – Vehicles

Police Vehicles



Patrol Car / Squad Car / Police Cruiser (US)



Patrol Vehicle / Police SUV



Armoured Scout Car



Armoured Personnel Carrier (APC)



Water Cannon Vehicle



Prisoner Transport



Mobile Command Centre



Public Address (P.A.) Vehicle



Mounted Police

Police Vehicle Equipment

- | | |
|---|---|
| <ul style="list-style-type: none">• two-way radio• equipment consoles• Suspect Transport Enclosures• firearms locker• Mobile Data Terminal (MDTs)• Vehicle Tracking System• Automatic Number Plate Recognition (ANPR) | <ul style="list-style-type: none">• Closed Circuit Television (CCTV)• Speed Recognition Device• Remote rear-door locking• PIT Bumper (Pursuit Intervention Technique)• Push Bumper (aka “Nudge Bars”)• Runlock |
|---|---|



Ammunition – bullet, round, projectile, cartridge

Shell – brass container which holds a pyrotechnic compound with which to propel the bullet

Baton / Truncheon a stick of less than arm's length, usually made of wood, plastic, or metal, and carried by law-enforcement and security personnel for less-lethal self-defense, as well as control and to disperse combative and non-compliant individuals, e.g. in riots, difficult arrest situations.

Tactical Assault / Multi-Function Baton

Breathalyser is a device used for estimating the blood alcohol content from a breath sample.

Handcuffs are metal restraints designed to secure an individual's wrists close together, often featuring a double locking system.

PlastiCuffs / FlexiCuffs are a form of physical restraint for the hands, using plastic straps

Revolver is a firearm in which the rounds (bullets) are held in a revolving cylinder that rotates to fire them through a single barrel.

Semi-automatic (self-loading) pistol is a magazine-fed handgun that can be fired semi-automatically, firing one round for each trigger pull until running out of stored ammunition.

Double Action Only (DAO) - once a round is chambered, each trigger pull will both arm the hammer or firing pin, and will additionally release it to fire a round in one continuous motion.

Machine pistol / Submachine gun - a firearm combining the automatic fire of a machine gun with the 9mm ammunition of a pistol; is usually between the two in weight and size e.g. MP5, Uzi etc.

Holster is an article worn to hold a handgun or other defensive weapon, usually from a belt

Pepper Spray/ OC Spray is a chemical compound that irritates the eyes to cause tears, pain, and even temporary blindness, that is used in crowd control and personal self-defence.

Stun Gun - a direct-energy, direct-contact, non-lethal weapon that temporarily disables a person with an electric shock.

Taser/ Electroshock Gun - a non-lethal weapon that temporarily disables a person with an electric shock by firing small electrodes, with attached metal wires, that connect to the gun.

Riot Shield is used to deflect projectiles in riot-type situations, it is usually made from plastic-like materials and clear.

Bullet Proof Vest - works as a form of armour to minimize injury from projectiles fired from handguns, shotguns and rifles.

Tactical Body Armour (US: Armor) is impact resistant, padded plastic plates that strap on to the body, arms and legs; often used in riot control.

Flak Jacket is a form of protective clothing to help personnel from the flying debris and shrapnel.

Radar Gun is used to detect the speed of vehicles.

Tire Deflation Device/ Spike Strip devices are used to impede or stop the movement of wheeled vehicles by puncturing their tires.

Closed Circuit Television (CCTV) is static video surveillance, e.g. (anti-)crime cameras, gate security, hooligan observation etc.

Torch (UK)/ Flashlight (US) is a hand-held portable spotlight.

Handheld Radio - is a hand-held portable, bi-directional radio transmitter/ transceiver.

Latex/ Disposable Surgical Gloves

Tear Gas/ CS Gas is a riot control chemical agent that causes the eyes to sting and water; it is usually fired in canisters that emit the gas at a steady rate.

Police Authorities, Organizations, Operations & Training

Abteilung	Section
Alarmzug	Stand-by Unit (on-call reinforcement to Formed Police Units)
Amt	Government Office; Government Bureau
Ansprechstelle	Point of Contact (POC)
Ausbildung	Education and Training
Besondere Aufbau-Organisation (BAO)	Incident Command System (ICS)
Beamter	Civil Servant (with <i>life-time</i> employment status)
Befehl und Steuerung (Logistik, Verbindung, Korrdination), Kommunikationen & Intelligenz	command and control (<i>logistics, liaison, coordination</i>), communications and intelligence (CCCI)
Befehlszentrale	Command Post (CP)
Bereitschaftspolizei	Formed Police Unit (FPU)/ Police Support Unit (PSU) (UK) (security, crowd control, patrolling, protection etc.)
– Hundertschaft	– Company (120+)
– Zug	– Platoon (30+)
– Gruppe	– Section (10+)
– Halbgruppe	– Squad (<10)
Bericht fertigen	to file report
Betreuung	counselling, support, care for, look after
Beweis	evidence
Beweissicherungs- und Festnahme-Einheiten (BFE)	Anti-Riot Police /Special Arrest Squad
Bewerber	applicant
Bezirkdienstbeamter	Community Police Officer
Bezirkdienstposten	Community Police Station
Bezirksregierung	Regional Administrative Authority
Botshaft	Embassy
Bundeskriminalamt	Federal Criminal Investigations Office
Bund	Federation
Bundesland	State
Bundespolizei	Federal Police
Computerbezogene Kriminalität	computer-related crime
Dezernat	Department (Dept.)
Dienstgrad	rank
Dienstgruppen Lieter (DGL)	Shift Leader (Patrol Service)
Dienststelle	Office
Direktionen	District Headquarters
Dolmetscher(-in)	Interpreter / Language Assistant (L.A.)
einen Bereich polizeilich betreuen	to police an area

Police Authorities, Organizations, Operations & Training

Einsatzabschnitt (EA)	task-based area of responsibility
Einsatz	operation
Einsatzleiter	Officer in Command (O.C.) / Operations Leader
Einsatzmittel	tactical equipment
Einsatzplanung	operations planning
Einzel Täter	lone (single) offender
Erkennungsdienst	Forensics
Fachhochschule	University of Applied Sciences
Fachhochschule der Polizei	Police College of Public Administration
Falschgeldkriminalität und Produktpiraterie	counterfeiting and piracy of products
Fortbildung	(Advanced) Vocational Training
Forensik	Forensics / Forensic Science / Forensic Criminalistics
Führungstab	Operations (Command) Staff Officers
Führungsstelle	Operations (Command) Control Centre
Hauptsachgebiet	upper-level section, which is further divided into sub-units
Hochschule der Polizei	Police University
Hubsschrauberstaffel	Helicopter Unit
Hundestaffel	Dog Section, Dog Handler Unit, Canine (K-9) Unit
Innenministerium	Ministry of the Interior, Home Office (UK) / Dept. of the Interior (US)
Kommissariat	Detectives Branch / Local CID (station level)
Kontaktbeamter	Community Police Officer (specialist fields e.g. Youth, Islam etc.)
Kreis	County / District
Kreisverwaltung	County Authority / District Authority
Kriseninterventions Team (KIT)	Crisis Intervention Team (for psychological trauma)
Kriminalität	crime; criminality
Kriminalstatistik	crime statistics
Kriminalpolizei	Detectives, Criminal Investigations Department (CID)
Kriminalwache	duty-response local CID (station-based)
Landesamt für Verfassungsschutz	State Office for the Protection of the Constitution (LfV)
Landeskriminalamt (LKA)	State Criminal Investigations Department
Landespolizei	State Police
Leitstelle	HQ Operations Control Centre/Room
Lautsprecherdurchsagen	public address announcement
Ministerium	Ministry (National, Federal or State)
Mobiles Einsatzkommando (MEK)	Mobile Operations Group / Mobile Surveillance Response Group
Ordnungsamt / Stadtpolizei / Ordnungspolizei	Municipal Police / City Wardens
Ordnungswidrigkeiten (OWiG)	Regulatory Offences Act

Police Authorities, Organizations, Operations & Training

Personenschutz	VIP Protection / Close Protection Unit (CPU) / Personal Security Detail (PSD)
Polizeiabteilung	division (large); department (medium); section (small)
Polizeiarbeit leisten	to police (verb)
Polizeibehörde	Police Authority
Polizeinspektion	Police Precinct
Polizeiliches Vorgehen / Polizeiarbeit	Police Procedures
Polizeibeamter	Police Officer with <i>life-time</i> Civil Servant Status
Polizeibezirk	Police Territorial Jurisdiction - geographical area of operation
Polizeidirektion	Police (Territorial) Division / Police Department
Polizeiinspektion	Police District / Borough
Polizeipräsidium	Police Headquarters
Polizeirevier	Police Station or Post (Precinct-level)
Polizeischule	Police Academy
Polizeiwache	Police Station or Post (Precinct-level)
Präsidium	Constabulary/ Police Authority (HQ)
Rechtsgrundlagen	legal basis
Sachgebiet	[specialist] sub-unit
Schutzpolizei	uniformed police service / patrol service
Spezialeinsatzkommando (SEK)	Special Operations Group (SOG), Tactical Response Team (TRT), Special Operations Response Team (SORT), SWAT
Spezialeinheit / Spezialkräften	Police Special Forces
Staatsschutz	State Security / Special Branch (UK)
Standard Dienstanweisung / Ständige Einsatzverfahren	Standard Operational Procedures
Ständiger Stab	Permanent Staff (HQ)
stellvertretender	Deputy (e.g. Dep. Shift Leader or Desk Officer)
Strafgesetzbuch	German Criminal Code
Strafprozeßordnung (StPO)	Criminal Procedural Code
Strategische Einsatzführung (Einsatzzentrale)	Strategic Operations Command (SOC)
streifenwagen	patrol car
Szenekundiger Beamter (SKB)	Police "Spotter" (<i>ref.</i> Football related security issues)
Taktische Einsatzführung (Abschnittsführung)	Tactical Operations Command (TOC)
Technikeinsätze (TE)	Technical Support Team
Technische Untersuchungsausrüstung	Technical Investigative Equipment

Police Authorities, Organizations, Operations & Training

Teilnehmer in einer kriminellen Organisation	Participation in a criminal organisation
Verhandlungsgruppe (VG)	Crisis Negotiations Team (CNT)
Vorgesetzter	Superior
Wachdienstführer (WDF)	Deputy Shift Leader / Desk Officer
Wachpolizei	Auxiliary Police / Special Constable (UK)
Wasserschutzpolizei	Waterway Police
Zeuge	witness
Zivilstreife	plain clothes (patrol) unit
Zollamt	German Customs Service
Zollfahndungsamt	Customs Investigation Office
Zollkriminalamt	Customs Investigations Service
Zugriff	to apprehend
Zugriffsgruppe	arrest / apprehension team
Zwang / Anwendung von Gewalt	(authorised) Use of Force

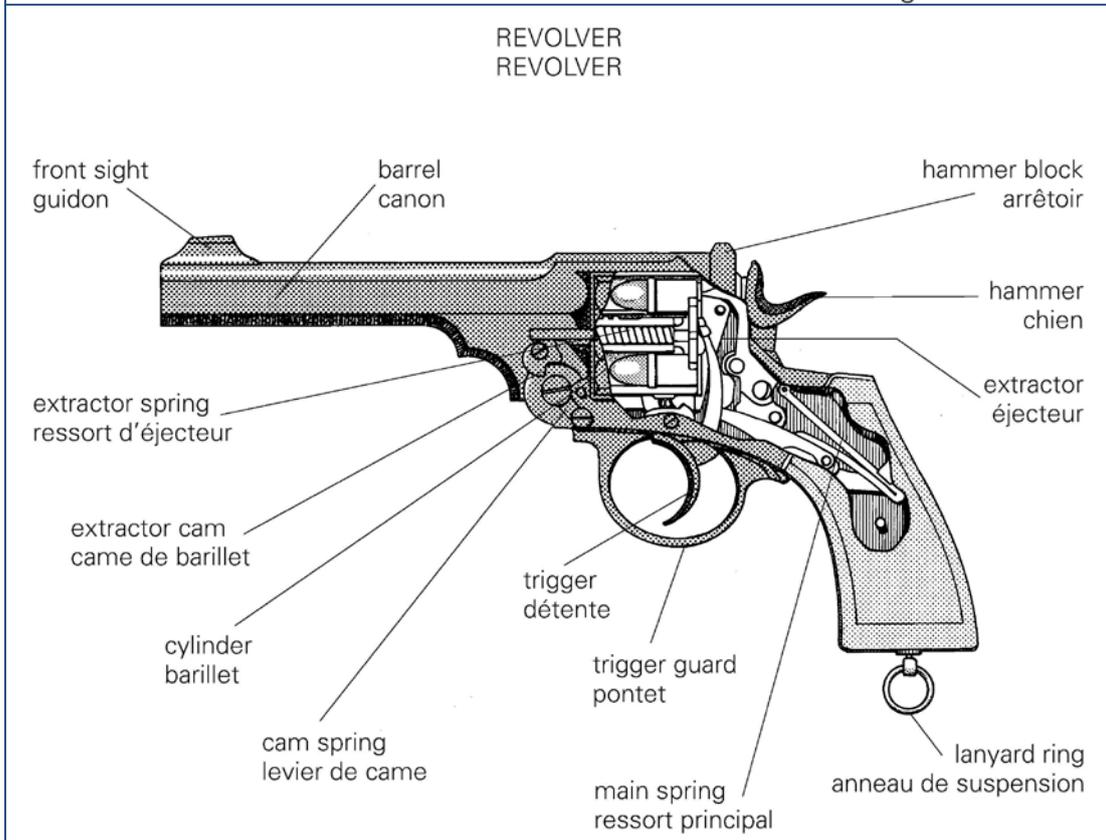
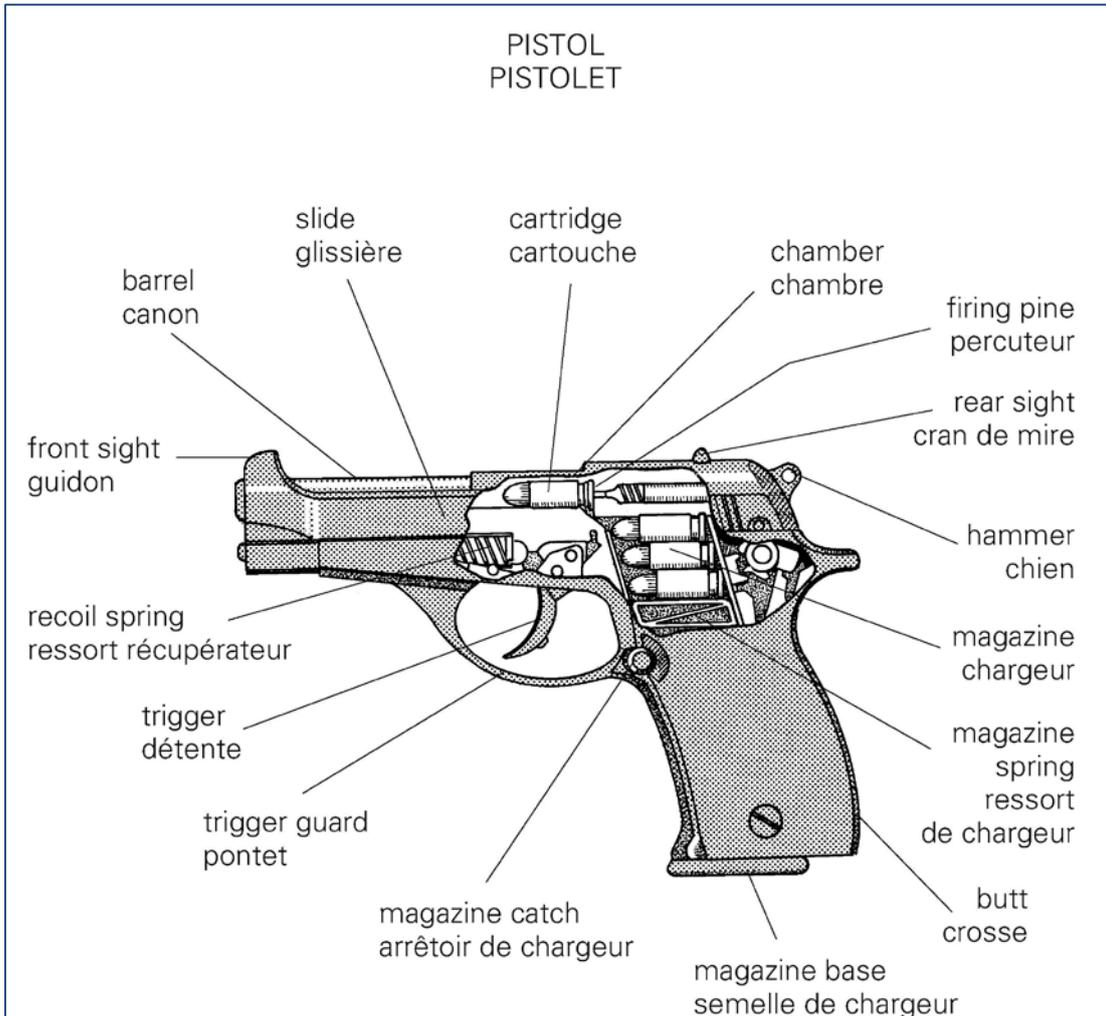
For further terms refer to:

- **Police Dictionary: German-English / English German**
<http://www.saint-claire.org/resources/Police%20English-German%20Dictionary%20-%20August%202012.pdf>
- **Police Terminology**
<http://www.saint-claire.org/resources/Police%20Terminology.pdf>
- **Operations and Tactics Glossary**
<http://www.saint-claire.org/resources/Operations%20and%20Tactics%20Glossary.pdf>
- **Money Laundering Glossary**
http://www.secp.gov.pk/IACCD/pub_iaccd/GlossaryMoneyLaunderingTerms.pdf

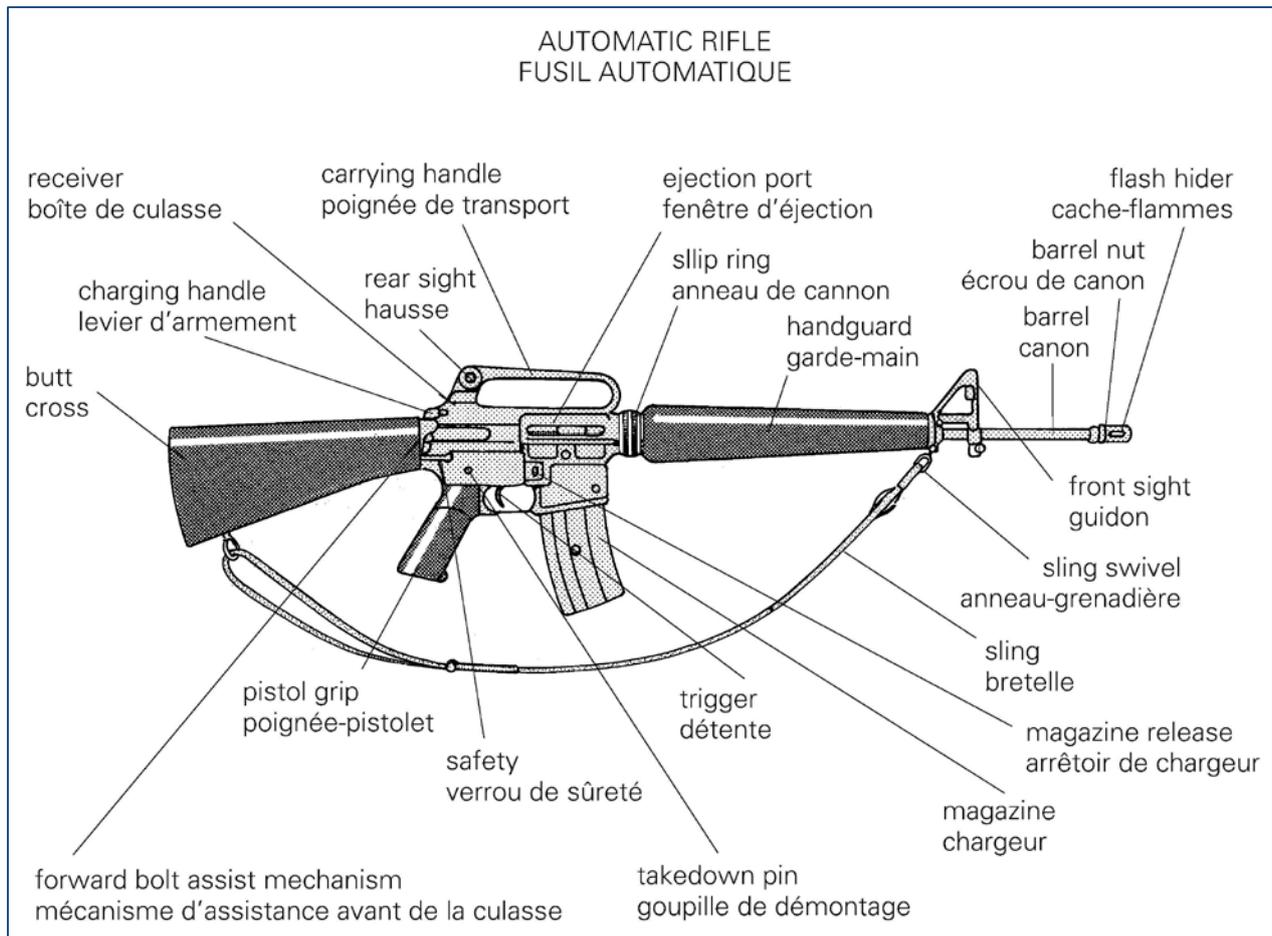
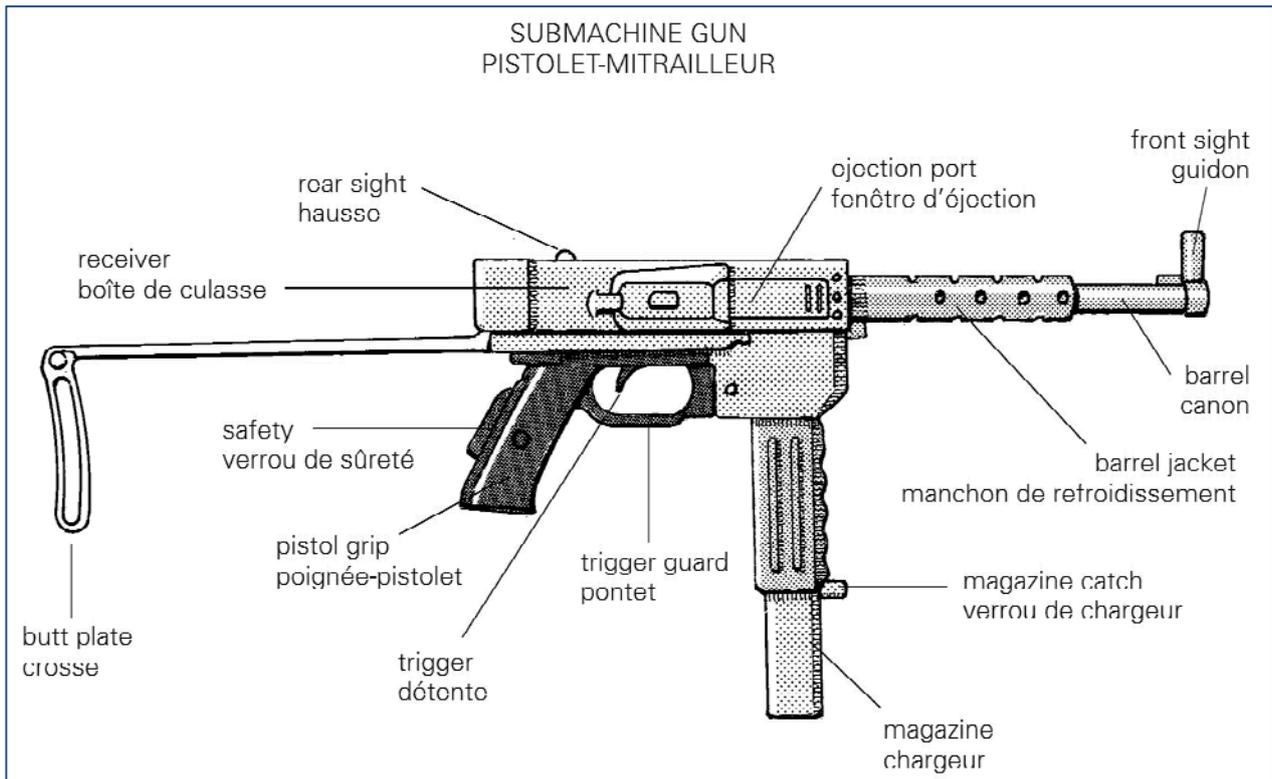
Key Terms:

- Access Tunnel
- Administration Office(s)
- Aisle
- Barrier
- Block
- Closed Circuit Television (CCTV)
- Concourse
- Crush Barrier
- Enclosure (Guest, Family)
- Entrance (Guest, Main)
- Exit
- Facilities
- Floodlight(-ing)
- Gallery (Executive, Press)
- Gate
- Kiosk (Snack-)
- Hospitality Suites
- Observation Booth
- Pedestrian
- Perimeter Fencing
- Player's Facilities
- Reception
- Row
- Segregated Area
- Spectator Access
- Stairwell
- Stand
- Ticket Office
- Ticket Booth
- Tier (Upper, Lower)
- Turnstile
- Vomitory
- Walk-way
- WC/ Toilet



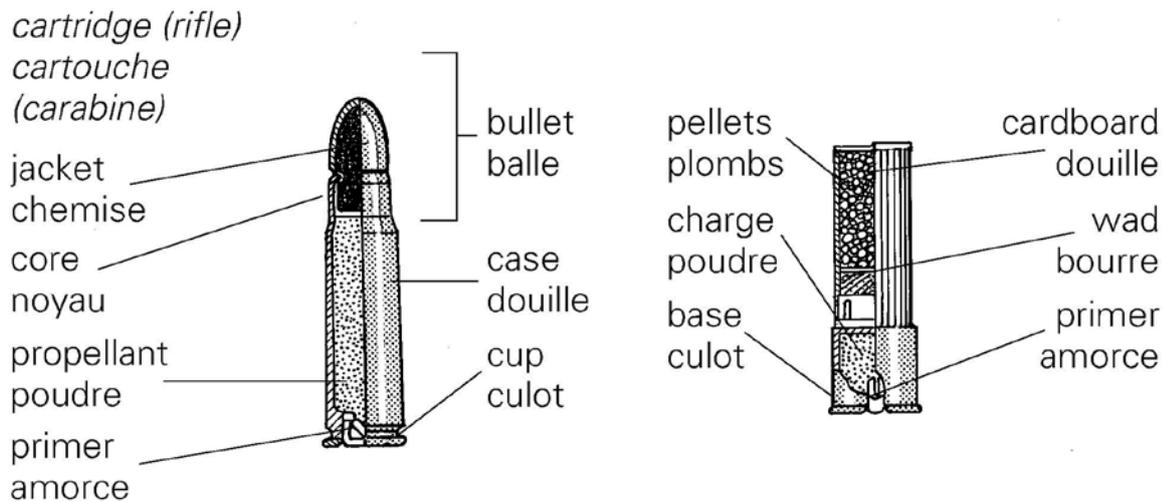
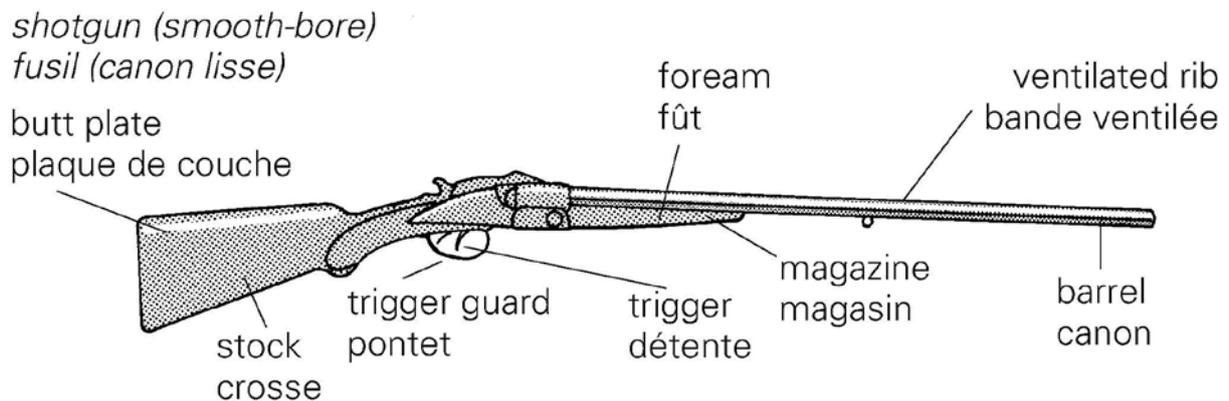
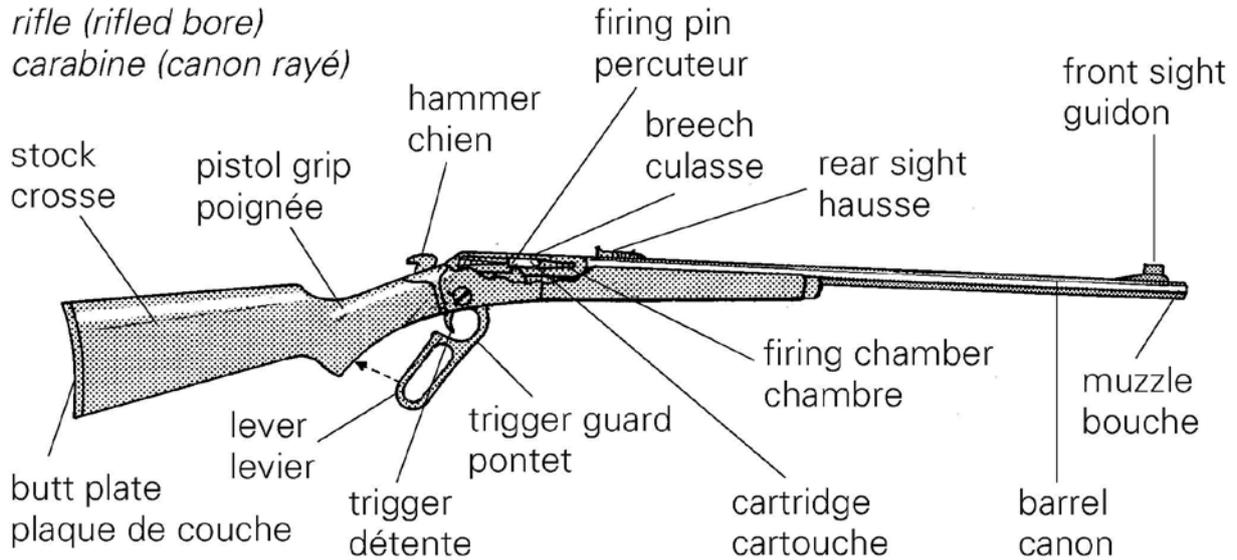


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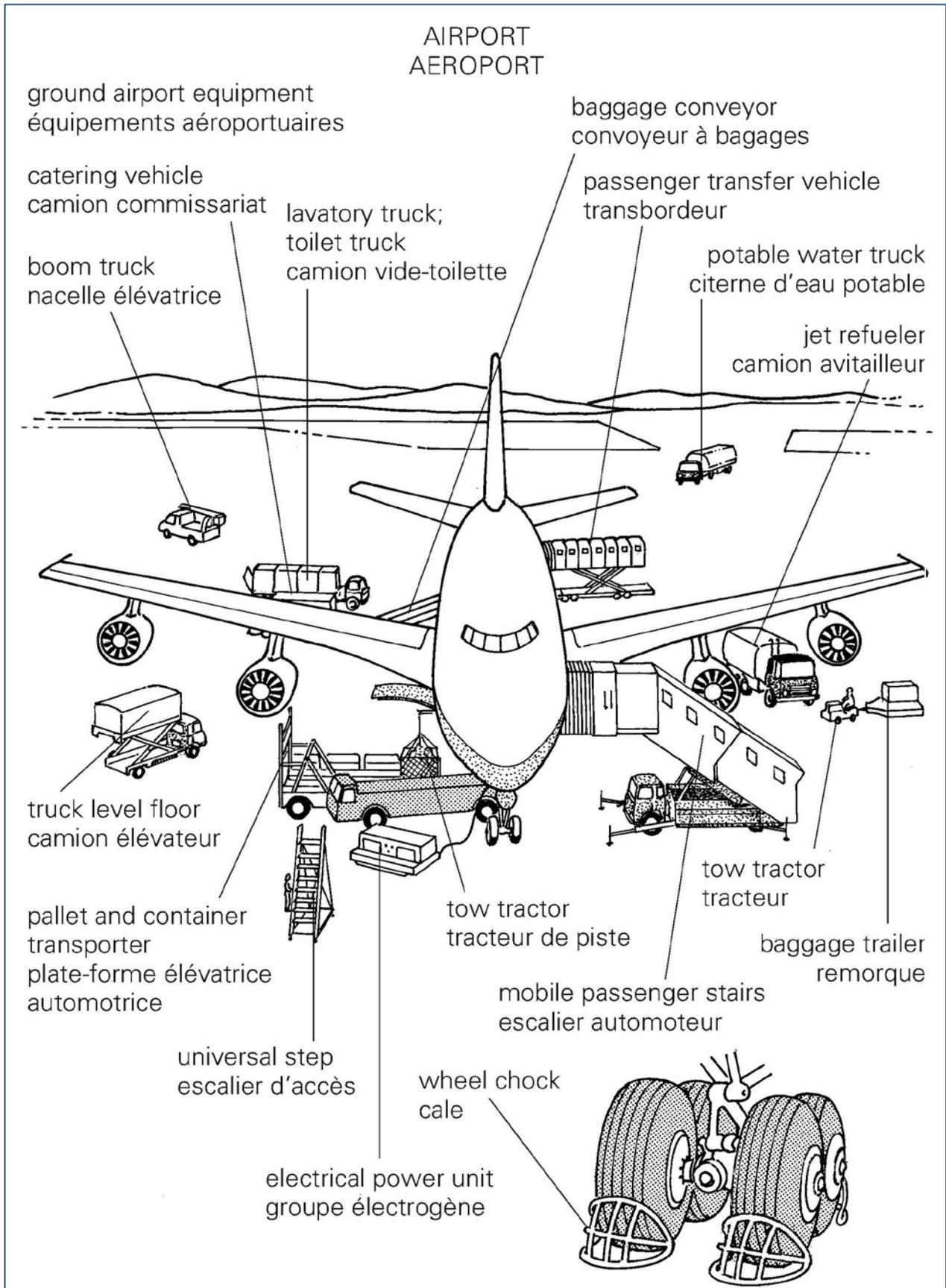


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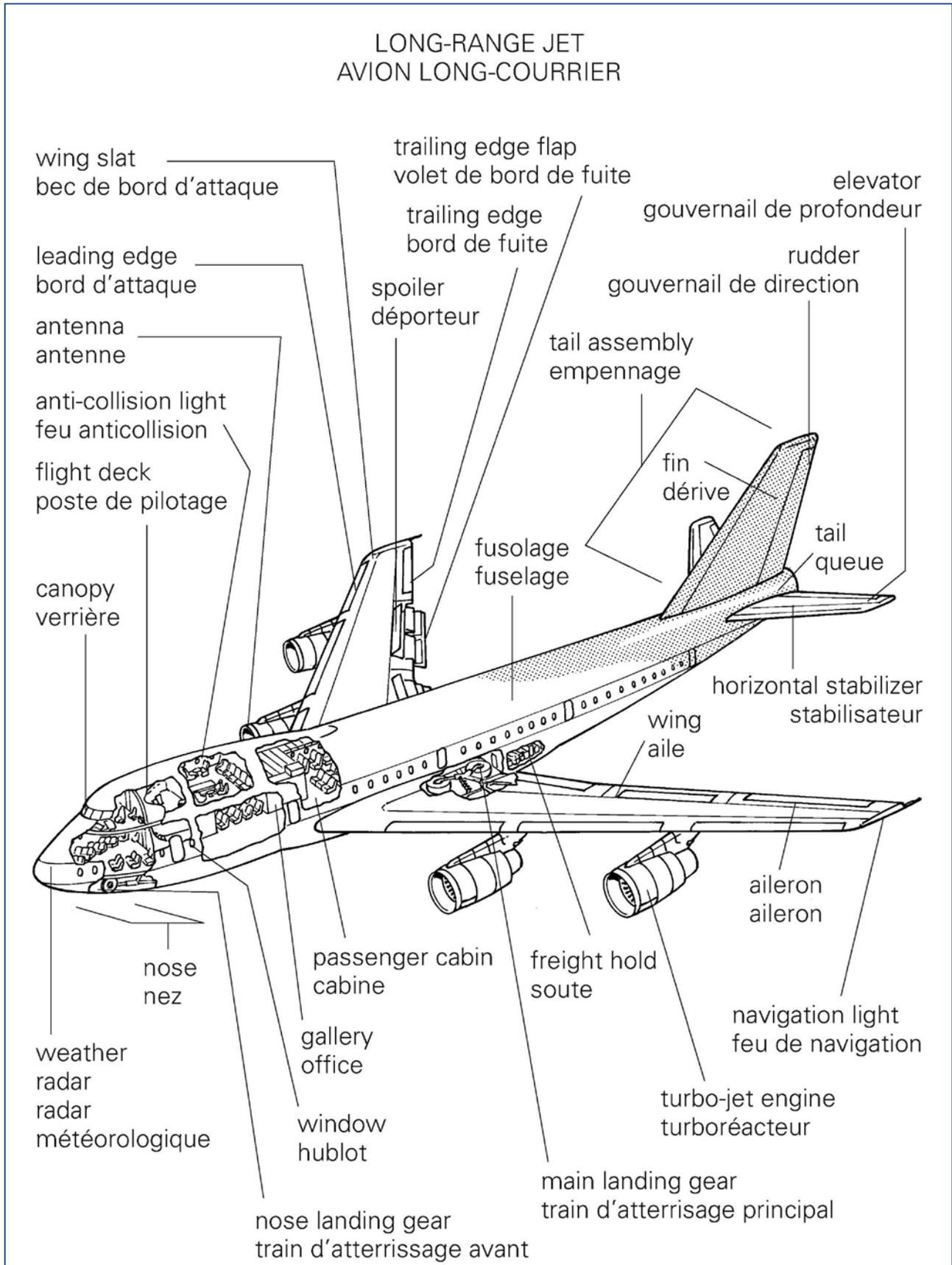
HUNTING WEAPONS ARMES DE CHASSE



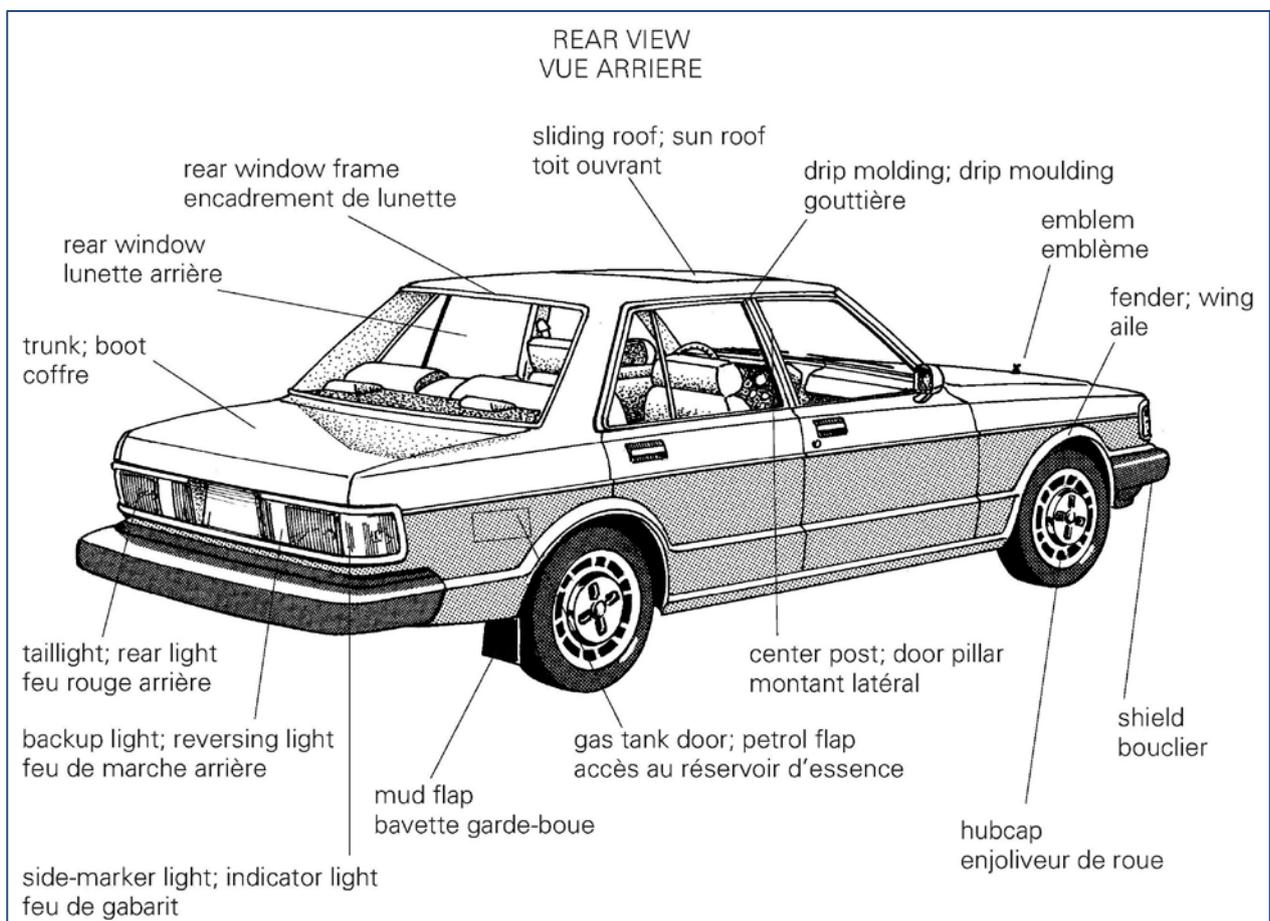
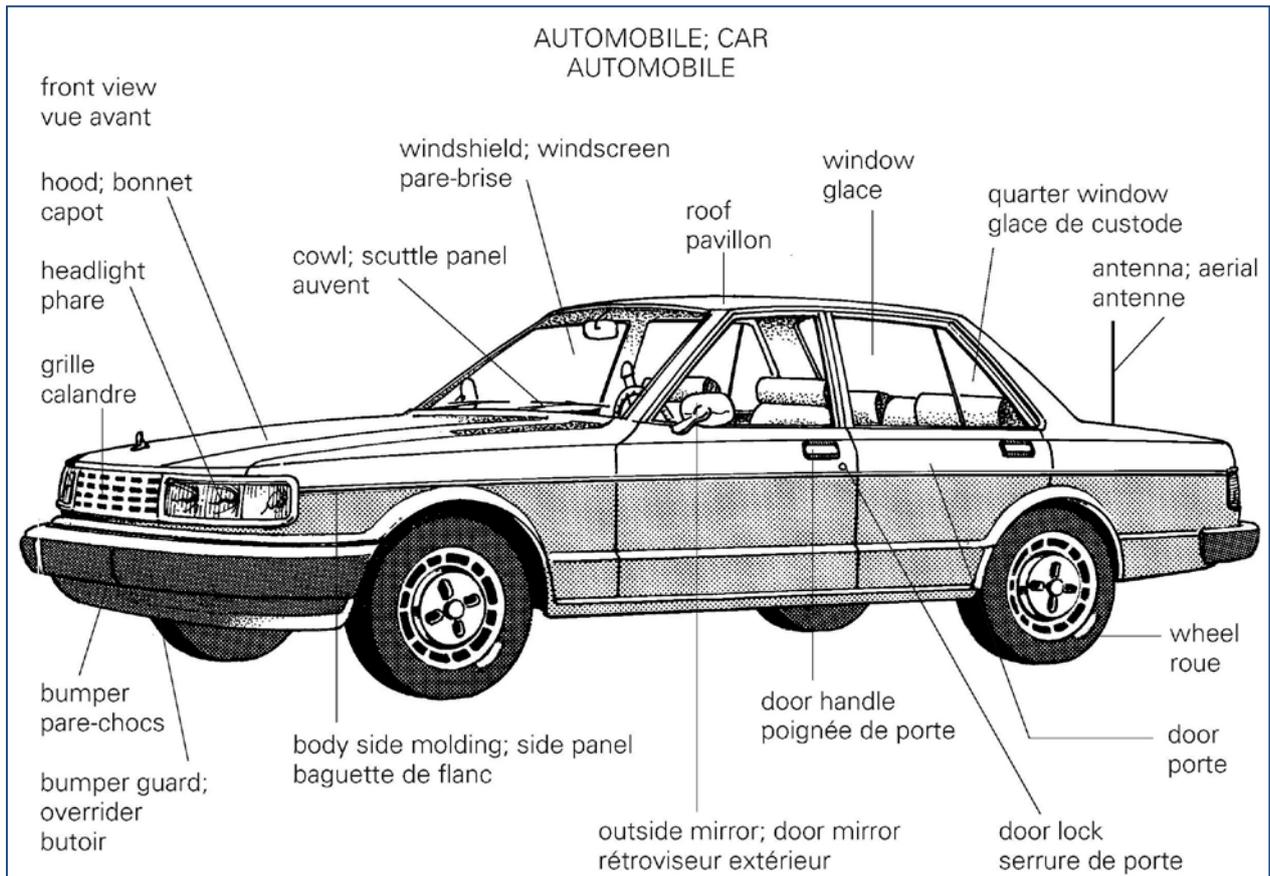
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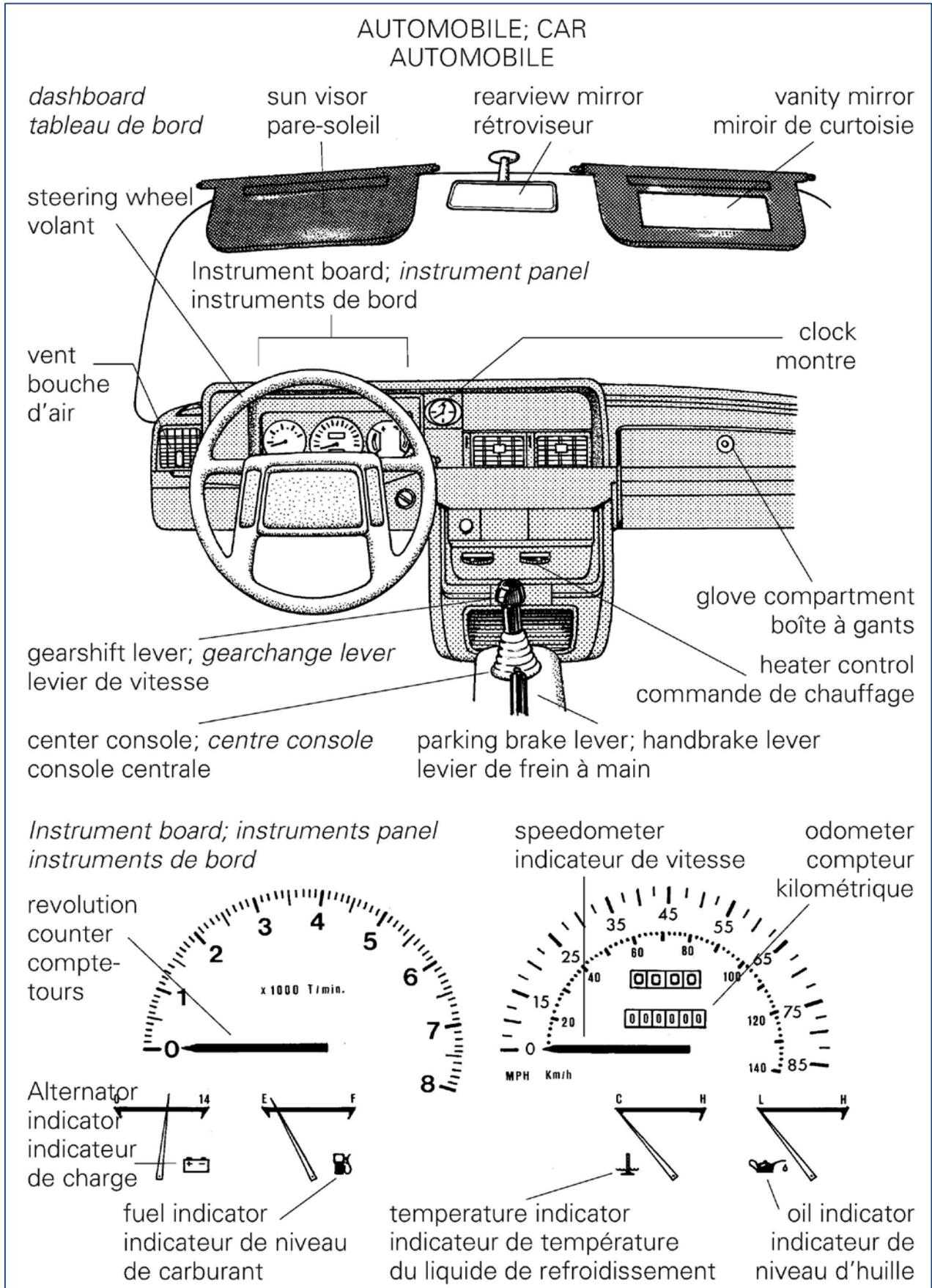
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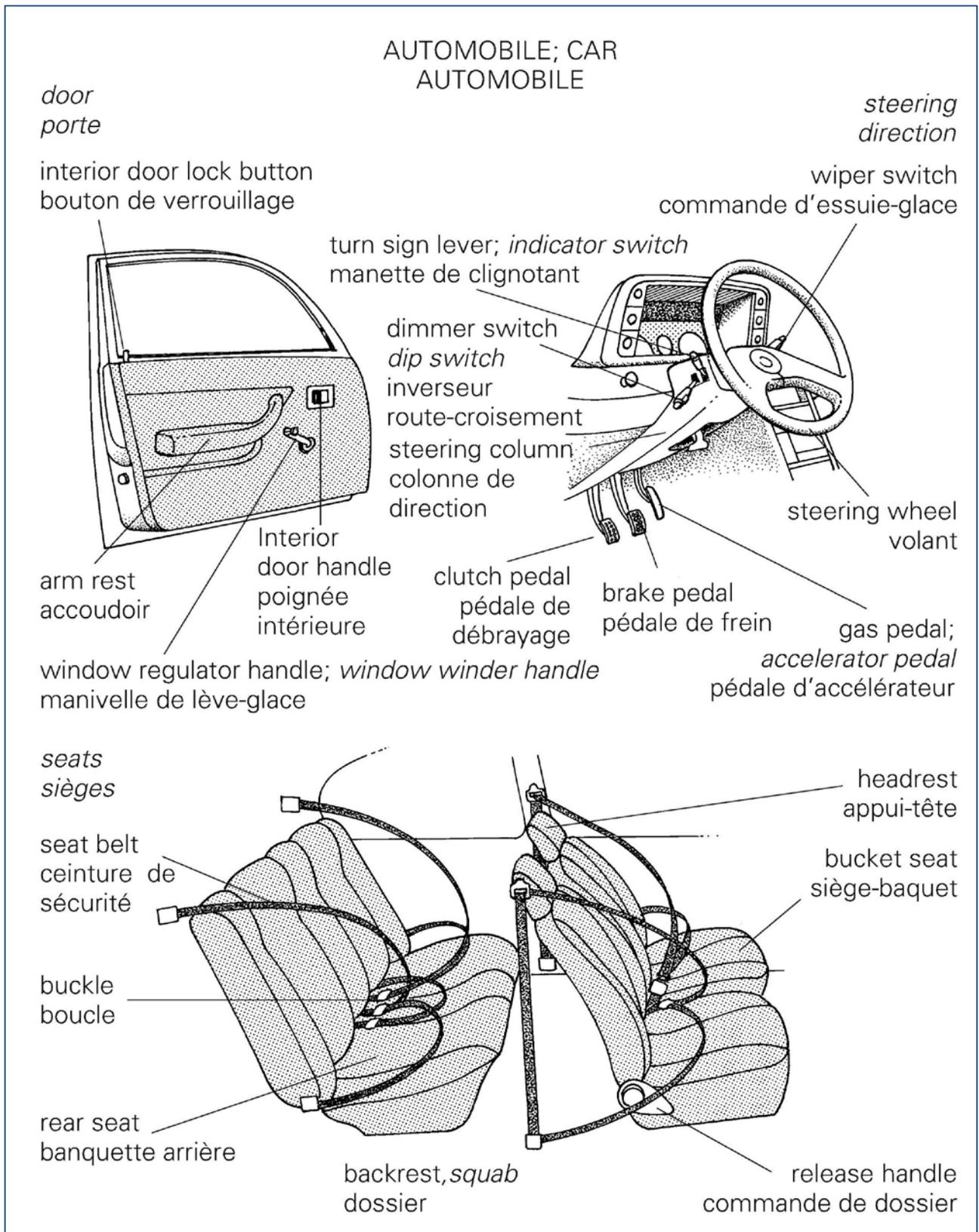
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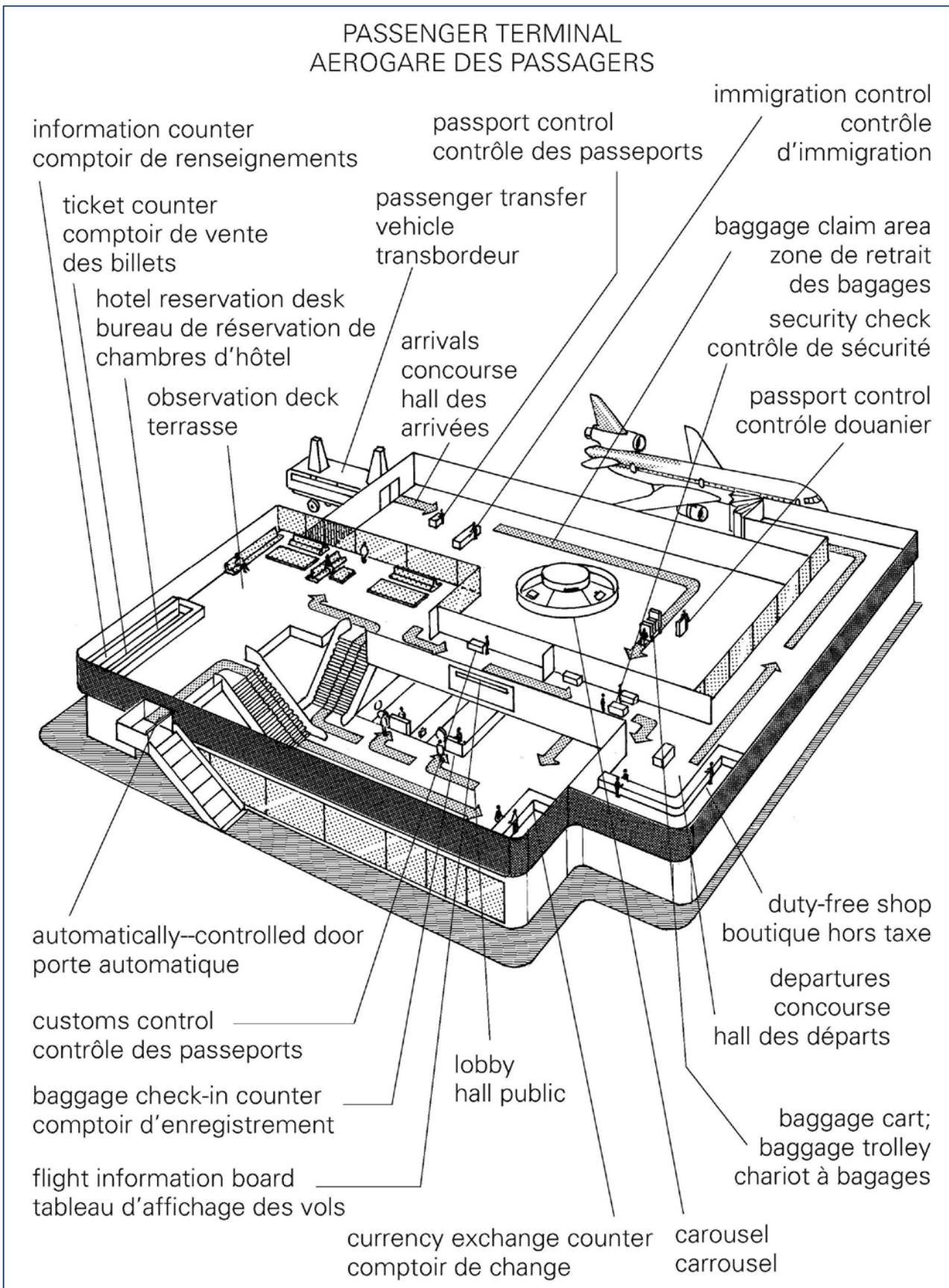


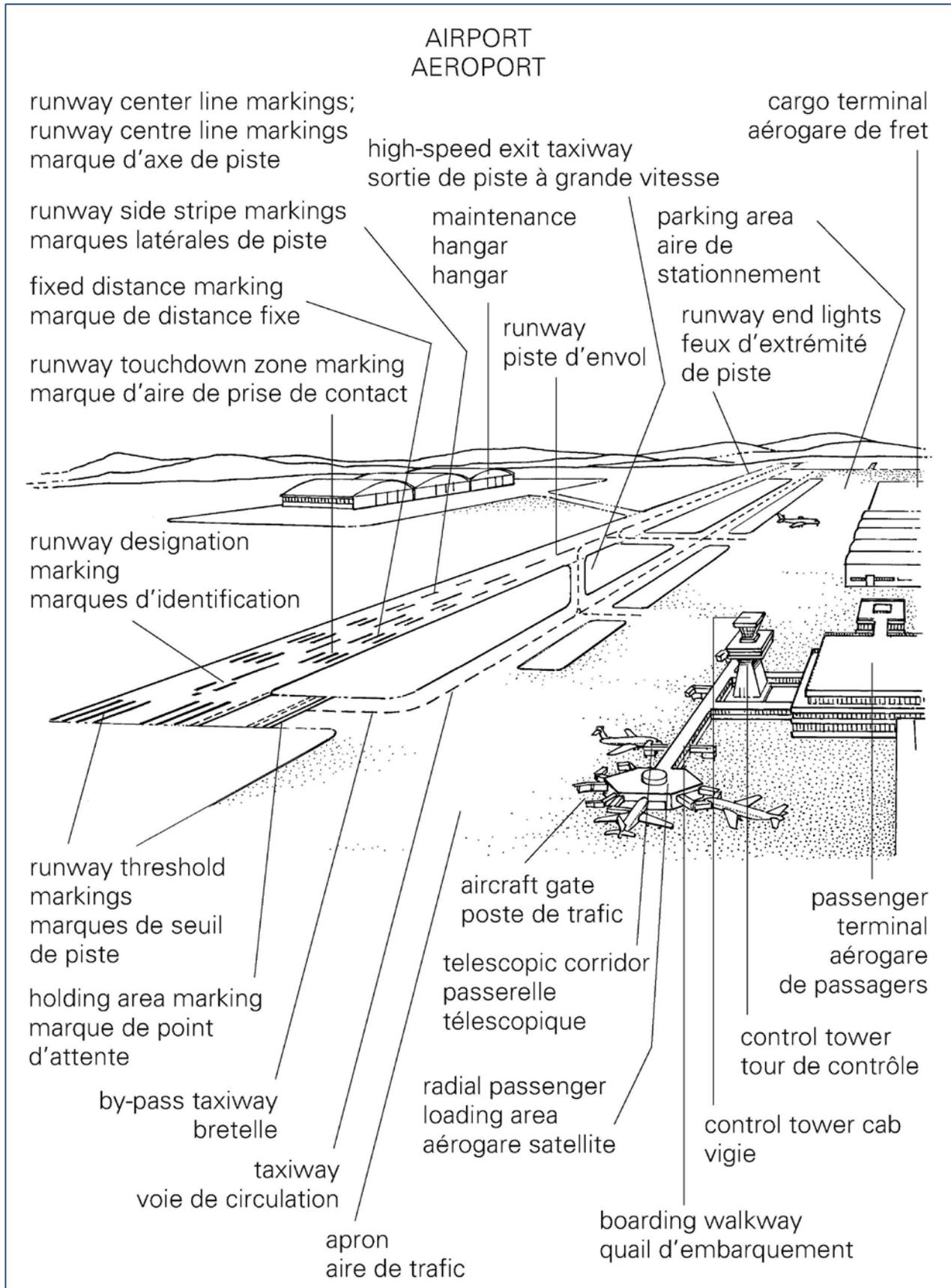
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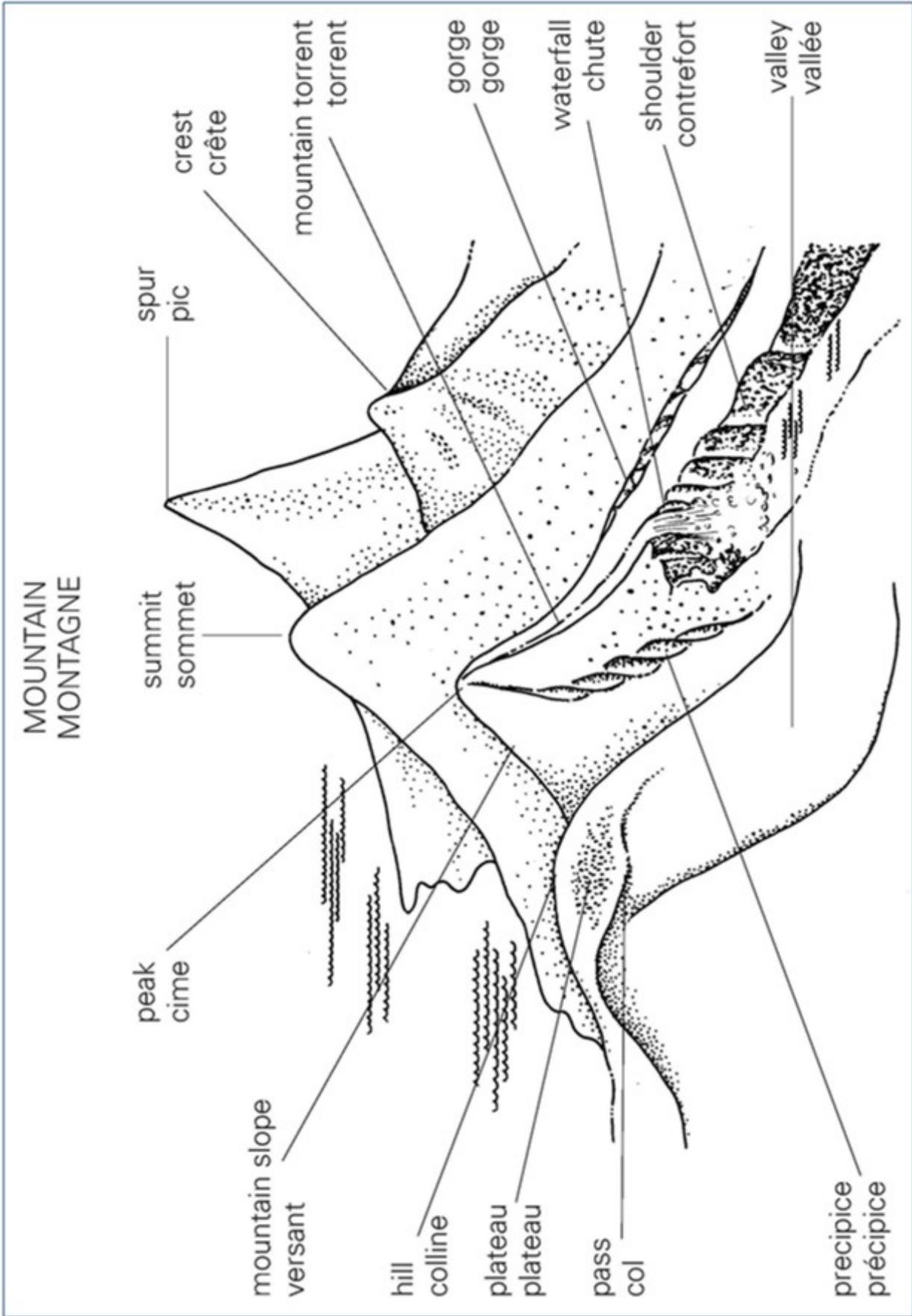


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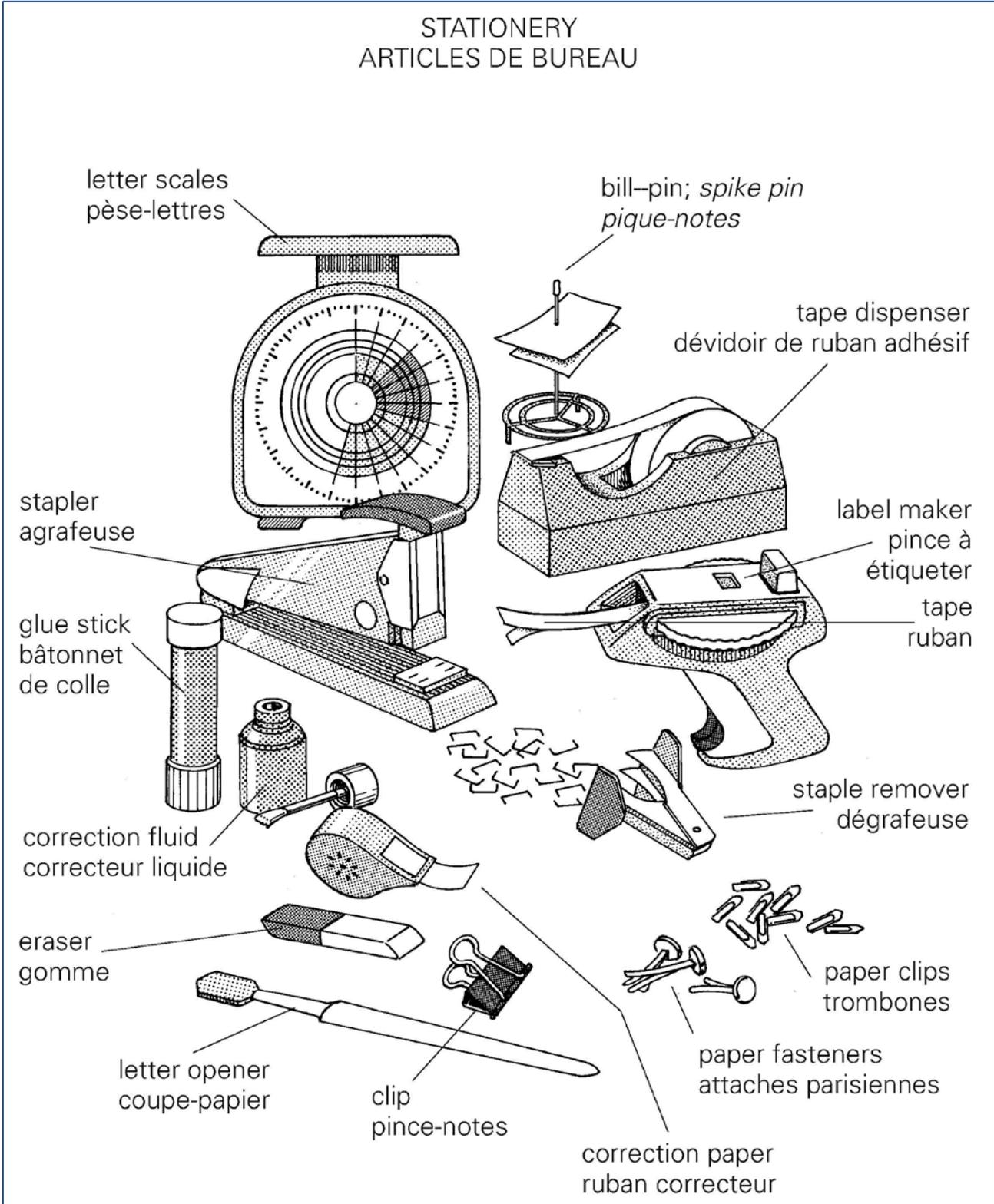








United Nations Picture Dictionary



Street Drugs



Amphetamines (*Amphetamine Sulphate*)

Description:

Comes in powder and tablet forms.

Commonly called:

Speed, Whiz, Amph.

Physical Symptoms:

Confused thinking; alternating moods; aggressive behaviour; abundance of energy; jerky movements; dry mouth; no appetite; inability to sleep; exhaustion; toxic psychosis.

Look for:

Folded wraps of paper (5cm x 5cm). When unfolded; powder may be white, greyish white, pink or yellow in colour; tablets; needles; and syringes.

Dangers:

Hallucinations; delusions; panic; paranoia; depression; heart failure; damaged blood vessels; HIV/hepatitis if shared injecting.



Benzodiazepines (*tranquillisers and sleeping tablets including Temazepam*)

Description:

Comes in tablets, capsules and injectable form.

Commonly called:

Eggs, Jelly Babies, Rugby Balls.

Physical Symptoms:

Tiredness and drowsiness; excessive emotional responses; aggression; unusual behaviour; slurred speech; confusion; unsteadiness.

Look for:

Tablets and capsules of various colours - green and yellow for Temazepam; needles and syringes.

Dangers:

Death from overdose; worsened depression; death due to respiratory failure; HIV/hepatitis if shared injecting.



Street Drugs



Cannabis (*Marijuana, Hashish*)

Description:

Comes in resinous lumps, leaves, stalks and seeds or as a concentrated oil. Smoked or taken orally.

Commonly called:

Pot, Grass, Wacky Baccy, Hash, Ganja, Hash Oil, Blow.

Physical Symptoms:

Lack of coordination; red eyes; dilated pupils; increase in heart rate; irrelevant giggling.

Look for:

Butt ends (roach) of hand-rolled cigarettes (joint); strong smell of burning leaves; large cigarette papers.



Dangers:

Coordination and reaction time impaired; dangerous to drive under the influence; anxiety and illusions; possible psychological changes; damage to lungs as tobacco.

Cocaine

Description:

Comes in crystalline white powder form.

Commonly called:

Coke, Snow, Charlie.

Physical Symptoms:

Increased alertness; euphoria; increased pulse rate and blood pressure; dilated pupils.

Look for:

Folded wraps of paper; syringes and needles; handbag mirrors and razor blades; straw for sniffing or snorting.

Dangers:

Hallucinations; agitation; paranoia; convulsions; possible death; addiction; HIV/hepatitis if shared injecting.



Street Drugs



Crack

Description:

Crystallised form of cocaine. Illegally manufactured. Can be smoked, usually using a water pipe.

Physical Symptoms:

Rapid onset of symptoms as for cocaine; extreme euphoria; loss of self-control; dilated pupils; agitation; aggressive behaviour.

Look for: Paper wraps; small plastic bags; water pipes.

Dangers: Highly addictive; depression of respiratory centre; direct toxic action on heart - can be fatal.



Glues and Solvents

Description: Glues, cleaning fluids, aerosols, lighter fuel (gas), chemical solvents, paint stripper etc.

Physical Symptoms: Rash around nose and mouth; stomach cramps; uncoordinated movements; aggressive behaviour, drunk behaviour; inflamed eyes.

Look for: Empty tubes or cans; plastic bags with traces of glue in them; strong chemical smell; traces of substance on clothing.

Dangers: Hallucinations/illusions; danger of psychological dependence; possible damage to lungs and heart, kidneys and liver and central nervous system; death by suffocation; accidents; or direct toxic effect on the heart.

Heroin

Description: Can be injected, smoked or sniffed.

Commonly called: H, Horse, Scag, Smack, Stuff.



Morphine

Comes in tablet and powder forms.

Commonly called: Morph, White Stuff, M.

Physical Symptoms: Euphoria; drowsiness; contracted pupils; needle marks on hands, arms, legs or feet; blood stains on clothing or bedding.

Look for: Wraps of paper; syringes and needles; blackened tinfoil; tourniquet (belt, tie, or string); bent spoons; spent matches; bottle caps.

Dangers: Accidental overdose; HIV/hepatitis if shared injecting; blood infection, abscesses; malnutrition; addiction.

Street Drugs



L.S.D.

Description:

Comes in very small tablet form. Small squares of impregnated paper. Liquid (colourless and odourless).

Commonly called:

Acid, Tabs.

Physical Symptoms:

Perceptual changes - especially to sight and sound; illusions and hallucinations; paranoid delusions; dilated pupils.

Look for:

Small tablets or squares of paper; occasional limb trembling and shivering; expressions of fear and anxiety.

Dangers:

Unpredictable behaviour; flashback; recurrence of trip even though no LSD has been taken for some time; accidents while under the influence of drug; long term psychological effects in some cases; adverse experiences - "Bad Trips", "The horrors".



MDMA

Description:

A very powerful amphetamine-based drug having hallucinogenic properties. Comes in tablet or capsule form. Taken by mouth.

Commonly called:

Ecstasy, E, Adam, XTC, Fantasy.

Physical Symptoms:

Abundant energy; increased colour perception; thirst; enhanced empathy.

Look for:

Excessive drinking, water or cola during high; tablets - various colours.

Dangers:

Extremely dangerous to diabetics; possible damage to brain cells; anxiety; panic; confusion; insomnia; psychosis; and hallucinations.



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Recommended Online Resources



SAINT | Security Sector Development

- Links: https://saint-ssd.org/?page_id=875
- Resources: https://saint-ssd.org/?page_id=990

English Learning

YourPoliceWrite.com: <http://yourpolicewrite.com/>

BBC World Service - Learn English: <http://www.bbc.co.uk/learningenglish/english/>

CCC Guide to Grammar and Writing: <http://grammar.ccc.commnet.edu/grammar/>

onestopenglish.com (MacMillan Press): <http://www.onestopenglish.com/>

EnglishClub.Com: <https://www.englishclub.com/>

UsingEnglish.com:

- Student Resources - <https://www.usingenglish.com/esl/students/>
- Tests and Quizzes - <https://www.usingenglish.com/testing/>
- English Language References - <https://www.usingenglish.com/reference.html>
- English Language Resources - <https://www.usingenglish.com/resources.html>
- Online English Dictionaries - <https://www.usingenglish.com/dictionary.html>

News

- The Local (Germany's News in English): <https://www.thelocal.de/>
- Deutsche Welle (DW): <https://www.dw.com/en/>
- Der Spiegel International: <http://www.spiegel.de/international/>
- AlertNet (Thompson Reuters Foundation): <https://www.trust.org/>
- Aljazeera (English) Television: <https://www.aljazeera.com/>
- BBC World: <https://www.bbcworld.com/>
- IRIN – Humanitarian News and Analysis: <https://www.irinnews.org/>
- The Guardian Weekly: <https://www.theguardian.com/international>

Country Briefs and Situation Advisories

CIA World Fact Book: <https://www.cia.gov/library/publications/the-world-factbook/>

Human Rights Watch: <http://www.hrw.org/>

International Alert: <https://www.international-alert.org/>

International Crisis Group: <https://www.crisisgroup.org/>

Relief Web: <https://reliefweb.int>

Transparency International: <https://www.transparency.org/>



Law Enforcement: Conducts, Ethics and Rights

Code of Conduct for Law Enforcement Officials (UN):

<https://www2.ohchr.org/english/law/pdf/codeofconduct.pdf>

10 Basic Human Rights Standards for Law Enforcement Officials (Amnesty International):

<https://www.amnesty.org/download/Documents/156000/pol300041998en.pdf>

The European Code of Police Ethics: <https://polis.osce.org/node/4711>

International Human Rights Standards for Law Enforcement (UNHCHR):

<https://www.ohchr.org/Documents/Publications/training5Add1en.pdf>

Compendium of United Nations standards and norms in crime prevention and criminal justice: https://www.unodc.org/pdf/compendium/compendium_2006.pdf

United Nations Criminal Justice Standards for United Nations Police (UNODC & UNDPKO):

https://www.unodc.org/documents/justice-and-prison-reform/08-58900_Ebook.pdf

Ten Rules – Code of Personal Conduct for Blue Helmets

<https://conduct.unmissions.org/ten-rulescode-personal-conduct-blue-helmets>

Human Rights

Universal Declaration of Human Rights (UDHR): <http://www.un.org/en/documents/udhr>

European Convention on Human Rights (ECHR):

https://www.echr.coe.int/Documents/Convention_ENG.pdf

Arab Charter on Human Rights: <http://hrlibrary.umn.edu/instree/loas2005.html>

African Charter on Human and People's Rights: <http://www.achpr.org/instruments/achpr/>

Mission Backgrounders

An Introduction to Security Sector Reform (DCAF-ISSAT / UNITAR):

<https://issat.dcaf.ch/Learn/E-Learning/Introduction-to-Security-Sector-Reform>

Policing and Police Reform in Complex Environments (DCAF-ISSAT):

<https://issat.dcaf.ch/fre/Learn/E-Learning/Policing-and-Police-Reform-in-Complex-Environments/>

Police Integrity (DCAF-ISSAT): <https://issat.dcaf.ch/Learn/E-Learning/Police-Integrity>

SSR Backgrounders (DCAF): <http://ssrbackgrounders.org/>

In Control - A Practical Guide for Civilian Experts Working in Crisis Management Missions (ENTRI): <http://in-control.entriforccm.eu/>