

Civil Service Investigation: Evidence



20 Feb 2012

9am – 5pm

Holiday Inn Singapore



Evidentiary Relevance and Reliability
that can Withstand the Rigorous Tests
in the Court of Law

“...Physical evidence cannot be wrong, it cannot perjure itself, it cannot be wholly absent. Only human failure to find it, study and understand it, can diminish its value.”
...Paul L. Kirk. 1953. *Crime investigation*

OVERVIEW

It is imperative that all evidence are gathered legally and be admissible in the criminal or civil proceeding as they must withstand the rigorous tests in the court of law.

The burden of ensuring evidentiary relevance and reliability must rests heavily on the shoulders of the investigator and his team, including the process in gathering such evidence.

Evidences collected are to support the facts and verify whether an irregularity, fraud, corruption, serious misconduct or crime has occurred. In a criminal case, the burden of proof is much more difficult than the proof levels required in civil cases.

Often, smart defence counsel outwit the prosecution by cleverly casting doubts over evidence produced in court and got their client off the hook, frustrating all the painstaking work the investigating team has done.

Even with a confession in court, improperly obtained evidence can derail a seemingly airtight case.

In this exciting 1-day workshop, We will show you how you can still do a great job within your powers as an investigator. You will acquire insights on the nature and relevance of physical and oral evidence, the admissibility of evidence and the importance of securing and recording court exhibits, including statements and documents and other supporting materials to ensure successful convictions.

BENEFITS:

- **Examine & Evaluate** physical and documentary evidence for their usefulness.
- **Determine** appropriate action to take based on evidence.
- **Increase** your confidence as an effective investigator.
- **Appropriately** record and document your results.
- **Present** evidence in court professionally.
- **Acquire** the basics of statement analysis.
- **Create** your action plan based on the Laws of Evidence.
- **Gain** insights into recent court decisions.
- **Develop** practical skills in the ability to collect evidence that are acceptable to the court of law.
- **Grasp** basic evidentiary rules and their uses during hearings.

METHODOLOGY

This is an experiential workshop. Practices, demo, videos, discussions and illustrations are wrapped around highly interactive lectures. Relevant case studies based on real cases will be used.

BRIEF PROGRAM OUTLINE

You will obtain effective techniques for the collection, preservation and documentation of evidence. This workshop will address, the importance of standardized evidence collection methods, ensuring the preservation of the integrity of evidence, evidence packaging procedures, defining the "chain of custody," methods for documentation of physical evidence and identifying the different types of evidence. Topics covered include:

General Principles Of Evidence

- Definition and Types of evidence.
- Effective Use of Evidence
- Basic Rules of Evidence

Fact Management

- Fact management process
- The 3-stage CAP

Documentary Evidence

- Materials & relevant facts
- General requirements
- Problem areas
- Gathering evidence

Formal Discovery Process

- Your jurisdictions and powers
- Organization of Documents

Reports, Test & Expert Witness

- Pre-litigation reports
- Expert witnesses & post-litigation reports

Video & Audio Recordings

- Authentication & identification
- Types

Electronic Evidence

- Computer forensics
- Mobile Phones
- Evidence Act
- Active & archival data

Physical Evidence

- Request of access
- Applicable sections of the CPC
- 3-Step process

Demonstrative Evidence

- Every case has a story

ABOUT YOUR TRAINER



Mr. Steven Lam is currently a partner of an international law firm. Before this, he was a senior lawyer handling complex international dispute resolution and corporate matters specialising in shipping, international trade, reinsurance and insurance disputes & cross-border mergers & acquisitions.

Mr. Lam's wealth of experience in investigation and interrogation was acquired while working in an investigative agency. He was extensively involved in witness interviews and interrogation processes.

His corporate experience includes being a General Counsel of a multinational oil & gas & shipping company, and as Chief Legal Officer of a medical healthcare provider. During his tenure, he was directly involved in several due-diligence processes for complex and multi-million cross border mergers-and-acquisitions, and internal audits and risk management investigations.

In 2006, he was awarded the Book Prize in Drafting and Award Writing by the President of London's Chartered Institute of Arbitrator.

His other current Involvements include acting as:

- Independent Director of the Singapore Heart Stroke and Cancer Centre;
- Independent Director of the Prestige Healthcare Investments Pte Ltd;
- Partner-Associate and Consultant of the Legal Aid Bureau of the Ministry of Law for complex commercial cases;
- Panel Arbitrator, Law Society Arbitration Scheme;
- Panel Arbitrator, Singapore Institute of Arbitrators;
- PRACMENTOR, Law Society (Arbitration and International Business Transactions);
- Associate Mediator, Subordinate Courts of the Republic Of Singapore;
- Mediator, Consumer Associate of Singapore;
- Town counsellor for Punggol Town counsel.

For his community and other contributions to society he was awarded the Public Service Medal (PBM) by the President of Singapore in 2005.

TESTIMONIALS

"The practical tips given by Steven Lam were interesting and very relevant. Thanks for making the day topic palatable & enjoyable."

...Assistant Director, Monetary Authority of Singapore

"The practical examples of case studies help in further emphasizing the topics discussed..."

...Officer-In-Charge, Singapore Prison Service

"The food was good and the speaker, Mr Lam was excellent. He was able to bring across his teaching through real life examples."

...Manager, Ministry of Defence

"Very well-organised and well delivered. I'm new to this field, so this course was very fulfilling. It met my objectives."

...Senior Regulatory Specialist, Health Science Authority

"Very experience speaker with interesting cases to share."

...Assistant Director, Singapore Workforce Development Agency

"What we have learnt from this course is knowledge we may not be able to gain from other courses. It's helpful."

...Anonymous

"...useful examples of real life cases being shared."

...Management Executive Officer, Insolvency & Public Trustee's Office

"Appreciate the speaker for providing many real life examples to stimulate understanding of the theory."

...Senior Family Services Officer, Ministry of Community Development, Youth & Sports

"Good balance of case examples and power points exercises."

...Group Director, Urban Redevelopment Authority

"Excellent workshop"

... Investigation Officer, Insolvency & Public Trustee's Office

OUR UNIQUE ADVANTAGE

The Civil Service Investigation (CSI) series provide a systematic and structured method for investigation skills development. This is an effective and comprehensive investigation skills training program outside law schools in Singapore. Evidence is the first of our 5-part training.

Investigators and prosecutors often face a strong and highly experienced defence team. Knowing the game defence counsels play greatly increases your rate of success.

But it is very hard to find good defence counsels to share their vast knowledge, experience, tricks and strategies. Their busy schedule would not permit them time to do so.

This workshop is lead by prominent defence counsel and ex-police officer, Dr. Steven Lam. He will share his intimate knowledge of his work experience sitting on both sides of the court. Loop holes, tricks and techniques commonly exploited by good defence counsels to frustrate your effort and work will be shared.

Application of relevant law, recent amendments to the CPC and its impact on you will be discussed.

Sun Tzu says, "Know your enemies, know yourself, 100 battles, 100 victories."

This is a truly unique opportunity to gain perspectives and knowledge from "the other side"

WHO SHOULD ATTEND

This workshop is designed for the civil service professionals who are called upon to conduct investigation. It is especially relevant to workplace misconduct, regulatory non-compliance and fraud investigations. The occupational focus of the program is on investigations conducted by people employed by organizations in a professional capacity with investigation not as a primary function. It should not be confused with the special programs for those in the police force or public prosecutor.

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20 Feb 2012 • 9am to 5pm • Holiday Inn Singapore, Orchard City Centre

Enquiries, please contact: **Anna Oh**

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Qty	WORKSHOP (Price Per Person)	Total Price
	Normal : S\$ 798	S\$
	Early Bird: S\$ 698 (by 20 Jan 2012)	S\$
	Group of 3 or more: S\$ 665	S\$
	5% Admin Fee	S\$
	Total	S\$

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Name: Mr / Mrs / Ms / Dr

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PAYMENT TERMS

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- ♦ Payment must be made in Singapore Dollars
- ♦ Payment is required within 5 working days on receipt of invoice
- ♦ Bookings within 10 working days before event – cash payment only

CANCELLATION, NO-SHOW, POSTPONEMENT, SUBSTITUTION POLICY and CONTACT DETAILS.

Substitution is allow at any time. No refund for cancellation or No-Show. Absentee or No-Show will be charged the full course fee. Cancellation must be made in writing. 100% credit will be given for cancellation received more than fourteen (14) days prior to event. All credits are valid for 12 months from the date of issue. No credits for cancellation received less than fourteen (14) days prior to event. If we cancel or postpone an event, 100% credit will be given to all who have paid. We shall assume no liability whatsoever if this event is altered, rescheduled, postponed or canceled due to a fortuitous event, unforeseen occurrence, or any other event that renders performance of this event inadvisable, illegal, impractical or impossible. For purpose of this clause, a fortuitous event shall include but not limited to: an Act of God; governmental restrictions and /or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance and/or riots; curtailment, suspension, and/or restriction on transport facilities / means of transportation; any other emergency.

YOUR DETAILS: All details required for registration are mandatory. If you spot an error, kindly notify us by calling +(65) 6100 0621 or email : anna@maitrealianz.com

SPEAKER CHANGES: Speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitution, alterations or cancellation of the speakers and/or topics. As such, we reserve the right to alter or modify the advertised speakers and/or topics if necessary. Any substitution or alteration will be reflected in our web page as soon as possible. All delegates or their representative will also be notified as soon as the changes are made.

IMPORTANT: To facilitate expeditious communication on changes, it is essential to list every delegate's direct contact. We will also notify the Contact Person accordingly.

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NOTE: If you did not receive our email confirmation one (1) week before our event, kindly call 9119 2176

Signature / Date