



**Course Title** *Advanced Disclosure Officer* | **Duration** *31 hours* | **Investigation**

**Aim**

With Disclosure at the core of *the* largest miscarriage of justice in British legal history – the Post Office Horizon investigation – the spotlight is widening to non-CPS prosecuting authorities with the question, **“Is your organisation fit to bring proceedings?”** Never has there been a more critical time to ensure *Disclosure* and case management is in order within your organisation.

This course builds on your *Disclosure Officer* training, and is essential and definitive learning for *Disclosure Specialists, Disclosure Officers, and Lead Disclosure Officers* leading complex and multi-faceted *Disclosure* reviews across larger, major, critical or multi-agency / cross-border investigations.

**Prerequisites** Have completed *Standard Disclosure Officer* within 12 months

Outcome	Content
Understand the roles of Lead Disclosure Officer, Disclosure Officer, and Deputy Disclosure Officer in complex or multi agency investigations.	<ul style="list-style-type: none"> <li>✓ Memorandums of understanding (MOU)</li> <li>✓ <i>Disclosure Review</i> versus <i>Disclosure Management Framework</i></li> <li>✓ Primacy, and its impact on a <i>Disclosure</i> review</li> <li>✓ Role purpose</li> </ul>
Ability to develop and apply advanced strategic planning and review management across multi agency, major, and complex investigations.	<ul style="list-style-type: none"> <li>✓ Policy and decision logging</li> <li>✓ <i>DSD Core Review Strategy</i> – short, medium, and long term view</li> <li>✓ <i>Communications</i> and <i>Briefing Strategies</i></li> <li>✓ Further ancillary strategies</li> <li>✓ Horizon scanning and risk management</li> <li>✓ Role management – leading a deputed <i>Disclosure Officer</i> network</li> <li>✓ Quality assurance and reporting</li> </ul>
Ability to effectively manage the review of complex and voluminous digital material.	<ul style="list-style-type: none"> <li>✓ <i>Advanced Digital Disclosure Strategy Document</i></li> <li>✓ E-Discovery review management</li> <li>✓ The <i>Digital Forensics</i> function</li> <li>✓ Digital review teams – delegation and management</li> <li>✓ Data Protection Act and GDPR – impact on digital material reviews</li> </ul>
Ability to manage the review of investigations involving the use of covert techniques and tactics.	<ul style="list-style-type: none"> <li>✓ Strategy and management</li> <li>✓ <i>Parallel Sourcing, Firewalls, and Sterile Corridors</i></li> <li>✓ Application of 3<sup>rd</sup> Party management principles</li> <li>✓ SARS regime</li> <li>✓ Sensitive material held by third parties (including LEA intelligence product) – advanced management principles</li> <li>✓ Advanced sensitive material schedule management</li> </ul>
Understand the application of role in cross-border multi jurisdiction investigations	<ul style="list-style-type: none"> <li>✓ Case law study</li> <li>✓ Crime (International Co-operation) Act (CICA)</li> <li>✓ <i>International Cooperation</i> (JIT participation)</li> <li>✓ <i>Mutual Legal Assistance (MLA) Requests</i></li> <li>✓ Data protection, risk assessments, and other considerations</li> </ul>

**Book this course now :**

<b>Cost</b>	Price Code F
<b>To book this event</b>	Call Mike or Jill now on : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>