



No.57/08/2015-Trg.II/FC/BPR&D  
Government of India  
Ministry of Home Affairs  
Bureau of Police Research & Development

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Block 11, 3/4 Floor  
CGO Complex, Lodhi Road  
New Delhi - 110 003  
Dated: March, 2015

To

1. DsGP of all States/UTs
2. DG - NIA/NCB
3. Directors - CBI//SVP NPA, Hyderabad/NEPA

**Sub.: ATA -10993, Terrorist Crime Scene Investigation, Course to be held from July 6<sup>th</sup> to 17<sup>th</sup>, 2015 -- Nomination regarding.**

Sir,

I am directed to refer to the subject course and to say that the US Embassy has offered, "ATA -10993, Terrorist Crime Scene Investigation, Course" to be organised from **July 6<sup>th</sup> to 17<sup>th</sup>, 2015** at local police academy in India.

2. Course description, objective and criteria for nomination etc. may please be seen in the enclosed communication of US Embassy dated 20/02/2015.

3. It is requested that nomination of **four (04) eligible** and willing officer (two main & two reserve) from the rank of **Inspector to SP** as per their details (enclosed Annexure-1) for the aforesaid training course may please be forwarded to this office latest by **30<sup>th</sup> April**, 2015 with approval of competent authority. No direct application will be entertained.

4. Nominating authorities should nominate candidate with appropriate skill and work background who will actually utilize this training as course participants. It is requested to forward the **full name (no abbreviation)**, rank, current position title & unit, **date and place** of birth and contact no. of each officer nominated for this course.

5. While nominating officers for the subject course their availability for the course may be ascertained. Request for last minute exemption create avoidable embarrassment.

Yours faithfully,

Encl.: As above

ADG, Trg. U.P./IG (K)

(Abhay)  
Director (Trg)  
Fax: 011-24365007

Copy to:

1. MHA, [Sh. G.C. Yadav, Dy. Secretary, (Police)], New Delhi - for info.
2. Principals, CAPT, Bhopal & all CDTs - for forwarding nominations please.
3. In-charge Computer cell for uploading above communication on BPR&D website.





New Delhi  
February 20, 2015

Mr. Abhay Kumar  
Deputy Director (NA)  
Ministry of Finance  
Department of Economic Affairs  
Room No. 79-A, North Block, New Delhi

Dear Mr. Kumar:

The Office of Anti-Terrorism Assistance, Diplomatic Security Service (DS/ATA), U.S. Department of State, would like to offer the following course to the appropriate Government of India (GOI) personnel:

**Course: Terrorist Crime Scene Investigation (ATA-10993)**

Duration and Dates of Course: Two weeks: July 6 to 17, 2015

Location: Any police Academy in India.

Number of Participants: 24

Number of Reserve Participants: 24

NOTE: Please ensure that the following deadlines are met in order to avoid the cancellation of this limited and highly popular training opportunity.

**Deadline date for acceptance or declination of the Course is: May 1, 2015.**

**List of names along with biographic forms of Participants: May 18, 2015**  
(Please provide full names of participants as per Passport or copy of passport)

The following information is provided to give you a better perspective of this course:

**1. COURSE DESCRIPTION AND OBJECTIVES:**

Terrorist Crime Scene Investigation is a two-week course that provides twenty-four law enforcement personnel with the skills required to document, collect, and preserve evidence using crime scene procedures that meet international forensics standards. The training utilizes lecture, demonstration, group discussion, and practical exercises to develop or enhance the skills required for competent crime scene investigation to include terrorism-related incidents. Training focuses on preparation and initial actions when responding to a crime scene; scene management and narrative description; crime scene approach, survey, and planning; physical evidence search, evaluation, prioritization,

open to  
all  
ATFC

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documentation and collection; photographing, note taking and sketching; and, conducting a final survey prior to release of the scene. Participants will demonstrate their mastery of these skills in a final course exercise where they will work as teams to process mock terrorism crime scenes.

The course curriculum includes a crime scene processing overview; scene implications if terrorism is involved or suspected; notification and initial response actions; camera operation; planning the scene processing; documenting the scene with notes, photography and sketches; processing fingerprint, impression, trace, firearm, blood and DNA, explosive, digital and non-digital evidence; and human rights.

Training hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, however, these hours may be adjusted depending on local customs. Course attire is business dress for the course opening and graduation. Business casual dress is appropriate at all other times unless otherwise specified due to the nature of the course.

ATA does not prohibit the videotaping of the training courses by the Partner Nation (PN) for the purposes of providing training reinforcement and enhancing sustainment capabilities of the material presented. All ATA-sponsored courses, consultations, and seminars are unclassified, but carry the additional distribution restriction of "Law Enforcement Sensitive." Prior to any videotaping, the requesting PN must agree in writing to the resident RSO Office that the recorded information is not to be released to news services or the public. On a case by case basis, all requests will be forwarded to the Training Delivery Officer (TDO) for evaluation and potential DS/T/ATA clearance.

## 2. PARTICIPANT CRITERIA:

This two-week course is designed for 24 prospective or current law enforcement crime scene technicians who would benefit from acquiring or enhancing those crime scene processing skills needed to properly document, recover, and preserve evidence in an important criminal or terrorism-related investigation. Consideration should be given for the inclusion of academy instructors as a means of replicating and sustaining this training; police managers responsible for crime scene investigation units; and others who may benefit from an understanding of proper crime scene management practices and procedures.

Department policy prohibits personnel assigned to an intelligence agency or military unit from participating in any ATA training/activity. Therefore, neither the GOI nor Post should propose such individuals for this training event. Personnel assigned to an intelligence unit within a law enforcement organization, and who support the law enforcement function of that organization, are acceptable. Personnel assigned to a military unit that performs a law enforcement function are acceptable.



DS/T/ATA policy requires course participants to attend the entire course. The training value diminishes if a participant is required to perform his/her daily operational duties while attending this course. Participants who miss any module, for whatever reason, may not be allowed to return to finish the course.

ATA programs adhere to the "train-the-trainer" methodology and the GOI is encouraged to nominate trainers and/or instructors as participants. This will facilitate India's development of a viable antiterrorism training program within its law enforcement community. Officers selected for this course should remain in their positions for a minimum of two years. **They should be holding a rank from Inspector to Superintendent of Police and should be working in the Crime Scene Investigation or in forensic labs.**

#### 5. PARTICIPANT INFORMATION:

You are requested to forward the name, date/place of birth, and current position title and unit of each participant selected for this course. This should be submitted by May 18, 2015.

GOI must also provide this biographic data for reserve candidates for this course. These reserve candidates must be approved and vetted, along with the list of primary participants, prior to the commencement of training, however, they will NOT/NOT attend or participate in the training unless a candidate from the primary list is unable to participate due to vetting, medical, or other issues. It is imperative that the invited country understand that providing alternate names does not guarantee these candidates will receive ATA training and they should not be sent for training unless one of the original participants is dropped from training prior to the commencement of the course. Once the course/activity is in progress alternate candidates will not be authorized to attend.

DS/T/ATA requires the GOI appoint a senior leader for the group. This individual should have the authority to maintain class order and discipline.

#### 4. COURSE LANGUAGE:

This course will be taught in English. All materials will be in English.

#### 5. RESOURCE REQUIREMENTS:

Partner Nation must provide or arrange for the following resources:

- Classroom to accommodate the 24 participants/students, four instructors, and instructional equipment and supplies.



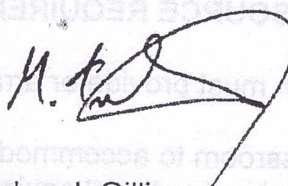
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- Screen or wall suitable for PowerPoint projection.
  - One flat utility table to accommodate a laptop computer and projector
  - The classroom should be of sufficient size to accommodate three table groups, with each table group accommodating eight participants, one facilitator and one interpreter, and arranged so as to provide participants with a view of the projection screen. The classroom should have adjustable lights to facilitate use of projection equipment and to enable course participants to read course materials and take notes.
  - The classroom must be secured overnight (course materials will be stored in the classroom and must be safeguarded).
  - The classroom must have required space, power and air conditioning needed to support computer equipment, projectors and audio equipment.
  - Three break-out rooms/areas suitable for mock crime scene practical exercises by eight participants, one interpreter, and one instructor each.
  - Outdoor activity area to conduct practical exercises of outdoor crime scene evidence recovery and documentation.
  - Secure storage sufficient to accept approximately seven pallets of course materials and equipment.
  - Three handheld and two lapel wireless microphones

DS/T/ATA appreciates Partner Nation support in arranging administrative and logistical support for this course.

Please advise in writing no later than May 1, 2015, if the GOI accepts this course offering under the terms and requirements cited above. Also, please address your response to the Regional Security Officer and if there are any questions, please contact the security office at the U.S. Embassy, telephone 2419-8000.

With warm regards,

Sincerely,

For: 

Christopher J. Gillis  
Deputy Regional Security Officer  
United States Embassy, New Delhi



CC: Mr. M. Gopal Reddy, IAS  
Joint Secretary (Police)  
Ministry of Home Affairs  
North Block, New Delhi

Mr. Thanglura Darlong  
Joint Secretary (CT, GCI & PP&R)  
Jawaharlal Nehru Bhawan  
Wing 'B'  
New Delhi - 110 011

Mr. Abhay, IPS  
Director (Training)  
Bureau of Police Research & Development  
CGO Complex, New Delhi

Ms. K. Nandini Singla  
Director (AMS)  
Ministry of External Affairs  
South Block, New Delhi

Mr. G.C. Yadav  
Deputy Secretary  
Ministry of Home Affairs  
North Block, New Delhi

Mr. Harish Baxla  
Under Secretary (AMS)  
Ministry of External Affairs  
South Block, New Delhi

Mr. Raman Kumar  
Under Secretary (PMA)  
Ministry of External Affairs  
South Block, New Delhi

## BIO DATA PROFORMA

1. Name (Full Name no **abbreviation**) :
2. Gender :
3. Designation /Rank with Address :
4. Date Of Birth :
5. Place of Birth :
6. Date Of joining in Police service :
7. Educational Qualification :
8. Present place of Posting with Profile :
9. Official Passport if any :
10. Official Passport (valid/ expired) :
11. Address (Permanent) :
12. Address (Present) :
13. Telephone Number :
  - a. Office :-
  - b. Residence:-
  - c. Mobile No :-
  - d. Fax No :-
  - e. E-mail address :-
14. Details of ATA Course attended earlier :  
(In India & abroad)

(Signature)