



**Royal Bahamas Police Force**  
**Police Training College**  
**School of Professional Development**  
**PTC-SPD-403**  
**Syllabus**

<b>COURSE INFORMATION:</b>	Police Prosecutor's Course	<b>Start Date:</b>	16 April 2018
<b>Duration:</b>	Four (4) weeks	<b>End Date:</b>	11 May 2018
<b>Instructor:</b>	Supt D. Lockhart	<b>Participants</b>	No: 16
<b>Facilitator:</b>	ASP K. Farrington, Counsel & Attorney-at-Law	<b>Target Group:</b>	Insp. & Sgts.
<b>Telephone:</b>	356-5133/502-9800		
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<b>Office Hours:</b>	By Appointment Only		

**Note:** To ensure program consistency, all sessions of each course in the School of Professional Development follow the same course requirements as listed in this syllabus that is provided by the program instructor. For questions regarding the course, kindly contact the course facilitator via email.

### **Course Description**

This course is designed to provide a comprehensive overview of the Criminal Justice System at the magisterial level within the Commonwealth of The Bahamas. Magistrate Courts are created by statute, and their power and jurisdiction is derived from statutes created by Parliament. Therefore, the orders and sentences they impose must be in compliance with statute laws. All criminal proceedings in The Bahamas, whether summary or indictable, commences in the Magistrates' Court. Therefore, it is paramount that law enforcement in general, and the Police Prosecutions Department in particular, be well versed in legislation, case law, legal principles, best practices, and the required advocacy skills to successfully prosecute matters in the Magistrates' Courts. The course include lectures from Supreme Court Judges, Magistrates, Prosecutors, professionals in law enforcement, and the private sector. Participants will receive instructions in advocacy, customer service, motivation, team building, health, wellness, and ethics. Participants will receive instructions on case file management, trial preparation, presenting evidence in criminal trials, articulating written and oral legal arguments.

### **Entrance Requirements and Competencies**

Participants attending this course are expected to be at mid-management level in law enforcement (Sergeants or Inspectors). Additionally, each participant should have a basic knowledge of managerial skills; effective writing, listening and oratory skills, along with the ability to analyze simple and complex legal issues. Participants must be proficient in the use of the Police AS400 Computer System. Paper handouts will not be disseminated on this course. Therefore, all participants must maintain their police lotus email addresses in order to and receive and send course information. Participants must have unrestricted access to a personal computer and must be competent in MS Office platforms. Participants should have no disciplinary charge(s) within the past twelve (12) months and no pending matters before either the Complaints and Corruption Branch or the Police Tribunal.

### **Learning Objectives:**

Participants will be given instruction on:

- A.** The role of the prosecutor in the Magistrates' Court;
- B.** Tortious liability, the Constitution of The Bahamas, and its impact on public prosecution;
- C.** Criminal Practice and Procedures in the Magistrates' Court;
- D.** Case file preparation and perusal prior to a formal charge in the Magistrates' Court;
- E.** Courtroom terminology, classification and etiquette in the Magistrates' Court;
- F.** Advocacy; Types and order of examination;
- G.** Oral and Documentary evidence in the Magistrates' Court;
- H.** Motivation and Team Building;
- I.** Ethics; and
- J.** Health and Wellness.

### **Exit Competencies:**

Participants who are successful in completing this course will be able to;

- 1. Demonstrate confidence through written and oral communication based on subject matter and an identified audience;
- 2. Demonstrate professionalism, competency and etiquette when interacting with members of the Judiciary, Bar, witnesses, and members of the Bahamian public;
- 3. Demonstrate the ability to prepare, commence, and successfully complete a criminal prosecution in the Magistrates' Court;
- 4. Demonstrate a sound understanding of the law, and the ability to articulate written and oral legal arguments using case law and statutes;
- 5. Demonstrate proper witness interview techniques, witness care and effective case file management; and
- 6. Utilize the police AS400 for logging and updating criminal matters in the Magistrates' Court.

## **Course Activities**

The course will include team building exercises, in-class discussions, presentations, research papers, group and individual assignments, and mock trials. Various training aids will be used to assist with different types of learners. Participants will receive instructions in cane drill and firearms recertification. Lectures for the course will include subject matter experts from a cross section of professionals in law, law enforcement, education, medicine, and the Public Service.

## **Written and Oral Presentations**

The course will involve oral and written presentations in the classroom, which will be supervised by the Instructor or Facilitator. The due date and time for the written presentations will be provided during Week 1. The format for the written presentations are as follows:

**Formatting:** American Psychological Association (AP) format  
**Font:** Times New Roman, 12 point  
**Paragraph:** Double Spaced  
**Page length:** 4 to 6 (including Title page & References)  
**References:** A minimum of three (including statute and case law).

Oral presentations must be presented succinctly and coherently, using the relevant legislation, case law and legal principles. There may be guest legal professionals, who will assist in the preparation, presentation and critique of both the written and oral presentations.

## **Mock Legal Submissions & Mock Trials**

There will be mock legal submissions on legal principles of law, and mock trials in the Magistrates' Court, which will be presided over by sitting Magistrates. The mock legal submissions and trials will take place at the Magistrates' Court complex. Information regarding the date and time of the mock submissions and trials will be provided by the Instructor or Facilitator.

## **Important Course Information**

Participants will be required to wear depot dress, and strictly follow the Royal Bahamas Police Force policy regarding uniform. Reporting time is at 8:45 a.m. daily, Monday to Friday (unless otherwise directed by either the Instructor or Facilitator). Classes will include two morning sessions, followed by a lunch break, along with two afternoon sessions. Sessions will conclude at 5pm daily (unless otherwise directed by either the Instructor or Facilitator).

## **Texts & Required Reading**

- ✓ The Constitution of The Bahamas;
- ✓ The Royal Bahamas Police Force Act, Chapter 205;
- ✓ The Criminal Procedure Code Act, Chapter 91;
- ✓ The Evidence Act, Chapter 65;
- ✓ Commonwealth Caribbean Criminal Practice and Procedure text by Dana S. Seetahal 4<sup>th</sup> Edition; and
- ✓ Cases and articles to be assigned.

## **Grading Criteria**

Final grades will be determined based on the following criteria:

Activity	Points
Oral Presentations	20
Written Assignments	20
Mock Court Presentations	30
Exams	30

Grading Scale	
90 - 100	A
80 - 89	B
70 - 79	C
Below 70	D

## **Plagiarism**

Plagiarism is the use of someone else's words, ideas, or information as your own or allowing someone else to use your words, ideas, or information as their own without proper acknowledgement. To avoid losing marks or possible expulsion from the course, kindly document your sources carefully. Refer to the APA Handbook or Perdue Owl for proper citing of quotes, ideas or photographs. Both sources can be found online. Failure to properly cite your work may result in failure of the course.

## **Attendance and Absences**

The classroom is considered to be a professional and disciplined work environment. You are therefore expected to report to class on time as the class schedule dictates. A register will be marked at the beginning of each day at 8:45 a.m. and another impromptu register will be taken during the course of the day. If you arrive in class after the register is taken, you will be considered absent from duty. Your absence will be documented. Course participants are expected to attend every class, complete the required assignments before due dates, bring the prescribed texts and materials to class, and participate in class discussions.

## CONTENT SCHEDULE/ ACTIVITIES

**Week One: 1 – 16<sup>th</sup> – 20<sup>th</sup> of April, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Course Opening</b>	<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>
Orientation, Course Outline & Commissioner's Policing Plan 2018	Tortious Liability & the Constitution of The Bahamas	Effective Communication	Preparation & perusal of case file in the Magistrates' Court	Firearm Training/Recertification
<b>CANTEEN BREAK</b>			<b>CANTEEN BREAK</b>	
Expectation of a police prosecutor in the Magistrates' Court	Health & Wellness	Role of a prosecutor & Case file perusal in the Magistrates' Court	Bail Act	Firearm Training/Recertification
<b>LUNCH BREAK</b>			<b>LUNCH BREAK</b>	
Customer Care	Cane Drill	Criminal Practice & Procedures in the Magistrates' Court	Arraignment in the Magistrates' Court	Firearm Training/Recertification
Ethics	Cane Drill	Elements of Crime in the Magistrates' Court	The Role of a Magistrate in Criminal Prosecution	Firearm Training/Recertification

**Week 2 – 23<sup>rd</sup> – 27<sup>th</sup> of April, 2018**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>
Presentation of Assignments	Types & order of examination	Motivation & Team Building	Writing case summary	The Arraignment in the Magistrates' Court (Practical)
<b>CANTEEN BREAK</b>			<b>CANTEEN BREAK</b>	
Recognition & Identification in criminal matters	The role of the Attorney-General's Office & Admissibility of confessions	No Case To Answer Preparation & Submission	Committal Proceedings	The Arraignment in the Magistrates' Court (Practical)
<b>LUNCH BREAK</b>			<b>LUNCH BREAK</b>	
Terminology & Classification	Oral Evidence	Documentary Evidence	Review	The Arraignment in the Magistrates' Court (Practical)
Advocacy & Courtroom Etiquette	Oral Evidence	Documentary Evidence	Quiz	The Arraignment in the Magistrates' Court (Practical)  Weekend Review Assignments Given

**Week 3 – 30<sup>th</sup> of April – 4<sup>th</sup> of May, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
Current Information	Current Information	Current Information	Current Information	Current Information
Written Presentation of Assignments	The Importance of Case Study & Research	Trial preparation	Written closing submissions	Advocacy
<b>CANTEEN BREAK</b>		<b>CANTEEN BREAK</b>		
Written Presentation of Assignments	Court Dispositions	Trial preparation	Written closing submissions	Review
<b>LUNCH BREAK</b>		<b>LUNCH BREAK</b>		
Oral Presentation of Assignments	Juvenile's Court	Sentencing & Appeals	Oral closing submissions	Examination
Oral Presentation of Assignments	Coroner's Court	Sentencing & Appeals	Oral closing submissions Course evaluation	Examination

**Week 4 – 7<sup>th</sup> of May, 2018**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>	<b>Current Information</b>
Mock Court	Mock Court	Mock Court	Evaluation & Assessment	<b>Graduation</b>
<b>CANTEEN BREAK</b>			<b>CANTEEN BREAK</b>	
Mock Court	Mock Court	Mock Court	Evaluation & Assessment	<b>Graduation</b>
<b>LUNCH BREAK</b>			<b>LUNCH BREAK</b>	
Mock Court	Mock Court	Mock Court	Evaluation & Assessment	<b>Graduation</b>