Lesson Plan   TDP 3

Lesson Title	Duration
Session 2 – Creating a Intel2 Report	**75 mins**

Trainer	Group
IT TRAINER	All Police Officers and Intelligence Units

Aim
 To create and submit a piece of Intelligence into the Sleuth Intel2 system

Objectives - By the end of the session, students will be able to:

1. Enter the Source from which they received the Intelligence
2. Create/Search for a Nominal
3. Create/Search for a Vehicle
4. Enter and submit a Intelligence Report using Durham Constabulary data standards

AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)

AF3 – Promote a health and safety culture within workplace (applicable to intro)
3C1 - Support the use of information technology

2A1 - Gather and submit information that has the potential to support policing objectives

ZA2 – Research, prepare & supply information

ZH2 – Enter and find data using a computer

Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards
2 mins	**MASLOW – Welfare and removal of blocks to learning** • Environmental check (heating/lighting etc) • Meet and greet and any other formal introductions • Administration including Fitness to Train Declaration* • Domestic Arrangements – breaks; location of facilities etc* • General Health and Safety and Safety Briefing (if relevant)* • Relevant Instructions e.g. mobile phones/questioning strategy* • Encouragement to share experiences appropriately/participation

5 mins	**GESTALT – Overview of what is to come in session**