

TO : All DGsP of States / Ut - Lakshadweep

DIRECTOR IB / CBI / DG NIA/
MINISTRY OF CULTURE / JOINT COMMISSIONER OF POLICE NEW DELHI/
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

FROM: DIRECTOR, SVP NPA, HYDERABAD.

NO. 12011/9/2012-Trg.(MCTP-Ph-III)

DATE: JANUARY 28 , 2012

SUBJECT: MID-CAREER TRAINING PROGRAMME FOR IPS OFFICERS PHASE-III JOINING
INSTRUCTIONS – REGARDING

KINDLY REFER TO THIS ACADEMY'S FAX MESSAGE DATED NO. 12011/9/2012-Trg.(MCTP-Ph-III) DATED EVEN NUMBER REGARDING ACCEPTANCE OF NOMINATIONS FOR THE PHASE III MID CAREER TRAINING PROGRAMME-2012 (.) PLEASE FIND ENCLOSED HEREWITH **JOINING INSTRUCTIONS** OF PHASE-III MID CAREER TRAINING PROGRAMME TO BE HELD FROM 06.02.2011 TO 30.03.2011 ALONG WITH DETAILS OF PRE-COURSE ASSIGNMENTS (.) THESE PRE-COURSE ASSIGNMENTS ARE TO BE COMPLETED BY THE PARTICIPATING OFFICERS AND SUBMIT THE SAME TO THE COURSE AUTHORITIES ON THE PRECRIBED DATES AS MENTIONED IN THE JOINING INSTRUCTIONS (.) ALL SELECTED PARTICIPANTS OF PHASE-III MCTP 2012 FROM YOUR STATRE / ORGANATION MAY PLEASE BE INTIMATED ACCORDINGLY ALONGWITH A COPY OF JOINING INSTRUCTIONS (.) THEY MAY ACCESS THE JOINING INSTRUCTIONS AT ACADEMY WEB SITE ALSO =

Sd/-
(DR. T.K. VINOD KUMAR)
DEPUTY DIRECTOR (E & MCTP) &
PROGRAMME DIRECTOR
Phone No. 040-24016160

ENCL : AS ABOVE.

INDIAN POLICE SERVICE

PHASE-III MID CAREER TRAINING PROGRAMME, 2012

06 FEBRUARY TO 30 MARCH 2012

**JOINING INSTRUCTION
FOR
PARTICIPANTS**

2012

PHASE III MID CAREER TRAINING PROGRAMME FOR IPS OFFICERS
JOINING INSTRUCTION FOR COURSE PARTICIPANTS

PART-I : INSTRUCTIONS RECEIVED FROM CHARLES STURT UNIVERSITY, AUSTRALIA

INTRODUCTION

Congratulations on being selected for Phase III Mid Career Training Program for Indian Police Service Officers!

Charles Sturt University, in conjunction with the National Police Improvement Agency (NPIA) and the Indian School of Business (ISB), is delivering this Phase III program.

Charles Sturt University (CSU) is an Australian University with a long standing commitment to police education. The School of Policing delivers foundational police training in collaboration with the police force of the State of New South Wales. The Australian Graduate School of Policing delivers a broad range of post-graduate policing programs to students across the Asia Pacific Region and has over 7000 students in law enforcement and policing studying at every level from Associate Degree to Post Graduate and Doctoral Study.

The National Policing Improvement Agency (NPIA) was formed in 2007 in order to make a unique contribution to improving public safety and the delivery of policing in the United Kingdom (UK) by acting as a central resource to the police service. International Academy Bramshill (IAB) is a unit within the NPIA and is a world-leading operational command, executive leadership and advisory policing institute. NPIA IAB provides an integrated learning, training and development service to policing and governments worldwide. NPIA IAB is at the forefront of UK and international efforts to enhance and improve the role of policing in delivering citizen safety and security, locally and globally. As a national agency, NPIA IAB works on behalf of both the UK Government and UK policing to support international assistance programs. NPIA IAB's work focuses on the ongoing professional and personal development of police leaders from around the world. In addition, a network of Police Advisers work in partnership with international law enforcement colleagues and governments to advise and assist in organisational, operational and technological police training and development projects.

The **Indian School of Business (ISB)** is an international business school at Hyderabad, in India. The school offers postgraduate programs in Management (Master of Business Administration - MBA), post-doctoral programs, as well as executive education programs for business executives. ISB's partners include Kellogg School of Management, Wharton Business School and London Business School. The accelerated one-year post graduate program course is ISB's specialty. ISB is ranked 12 among the top 100 global B-schools, as per the *Financial Times* annual MBA 2010 rankings.

The Mid-Career Training Program (Phase III) 2012 is being held between 06 February and 30 March 2012. It is the third course to be delivered under this partnership arrangement. The course is split into two phases; an in-country residential phase conducted at the National Police Academy Hyderabad (06 February – 16 March 2012), and an overseas study tour in Australia (19 March – 30 March 2012). About 125 Officers are likely to attend the course.

The aim of the Phase III Mid Career Training Program is:

“to build upon the field exposure and experience gained by the officer in the initial years of his services following his elaborate and lengthy training programme and help him improve his personal performance levels. He would also get an opportunity to test the validity of his academic learning and to gather new skills and knowledge for applying at workplace for professionally improving the performance of the Force he commands and to improve his own management skills in the context of the emerging scenario.”

ABOUT THIS DOCUMENT

This joining instruction outlines the course content, covers pre-course preparation, and provides administrative guidance so that participants are prepared for the course. There is a checklist of things to consider on page 13 of this document. This joining instruction should be read in conjunction with the documentation provided by the Academy.

COURSE CONTENT

PROGRAM DESIGN OVERVIEW

The conduct of the residential course is based on the concept of centralised presentations given by experts followed by seminars, discussion, directed research and networking opportunities. Discussion provides an opportunity for information and experience sharing and will be facilitated by experienced Directing Staff. The presentations and discussions will be supported by relevant case studies and worked examples.

The study tour in Australia will be conducted at Sydney and Canberra over a two week period. Many of the learning objectives achieved in the residential component of the course will be reinforced by site visits to policing agencies in Australia.

IN COUNTRY (INDIA) PHASE

The first six weeks of the course will be conducted at the Sardar Vallabhbhai Patel National Police Academy in Hyderabad from 06.02.2012 to 16.03.2012.

The course is broken down into the following modules:

- **Police Environment** - This module will commence with lessons on strategic thinking and future innovation. This very broad approach is then focussed with presenters who will direct participants' thinking towards criminal justice and then policing. The second component of this module provides participants with the tools required to conduct a strategic assessment of their own policing area.
- **Personal Leadership** - The personal leadership module is designed to provide participants with the opportunity to develop as leaders and to equip them with the personal skills necessary to perform at their current level and beyond.
- The course also covers the following subjects in detail.
 1. **Advanced Crime Investigation**
 2. **Community Policing**
 3. **Cybercrime**
 4. **Traffic Management**
 5. **Strategic Leadership**
 6. **Counter terrorism and National Security**
- **Australia Study Tour:** - The course concludes with a two week study tour in Australia. The study tour will provide lectures and visits to police and national security agencies and other venues. Additional information on the study tour to Australia will be given to participants during the course.

There will be visit to Canberra during the second week of the Australian study tour which will take in trips to government buildings and Australian Federal Police locations; other than that the tour will be entirely based in Sydney.

Strict luggage requirements exist for the Australian Study Tour. Most airlines allow only one piece of check in luggage (weighing a maximum of 20 kilos). Similarly, transport in Australia will be by coach and it will only be possible to transport one suitcase per person. Please consider these limitations when you pack for your trip.

Unfortunately, no spouses will be allowed to accompany you on the Australian Study Tour. While it is of course natural to want to share this exciting trip with your family, this will not be possible as this is a business trip. You will have a full program of policing-related field trips for your two weeks in Australia and limited free time. Accommodation will be twin-share (with one other IPS officer from the course) and coach seating is only available for IPS officers. No exception will be made to the no spouses/family rule and no letters of support will be provided for family visa applications. Please do not plan for your family to accompany you to Australia as this will not be possible and will only result in disappointment.

Dress: Dress for the study tour will be smart civilian clothes. A coat and tie or suit will be required for some functions.

CLIMATIC CONDITIONS AT HYDERABAD AND IN AUSTRALIA

Winter in Hyderabad is from November to February with the summer season considered to start in March. As such, pleasant weather can be expected during the course as the seasons change. Average minimum temperature in winter is 15 degrees Celsius. The temperature may rise up to 28 degrees Celsius on some days in winter.

Summer is hot and dry with maximum temperatures in the high 30s to low 40s and minimum temperatures in the low to mid 20s.

Climate in Australia is pleasantly mild. Average temperatures for March and April will be:

March (17 - 24 Celsius or 63 - 76 Fahrenheit)

April (14 - 22 Celsius or 58 - 72 Fahrenheit)

It is advisable to bring a warm jumper and rain jacket with you in case of inclement weather.

ASSESSMENT

The course is assessed and at the end of the course participants will be given a course report including a grade. The full assessment criteria are described in the Course Outline.

There will be syndicate activities and a series of short papers to be completed during the course. We will provide you with details of these assessment items as the course progresses. While we may ask you to reflect on your practical policing experience, generally all the information you need to answer these questions will be provided in class. These assessment

items will follow the thematic breakdown of the course (that is, they will cover the strategic policing environment, leadership and national security).

Please note that the first assessment task (the Staff Welfare Observation Report) is a pre-course assignment that must be completed before your arrival and submitted during Week 1 (Friday 10th Feb. 2012).

The summary of the assessment tasks, their weighting and due dates are as follows:

Assessment element	Weighting	Due
Staff Welfare Observation Report	15%	Welfare visit report to be handed in by Friday of week 1: Feb. 10, 2012
Critical Issue Papers	40%	Critical Issue Papers x 2 Each Critical Issues Paper is worth 20%. Paper 1 to be handed on the Friday of Week 3: Feb 24, 2012 Paper 2 to be handed on the Friday of Week 4: 02 March 2012. The details of the paper to be submitted will be explained on commencement of course.
Participation and Personal Attributes	15%	Each week during all learning activities
Final assignment and presentation	30%	Week 5 and 6 – details to be given during Week 1

STAFF WELFARE OBSERVATION REPORT

Length: 1000 words (+/- 10%)

Due Date: 9.30 am Friday 10 February 2012

Marks: 15%

Overview

This pre-course assignment requires you to conduct an observation visit with a staff member in your area. The objective of this assignment is to provide you with the opportunity to understand and empathise with the day to day issues your subordinates encounter and to examine their professional motivations, loyalties and commitment.

You are required to spend a total of 6 hours with a constable in your area. Approximately three hours of this are to be on duty and the remaining 3 hours are to be in the constable's home and family environment, preferably sharing the evening meal.

During the visit, your objective is to get to know this constable as a person rather than just as a junior police officer. Your objective is to find out what makes them who they are. You are then to write a report using the following main headings (dots points are a guide only). DO NOT record the officer's name, address or other identifying information on your report.

Report Template

Subject (150 words maximum)

- Describe the person you visited, their work role, housing conditions and family commitments. Complete the following table. Please also include a photo of yourself with this constable.

Age		Married / Single	
Rank		Dependents under 18	
Years of service		Dependents 18 or over	

Financial Wellbeing (100 words maximum)

If the person you are visiting is willing to discuss their financial position please complete the following table.

Income (monthly)		Outgoings (monthly)	
Police salary (net)		Rent (Accommodation)	
Other income		Education (schooling)	
		Fuel / Travel	
		Food / Groceries	
Total		Total	

- What is your assessment of this person’s financial wellbeing?
- Does this situation impact on the police force? (Explain).

Motivation (200 words maximum)

- Why did this person become a policeman/women and is this motivation still relevant?
- What is their professional ambition?
- What is their ambition for their family?
- Create a list of the 3 most important things to this person in order of priority.
 1.
 2.
 3.

Challenges (200 words maximum)

- What are the professional, personal and family challenges that concern this person and which is the most important to them?
- What support mechanisms do they rely on? (such as family, friends, colleagues, government).

Reflection (350 words maximum)

- Did you see or learn anything unexpected?
- Has this visit provided you with any useful insights?
- Are there any lessons for police leaders?

Assessment Criteria

Your written submission will be marked against the following criteria.

Writing skills	<ul style="list-style-type: none"> • Word length compliance (1 mark deducted for every 10 words below or over the limits). • Due date compliance. (10 marks 	20
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	<p>deducted for every 24 hours past the due date)</p> <ul style="list-style-type: none"> • Punctuation, sentence structure and grammar. 	
Communication skills	<ul style="list-style-type: none"> • Clear, concise and conveys the intended message. • Able to present facts in a logical manner. • Argument is based on facts. 	20
Insight	<ul style="list-style-type: none"> • Ability to empathise and understand the officer's perspective on life, family and work. • Depth of reflection on observations. • Demonstrated ability to extrapolate to force-wide issues. 	60

Note

This work is a stand-alone piece of assessable work. However, it also adds to your knowledge base for syndicate work where you will be assessed on your contribution to the group discussion and outcomes.

ADMINISTRATION

The CSU Directing staff for the program are: Mr. Peter Morris (Program Director) and Ms. Amber Mackay (Program Coordinator). Please feel free to contact them with any enquiries. Their contact details are:

Peter Morris (Programme Director)

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COURSE ENROLMENT

On the first day of the course you will be asked to complete a Course Enrolment Form. You will be asked to provide details such as your contact details, region and policing history.

Please bring 2 passport photos with you and bring them to class on Day 1 of the course. This is an essential part of the enrolment process.

PART – II: INSTRUCTIONS ON BEHALF OF NPA

Passports: All officers have to travel to Australia on an Official Passport. NPA has written to MHA for political clearance which is expected to be received in a short time. It shall be posted on the NPA website and shall be sent to all participating officers whose e-mail IDs are available. Participating officers are requested to get their White Passports (Official Passport) made before arriving at the Academy.

Visas: Visas for Australia are to be got by the participating officers themselves. A letter of authorization if required from NPA shall be provided to the officers on demand basis. Officers may also try to get the Visa Note from MEA at personal level based on the political clearance. This is issued by MEA office at Patiala House, New Delhi.

Outdoor programme – For the participants of Phase-III MCTP, outdoor programmes is compulsory. Following inputs will be provided by the Academy daily for one hour in the morning. First 20 minutes for warming-up – Yoga, Running, etc. remaining 40 minutes for Tactics covering one minute Drill, FAQ+Lane shooting, GPS practices, Jungle best practices, Archery + outbound, Night firing, paint ball and room intervention etc.

Travel arrangements and reporting requirements

Reporting. Officers nominated for the Course should report at the Senior Officers' Mess at least one day before the commencement of the course i.e. by 05.02.2011 evening.

Intimation of Travel Plans: Officers are requested to intimate their travel plans well in advance to enable the Academy to provide them transport at the airport / railway station. Academy Fax No. 040-24015179 and EPABX Nos. 040-24015151 – 58.

Accommodation. The Course is residential and officers will be accommodated in the Senior Officers' Mess. During their training at NPA, (first six weeks) officers will be given free boarding and lodging.

Mess Discipline. Officers will observe Mess discipline throughout their stay in the Academy. Officers should not come to the Mess lounge in casuals (e.g. Chappals, sleep suit etc.). Officers club and laundry facilities etc. will be available on payment basis.

Dress & Accoutrements. The selected officers have to wear working uniform on Mondays and formal CIVVIES on others days. On the day of Inauguration i.e. 06th February, 2012, Monday the officers will be on CIVVIES. As such they are directed to bring at least one set of working uniform.

Dress Order for sports: Officers attending morning outdoor activities or for games/gym should wear proper sports dress and footwear. It is expected that the dress and footwear should be predominantly white in colour.

All participants are requested to scrupulously follow the dress order in the Academy on all occasions and at all locations.

Contact Details : Selected officers are required to intimate their present address, e-mail id, telephone and mobile phone numbers by fax or e-mail to NPA (e-mail id: mctp@svnpa.gov.in) and also their CV indicating date of birth, native state, educational qualifications, posts held, extra curricular activities, interested field, etc.

Pay and allowance. All officers will draw their draw their pay and allowance from their parent State / Organisations.

Medical Facilities. The Academy has a hospital with two full time doctors whose services will be available to the officers attending the Course. The officers must take all anti-malaria precautions such as use of mosquito nets and mosquito repellent creams. Timings of the hospital are from 0900 -1230 hrs. and from 1800 to 2000 hrs. on all working days. Participants are to bring sufficient prescription drugs for the duration of the course.

Bank. There is a branch of the State Bank of Hyderabad in the Academy premises and the participants can open account with the Bank, if required, on arrival. Officers are advised not to keep excess cash or valuables in their living rooms.

Post Office. There is a Post Office at the Academy campus with Post Office Savings Bank, and Seed post facilities. The Pin Code is 500 052.

Leave. Officers are not allowed any leave during the Course. They must make suitable arrangements so that they are not called for duties like court evidence etc.

Facilities Available

- 1) **Lounge** - 1st Floor of SOM – I for informal gather with a Pool Table and Newspaper / Magazines.
- 2) **Officers Premises Official Lounge** - 1st Floor of SOM – I with photocopier, Computer, Scanner and printer.

- 3) **Study Tour to Australia**- As foreign component of Phase-III MCTP for onward journey from Hyderabad to Sydney, the following three options are available.

Exposure Visit onward Journey

Option – 1

Sl. No.	Date	From	Departure	To	Arrival	Date	Flt No.
1.	16.03.2012	Hyderabad	1805 hrs	Chennai	1855 hrs	16.03.2012	AI 546
2.	17.03.2012	Chennai	0045 hrs	Singapore	0720 hrs	17.03.2012	AI 346
3	Early hours of 18.03.2012	Singapore	0045 hrs	Sydney	1150 hrs	18.03.2012	SQ 231

- The participants will be reaching Singapore in the morning of 17th March and will be leaving for Australia in the early hours of 18th Mar, 2012. M/s Balmer Lawrie & Co. will be asked to arrange for transport from Airport to Hotel, local site seeing tour, lunch and back to Airport for late night flight to Sydney. This would be an arrangement on payment basis between participants and M/s Balmer Lawrie & Co. The payment for transport , hotel, site seeing food etc., will be borne by the respective participants.

Option – 2

Sl. No.	Date	From	Departure	To	Arrival	Date	Flt No.
1.	16.03.2012	Hyderabad	1805 hrs	Chennai	1855 hrs	16.03.2012	AI 546
2.	17.03.2012	Chennai	0045 hrs	Singapore	0720 hrs	17.03.2012	AI 346
3.	Early hours of 18.03.2012	Singapore	0045 hrs	Sydney	1150 hrs	18.03.2012	SQ 231

- The participants will make their own private arrangements for stay and travel in Singapore at their own cost and convenience.

Option – 3

Sl. No.	Date	From	Departure	To	Arrival	Date	Flt No.
1.	17.03.2012	Hyderabad	0840 hrs	Chennai	0940 hrs	16.03.2012	AI 536
2.	17.03.2012	Chennai	1320 hrs	Singapore	1955 hrs	17.03.2012	AI 358
3.	Early hours of 18.03.2012	Singapore	0045 hrs	Sydney	1150 hrs	18.03.2012	SQ 231

For Return Journey from Australia to India & the participants will have the follows three options.

Option – 1

The Academy will provide air tickets from Australia to India. The participants can return from any of these cities (Sydney/Perth/Melbourne/Brisbane) in Australia to India vide Singapore depending upon the availability of flights. In India they will be provided air tickets for reaching any of these six cities in India. (Chennai/Mumbai/Kolkata/Bangalore/Hyderabad/Delhi) from Singapore.

Option – 2

Depending upon the availability of flights, the participants can return from Australia via Bangkok to India to any of these six cities (Chennai/Mumbai/Kolkata/Bangalore/Hyderabad/Delhi) as stated above.

Option – 3

As in previous batches, some of the participants may be avail Ex-India leave on getting sanction from their respective competent authorities (States/Central organisations where they are serving currently) and they may like to return on different dates from other places like Auckland etc. for which the extra charges, if, any, will be bore by the participants.

Participants are requested to give their choice for their onward journey from Hyderabad to Australia as return journey form Australia to India and give the exact programme/date of return journey without fail on or before 13th February, 2012. If the participant do not give their options as above, the Academy reserves the right to book the tickets as per the programme at Option – 3 for onward journey to Australia and return journey on 30th /31st March, 2012 to India via Singapore.

Deliverables: The following tasks may please be completed by the officer before reporting at the Academy on 06th February, 2011:

- i. Official passport (White Passport) to be obtained
- ii. Australian Visa to be obtained
- iii. Pre-course assignments to be completed and brought along with the officer to the Academy on arrival.
- iv. Finalising the options for on ward journey to Australia and return journey to India

Wishing all the participants a pleasant and safe journey to the Academy and happy learning!
