Model Course CVSSA 11-01

Crime Prevention, Detection, Evidence Preservation and Reporting

Prepared by

**THE UNITED STATES COAST GUARD,
THE UNITED STATES MERCHANT MARINE ACADEMY, AND
THE FEDERAL BUREAU OF INVESTIGATION**

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Contents

Introduction

This course is intended to serve as specific guidance upon which education and training providers can immediately base instruction in prevention, detection, evidence preservation and reporting of criminal activities in the international maritime environment. It is the result of a careful effort to ensure that the requirements of the Cruise Vessel Security and Safety Act of 2010 are addressed through standards of knowledge and the acquisition of specific understanding, proficiencies, and skills through education and training.

In addition to delineating the security and safety duties and responsibilities of personnel in the context of the Act and the training necessary to meet its requirements, the curriculum suggests resources that can be employed in delivery of the material. These resources include reports, regulations, conventions, books, videotapes, and other adjuncts to education and training that will assist instructors in conducting the training envisioned in pertinent regulation and guidance.

KNOWLEDGE, UNDERSTANDING AND PROFICIENCIES
FOR PERSONNEL REQUIRING MARITIME SECURITY AWARENESS

Column 1	Column 2	Column 3	Column 4
Competence	**Knowledge, understanding and proficiency**	**Methods for demonstrating competence**	**Criteria for evaluating competence**
Contribute to the enhancement of safety and security through heightened awareness	Knowledge of applicable international maritime security and jurisdiction laws, regulations and policy and responsibilities of law enforcement officials, vessel security officer and medical staff Knowledge of protective measures to prevent and detect criminal activity Knowledge of security related emergency procedures and contingency plans	Assessment of evidence obtained from training or examination	Requirements relating to enhanced maritime security are correctly identified
Recognition of security and safety risks, threats, and vulnerabilities	Knowledge of techniques used to circumvent security measures Knowledge enabling recognition, on a non-discriminatory basis, of characteristics and behavioral patterns of persons likely to pose security and safety threats	Assessment of evidence obtained from training or examination	Security and safety risks, threats, and vulnerabilities are correctly identified
Evidence Preservation	Knowledge of how to secure and maintain a crime scene	Assessment of evidence obtained from training or examination	Requirements related to evidence preservation are correctly identified and demonstrated
Report and record criminal offenses	Knowledge of reportable criminal activity Knowledge of procedures to be employed in reporting of criminal activity	Assessment of evidence obtained from training or examination	Requirements related to reporting and recording serious crimes are correctly identified and demonstrated

Part A: Course Framework

Scope

This model course is intended to provide the knowledge required for personnel who are assigned passenger vessel security responsibilities to perform their duties as mandated in the Cruise Vessel Security and Safety Act of 2010 (CVSSA)), Pub. L. No. 111-207 (July 27, 2010) (codified at 46 U.S.C. Sections 3507, 3508).

Objective

Those who successfully complete this course should be able to demonstrate knowledge, understanding and proficiency in crime prevention and detection, evidence preservation and reporting of criminal activities in the international maritime environment as defined in CVSSA Section 3508. This knowledge shall include, but is not limited to:

1. ability to identify protective measures for preventing and detecting criminal activity;

2. familiarity with emergency procedures and contingency plans;

3. recognition of security and safety risks, threats, and vulnerabilities;

4. techniques used to circumvent security measures;

5. recognition, on a non-discriminatory basis, of characteristics and behavioral patterns of persons who are likely to pose security and safety threats;

6. understanding of the roles and responsibilities of law enforcement officials, vessel security officers and medical staff;

7. ability to secure and maintain a crime scene until released by law enforcement officials and;

8. understanding of reporting requirements and the ability to document serious crimes.

Entry Standards

It is assumed that those attending this course are mariners or other persons who are employed (or are to be employed) by a passenger vessel owner or operator and who are likely to be designated as part of the vessel's security team. If not designated as "Vessel Security Officer", those who take this course should have knowledge of vessel operations and maritime security matters. Training providers are responsible for verifying that these conditions are met before accepting candidates for training.

Course completion certificate

A course completion certificate should be issued upon successful completion of the course and assessments, certifying that the holder has successfully completed "Crime Prevention, Detection, Evidence Preservation and Reporting" training that meets the requirements of the CVSSA.

Course delivery

The objectives of this course may be achieved through various methods, including classroom training, in-service training, distance learning, computer-based training or combinations of these methods.

Course intake limitations

The maximum number of trainees in the course should be determined based on the facilities and equipment available, bearing in mind the aims and objectives of this course.

Instructor Qualifications

The instructor in charge of the course shall have had training and/or acceptable equivalent practical experience in the subject matter of this course, including knowledge of vessel operations, law enforcement practices, maritime security matters, and the requirements of CVSSA. Instructors should either have appropriate training in or be familiar with instructional techniques and training methods.

Teaching facilities and equipment

An ordinary classroom or similar meeting room with a blackboard or equivalent is sufficient for the lectures. In addition, when making use of audiovisual materials, the instructor should ensure that appropriate equipment is available. Finally, the use of maritime environments (vessels, facilities, or mock-ups) for certain segments of the course may enhance the overall effectiveness of this training.

Teaching aids

Model Course CVSSA 11-01, Crime Prevention, Detection, Evidence Preservation and Reporting

Audiovisual aids: digital video device, TV, slide projector, overhead projector, etc.

Photographs, models, or other representations of vessels, facilities, devices, etc., to illustrate operational elements and security vulnerabilities.

Training reference documents

Training references

Coast Guard, Department of Homeland Security. (2003, 22 October). *33 CFR (Navigation and Navigable Waters), Chapter I, Subchapter H—Maritime Security, Parts 101, 103, 104.* Commandant, United States Coast Guard. (2002, April). "Security for Passenger Vessels and Passenger Terminals." *Navigation and Vessel Inspection Circular (NVIC) No. 4-02.*

Commandant, United States Coast Guard. (2002, 21 October). "Security Guidelines for Vessels." *Navigation and Vessel Inspection Circular (NVIC) No. 10-02.*

Cruise Vessel Security and Safety Act of 2010 (CVSSA)), Pub. L. No. 111-207 (July 27, 2010) (codified at 46 U.S.C. Sections 3507, 3508)

International Chamber of Shipping. (2003*). Maritime Security: Guidance for Ship Operators on the IMO International Ship and Port Facility Security Code.* London: ICS.

International Chamber of Shipping. (2003). *Model Ship Security Plan.* London: ICS. International Maritime Organization. (1986). *MSC/Circ.443--Measures to prevent unlawful acts against passengers and crews on board ships.*

International Maritime Organization. (2011). Ship Security Officer (Model Course 3.19) (2011 Edition). London: IMO.

McNicholas, M. (2007). *Maritime Security: An Introduction.* Burlington: Butterworth-Heinemann.

Federal Bureau of Investigation. Crime Prevention, Detection, Evidence Preservation and Reporting Power Point Presentation: 2011

United States Coast Guard Investigative Service Crime Prevention and Detection Guide

United States Coast Guard. *Risk-based Decision Making Guidelines.* (3rd ed.). http://www.uscg.mil/hq/g-m/risk/e-guidelines/rbdm.htm United States Congress. (2002, 25 November). *Maritime Transportation Security Act of 2002 (P.L. 107-295).*

Part B: CVSSA Course Outline

Subject Area	Hours
1 Introduction	1.0
1.1 Course overview	
1.2 Competences to be achieved	
1.3 Currents threats and patterns	
1.4 Vessel and port operations and conditions	
2 Maritime Security Policy	1.0
2.1 Relevant international conventions, codes and recommendations	
2.2 Relevant U.S. legislation, regulations and recommendations	
2.3 Definitions	
2.4 Handling confidential information	
2.5 Legal implications of action or non-action by security personnel	
2.6 Awareness of contingency plans	
3 Security Responsibilities	1.0
3.1 Law enforcement officials	
3.2 The company	
3.3 The vessel	
3.4 Vessel Security Officer	
3.5 Seafarers with designated security duties	
3.6 Other personnel	
4 Security Equipment	0.5
4.1 Security equipment and systems	
4.2 Operational limitations of security equipment and systems	
4.3 Testing, calibration and maintenance of security equipment and systems	
4.4 Retention of video surveillance records	
4.5 Access to recorded images	
5 Risks Identification, Vulnerability Recognition, and Response	1.0
5.1 Recognition and detection, on a non-discriminatory basis, of persons who are likely to pose potential security and safety risks	
5.2 Techniques used to circumvent security measures	
5.3 Crowd management and control techniques	
6 Crime Scene Actions	3.0
6.1 Techniques used by law enforcement	
6.2 Action required to preserve different crime scenes	
6.3 Access control	
7 Security Administration	0.5
7.1 Reporting incidents	
7.2 Documentation and records	
7.3 Monitoring and control	
	Total: 8.0

Crime Scene Preservation
Course Timetable

Day/Period	1st Period (3.0 hours)	2nd Period (1.5 hours)	3rd Period (3.5 hours)
Day 1	**1 Introduction** 1.1 Course overview 1.2 Competences to be achieved 1.3 Currents threats and patterns 1.4 Vessel and port operations and conditions **2 Maritime Security Policy** 2.1 Relevant international conventions, codes and recommendations 2.2 Relevant U.S. legislation, regulations and recommendations 2.3 Definitions 2.4 Handling confidential information 2.5 Legal implications of action or non-action by security personnel 2.6 Awareness of contingency plans **3 Security Responsibilities** 3.1 Law enforcement officials 3.2 The company 3.3 The vessel 3.4 Vessel Security Officer 3.5 Seafarers with designated security duties 3.6 Other personnel	**4 Security Equipment** 4.1 Security equipment and systems 4.2 Operational limitations of security equipment and systems 4.3 Testing, calibration and maintenance of security equipment and systems 4.4 Retention of video surveillance records 4.5 Access to recorded images **5 Risks Identification, Vulnerability Recognition, and Response** 5.1 Recognition and detection, on a non-discriminatory basis, of persons who are likely to pose potential security and safety risks 5.2 Techniques used to circumvent security measures 5.3 Crowd management and control techniques	**6 Crime Scene Actions** 6.1 Techniques used by law enforcement 6.2 Action required to preserve different crime scenes 6.3 Access control **7 Security Administration** 7.1 Reporting incidents 7.2 Documentation and records 7.3 Monitoring and control

Part C: Detailed Teaching Syllabus

The detailed teaching syllabus has been written in learning objective format in which the objective describes what the trainee should be able to do to demonstrate that knowledge has been transferred. All objectives are understood to be prefixed by the words, "The expected learning outcome is that the trainee ...."

Competences
Those who successfully complete this course will have demonstrated knowledge, understanding, and proficiency in the following competences:

1. contribute to the enhancement of safety and security through heightened awareness;

2. recognition of security and safety risks, threats, and vulnerabilities;

3. evidence preservation; and

4. report and record criminal offenses.

Learning Objectives
1. Introduction (1.0 hour)
1.1 Course overview
  .1 describes the topics and emphasis of the course
1.2 Competences to be achieved
  .1 describes the competences that will be achieved through completion of the course
1.3 Currents threats and patterns
  .1 notes risk and threats on passenger vessels, such as:
    ➢ Physical and sexual assaults
    ➢ Excessive use of alcohol
    ➢ Missing persons
    ➢ Theft over $10,000
  .2 describes representative incidents involving criminal activity in the international maritime environment
  .3 summarizes incident statistics and discusses underlying motivation and results
  .4 notes how criminals identify their victims
1.4 Vessel and port operations and conditions
  .1 describes characteristics and conditions where criminal activity is likely to occur
  .2 notes protective measures to mitigate delinquent behavior

2. Maritime Security Policy (1.0 hour)
2.1 Relevant international conventions, codes and recommendations
  .1 summarizes international maritime safety and security codes
2.2 Relevant U.S. legislation, regulations and recommendations
  .1 notes the requirements of relevant national legislation and regulations
2.3 Definitions
  .1 Defines

- ➢ Federal Bureau of Investigation
- ➢ Reportable crimes in 46 U.S.C Section 3507 (g)(3)
- ➢ Vessel Security Officer

2.4 Handling confidential information
.1 notes information to be protected

2.5. Legal implications of action or non-action by security personnel
.1 identifies the legal limits of authority and the obligations of passenger vessel personnel with designated security duties
.2 maritime jurisdiction law

2.6. Awareness of contingency plans
.1 defines personal and medical sensitive information and the importance of keeping it confidential

3. Security Responsibilities (1.0 hour)

3.1 Law Enforcement (LE) officials
.1 notes the role and response to criminal activity
.2 discusses FBI emergency response team services to include:
- ➢ Fingerprinting
- ➢ Photography
- ➢ DNA collection
- ➢ Trace evidence collection
- ➢ Impression evidence collection
- ➢ Post-blast evidence collection
- ➢ Shooting trajectory analysis
- ➢ Underwater Search and Evidence Response Team
- ➢ Human Remains Recovery
- ➢ Hazardous Materials Response Team
- ➢ Additional tactical assets / SWAT
- ➢ Liaison with Local LE, other Federal LE, Military

3.2 The company
.1 describes the responsibilities of the company with respect to:
- ➢ Ensuring that serious crimes are documented in accordance 46 U.S.C. Section 3507 (g)(3)
- ➢ Ensuring that the vessel security personnel are properly trained and given the necessary support to fulfill his/her duties and responsibilities under the CVSSA
- ➢ Implementation of CVSSA

3.3 The vessel
.1 notes that the vessel shall comply with the requirements of CVSSA

3.4 Vessel Security Officer
.1 lists the duties and responsibilities of the Vessel Security Officer in the areas of:
- ➢ Prevention
- ➢ Detection
- ➢ Evidence preservation
- ➢ Reporting of serious crimes

3.5 Seafarers with designated security duties

.1 notes members of the vessel's crew who may be assigned security and safety duties to include those who care for victims following an alleged assault

3.6. Other personnel

    .1 discusses the role other vessel personnel may have in collecting and preserving evidence

4. Security Equipment (0.5 hour)

4.1 Security equipment and systems

    .1 lists the various types of security equipment and systems that can be used aboard vessels such as:

- ➤ Video surveillance systems
- ➤ Security latches
- ➤ Time-sensitive key devices
- ➤ Peep holes

4.2. Operational limitations of security equipment and systems

    .1 explains the limitations of individual items of equipment and security systems

4.3. Testing, calibration and maintenance of security equipment and systems

    .1 describes the testing, calibration and maintenance requirements for the above security equipment and systems

4.4 Retention of video surveillance records

    .1 discusses industry best practices

4.5 Access to recorded images

    .1 notes who is authorized to obtain video surveillance records

    .2 discusses methods that can be used to share information with LE officials

5. Risk Identification, Vulnerability Recognition, and Response (1.0 hour)

5.1 Recognition and detection, on a non-discriminatory basis, of person who are likely to pose potential security and safety risks

    .1 describes the general characteristics and behavioral patterns of persons who are likely to commit criminal offenses aboard passenger vessels

    .2 states the importance of observation in recognizing such persons

5.2. Techniques used to circumvent security measures

    .1 describes the techniques that may be used to circumvent security measures

5.3 Crowd management and control techniques

    .1 explains the basic psychology of a crowd onboard a cruise vessel

    .2 states the methods, purpose and importance of security and safety education and awareness for:

- ➤ Passengers
- ➤ Crewmembers

    .3 discusses measures to publicize crime prevention

    .4 notes precautions for passenger and crewmember

    .5 states the importance of having contingency plans for CVSSA security and safety breaches and infractions

6. Crime Scene Actions (3.0 hour)

6.1 Techniques used by law enforcement

.1 describes procedures for securing a crime scene, to include:
- ➢ Crime scene entry concepts
- ➢ Technique to record the scene photographically
- ➢ How to seal and label evidence collected

.2 explains importance of crime scene photography

.3 states and discusses paperwork to be completed at the scene:
- ➢ Evidence log
- ➢ Chain of custody
- ➢ Sign-in log

6.2 Action required to preserve different crime scenes

.1 lists the procedures for collecting crime scene evidence for:
- ➢ Homicide
- ➢ Suspicious death
- ➢ Sexual assault
- ➢ Missing U.S. National/kidnapping
- ➢ Assault with serious bodily injury
- ➢ Firing or tampering with the vessel
- ➢ Theft over $10,000

6.3 Access control

.1 states restrictions of access to:
- ➢ Passenger staterooms
- ➢ A crime scene

.2 discusses enhanced access control measures that may be required to secure a crime scene

7. Security Administration (0.5 hour)

7.1 Reporting incidents

.1 states the reporting requirements associated with the CVSSA

.2 discusses the timeframe for making notifications

.3 notes how to contact the FBI

7.2 Documentation and records

.1 states the activities for which records shall be kept on board and the duration for which they should be retained.

.2 discusses information records shall contain, to include:
- ➢ Serious crimes reported to the FBI
- ➢ Information documented in logbooks

.3 demonstrates ability to record a serious crime

7.3 Monitoring and control

.1 states the methods for maintaining records

.2 states information that must be kept confidential

Part D: Instructor Manual

The instructor manual provides guidance on the material that is to be presented during the course for prevention, detection, evidence preservation and reporting requirements of criminal activities in the international maritime environment. This manual reflects the views of the course developers with respect to methodology and organization as well as what they consider relevant and important in light of their experience as instructors. Although the guidance given should be of value initially, each instructor should develop his or her own methods and ideas, recognize and refine what is successful, and discard that which does not work satisfactorily.

The material has been arranged under the following seven main headings:

    1 Introduction
    2 Maritime Security Policy
    3 Security Responsibilities
    4 Security Equipment
    5 Risks Identification, Vulnerability Recognition, and Response
    6 Crime Scene Actions
    7 Security Administration

The course outline and timetable provide guidance on the time allocation for the course material, but the instructor is free to modify this if it is deemed necessary. The detailed teaching syllabus must be studied carefully and, where appropriate, lesson plans or lecture notes compiled.

Preparation and planning are the most important criteria in effectively presenting this course. Availability and proper use of course materials are also essential for maximum efficacy in conveying the subject to trainees. The capabilities and limitations of the facilities in use may dictate that the learning objectives be adjusted but it is suggested that this be kept to a minimum.

Where possible, lectures should be supported by written course materials, videos, and other media that allow the trainee to embrace the material more fully. It will be necessary to prepare material for use with on-screen presentations, overhead projectors or for distribution to trainees as handouts.

Guidance Notes

1 Introduction

1.1 Course overview

The starting point should be a brief statement on the purpose of the course, a short review of the timeline, an introduction of participants, determination of knowledge and experience levels, and a brief description of the teaching facility.

1.2 Competences to be achieved

The aim of this section is to review the stated competences from Part C of the course and to assure that the outcome of the learning objectives is made clear; namely, that "the expected learning outcome is that the trainee ...." Course instructors should make reference to the Cruise Vessel Security and Safety Act of 2010.

Instructors should emphasize that no one is being trained to act as an agent of the government, fight or similarly respond to security threats but rather that trainees should be able to better prevent and detect incidents, preserve evidence as necessary and report incidents through proper planning, preparation, and coordination with various entities.

1.3 Current threats and patterns

Current threats to passenger and crewmember safety and security in the international maritime environment should be summarized in order to provide a basis for understanding the recent legislation in this area, and to fully grasp the importance of the training provided by this course. Personnel receiving this training must clearly recognize that criminal activity may occur in the international maritime environment, including sexual and physical assault and theft, and to appreciate the unique challenges crewmembers and law enforcement officials may encounter.

Physical and sexual assault is a serious problem that creates significant challenges for vessel medical staff and vessel security personnel as they attempt to treat the victim and collect evidence for legal purposes.

1.4 Vessel and port operations and conditions

This section of the course should provide trainees with awareness of the larger context in which serious crimes occur aboard cruise vessels. It is essential for students to have a basic understanding of the general behavioral patterns and psychological state of passengers and crewmembers and the operating context of cruise ships and cruise ports. Although the frequency is relatively low, serious crimes do occur on cruise ships. Attacks occur mostly in passenger cabins, discos, open deck (such as the pool area) and casinos, and the majority involve alcohol.

2 Maritime Security Policy

2.1 Relevant international conventions, codes and recommendations

While there are currently no international guidelines pertaining to the treatment of a victim following an alleged assault or to evidence preservation, the international maritime community has developed guidelines to address other security and safety threats. The instructor may highlight a few, to include:

1) IMO Resolution A.584 (14)--Measures To Prevent Unlawful Acts Which Threaten Safety Of Ships And Security Of Passengers (this was later reviewed in November of 2001 with IMO Resolution A.924(22));

2) MSC/Circ. 443--Measures To Prevent Unlawful Acts Against Passengers And Crew On Board Ships; and

3) The Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation (SUA).

The instructor should discuss maritime law and maritime jurisdiction/boundaries as they relate to the criminal activity. This material is covered in the security training requirements for Vessel Security Officer, in accordance with the Maritime Transportation Security Act of 2002. The instructor may decide not to duplicate this material for those trainees who have already received this security training.

2.2 Relevant U.S. legislation, regulations and recommendations

The Cruise Vessel Security and Safety Act of 2010, the regulations contained in 46 CFR Subchapter H, and other pertinent legislation and guidance should be summarized for trainees.

2.3 Definitions

Trainees will need a working knowledge of several terms in the Cruise Vessel Security and Safety Act of 2010, and must be aware of those found in SOLAS Chapter 1 part A, Chapter XI-2 Regulation 1, in the ISPS Code Part A section 2, and in 33 CFR Chapter I Subchapter H. These terms may well need clarification from an experienced instructor in order for trainees to reach the necessary level of understanding.

For instance, it might require emphasis or other clarification by the instructor to distinguish criminal activity that necessitates reporting to law enforcement officials, from that which can be voluntarily reported.

2.4-2.5 Handling confidential information and Legal implications of action or non-action by security personnel

Trainees should understand that certain information and communications will be considered confidential. Seemingly benign conversations, therefore, may result in disastrous consequences. All personnel will need to appreciate the risk of confidentiality leaks through communication by

improper methods or with the wrong persons. The instructor should emphasize that the collection, use and disclosure of confidential information should be limited to authorized individuals with a need to know and for uses that are consistent with the stated purpose of the Cruise Vessel Security and Safety Act of 2010.

2.6 Awareness of contingency plans

This portion of the course is concerned with the implementation of plans for a variety of contingencies associated with passenger and crewmember security and safety that may arise in the international maritime setting. Well-coordinated response plans should take into account the medical and emotional needs of crime victims and should address physical safety and security matters to include evidence preservation.

The instructor should highlight methods of publicizing crime prevention and detection measures to raise passenger awareness.

3 Security Responsibilities

This section is intended to give trainees a clear picture of the roles and responsibilities of law enforcement officials, vessel security officers, crewmembers and vessel medical staff, in crime prevention, detection, evidence preservation and reporting in the international maritime arena. The instructor should note how these various entities will work together to enhance safety and security, and form an efficient and effective response when required.

3.1 Law enforcement officials

The instructor should discuss the role of law enforcement officials and their obligations in the international scheme to enhance maritime security. An awareness of this subject will help trainees to comprehend how and why crime prevention, detection, evidence preservation and reporting of incidents are important.

3.2 – 3.3 The company and The vessel

Trainees will benefit greatly from a clear understanding of the role of the company and the support that they should expect from the company. The instructor may highlight other company and vessel security related duties as defined in 33 CFR Chapter I Subchapter H.

3.4 - 3.6 Vessel Security Officer, Seafarers with Designated Security Duties and Other Personnel

Trainees should appreciate the role of each of these various persons and know what to expect from each in terms of authority and responsibility. 33 CFR Chapter I Subchapter H and/or Parts A and B of the ISPS Code clearly delineate the functions, duties, and training requirements for Vessel Security Officers and vessel security personnel. In the end these are the very people that

will make security plans work and who are best positioned to recognize areas for improvement. They will each need to appreciate their own role as well as that played by the others.

The instructor should emphasize the role of the medical staff in response to sexual and physical assaults. Key participants include, but are not limited to, the medical and nursing personnel, care teams and patient advocates.

4 Security Equipment

4.1. Security equipment and systems

Course participants should be aware of the types of security and safety equipment and systems that are useful in enhancing security and safety while at sea. Examples of such equipment include:

- ➢ Closed Circuit Televisions
- ➢ Overboard Detection Equipment
- ➢ Acoustic Hailing Device
- ➢ Time-sensitive Key Technology
- ➢ Security Latches

Participants are not expected to acquire detailed technical or scientific knowledge concerning the theoretical underpinnings of the operation of security equipment. The objective is to ensure familiarity with the capabilities and appropriate deployment of such devices and systems. Trainees should be able to describe the use of safety technology and communications systems in maintaining and enhancing security and safety.

4.2. Operational limitations of security equipment and systems

The intent of this course segment is to communicate to trainees the functional limitations and operating constraints of security and safety equipment that they may encounter or be called upon to use. Issues such as effective range, availability and reliability, environmental sensitivities, and operator (human) error should be addressed as appropriate.

4.3. Testing, calibration and maintenance of security equipment and systems

Trainees should be familiar with methods for ensuring the continuing accuracy, efficiency, and operational readiness of selected items of security and safety equipment and associated systems.

4.4 – 4.5. Retention of video surveillance records and Access to recorded images

This section of the course should provide trainees with recommended criteria to consider when developing procedures for record erasing, destruction and retention. Trainees should also be familiar with the requirement to provide law enforcement officials with a copy of all records of video surveillance that the official believes may provide evidence of a crime that has been reported and methods to facilitate the sharing or transfer of video records.

5 Risks Identification, Vulnerability Recognition, and Response

The focus of this segment of the course is the development of an awareness of the characteristics of delinquent behavior and the potential security and safety vulnerabilities associated with such behavior, as well as the risks such conduct may pose to passengers and crewmembers. Instructors should provide examples of potentially vulnerable or target populations. Target populations for sexual and physical assault may include adolescents, passengers traveling alone and persons under the influence of drugs or alcohol. Persons in these groups may become involved in unlawful sexual activities because they do not understand what is happening, or they may lack the ability to give informed consent.

5.1 Recognition and detection, on a non-discriminatory basis, of persons who are likely to pose potential security and safety risks

Instructors should explain suspicious patterns of behavior, while emphasizing the importance of avoiding gender and age profiling and ethnic stereotyping. The instructor should highlight that while patterns are useful in recognizing a potential problem, each situation is different and should be treated as such. Examples of delinquent behaviors include:

> ➢ Persons using unwarranted excessive language that is obscene, derogatory, foul etc
> ➢ Persons groping themselves in the vicinity of children's play areas
> ➢ Persons who may be drinking excessively
> ➢ Passengers attempting to establish relationships with crewmembers
> ➢ Crewmembers attempting to establish relationships with passengers
> ➢ Individuals offering sexual favors

5.2 Techniques used to circumvent security measures

Trainees should be cautioned that no security equipment or measure is infallible. They should be aware of the known techniques that can be employed to evade security systems and controls, such as the disabling of alarm systems, picking of locks, obstructing cameras, etc.

5.3. Crowd management and control techniques

Course participants should be familiarized with the basic patterns of behavior of people in groups while drinking, dancing, vacationing, etc. The critical importance of vigilance in detecting and preventing delinquent behavior by passengers and crewmembers should be underscored.

The instructor should emphasize the need to develop and distribute materials tailored to different incidents with the goal of making the general public aware of security and safety tips.

6 Crime Scene Actions

A paramount objective of this section of the course is ensuring that trainees understand the need to be familiar with, and adhere to, established procedures for collecting and preserving evidence for reportable crimes that occur on cruise vessels. The instructor should emphasize that

collection of evidence should only be attempted if the evidence would be destroyed because the scene cannot be secured or the evidence would be lost for another reason.

6.1 Techniques used by law enforcement

The instructor should provide trainees with a thorough description of the Federal Bureau of Investigation's response to a crime scene, to include when they may board a vessel. The instructor should reiterate that vessel security personnel are not agents of the government but are preserving evidence until released to law enforcement officials.

The instructor should convey the Federal Bureau of Investigation's Emergency Response Team services and the following crime scene entry concepts:

➢ Recall crime-scene entry concepts.
- First priority is YOUR SAFETY and the safety of others, to include providing assistance to the injured.
- When assisting the injured, if possible do so in a manner that is minimally destructive to potential evidence at the scene.
- For example, when cutting clothing try not to cut through bullet holes or stab wounds.
- Obtain all information possible regarding the original condition of the crime scene. If possible, preserve the initial scene response with photographs.
- If you must enter the scene, record your entry into the scene and all subsequent findings.
- When responding to a crime scene take steps to accurately record and document the important aspects of the scene.
- Take extensive notes – do not rely on your memory or the memory of others present at the scene – to include a rough sketch of the scene with a notation that the sketch is not to scale.
- DO NOT ALLOW ANYONE TO MOVE OR ALTER THE SCENE
- Document any persons, ships, boats or vehicles near the scene. This information may provide valuable leads to law enforcement's investigation.
- Victims, witnesses and suspects must be removed from the scene and separated to prevent them from purposely or inadvertently altering or destroying the evidence.
- If suspects or witnesses attempt to leave or depart the ship, obtain complete identification and any additional information that can assist in locating these individuals at a later date.
- Steps should be taken to maintain all ship or dock surveillance videos of the scene for the time period directly before and after the time the incident is believed to have occurred.
- Maintain and preserve door lock logs and video camera footage.

- A minimum two-person entry team per scene is recommended. Should a significant evidentiary find be noted or seen, both persons should observe and document the evidence in place. Document <u>ALL</u> personnel that come into contact with evidence.
- Consider contamination issues prior to entry.
- Follow a cleared route for personnel going into and out of the crime scene.
- Use marking tape to designate cleared areas.
- Avoid wandering over the scene, tracking small particles referred to as trace evidence from place to place, for example: hairs, fibers, or other small items of evidentiary value.
- Take your time and do not rush.
- Be alert for all forms of physical evidence.
- BE CAUTIOUS SO AS NOT TO INADVERTENTLY LOSE OR DESTROY EVIDENCE.
- LOOK EVERYWHERE.

Instructors should consider the following when developing procedures on evidence packaging.

➢ PAPER BAGS
- Provide excellent breathability, which prevents moisture buildup that can destroy DNA evidence.
- Package all clothing and biological items in paper.
- Good for fiber evidence as paper does not generate static electricity.
➢ PLASTIC
- Good for dry items, powders, tablets, paper items, fingerprint evidence.
- Wet or damp items should not be placed in plastic packaging.
- Should be used for drug evidence.
➢ CARDBOARD BOXES
- Good for heavy items.
- Not recommended for trace material such as hairs and fibers.
- Excellent for guns and knives.
➢ GLASS JARS/ VIALS
- Blood samples, liquids, flammables, liquids for date-rape drugs.
➢ PAINT CANS
- Explosive samples.
- Items with accelerants.

6.2 – 6.3 Action required to preserve different crime scenes and Access control

The instructor should convey the different types of crimes to be preserved in accordance with the Cruise Vessel Security and Safety Act of 2010. Trainees may benefit from the in-class creation of checklists detailing the appropriate actions given various conditions. Such lists might include crime-scene entry concepts, how to seal and label evidence collected, required paperwork, controlling access to the crime scene, and so forth.

7 Security Administration

This portion of the course is concerned with reporting and documenting serious crimes associated with the Cruise Vessel Security and Safety Act of 2010. For persons taking this course, the appropriate action is at least reporting criminal incidents as required by the Act.

7.1 Reporting incidents

Instructors should convey to trainees that the objective of reporting is to ensure that law enforcement officials are informed when a serious crime occurs onboard a cruise vessel. The instructor should ensure course participants are proficient in reporting crimes in accordance with the Cruise Vessel Security and Safety Act.

7.2 Documentation and records

The instructor should reference the Cruise Vessel Security and Safety Act of 2010, noting reporting and documentation requirements. It may be helpful for instructors to provide sample reportable incidents and have the trainee demonstrate documenting the incidents.

7.3 Monitoring and control

The records may be kept in an electronic format. In all cases, they shall be protected by procedures aimed at preventing the unauthorized access, destruction or release of confidential information.

Part E: Evaluation

Introduction
The effectiveness of any evaluation depends on the accuracy of the description of what is to be measured.

The learning objectives that are used in the detailed teaching syllabus will provide a sound base for the construction of suitable tests for evaluating trainee progress.

Method of evaluation
The methods chosen to carry out an evaluation will depend upon what the trainee is expected to achieve in terms of knowing, comprehending and applying the course content.

The methods used can range from a simple question-and-answer discussion with the trainees (either individually or as a group) to prepared tests requiring the selection of correct or best responses from given alternatives, the correct matching of given items, the supply of short answers or the supply of more extensive written responses to prepared questions.

Where the course content is aimed at the acquisition of practical skills, the test would involve a practical demonstration by the trainee making use of appropriate equipment, tools, etc.

The responses demanded may therefore consist of:
- the recall of facts or information
- the practical demonstration of an attained skill
- the oral or written description of procedures or activities
- the identification and use of data from sketches, drawings, maps, charts, etc.
- carrying out calculations to solve numerical problems
- the writing of an essay or report.

Validity
The evaluation must be based on clearly defined objectives, and it must truly represent what is to be measured. There must be a reasonable balance between the subject topics involved and also in the testing of trainees' KNOWLEDGE, COMPREHENSION, and APPLICATION of concepts.

The time allocated for the trainee to provide a response is very important. Each question or task must be properly tested and validated before it is used to ensure that the test will provide a fair and valid evaluation.

Reliability
To be reliable, an evaluation procedure should produce reasonably consistent results no matter which set of papers or version of the test is used.

Subjective testing
Traditional methods of evaluation require the trainee to demonstrate what has been learned by stating or writing formal answers to questions.

Such evaluation is subjective in that it invariably depends upon the judgment of the evaluator. Different evaluators can produce quite different scores when marking the same paper or evaluating oral answers.

Objective testing
A variety of objective tests have been developed over the years. Their common feature is that the evaluation does not require a judgment by the evaluator. The response is either right or wrong.

One type of objective test involves supplying an answer, generally a single word, to complete the missing portion of a sentence. Another involves supplying a short answer of two or three words to a question. Such tests are known as 'completion tests' and 'short answer tests'.

Another form of objective testing consists of 'selective response tests' in which the correct, or best, response must be selected from given alternatives. Such tests may consist of 'matching tests', in which items contained in two separate lists must be matched, or they may be of the true/false type or of the multiple-choice type.

The most flexible form of objective test is the multiple-choice test, which presents the trainee with a problem and a list of alternative solutions, from which he must select the most appropriate.

Distracters
The incorrect alternatives in multiple-choice questions are called 'distracters', because their purpose is to distract the uninformed trainee from the correct response. The distracter must be realistic and should be based on misconceptions commonly held, or on mistakes commonly made.

The options "none of the above" or "all of the above" are used in some tests. These can be helpful, but should be used sparingly.

Distracters should distract the uninformed, but they should not take the form of 'trick' questions that could mislead the knowledgeable trainee (for example, do not insert "not" into a correct response to make it a distracter).

Guess factor
The 'guess factor' with four alternative responses in a multiple-choice test would be 25%. The passing score chosen for all selective-response questions should take this into account.

Scoring

In simple scoring of objective tests one point may be allotted to each correct response and zero for a wrong or nil response.

A more sophisticated scoring technique entails awarding one point for a correct response, zero for a nil response and minus one for an incorrect response. Where a multiple-choice test involves four alternatives, this means that a totally uninformed guess involves a 25% chance of gaining one point and a 75% chance of losing one point.

Scores can be weighted to reflect the relative importance of questions, or of sections of an evaluation.