

# UNITED NATIONS POLICE GENDER TOOLKIT

## STANDARDISED BEST PRACTICES ON GENDER MAINSTREAMING IN PEACEKEEPING

### INSTRUCTOR'S NOTES



First edition  
2015

# **UNITED NATIONS POLICE**

# **GENDER TOOLKIT**

## **STANDARDISED BEST PRACTICES ON**

## **GENDER MAINSTREAMING IN PEACEKEEPING**

**MODULE 3: CAPACITY BUILDING OF HOST  
STATE POLICE ON PREVENTING AND  
INVESTIGATING SGBV**

**LESSON 3 DEVELOPING SGBV POLICIES AND  
STANDARD OPERATING PROCEDURES**



**First edition**  
**2015**

## Preparatory Notes to Instructor

### Background

Sexual and gender-based violence (SGBV) is a persistent and universal problem that happens in all societies and across all social classes. It is widespread during conflict and post-conflict situations. Soldiers, guerrillas and other members of rival groups execute it as a conscious strategy to dominate enemies and carry out the goals of the conflict. Members of the community, family, acquaintances and demobilised parties to the conflict perpetrate it as opportunistic crimes. Women, men, girls and boys are all vulnerable to SGBV.

The general breakdown of the rule of law and a social and cultural context where such acts are tolerated facilitate committing SGBV. In some societies, cases such as rape, sexual abuse and domestic violence are not commonly regarded as crimes by the community in general, including the police, due to inequality and discrimination against women and a lack of awareness of women and children's rights. Additionally, traditional harmful practices, such as female genital mutilation and forced and early marriages are widely accepted in cultural norms leaving women and children without recourse to justice.

The police service needs standardized policies and procedures in preventing and responding to SGBV to ensure that it is treated as a crime. This aims to provide a professional approach and the highest quality of services. Furthermore, it will ensure that the specificities of the crime of SGBV are addressed such as the trauma of victims and support required.

This lesson goes hand-in-hand with the rest of the United Nations Police (UNPOL) Gender Toolkit, including the online e-learning course, the Handbook and the Compendium of Project Tools. Please remember to use and refer to the Project Tools from the Handbook that contain many useful handouts and templates for full comprehension of the material.

### Aim

This lesson aims to provide a standardised operating procedure (SOP) for police response on the investigation of SGBV cases, as well as, a policy and training curriculum.

It offers a range of tools such as model policies, SOPs and training plans to guide implementation. The procedures and tools have all been developed from proven good practice from police services worldwide.

### Target Audience

This training lesson can be used as a pre-deployment, induction or in-mission specialized training for United Nations Police (UNPOL) officers.

UNPOL officers can use and adapt this training course to deliver training to host State counterparts.

## Learning Outcomes

*What will the audience learn from the presentation:*

1. Identify the contents of a policy on SGBV
2. Apply the procedures of an SOP on SGBV in a real-life based scenario
3. Identify gaps within police practice based on an SOP on SGBV
4. Select the content for a training curriculum on SGBV prevention and investigation
5. Prepare a training plan for SGBV police investigators

## Training Sequence

The on-line and the in-person training courses can be combined together or delivered on their own.

If combining the courses, provide the on-line self-paced course as a pre-requisite to the in-person course.

## Duration

### E-learning training course

Minimum on-line time for self-paced sessions	Self-paced course	Pre-assessment	Final assessment
60 min	45 min	5 min	10 min
Additional off line exercises for facilitated sessions	Scenario-based exercises	Optional Film	Mission Specific exercises

### Face-to-face training course

Minimum Session Time	Lecture/Presentation	Questions/Assessment	Session Activities
2 h 20 minutes	25 minutes	15 minutes	1 h 40 minutes

Additional Options	Mission Specific	Optional Film	Optional Activity

### Methodology

This lesson contains a variety of suggested learning activities to keep adult learners engaged. The facilitation team should use as many of the learning activities as time allows and keep them tailored to the target audience. Participants should be fully involved in the learning process through practical exercises, brainstorming sessions, discussion of case studies, working in small groups on specific tasks, etc.

The instructor should inform participants of the content, format and timing. Knowing what to expect, participants can improve their ability to focus on the subject and benefit better from the session.

\* **Please note:** Instructors are encouraged to add examples and mission-specific information related to the specific deployment of participants, if known.

\* **Please note:** Always inform participants of the time they have to perform every step of the activities.

### Instructor Profile

This lesson is best presented by an instructor who has knowledge and experience on prevention and investigation of sexual and gender-based violence. The instructor should have knowledge and experience in assisting in organisational development of the police such as developing police policies, mentoring programmes, curriculum development and awareness raising campaigns. If there is more than one instructor, at least one should have practical experience. The instructor should also encourage questions from the participants and aim for an interactive discussion. All trainees should be encouraged to contribute to the group discussions, case study discussions and in any other activity.

### Instructor Preparations

Instructors should have completed the online e-learning course and have read the UNPOL Gender Toolkit Handbook and Compendium of Project Tools.

### Required Readings

- United Nations, Security Council Resolutions on Women, Peace and Security 1820, 1889, 1960 etc.
- Statute of the International Criminal Court

- United Nations Declaration on the Elimination of Violence against Women
- International Convention on the Elimination of all forms of Discrimination against Women (CEDAW)
- DPKO/DFS Policy on gender equality in United Nations Peacekeeping Operations (2010)
- DPKO/DFS Guidelines for Integrating Gender Perspectives into the Work of United Nations Police in Peacekeeping Missions (2008)

## General Preparations

Equipment:

1. Computer and PowerPoint slides
2. Projector and Screen
3. Flip Chart

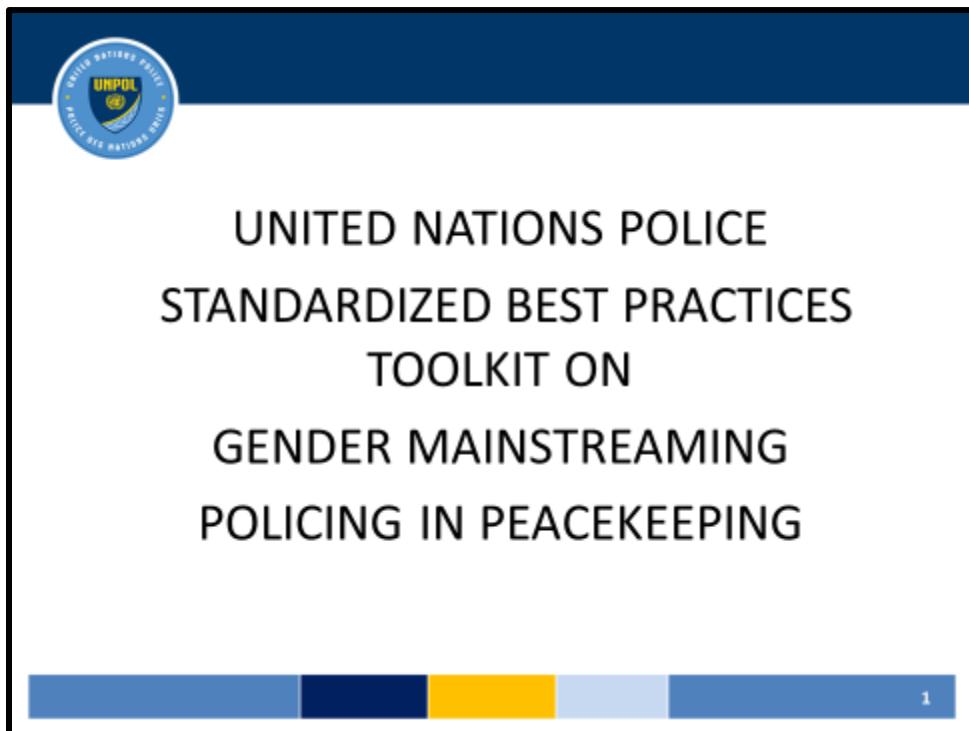
Materials:

1. Copies of handouts...etc.
2. Paper and markers

## Symbols Legend

-  Note to the Instructor (Some background information for consideration)
-  Speaking Points (The main points to cover on the topic. Ideally the speaking points are presented in the instructor's own words versus being read to participants)
-  Mission Specific (A point where the session will benefit from mission specific information)
-  Example (Stories that illustrate a point or key message)
-  Sample questions (A list of potential questions to pose to participants)
-  Handout (Indicates a handout is provided to participants at this point)
-  Film (A film that is recommended as a core part of the training or an option)
-  Core Learning Activity (An activity that is strongly recommended for inclusion)
-  Optional Learning Activity (An activity that can be used if there is time and it is appropriate for the participant group. Guidelines for these activities are provided at the end of the unit, section or part – as indicated in the text)
-  Key summary points (Key messages that are worth repeating at the end of the session. Alternatively, the instructor can ask participants what are the main messages they are taking from the session. Instructors can then fill in any points that have been missed.)

## Session Notes



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UNPOL GENDER  
TOOLKIT

**MODULE 3**

**LESSON 3**

**DEVELOPING SGBV POLICIES AND STANDARD OPERATING  
PROCEDURES**



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This lesson includes

I. Developing a policy and SOP

II. Designing a training curriculum



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► This lesson is divided into two sections.

- The first section outlines the United Nations standardized material on sexual and gender-based violence (SGBV), including policy, standard operating procedure (SOP), and relevant forms.
- The second section explains how to take the standardized material and develop specialized policies on SGBV for the local police organization.



## Learning Outcomes

- Identify the contents of a policy on SGBV
- Apply the procedures of an SOP on SGBV in a real-life based scenario
- Identify gaps within police practice based on an SOP on SGBV
- Select the content for a training curriculum on SGBV prevention and investigation
- Prepare a training plan for SGBV police investigators

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## SECTION I

### DEVELOPING A POLICY AND SOP

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- This section provides the standardised policy and SOP on police investigation of SGBV crimes. It will provide the tools for developing similar policies and SOPs in collaboration with host state police.



The slide features the UNPOL logo in the top left corner. The title "Brainstorming" is centered at the top in a white sans-serif font. Below the title, two large, slanted blue question bubbles are positioned. The first bubble contains the text "What is a policy?" and an icon of a document with a checkmark. The second bubble contains the text "Why is a SGBV policy important?" and an icon of a person in uniform. At the bottom of the slide is a decorative footer bar consisting of four colored segments: light blue, dark blue, yellow, and light blue, with the number "6" in white on the right side.



**Note to instructor:** This is aimed to be an open discussion to brainstorm with participants on what a policy is and why it is important. While aiming at the establishing of standard definitions, the activity also provides the instructor with an initial assessment of participants' knowledge and views on the topic. The next slide will provide expected outcomes.



## Expected outcomes

*What is a policy?*



a position or direction agreed by an authority on an issue or activity.

*Why is a SGBV policy important?*



- outlines issues that are considered essential to the police organisation
- takes away individual understanding, stereotypes and perceptions on these issues in favour of an institutional standard
- allows staff to understand their responsibilities and provides accountability

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- A policy is a position or direction agreed by an authority on an issue or activity. A policy is important since it outlines issues that are considered essential to the police organisation, takes away individual understanding, stereotypes and perceptions on these issues in favour of an institutional standard. A policy on SGBV allows staff to understand their responsibilities and provides accountability.
- A standardized operating procedure, or SOP, is a guidance document that outlines the best practices for operations. A SOP is important since it outlines an institutional standard for operations in SGBV cases. It provides police officers with the essential steps to take in any investigation and ensures that there is no discrepancy in terms of knowledge of these steps. It also provides a degree of accountability for the officers involved and their supervisors. It eliminates the possibility that officers might forget or ignore certain steps that could be crucial for prosecution of the criminal.



**Discussion**

**From your experience, what should be the fundamental principles in a policy to guide operational tasks and investigations?**

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**Note to instructor:** This activity can be done with non-field-specific groups, as it also serves the purpose to enhance the dynamic of the activity, as well as learning among participants. Participants start with one group and finish the discussion in a different group, therefore, when prompting participants to remingle, make sure the new groups are varied and different from the ones before. Moreover, the next slide will provide expected outcomes.

#### Material Required:

- Flipcharts
- Markers/Pens

#### Learning Activity Time Required:

2 minutes	Instructions
5 minutes	Discussion
5 minutes	2 <sup>nd</sup> discussion
8 minutes	Presentation and feedback
<b>Total time:</b>	<b>20 minutes</b>

### **Activity Guidelines:**

1. Organize participants in groups of 4 to 5 members.
2. Go over the instructions and make sure to inform participants they will have 5 minutes to complete the discussion. At this point, no notes on the flipchart should be made.
3. Then, ask participants to regroup and share the findings in their initial groups. Also tell them they will have 5 minutes to reach a consensus and organize their ideas on the flipchart.
4. Allot each group 1 – 2 minutes for presentation and feedback.

**Expected Outcome:** Please see slide below.



## Expected outcomes

<b>Treat any report on sexual offence as an emergency and provide urgent response</b>	<b>Always believe the victim until the possibility that evidence says otherwise</b>
<b>The police shall behave with professionalism and respect toward the victim and witnesses</b>	<b>Conduct every investigation with diligence and thoroughness</b>
<b>The police shall prioritize the protection and the confidentiality of the victim</b>	<b>Cultivate partnerships</b> <b>Respond to rape and serious sexual offences as a serious crime that should be given utmost priority</b>

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## Activity: Role play

### Background

The current UN mandated mission in Carana has been in place since 2009, assisting in overseeing and verifying the ceasefire towards the stabilisation of the country. In the west of Carana, mostly populated by Koris, incidents of SGBV have been raising as the State stabilizes.

The case in hand refers to marital rape, between Faizah and Kofi, who have been married for 9 years and have 3 children together. Even though this is not the first instance, this is the first time the police has been called by a neighbor.

#### The available facilities on site include:

##### FREEDOM NGO

Provides basic court assistance and 2-month psychological counselling to the victim only. Recently stopped extending assistance to family members.

##### POLICE STATION

Staffed with 12 officers, two being specialized in SGBV. Possesses basic investigation tools.

##### HOSPITAL

24/7 facility which offers Sexual Assault Kit and provides medical evidence to the police within a period of 3 hours. All nurses are female, while both general physicians are male.

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**Note to instructor:** This activity is constituted of three introductory slides. The slide above provides background information, while the following ones explain roles and setting for role play, and instructions, respectively. When showing the initial slide, inform participants they will be all part of a collective role play and allow them time to go over the background information and asking questions before moving on to the next slide.



## Activity: Role play

ROLES	SCENARIOS
 <b>Police Officers</b>  <b>Faizah, victim</b>  <b>Kofi, suspect</b>	 <b>neighbors</b>  <b>Kofi's parents</b>
 <b>Police station</b>	 <b>Village house</b>

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**Note to instructor:** As aforementioned, this slide aims at contextualizing participants with the different characters who will be part of the role play, as well as the different settings which will be explored. Each scenario should be played in a separate room, as they will have prompts and it will also provide participants with an active and engaging activity. If prompted by participants, inform that the role play cards will be handed out once the activity is explained.

**Activity: Role play**



The diagram illustrates the four stages of a police investigation process: First response, Crime Scene Investigation, Investigation, and Case file management, arranged in a circular flow.

1. Read the role play card assigned to you.
2. Locate your role in the procedures displayed on the left. You can be part of more than one.
3. As the role play unfolds, you will be moving around different rooms, hence be mindful to further instructions and when your role is in demand.
4. By the end of this activity, you will be asked to analyze certain scenes, hence pay as much attention as possible to all parts of it.

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**Note to instructor:** This final introductory slide will provide participants with the main rules for the role play. Make sure you go over all instructions with them before handing out the role play cards. The role play is set in two different rooms, and as the investigation moves along, participants are expected to move around and either join or leave the scene according to their role. The success of the activity depends highly on clear and simple instructions on when to move from one scene to another and participants' collaboration in observing when they are not participating. Emphasize they will have to assess scenes of the scenario, and therefore it is of immense importance that they pay as much attention as possible to each of its parts. It is also suggested to have one instructor for each scene.

#### Material Required:

- Role play cards (provided below)

**Dispatcher**

You are the operator of two-way radio transmitting equipment to law enforcement personnel. One of your duties is to receive complaints via emergency calls and from field units via radio, which is the task in hand for the role play today.

Position yourself by your desk and be ready to answer the phone and respond accordingly.

**First Officer 1**

As a first officer for the police unit, your role is essential. The way you choose to proceed by arriving at the scene of a crime may determine the success of an investigation, which is why it is imperative that the First Officers adhere to recognized and standard operating procedures to assure a professional conclusion. Your duties include responding to the dispatcher, arrive at and safeguard the scene, and initiate investigation.

You will be in a team of four. Be ready to respond once the dispatcher contacts you. Do not forget to take the necessary tools and when you get to the crime scene, knock on the door and announce your presence.

**First Officer 2**

As a first officer for the police unit, your role is essential. The way you choose to proceed by arriving at the scene of a crime may determine the success of an investigation, which is why it is imperative that the First Officers adhere to recognized and standard operating procedures to assure a professional conclusion. Your duties include responding to the dispatcher, arrive at and safeguard the scene, and initiate investigation.

You will be in a team of four. Be ready to respond once the dispatcher contacts you. Do not forget to take the necessary tools and when you get to the crime scene, knock on the door and announce your presence..

**First Officer 3**

As a first officer for the police unit, your role is essential. The way you choose to proceed by arriving at the scene of a crime may determine the success of an investigation, which is why it is imperative that the First Officers adhere to recognized and standard operating procedures to assure a professional conclusion. Your duties include responding to the dispatcher, arrive at and safeguard the scene, and initiate investigation.

You will be in a team of four. Be ready to respond once the dispatcher contacts you. Do not forget to take the necessary tools and when you get to the crime scene, knock on the door and announce your presence.

**First Officer 4**

As a first officer for the police unit, your role is essential. The way you choose to proceed by arriving at the scene of a crime may determine the success of an investigation, which is why it is imperative that the First Officers adhere to recognized and standard operating procedures to assure a professional conclusion. Your duties include responding to the dispatcher, arrive at and safeguard the scene, and initiate investigation.

You will be in a team of four. Be ready to respond once the dispatcher contacts you. Do not forget to take the necessary tools and when you get to the crime scene, knock on the door and announce your presence.

**Victim**

Your name is Faizah and you have been married to your husband, Kofi, for 9 years, sharing your house also with your three children, aged 3, 5 and 8, and Kofi's parents, aged 61 and 65. You are 34 years old.

After being raped 2 years ago by a non-state armed group, you have lost your sexual appetite, which has not stopped your husband to force you into having sexual intercourse. As your mother used to say, a woman must do what she has to do to keep her husband nowadays. Since you have been raped, however, he has been drinking more and has become violent when you refuse to have sex. Sometimes he even forces you into sexual intercourse in front of the children to "teach the boys how to be men". One evening when the children were out with their grandparents, you had a particularly loud fight during dinner and he threw plates and pans across the room and had overturned the table in his anger. He hit you repeatedly and had torn your clothes and forced you to have sex. You would never call the police because you would not want the village to know your husband is hurting you – he is a reputed member of the community. Furthermore, you are afraid of how you would support yourself and the children as your work does not provide enough financial means. When he was finished, your husband goes to smoke in another room. You hear a door knock and the verbal announcement on the other side of the door that the police are here. Your husband threatens you not to say a word and asks you to open the door.

Be ready to respond to any questions they might have and make sure to verbalize your concerns.

**Suspect**

Your name is Kofi and you are 38 years old. You were born on January 2<sup>nd</sup>, 1977. You are a fish monger and well respected in the village where you have many clients. You want to travel and open a business in the city. However, you cannot do it since you need to support your wife and children. Your wife was raped by a non-state armed group two years ago in the attempt to eliminate the Kofis from the region.

The idea of your wife having had sex with other men and that not only your clients, but also the whole community is aware of it gives you anxiety, which has increased how much you drink since then. Now you have been getting home drunk and she always finds an excuse to not have sex. She is always tired or has to do something for the children.

You then force her to have sex, sometimes in front of your children, to "teach boys how to be men". You cannot allow to be disrespected like that in front of your own children, nor have your family, friends, and clients thinking you are not the man of the house. Today was no different and you will keep doing until she learns. You had a particularly loud fight during dinner and you threw plates and pans across the room and had overturned the table in your anger. You hit her repeatedly and had torn her clothes and forced her to have sex. As you smoke a cigarette in the house, you hear a door knock and the announcement of police officers, but you let your wife open the door.

Before your wife reaches the door, grab her arm and tell her she will regret saying anything to the police. Even though you answer the questions of the police officers, you do not believe they have any business interfering in how you treat your wife in your own house.

### **Neighbor**

Living near Kofi and his wife for 5 years now, you and your wife became very close to the couple. Even though you often see marks of violence on Faizah and catch comments made in the house about how much of a bad wife she was, you never thought something more serious could happen. For the past months, you and your wife have not been invited to their house anymore, but you thought they were just busy and their private matters were not of your business. Tonight, however, the screams were loud and there were sounds of banging and broken glass and your wife was worried about Faizah's safety.

While your wife called the emergency number, you tried to convince her to hang up as Kofi has connections in your job and you do not want to be professionally harmed by this.

Find your wife in the room and be ready to try to persuade her to hang up when the role play starts and she initiates the call. Also, after that, position yourself outside your neighbor's house, as you wait for the police to arrive.

### **Neighbor' wife**

You have lived near Kofi and his wife for 5 years now and Faizah is one of your closest friends. Since the mass raping that happened 2 years ago – of which Faizah was a victim – you noticed she has become quieter, less social, and always has her body covered. Even though you know that the rape affected her, you are afraid her husband could be hurting her as he is always getting home drunk nowadays.

Tonight, you heard her screams and there were sounds of banging and broken glass and decide to call the police. You never heard her scream like that as she was begging for her life and asking someone to stop. Your husband does not think it is a good idea, but you cannot let more injustice happen to your friend.

Find your husband in the room and be ready to call the emergency number when the role play starts. Also, after that, position yourself outside the crime scene, as you wait for the police to arrive.

**Neighbor 2**

You have lived in this area for over 20 years now and you have seen all sorts of things. This is not the first time you have heard screams and there were sounds of banging and broken glass next door, but this time it was different. You do not really know the family living there, except that the man of the house is involved with influential people in the village and that he is known for having a temper. Because you are an elder, you believe to be the best to stay out of trouble as you live by yourself after your family was killed by a gang 12 years ago in an attack to the village.

You do not really want to be involved and get into any sort of trouble but when you see the police cars outside, you leave to verify what happened. When prompted, position yourself outside your neighbour's house and answer the officers' questions.

**Kofi's father**

Your family is known for raising strong and powerful men, and you are certain you raised Kofi the right way to keep the family's fame in the village. You are very proud, as he is a successful fish monger and a respected informal businessman, and he also married a beautiful woman who gave birth to 3 boys. You believe family's honor is the most important thing a man can hold onto.

You and your wife were out of the house tonight with the children and, as you arrive, you see the neighbors outside and police officers inside.

Be prepared speak to the police officers and let them know that the police officers do not have authority in your house and it is a private matter.

**Kofi's mother**

You feel blessed to be part of a family name which carries respect and power in the village. You are also very proud of your son as he grew up to be a successful fish monger and a respected informal businessman, and he also married a beautiful woman who gave birth to 3 boys. You believe family's honor is the most important thing a man can hold onto and that younger women are often nothing but trouble to the lineage of traditional families.

You and your husband were out of the house tonight for your daily prayers and, as you arrive, you see the neighbors outside and police officers inside your house.

Be prepared to enter the house when prompted and look for Faizah to ask her how she could allow such a shame to be brought to your family. Before you manage to find her, you are approached by a police officer.

**Crime scene investigator 1**

As a crime scene investigator, you are expected to secure, examine and analyze crime scenes. Often you also coordinate with law enforcement agencies and victim referral networks. You have just been called to investigate a possible rape in the village and your duty is to collect proper evidence.

You are two in the team and wait to be prompted to join the scene and perform your role along with the First Response team. Do not forget any of your necessary tools and wait until interviews are over to perform evidence collection.

**Crime scene investigator 2**

As a crime scene investigator, you are expected to secure, examine and analyze crime scenes. Often you also coordinate with law enforcement agencies and victim referral networks. You have just been called to investigate a possible rape in the village and your duty is to collect proper evidence.

You are two in the team and wait to be prompted to join the scene and perform your role along with the First Response team. Do not forget any of your necessary tools and wait until interviews are over to perform evidence collection.

**Police detective 1**

As a detective, you spend much of your time compiling information and evidence for the cases they are assigned. Specialized in the investigation of sex crimes, your role today includes interviewing suspects, witnesses, and victims to piece together the story of how the crime happened.

A man accused of marital rape and his wife who just received medical help just arrived in the station for interviewing. You and your partner decide to split and each one interviews one of them.

You are two in the team. Wait for instructions to join the scene in the appropriate time and perform your role in the police station.

**Police Detective 2**

As a detective, you spend much of your time compiling information and evidence for the cases they are assigned. Specialized in the investigation of sex crimes, your role today includes interviewing suspects, witnesses, and victims to piece together the story of how the crime happened.

A man accused of marital rape and his wife who just received medical help just arrived in the station for interviewing. You and your partner decide to split and each one interviews one of them.

You are two in the team. Wait for instructions to join the scene in the appropriate time and perform your role in the police station.

**Report officer 1**

Your role is to observe the role play and take notes of the actions of police officers, mindful of the SOP you have just studied. By the end of the role play, you and your partner will have 10 minutes during coffee break to debrief and organize your presentation, which should not last longer than 5 minutes. Your presentation should include the aspects expected to be contained in a standard police report. If desired, a flipchart and markers are available for you and your partner.

You are two in the team. Establish a system for note taking, as well as aspects you should be focusing on.

### Report officer 2

Your role is to observe the role play and take notes of their actions, mindful to the SOP you have just studied. By the end of the role play, you and your partner will have 10 minutes during coffee break to debrief and organize your presentation, which should not last longer than 5 minutes. Your presentation should include the aspects expected to be contained in a standard police report. If desired, a flipchart and markers are available for you and your partner.

You are two in the team. Establish a system for note taking, as well as aspects you should be focusing on.

- Standardized operating procedure on SGBV investigations (available in handbook)
- Prompts for scenes, as listed below:
  - Scene 1: Dispatcher
    - Office desk with standard supplies
    - 1 desk telephone
    - 1 cellphone
  - Scene 2: First response
    - Notepads
    - Pens
    - Handcuffs
    - Plastic cups and plates arranged to give impression that there was a fight
    - Bedding on the floor
    - Ketchup
    - A dress for the victim to wear on top of her clothes with ketchup stain (so that it can be collected by the police later on)
    - Flashlight
    - First aid kit
  - Scene 3: Crime scene investigation

- Swabs
- Distilled water
- Protective gloves
- Paper bags
- Crime Scene Tape
- Digital Camera
- Number(s)/ Markers (to identify evidence for photographing) made of folded regular paper
- Flashlight
- Tweezers
- Scene 4: Investigation
  - Notepads
  - Pens
  - Cups of water
- Scene 5: Reporting
  - Notepads
  - Pens
  - Flipcharts
  - Markers

**Learning Activity Time Required:**

10 minutes	Instructions
15 minutes	Role play handouts and preparation
5 minutes	Scene1: Dispatch
10 minutes	Scene 2: First response
15 minutes	Scene 3: Crime scene investigation
15 minutes	Scene 4: Investigation – Interviews
10 minutes	Reporters' debrief (coffee break recommended to be done at this time)
5 minutes	Presentation of report
<b>Total time:</b>	<b>1h25minutes</b>

**Activity Guidelines:**

1. Go over instructional slides and contextualize the role play for the participants.
2. Hand out role cards and allow participants to look for their partners.
3. Assign them 15 minutes to read their role cards in detail and consult their handbooks for a copy of the Standardized operating procedure on SGBV investigations. Tell them to focus on studying the sections which are related to their role card.
4. As you position all participants in the first room, ask participants with role cards related to the dispatching phase to place themselves accordingly and start the scene. The relevant actors are: dispatcher, neighbour and wife, the latter being the caller.
5. When time is over or the scene has ended, move participants to the next room, as they are supposed to follow police officers to the crime scene. Prompt then the participants with role play cards related to that phase to position themselves and start the scene. Make sure they are provided with the tools they need to perform their role. The relevant actors in this scene are: First officers, victim, suspect, neighbours, Kofi's parents and the Crime Scene Investigators. Make sure the investigators only start collecting evidence once the first response officers have finished their duties.
6. When time is over or the scene has ended, move participants back to the first room, as they are supposed to be returning to the police station for further investigation. Make sure prompts are placed accordingly to make clear for participants that it is a police station. Prompt then the participants with role play cards related to that phase to position themselves and start the scene. Make sure they are provided with the tools they need to perform their role. Relevant actors in this scene are: victim, suspect, and police detectives.
7. After the respective scene/time is over, participants are given a coffee break for the period of 10 minutes. During such period, the report officers are expected to meet, debrief and organize presentation.
8. After that, reporters have 5 minutes to present a report of the investigation. If they so desire, they can use flipcharts and markers to organize their presentation.

**Expected Outcome:** Please see slide below.



## Group Discussion

1. Get together in the groups assigned by the instructor.
2. Go over the extract from the SOP you have just received.
3. Based on the extract, discuss
  - What procedures could you identify in the role play?
  - What are gaps/discrepancies could you pinpoint?



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**Note to instructor:** This activity offers an opportunity for wrap up and accountability of the lessons learned in the previous activity.

#### Material Required:

- Copies of standardized operating procedure on SGBV investigations (available in handbook), divided into 4 – 5 different sections.

#### Learning Activity Time Required:

2 minutes	Instructions
8 minutes	Discussion
5 minutes	Presentation
<b>Total time:</b>	<b>15 minutes</b>

**Activity Guidelines:**

1. Organize participants in groups of 4 to 5 members.
2. Handout to each group a section of the standardized operating procedure on SGBV investigations.
3. Ask them to revisit the respective scene in the role play and discuss what was accomplished and what was missing.
4. Participants then organize their main findings and debrief them to their peers for the maximum period of 1 minute each group.



**SECTION II**

**DESIGNING A TRAINING CURRICULUM**

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**Activity: Curriculum design**

- Get together in your field-mission specific groups.
- Select modules from the Model Standardized Training Curriculum Plan for the Prevention and Investigation of Sexual and Gender-based Violence for Police according to the needs perceived in your mission.
- Have in mind that it would be a one-week specialized training for police investigators in SGBV

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**Note to instructor:** This is the first of a two-part activity, aiming at providing participants with an opportunity to practice adapting the standardized curriculum tool to the needs and realities of the host States which they assist.

#### Material Required:

- Model standardized curriculum plan for the prevention and investigation of sexual and gender-based violence for police, available in the handbook provided to the participants
- Flipcharts
- Markers

#### Learning Activity Time Required:

3 minutes	Instructions
5 minutes	Module selection
15 minutes	Training development
12 minutes	Presentation

Total time:	<b>30 minutes</b>
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### Activity Guidelines:

1. Divide in syndicate groups.
2. Go over the instructions on the slide and make sure students understand they will have 5 minutes to perform the task.
3. Once they are done with the assignment, move on to the next slide, displayed below.

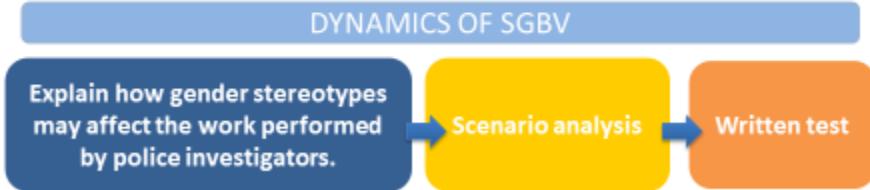


### Activity: Curriculum design

• For each **theme**, create a respective

- Learning outcome
- Activity
- Assessment

**DYNAMICS OF SGBV**



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graph LR
    A[Explain how gender stereotypes may affect the work performed by police investigators.] --> B[Scenario analysis]
    B --> C[Written test]
  
```

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4. Allot groups 15 minutes to follow the model shown on the slide.
5. Participants are expected to provide a learning outcome, an activity and a form of assessment for each of the modules selected previously.
6. Allow groups a limit of 2 minutes for presentation and feedback.

**Expected outcomes:** Please see slides provided below.



Expected outcomes: Standardized training curricula

## BASIC PRINCIPLES

1. INTRODUCTION
2. THE ROLE OF POLICE STRUCTURES/INVESTIGATORS SPECIALIZED IN SGBV
3. INTERNATIONAL LEGAL FRAMEWORK
4. NATIONAL LEGAL FRAMEWORK
5. GENDER AND GENDER ANALYSIS TOOLS
6. DYNAMICS OF SEXUAL AND GENDER-BASED VIOLENCE

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- The United Nations Police Division has developed a standardized training curriculum on the prevention and investigation of sexual and gender-based violence in post-conflict settings that can be used and adapted to the host State police.
- The curriculum develops skills in three areas – basic principles and foundational theoretical knowledge, cores skills related to the needs of specialized SGBV investigators and specific knowledge areas on crimes related to SGBV. Click on the screen to learn more.
- Integrate the curriculum into the host State police training academy's basic and advanced courses and assist in rolling out the course to police commanders and investigators. When co-locating and mentoring, undertake a needs assessment and performance gaps analysis. Select the modules responding to the needs of the host State context.

 Expected outcomes: Standardized training curricula

## CORE SKILLS

<b>7. INTRODUCTION TO CRIMINAL INVESTIGATION</b> <b>8. CRIME SCENE INVESTIGATION AND MANAGEMENT</b> <b>9. INTERVIEWING TECHNIQUES AND STATEMENT TAKING</b> <b>10. VICTIM-CENTERED APPROACH</b> <b>11. COUNSELLING AND VICTIM SUPPORT SKILLS</b> <b>12. HIV/AIDS AWARENESS</b>	<b>13. SEARCH, HANDLING AND STORAGE OF EXHIBITS</b> <b>14. CASE FILE MANAGEMENT</b> <b>15. DATA COLLECTION SYSTEM</b> <b>16. PREPARING &amp; TESTIFYING IN COURT</b> <b>17. PROBLEM SOLVING APPROACH FOR VIOLENCE PREVENTION</b>
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 Expected outcomes: Standardized training curricula

## SPECIFIC KNOWLEDGE AND COORDINATION

<b>18. DOMESTIC VIOLENCE</b> <b>19. HUMAN TRAFFICKING FOR SEXUAL EXPLOITATION</b> <b>20. SEXUAL VIOLENCE AS INTERNATIONAL CRIMES</b> <b>21. HARMFUL TRADITIONAL PRACTICES</b> <b>22. INTER-AGENCY COLLABORATION AND COORDINATION</b>
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