

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Evidence Handling for Security Teams

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Security teams often collect evidence after theft, fraud, violence or misconduct, and it must stand up to scrutiny. This course covers evidence handling: types of evidence, legal considerations, scene preservation, collecting physical and digital evidence, CCTV footage, chain of custody, witness statements and working with police.

Mishandled evidence can make a strong case collapse. You will learn to collect and preserve evidence properly.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Scene preservation exercises, chain of custody practice, statement writing and case studies.

Course objectives

By the end of this course, participants will be able to:
• Explain types and legal requirements of evidence
• Preserve incident scenes
• Collect physical evidence correctly
• Secure CCTV and digital evidence
• Maintain chain of custody
• Take statements and liaise with police

Target audience

This course is suitable for:
• Security officers and managers
• Loss prevention staff
• Investigators
• Facility managers
• HR investigators



Course content

Target competencies

Participants will develop competencies in:

- Scene preservation
- Evidence collection
- Digital evidence handling
- Chain of custody
- Statement taking

Course outline

Day 1: Evidence Principles

09:00–10:08	Types of evidence
10:08–11:00	Admissibility
11:00–11:30	**Coffee break**
11:30–11:45	Admissibility (continued)
11:45–12:53	Legal considerations
12:53–14:00	Exercise

Day 2: Scenes

09:00–10:08	Scene preservation
10:08–11:00	Recording scenes
11:00–11:30	**Coffee break**
11:30–11:45	Recording scenes (continued)
11:45–12:53	Contamination risks
12:53–14:00	Practice

Day 3: Collection

09:00–10:08	Physical evidence
10:08–11:00	Packaging and labelling
11:00–11:30	**Coffee break**



Course content

11:30–11:45	Packaging and labelling (continued)
11:45–12:53	CCTV and digital
12:53–14:00	Exercise

Day 4: Chain of Custody

09:00–10:08	Records
10:08–11:00	Storage
11:00–11:30	**Coffee break**
11:30–11:45	Storage (continued)
11:45–12:53	Transfer
12:53–14:00	Exercise

Day 5: Statements and Police

09:00–10:08	Witness statements
10:08–11:00	Police liaison
11:00–11:30	**Coffee break**
11:30–11:45	Police liaison (continued)
11:45–12:53	Court
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,890.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
London Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Rome Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Paris Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,860.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**€3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Vienna Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,940.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Barcelona Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,840.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Rome Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Dubai Confirmed dates	3 May 2027	7 May 2027	**€3,150.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	24 May 2027	28 May 2027	**€1,890.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
London Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Dubai Confirmed dates	28 Jun 2027	2 Jul 2027	**€3,150.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Barcelona Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,840.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Vienna Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,940.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Frankfurt Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,540.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Istanbul Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,890.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Rome Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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