



UNODC

United Nations Office on Drugs and Crime

Module Descriptions **Computer-Based Training (CBT) Programme**

MODULE NUMBER	NAME	DESCRIPTION
1	GENERAL COURSES	This category includes general modules. These modules are meant for all students. Please note that some of these modules are also found in other categories.
100	Basic Computer Instruction	This module should be undertaken by users who have never used a computer before. It teaches new users the basics of using a mouse, how to navigate in the training programme and how to interact with the training. Duration: 25 – 45 minutes
2	INTERDICTION TECHNIQUES FOR LAND CONTROLS	This is a training programme that is aimed at staff that are employed at border crossings and inland checkpoints. It is a comprehensive training programme that includes training modules that teach how to identify high-risk persons, cargo and vehicles at land border crossings and checkpoints, which may be involved in the smuggling of illegal drugs and precursor chemicals. Because this is a complete training programme personnel should ideally take all the modules in the order in which they are presented that means starting with the introduction and finishing with the conclusion! However, the programme is also flexible and individual training modules can also be taken. It may also be necessary for staff to take training on “Passenger Baggage”, “Body carry” and “Passports” that can be found under the “General” category.
201	Interdiction Techniques for Land Controls	This module introduces the different interdiction techniques that can be used at land controls to identify and intercept drug smugglers. It describes various interdiction techniques and why there is a need to use them. Duration: 60 – 100 minutes

202	Risk Assessment for Land Controls	<p>This module describes the process of performing a risk assessment at border crossings and inland checkpoints. The module raises the level of awareness and encourages the student to consider areas in the controls where there is a weakness or vulnerability to drug smuggling. The module also encourages the student to consider solutions to minimize or solve the problems.</p> <p>Duration: 90 – 120 minutes</p>
203	Risk Profiling for Land Controls	<p>This module covers risk profiling, what it is and how to create a risk profile for use at land controls. A risk profile looks at common drug smuggling characteristics and how by identifying these characteristics, an officer can get an idea of what drug traffickers might look like or what methods they might use.</p> <p>Duration: 60 – 90 minutes</p>
204	Selection Methods for Land Controls	<p>This module is an introduction to the Selection process. It describes how by using preliminary observation, questioning, behavioral indicators and other methods an officer can select persons that are most likely to be involved in drug smuggling so that they can be given more attention.</p> <p>Duration: 30 – 45 minutes</p>
205	Preliminary Observation for Land Controls	<p>The goal of preliminary observation is to quickly observe a person or vehicle in order to identify those persons that are most likely to be involved in drug smuggling.</p> <p>Duration: 45 – 60 minutes</p>
206	Document Review for Land Controls	<p>This module covers the review of documents that are used at typical land controls including identification cards, passports and vehicle identification. The module also describes the various risk indicators that can be found when reviewing documents.</p> <p>Duration: 30 – 45 minutes</p>
207	Behavioral Indicators for Land Controls	<p>In this module, students will learn about behavioral indicators and what signs to look for in order to identify persons who are acting suspiciously and likely to be involved in drug smuggling. This module is linked closely to the module on initial questioning techniques.</p> <p>Please note that this module is the same module as “Behavioral Indicators” found in the general courses category.</p> <p>Duration: 60 – 100 minutes</p>

208	Questioning for Land Controls	<p>This module covers the basics of how to question a person, the types of questions to ask and how to listen effectively to a person's answers. Questioning is a very simple and often quick method of identifying drug smugglers.</p> <p>Please note that this module is the same module as "Questioning" found in the general courses category.</p> <p>Duration: 60 – 100 minutes</p>
209	Cargo Risk Indicators for Land Controls	<p>This module covers how to review cargo and its documentation in order to determine which shipments are most likely to be used in drug smuggling. Students will learn how to evaluate if a shipment makes economic sense and other information that will help officers select those shipments that are most likely to be used for drug trafficking.</p> <p>Duration: 60 – 90 minutes</p>
220	Conclusion to Interdiction for Land Controls	<p>In this concluding module, the student will review everything they have learned in the training programme. They will learn how all this information is used to identify which persons, cargo or vehicles should be given the most attention in order to identify drug smugglers.</p> <p>Duration: 90 – 120 minutes</p>
3	INTERDICTION TECHNIQUES AT AIRPORTS	<p>This is a training programme that is aimed at law enforcement staff that are employed at airports. It is a comprehensive training programme that includes training modules that teach how to identify high-risk persons, cargo and aircraft arriving and departing be involved in the smuggling of illegal drugs and precursor chemicals. Because this is a complete training programme personnel should ideally take all the modules in the order in which they are presented that means starting with the introduction and finishing with the conclusion! However, the programme is also flexible and individual training modules can also be taken.</p>
301	Interdiction Techniques at Airports	<p>This module introduces the different interdiction techniques that can be used at airports to identify and intercept drug smugglers. It describes various interdiction techniques and why there is a need to use them.</p> <p>Duration: 60 – 90 minutes</p>

302	Risk Assessment at Airports	<p>This module describes the process of performing a risk assessment at airports. The module raises the level of awareness and encourages the student to consider areas in the controls where there is a weakness or vulnerability to drug smuggling. The module also encourages the student to consider solutions to minimize or solve the problems.</p> <p>Duration: 75 – 120 minutes</p>
303	Risk Profiling at Airports	<p>This module covers risk profiling, what it is and how to create a risk profile for use at airports. A risk profile looks at common drug smuggling characteristics and how by identifying these characteristics, an officer can get an idea of what drug traffickers might look like or what methods they might use.</p> <p>Duration: 45 – 90 minutes</p>
304	Selection Methods at Airports	<p>This module is an introduction to the Selection process. It describes how by using preliminary observation, questioning, behavioral indicators and other methods an officer can select persons that are most likely to be involved in drug smuggling so that they can be given more attention.</p> <p>Duration: 30 – 45 minutes</p>
305	Preliminary Observation at Airports	<p>The objective of this module will be to teach the basic principles of preliminary observation so that you can more effectively identify high-risk persons coming through your airport.</p> <p>Duration: 30 - 60 minutes</p>
306	The Review of Airline Tickets	<p>In this module we consider a typical airline ticket and explain the purpose of each block on the ticket, as well as how to interpret the information contained therein and to consider the various risk indicators.</p> <p>Duration: 80 – 115 minutes</p>
307	The Review of Passports at Airports	<p>In this module we consider how passports can be examined to reveal likely drug traffickers.</p> <p>Please note that this module is the same module as “The Review of Passports” found in the general courses category.</p> <p>Duration: 70 – 100 minutes</p>

308	Behavioral Indicators at Airports	<p>In this module, students learn about behavioral indicators and what signs to look for in order to identify persons who are acting suspiciously and likely to be involved in drug smuggling. This module is linked closely to the module on initial questioning techniques.</p> <p>Duration: 60 – 100 minutes</p>
309	Questioning Persons at Airports	<p>This module covers the basics of how to question a person, the types of questions to ask and how to listen effectively to a person’s answers. Questioning is a very simple and often quick method of identifying drug smugglers.</p> <p>Duration: 60 – 100 minutes</p>
310	Air Cargo Risk Indicators	<p>In this module, you'll learn how to inspect air cargo in order to identify shipments of cargo that may be carrying illegal drugs.</p> <p>Duration: 60 –90 minutes</p>
311	Air Baggage Risk Indicators	<p>In this module we will cover the preliminary observation and inspection of passenger baggage. The main objective of this module will be to teach you how to first identify and then search baggage that is likely to contain drugs.</p> <p>Please note that this module is the same module as “Passenger Baggage” found in the general courses category.</p> <p>Duration: 60 – 90 minutes</p>
312	Body Carry at Airports	<p>In this module we will cover the smuggling of illegal drugs through body Carry. By the end of this course, the student will have a clear understanding of what body carry is and why it presents a problem to drug law enforcement and how to recognize body-carry drug smugglers.</p> <p>Please note that this module is the same module as “Body Carry at Airports” found in the general courses category.</p> <p>Duration: 60 – 90 minutes</p>
313	Conclusion to Interdiction at Airports	<p>This module reviews all the teaching points that have been covered in the Interdiction techniques at airports training programme. This should be the last module taken in this training programme!</p> <p>Duration: 90 - 120 minutes</p>

4	INTERDICTION TECHNIQUES AT SEAPORTS	<p>This is a training programme that is aimed at law enforcement staff that are employed at seaports. It is a comprehensive training programme that includes training modules that teach how to identify high-risk persons, cargo and aircraft arriving and departing be involved in the smuggling of illegal drugs and precursor chemicals. Because this is a complete training programme personnel should ideally take all the modules in the order in which they are presented that means starting with the introduction and finishing with the conclusion! However, the programme is also flexible and individual training modules can also be taken.</p> <p>For staff employed seaports who deal with people they should also take training course on “Questioning”, “Behavior Indicators”, “Passenger Baggage”, “Body carry” and “Passports” that can be found under the “General” category.</p>
401	Interdiction Techniques at Seaports	<p>This module introduces the different interdiction techniques that can be used at seaports to identify and intercept drug smugglers. It describes various interdiction techniques and why there is a need to use them.</p> <p>Duration: 60 – 120 minutes</p>
402	Risk Assessment at Seaports	<p>This module describes the process of performing a risk assessment at seaports. The module raises the level of awareness and encourages the student to consider areas in the controls where there is a weakness or vulnerability to drug smuggling. The module also encourages the student to consider solutions to minimize or solve the problems.</p> <p>Duration: 75 – 100 minutes</p>
403	Risk Profiling at Seaports	<p>This module covers risk profiling, what it is and how to create a risk profile for use at seaports. A risk profile looks at common drug smuggling characteristics and how by identifying these characteristics, an officer can get an idea of what drug traffickers might look like or what methods they might use.</p> <p>Duration: 45 – 90 minutes</p>
404	Selection Methods at Seaports	<p>This module is an introduction to the Selection process. It will introduce how by using preliminary assessment of cargo, cargo document review and other methods an officer can select persons or cargo that are most likely to be involved in drug smuggling so that they can be given more attention.</p> <p>Duration: 30 – 45 minutes</p>

405	Preliminary Assessment of Cargo	In this module, we will cover the preliminary assessment of cargo in order to identify shipments of cargo that may be carrying illegal drugs. Duration: 45 – 60 minutes
5	SEARCH TECHNIQUES	This category of training modules will cover search techniques for example how to search vehicles, containers, persons and aircraft.
501	Performing a Car Search	This module will cover the basic concepts and techniques of how to systematically search a car. It will cover the different areas of a car and that the most important goal when searching a car is not to look for drugs but to look for spaces where drugs might be concealed. Duration: 90 – 120 minutes
502	Performing a Container Search	This module will cover the basic concepts and techniques of how to systematically search a container. It will cover the different areas of a container and where spaces are or can be created and how to search these areas in a systematic way. Duration: 90 – 120 minutes
503	Performing a Search of Persons	This training programme will teach officers how to search a person. It will cover some of the most common types of searches and the safety precautions and other considerations that must be taken before a search is carried out. Duration: 90 – 120 minutes
504	Performing an Aircraft Search	This module will cover the basic concepts and techniques of how to systematically search an aircraft. It will cover the different areas of an aircraft and that the most important goal when searching an aircraft is not to look for drugs but to look for spaces where drugs might be concealed. Duration: 90 – 120 minutes
7	CONTROLLED DELIVERIES	A controlled delivery is a law enforcement technique that allows the transport of illegal drugs or other contraband, under law enforcement supervision, to those persons who have arranged for the shipment. This is to identify, arrest and prosecute those persons that are responsible for either financing, forwarding or organizing a consignment of illegal drugs.

701	Understanding Controlled Deliveries	In this module you will learn what controlled deliveries are and how you can use them to maximize your law enforcement efforts. This module will cover the risks and benefits of using Controlled deliveries and under what circumstance controlled deliveries should be used. Duration: 60 – 120 minutes
702	Planning and executing a controlled delivery	In this module we will take the principles learned in the first module and apply them to the many different circumstances under which a controlled delivery can be initiated. You will know the basic steps that must be taken when planning a controlled delivery. You will learn about the different types of controlled deliveries and their specific circumstances. Finally you will know how to execute each of these types of controlled deliveries. Duration: 90 –150 minutes
8	MONEY LAUNDERING	These modules cover what money laundering is, how to detect money laundering and what techniques law enforcement officials can use to gather evidence and prosecute money launderers.
851	Understanding Money Laundering	This module will introduce you to money laundering. You will learn what money laundering is and why criminals need to launder money. This module will cover some common money laundering methods and some actions that can be taken to fight money laundering. Duration: 45 minutes
852	Laundering Methods	In this module we will cover the methods that criminals use to launder money. By the time you have finished this module you will be able to identify some common methods of money laundering. You will understand what methods are used in the three stages of money laundering. Duration: 60 minutes
853	Traditional Financial Institutions	In this module we will cover financial transactions and what steps can be taken to combat money laundering. By the time you have finished this module you will understand the importance of uniform International banking laws and regulations. You will learn what steps financial institutions can take in order to prevent money laundering. You will learn how to become familiar with the different types of financial records and the information that they contain. Finally you will know how to recognize signs of suspicious transactions. Duration: 60 minutes

854	Informal Financial Institutions	<p>In this module we will look at informal financial institutions. By the time you have finished this module you will understand what informal financial institutions are. You will know how they are used by money launderers to launder their money. You will understand what the alternative remittance system is and how it works.</p> <p>Duration: 30 minutes</p>
855	Money Laundering Havens	<p>In this module we will cover financial havens and how money launderers use them. By the time you have finished this module you will understand what financial havens are. You will be familiar with the different services that they offer. You will know how money launderers to layer and integrate their illegal proceeds use these services.</p> <p>Duration: 35 minutes</p>
856	Financial Intelligence Unit	<p>In this module we will look at the Financial Intelligence Unit or "FIU". By the time you have completed this module you will understand why there is a need for a Financial Intelligence Unit and the roles and responsibility of a Financial Intelligence Unit. You will also know what factors are important for the success of a Financial Intelligence Unit.</p> <p>Duration: 45 minutes</p>
857	Financial Investigations	<p>In this module we will look at how financial investigations are conducted. By the time you have finished this module you will know the different phases of a financial investigation. You will understand the process and the information that is needed in order to initiate an investigation and you will understand why planning is so important.</p> <p>Duration: 45 minutes</p>
858	Financial Records	<p>In this module we will cover where and how to obtain financial records for use in a money laundering investigation. By the time you have finished this module you will be familiar with the different institutions that keep records relevant to a financial investigation and the type of records that can be obtained at each institution. You will know what factors should be considered when contacting these institutions.</p> <p>Duration: 60 minutes</p>
859	Informants	<p>In this module you will learn how to locate, manage and develop informants for use in a money laundering investigation. By the time you have finished this module you will understand what informants are and their importance in an investigation. You will know where to locate informants for use in a money laundering investigation and the factors that must be considered when developing and handling informants. Finally you will learn how to question and get information from informants.</p> <p>Duration: 35 minutes</p>

860	Convert Operations	In this module we will cover surveillance and undercover operations and their usefulness in money laundering investigations. By the time you have finished this module you will know what surveillance is and how it can be used in financial investigations. You will learn what undercover operations are and their usefulness in financial investigations. Duration: 30 minutes
861	Net Worth Analysis	In this module you will learn how to perform a net worth analysis in order to determine what assets were acquired through unknown or illegal sources. By the time you have finished this module you will know what a net worth analysis is and its purpose. You will learn how a net worth is calculated and what factors must be considered when calculating a net worth. Duration: 60 minutes
862	Search Operations	In this module we will cover factors that should be considered when performing a search to obtain evidence in a money laundering investigation. By the time you have completed this module you will know what factors must be considered when performing a search for financial records. You will learn why assets should also be seized at the same time when searching for financial records and the seizing and processing of computer based evidence. Duration: 45 minutes
863	Financial Interviewing	In this module you will learn how to interview and interrogate persons. By the time you have finished this module you will know how to prepare for interviews and interrogations. You will learn what factors must be considered when interviewing or interrogating persons, including what type of questions to ask and under what circumstances they should be used. You will learn a number of approaches that can be used to more effectively get information. Duration: 60 minutes
9	RISK MANAGEMENT	This category of training modules will cover risk management techniques. Risk Management aims to identify risk and then manage risk so that the most effective use of resources like manpower and money can be made. These modules are for officers in management or in leadership positions. Persons taking these modules must have completed Risk assessment for land, air or seaports controls before taking any of these modules.
921	Introduction to Risk Management	This module will cover and explain the concept of managing risk. Duration: 75- 100 minutes

922	Risk Management at Land Controls	In this module we will give you information, which can be used to identify and assess existing or potential risks to your land controls and suggest options for treating or correcting certain risks. Duration: 45 –60 minutes
923	Risk Management at Airports	In this module we will give you information, which can be used to identify and assess existing or potential risks to your airport controls and suggest options for treating or correcting certain risks. Duration: 45 – 60 minutes
924	Risk Management at Seaports	In this module we will give you information, which can be used to identify and assess existing or potential risks to your seaport controls and suggest options for treating or correcting certain risks. Duration: 45 – 60 minutes
925	Conclusion to Risk Management	In this final module will look at treating or taking corrective action to prevent or minimize the consequences of risks. Duration: 45 – 90 minutes

Footnotes:

- CBT, and the information above, courtesy of the United Nations Office on Drugs and Crime (UNODC) unodc@unodc.org.
- REDTRAC is finalizing plans to migrate from the current CBT to the new **Global eLearning** platform of the UNODC.