



Australian Government

POLINV033 Conduct jurisdictional review of policing practices

Release:

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Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 9.0.

Application

This unit describes the skills required to perform and conduct reviews of policing practices in jurisdictions including initiating, conducting and finalising reviews. Conducting reviews within a policing environment would usually involve planning and guiding the work of jurisdictional team members.

This unit applies to those working as police staff in a designated investigation role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to policing practices as specified in procedures and other documents.

Those undertaking this unit would work autonomously in the management of complex investigations, while collaborating with others in an investigation team. They would be required to possess strong decision making and problem-solving skills, leadership abilities and robust communicative competence. They would be expected to display high level quality assurance abilities when reviewing policing practices, while performing sophisticated tasks in a wide range of policing contexts, in both familiar and unfamiliar circumstances.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes of the unit

Performance criteria describe the performance needed to demonstrate achievement of the element

1 Initiate review process

- 1.1** Negotiate with stakeholders to determine scope of review and terms of reference.
- 1.2** Formalise reporting arrangements and review timeframes with stakeholders.
- 1.3** Develop communication plan in accordance with information security principles.
- 1.4** Select review methods and processes in line with expectations and terms of reference.
- 1.5** Determine resources required to complete review.
- 1.6** Document review through consultation with stakeholders.

2 Conduct reviews

- 2.1** Secure, allocate and manage resources and information required to complete review.
- 2.2** Assess information in accordance with the terms of reference.
- 2.3** Implement communication strategies to align with communications plan.
- 2.4** Establish information management process to document review activities and rationale for findings.
- 2.5** Assess review critically at regular intervals to ensure objectives are achievable within resource and legal constraints, and in line with terms of reference.
- 2.6** Evaluate and action urgent matters arising from the review that require immediate action.
- 2.7** Implement strategies to ensure confidentiality is maintained throughout the review.
- 2.8** Negotiate with stakeholders to adjust terms of reference.

3 Formalise review findings

- 3.1** Assess and document review findings and recommendations to complete review process.
- 3.2** Determine further actions and recommendations generated by review findings.

- 3.3** Communicate review findings, recommendations and further actions to stakeholders.
- 3.4** Assess original information to determine archiving, retention and retrieval requirements.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance. Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed in the table below.

Skills	Description
Learning	Build effective strategies to deal with diverse clients, law enforcement providers and stakeholders. Build a knowledge and understanding of: • jurisdictional corporate goals and objectives • jurisdictional operational priorities • law enforcement context and the criminal justice system • macro environmental impact upon investigations of serious crime, including government, policy, political and community interests • command and control principles.
Reading	Read and comply with: • jurisdictional and organisational requirements of agencies, clients and stakeholders • jurisdictional policies and procedures • legislation relevant to the jurisdiction/s involved in the investigation and review. Read and analyse a range of complex documents providing information relevant to the review. Read to clarify stakeholder's expectations from the intended review. Read and assess review findings and recommendations to ensure alignment with terms of reference.
Writing	Use highly developed writing skills to prepare investigation plans, tactical plans, resource bids etc. Use a range of written means to negotiate with stakeholders, to determine scope of review and formalise reporting arrangements and review timeframes.

	Write complex communications on review findings, recommendations and further actions to stakeholders.
Oral Communication	Use high-level communication strategies with stakeholders to liaise, listen, establish rapport, negotiate, resolve conflict and seek feedback. Interact professionally with stakeholders to secure resources, formalise reporting arrangements and review timeframes. Communicate and make high-level presentations on review findings.
Numeracy	Manage expenditure and resources to maximise effectiveness of review.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to POLINV014 Conduct jurisdictional review of policing practices.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>