



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPREG425 Conduct investigations**

**Release: 1**

## PSPREG425 Conduct investigations

### Modification History

Release	TP Version	Comments
1	PSP12V1	Primary release. Content based on PUAPOL024B Conduct Investigations.

### Unit Descriptor

This unit covers the competency to apply investigation processes in accordance with commonwealth and/or jurisdictional law, policy and procedures.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Application of the Unit

This unit applies to people required to conduct an investigation in accordance with an already established investigation plan. It involves regular investigation progress reviews, adapting to changing circumstances and briefing/debriefing relevant personnel as required. The unit also covers collecting, securing and analysing relevant information, identifying people relevant to the investigation and developing suspect and subject profiles. In finalising an investigation, this unit requires relevant persons and authorities be advised of investigation outcomes, case management systems updated and relevant documents and exhibits dealt with in accordance with organisational requirements.

The work outlined in this unit would typically be undertaken by personnel involved in a designated investigation role.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## Employability Skills Information

This unit contains employability skills.

### Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

#### 1. Maintain and evaluate operational direction

- 1) 1.1 The *investigation* is conducted in accordance with requirements of the investigation situation or plan.
- 2) 1.2 A process of continual assessment is applied to review and evaluate progress, and new directions planned and implemented in response to *unforeseen events*.
- 3) 1.3 The conduct of the investigation is sufficiently adaptable/flexible to allow for contingencies.
- 4) 1.4 Regular briefings and debriefings of *all relevant personnel* are conducted to ensure the sharing of information.

#### 2. Collect and analyse information relevant to investigations

- 5) 2.1 The relevance and reliability of information sources are assessed in accordance with organisational guidelines.
- 6) 2.2 Relevant *information* is legitimately collected, analysed, and documented to further the investigation.
- 7) 2.3 Evidence from incoming information is identified, secured and controlled in accordance with organisational guidelines.
- 8) 2.4 All information obtained from crime scenes and throughout the conduct of the investigation is assessed to determine relevance.

#### 3. Seize, process and manage exhibits

- 9) 3.1 *Exhibits* are identified, *seized* and documented.
- 10) 3.2 Continuity and security of exhibits is ensured to maintain integrity.
- 11) 3.3 Handling, recording, storing and disposing of exhibits complies with legislative and administrative procedures.

#### 4. Identify and investigate subjects and suspects

- 12) 4.1 All organisational *avenues of inquiry* and investigative procedures are considered and utilised to identify *subjects* and suspects.
- 13) 4.2 *Investigative techniques* are selected and applied, in accordance with commonwealth and/or jurisdictional laws, policies, guidelines and established 'Codes of Ethical/Professional Conduct'.
- 14) 4.3 All relevant information is applied to identify and locate *persons relevant to the investigation* and eliminate persons who are not.
- 15) 4.4 *Profiles* are assessed to identify further avenues of inquiry.
- 16) 4.5 *Persons* are interviewed in accordance with organisational policies and guidelines.

#### 5. Develop subject profiles

- 17) 5.1 Enquiries are conducted to develop subject profiles.
- 18) 5.2 Movements of profile subjects relating to the offence are

identified and recorded.

- 19) 5.3 Profiles of subjects' antecedents are established and recorded.
- 20) 5.4 Risk or threat assessment levels are determined and recorded to inform subsequent action.
- 21) 5.5 Liaison is established with other appropriate *agencies* to facilitate development/identification/analysis of profiles.
- 22) 5.6 Profiles are recorded, documented and securely distributed, to inform relevant operatives in accordance with organisational policy.
- 23) 6.1 *Briefings/debriefings* are conducted to inform relevant stakeholders of past and subsequent actions.
- 24) 6.2 Relevant *recommendations* regarding the investigation are developed and forwarded to the delegated person for consideration/implementation.

## 6. Implement responses to investigations

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- oral communication (listening, establishing rapport, negotiation, conflict resolution)
- written communication, in particular the capacity to provide clear comprehensive, accurate and chronologically sequenced written documentation
- analytical techniques, in particular application of logic and reasoning to identify and select avenues of inquiry and substantiate these choices
- decision making and problem solving
- basic investigation methods and skills
- preparation and submission of documents
- operational safety

### Required knowledge

- EEO
- Anti-discrimination Act
- Disability Act
- government and policy environments within which operations will be conducted
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- correct interpretation of all applicable laws, policy and procedures
- Legal and ethical considerations in investigations which involve juveniles and indigenous people
- investigation principles and the range of investigation techniques available
- knowledge of case management systems and the range of contexts in which they can be applied
- court procedures and evidentiary requirements in provision of briefs of evidence for use by the prosecution
- ethics, professionalism and cultural diversity
- role and functions of other agencies who work with policing in the conduct of investigations
- methods and process for subject/suspect identification and profiling

## Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

### Overview of evidence requirements

It is essential for this unit that to demonstrate competence in this unit, processes used in the investigation must meet organisational policies and procedures and commonwealth and/or jurisdictional law

### Resources required to carry out assessment

No special resources are required.

### Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered, including coping with difficulties, irregularities and breakdowns in routine

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Indigenous people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- observation
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

### For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments





## Range Statement

<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<b><i>Investigation</i></b> may include:	<ul style="list-style-type: none"> <li>• multi-disciplinary approaches and may have criminal and/or coronial purposes</li> </ul>
<b><i>Unforeseen events</i></b> may include:	<ul style="list-style-type: none"> <li>• withdrawal/reduction of allocated resources</li> <li>• critical evidence</li> </ul>
<b><i>All relevant personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• team members, investigation supervisors</li> <li>• sources of information may include: <ul style="list-style-type: none"> <li>• witnesses/victims/informants</li> <li>• suspects</li> <li>• internal/external agencies</li> <li>• surveillance provided by self or from other legitimate sources</li> </ul> </li> </ul>
<b><i>Resources</i></b> may include:	<ul style="list-style-type: none"> <li>• human, physical and financial and may include other agencies, such as: <ul style="list-style-type: none"> <li>• other police organisations</li> <li>• National Crime Authority</li> <li>• Criminal Justice Commissions</li> <li>• other government departments/agencies</li> <li>• non-government agencies such as financial institutions and insurance companies</li> </ul> </li> </ul>
<b><i>Information</i></b> may be utilised in relation to:	<ul style="list-style-type: none"> <li>• task allocation</li> <li>• information analysis</li> <li>• identification of data collection plans</li> <li>• linking of information</li> </ul>
<b><i>Exhibits</i></b> may include:	<ul style="list-style-type: none"> <li>• the individual items of evidence that could be presented to a court and may be required for viewing by: <ul style="list-style-type: none"> <li>• judicial officers</li> <li>• prosecutors</li> <li>• defence counsel</li> <li>• expert and non-expert witnesses</li> <li>• for audit purposes</li> </ul> </li> </ul>
<b><i>Seize</i></b> incorporates:	<ul style="list-style-type: none"> <li>• the lawful procedures that permit seizure of property/goods including the procurement and execution of relevant warrants</li> </ul>
<b><i>Avenues of inquiry</i></b> need	<ul style="list-style-type: none"> <li>• financial practicalities</li> </ul>

to consider:	<ul style="list-style-type: none"><li>• physical</li><li>• human and legal constraints</li></ul>
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<b><i>Subjects</i></b> may include:	<ul style="list-style-type: none"> <li>• vehicles</li> <li>• premises</li> <li>• vessels</li> </ul>
<b><i>Investigation techniques</i></b> may include:	<ul style="list-style-type: none"> <li>• using other sources of information such as media</li> <li>• doorknocks</li> <li>• forensic examination/analysis</li> <li>• informants/informers</li> <li>• listening devices and other covert surveillance techniques</li> <li>• search and search warrants</li> <li>• computer interrogation/data retrieval</li> </ul>
<b><i>Persons relevant</i></b> to the investigation may include:	<ul style="list-style-type: none"> <li>• victims (individuals and/or companies)</li> <li>• complainant</li> <li>• next-of-kin</li> <li>• neighbours</li> <li>• legal representatives</li> <li>• Immigration Department</li> <li>• embassies</li> <li>• Defence forces</li> </ul>
<b><i>Profiles</i></b> may include:	<ul style="list-style-type: none"> <li>• simple or detailed</li> <li>• formal or informal</li> <li>• victims</li> <li>• offenders</li> <li>• witnesses</li> <li>• financial and industrial organisations</li> <li>• physical description</li> <li>• list of family and friends</li> <li>• criminal antecedents,</li> <li>• list of assets</li> <li>• details of any debtors/creditors</li> <li>• sexual identify</li> <li>• sexuality</li> <li>• sexual partners</li> <li>• details of siblings</li> <li>• race/ethnicity</li> <li>• vehicles</li> <li>• employment details</li> <li>• qualifications</li> <li>• skills</li> <li>• affiliations</li> </ul>
<b><i>Persons</i></b> may include:	<ul style="list-style-type: none"> <li>• suspects</li> <li>• informants</li> </ul>

	<ul style="list-style-type: none"> <li>• witnesses</li> <li>• juveniles</li> <li>• people with disabilities</li> <li>• people from different cultural backgrounds</li> </ul>
<i>Other agencies</i> may include:	<ul style="list-style-type: none"> <li>• other police organisations</li> <li>• government departments</li> <li>• charities</li> <li>• financial institutions</li> <li>• hospitals</li> <li>• forensic agencies</li> <li>• crime stoppers</li> <li>• neighbourhood watch</li> <li>• defence forces</li> <li>• Australian Securities Commission</li> <li>• Trade Practices Commission</li> <li>• law society</li> <li>• legal practitioners</li> <li>• complaints committee</li> <li>• Australian Taxation Office</li> </ul>
<i>Briefings/debriefings</i> may be:	<ul style="list-style-type: none"> <li>• formal or informal</li> <li>• written or verbal</li> </ul>
<i>Recommendations</i> may include:	<ul style="list-style-type: none"> <li>• changes to law</li> <li>• policy and procedures of both internal and external agencies</li> </ul>

## Unit Sector(s)

Regulatory

## Custom Content Section

Not applicable.