



**Australian Government**

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

# **PUAPOL024B Conduct investigations**

**Release: 1**

## **PUAPOL024B Conduct investigations**

### **Modification History**

### **Unit Descriptor**

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

### **Application of the Unit**

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

### **Licensing/Regulatory Information**

### **Pre-Requisites**

Nil

### **Employability Skills Information**

The required outcomes described in this Unit of Competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this Unit of Competency is packaged, will assist in identifying Employability Skill requirements.

### **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

# Elements and Performance Criteria

## Elements and Performance Criteria

Element	Performance Criteria
1 Maintain and evaluate operational direction	<p>1.1 <b>The investigation is conducted in accordance with the investigation plan</b></p> <p>1.2 <b>A process of continual assessment is applied to review and evaluate progress, and new directions planned and implemented in response to unforeseen events</b></p> <p>1.3 <b>The conduct of the investigation is sufficiently adaptable/flexible to allow for contingencies</b></p> <p>1.4 <b>Regular briefings and debriefings of all relevant personnel are conducted to ensure the sharing of information</b></p>
2 <b>Collect and analyse information relevant to investigations</b>	<p>2.1 The relevance and reliability of information sources are assessed in accordance with organisational guidelines</p> <p>2.2 Relevant <b>information</b> is legitimately collected, analysed, and documented to further the investigation</p> <p>2.3 Evidence from incoming information is identified, secured and controlled in accordance with organisational guidelines</p> <p>2.4 All information obtained from crime scenes and throughout the conduct of the investigation is assessed to determine relevance</p>
3 <b>Seize, process and manage exhibits</b>	<p>3.1 <b>Exhibits</b> are identified, seized and documented</p> <p>3.2 Continuity and security of exhibits is ensured to maintain integrity</p> <p>3.3 Handling, recording, storing and disposing of exhibits complies with legislative and administrative procedures</p>

- 4 **Identify and investigate subjects and suspects**
  - 4.1 All organisational **avenues of inquiry** and investigative procedures are considered and utilised to identify **subjects** and suspects
  - 4.2 **Investigative techniques** are selected and applied, in accordance with jurisdictional laws, policies, guidelines and established 'Codes of Ethical/Professional Conduct'
  - 4.3 All relevant information is applied to identify and locate **persons relevant to the investigation** and eliminate persons who are not
  - 4.4 **Profiles** are assessed to identify further avenues of inquiry
  - 4.5 **Persons** are interviewed in accordance with organisational policies and guidelines
- 5 **Develop subject profiles**
  - 5.1 Enquiries are conducted to develop subject profiles
  - 5.2 Movements of profile subjects relating to the offence are identified and recorded
  - 5.3 Profiles of subjects' antecedents are established and recorded
  - 5.4 Risk or threat assessment levels are determined and recorded to inform subsequent action
  - 5.5 Liaison is established with other appropriate **agencies** to facilitate development/identification/analysis of profiles
  - 5.6 Profiles are recorded, documented and securely distributed, to inform relevant operatives in accordance with organisational policy
- 6 **Implement responses to investigations**
  - 6.1 **Briefings/debriefings** are conducted to inform relevant stakeholders of past and subsequent actions
  - 6.2 Relevant **recommendations** regarding the investigation are developed and forwarded to the delegated person for consideration/implementation

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level, 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

general background appreciation of pathology

the impact of the police role on individuals and groups regarding law enforcement

## Evidence Guide

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

To demonstrate competence in this unit, processes used in the investigation must meet organisational policies and procedures and jurisdictional law

### **Consistency in performance**

Evidence for competency in this unit must be gathered over time and across a range of workplace or simulated situations

### **Context of and specific resources for assessment**

### **Context of assessment**

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

### **Specific resources for assessment**

No special requirements

### **Guidance information for assessment**

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

## Range Statement

### RANGE STATEMENT

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 in the Performance Criteria is detailed below.

<b>Investigations may include</b>	multi-disciplinary approaches and may have criminal and/or coronial purposes
<b>Unforeseen events may include</b>	withdrawal/reduction of allocated resources critical evidence
<b>Resources may include</b>	human, physical and financial and may include other agencies, such as: other police organisations National Crime Authority Criminal Justice Commissions other government departments/agencies non-government agencies such as financial institutions and insurance companies
<b>All relevant personnel may include</b>	team members, investigation supervisors sources of information may include: witnesses/victims/informants, suspects internal/external agencies surveillance provided by self or from other legitimate sources
<b>Information may be utilised in relation to</b>	task allocation information analysis identification of data collection plans linking of information
<b>Exhibits may include</b>	the individual items of evidence that could be presented to a court and may be required for viewing by: judicial officers prosecutors

	defence counsel
	expert and non-expert witnesses
	for audit purposes
<b>Seize incorporates</b>	the lawful procedures that permit seizure of property/goods including the procurement and execution of relevant warrants
<b>Processing of exhibits may include</b>	forensic examination such as document examination
	photography, finger prints
	technical services
	presentation in court
	viewing by the prosecutor and the defence
<b>Avenues of inquiry need to consider</b>	financial practicalities
	physical
	human and legal constraints
<b>Investigation techniques may include</b>	using other sources of information such as media
	doorknocks
	forensic examination/analysis
	informants/informers
	listening devices and other covert surveillance techniques
	search and search warrants
	computer interrogation/data retrieval
<b>Suspect identification methods may include</b>	line-ups
	photographs
	fingerprints
	witnesses
	body samples (blood, hair, skin, fluids, cell scrapings, etc)
	handwriting analysis
	admissions/confessions
	circumstantial evidence
	modus operandi (MO)



**Methods to establish last known movements may include**

direct evidence from witnesses  
reconstructions  
analysis of physical evidence  
database inquiries  
time and movement analysis  
analysis of known habits

**Sources from which to compile antecedents may include**

collection of evidence from witnesses  
financial profiles  
police databases  
public databases,  
backgrounds of family/friends  
forensic/medical reports  
employment history

**Persons may include**

suspects  
informants  
witnesses  
juveniles  
people with disabilities  
people from different cultural backgrounds

**Subjects may include**

vehicles  
premises  
vessels

**Operational plan may be**

formal  
Informal  
documented

**Other agencies may include**

Interpol  
other police organisations  
government departments  
charities  
financial institutions  
hospitals  
forensic agencies

crime stoppers  
neighbourhood watch  
defence forces  
Australian Securities Commission  
Trade Practices Commission  
law society  
legal practitioners  
complaints committee  
Australian Taxation Office

**Profiles may include**

simple or detailed  
formal or informal  
victims  
offenders  
witnesses  
financial and industrial organisations

**Profiles may include**

physical description  
list of family and friends  
criminal antecedents,  
list of assets  
details of any debtors/creditors  
sexual identify  
sexuality  
sexual partners  
details of siblings  
race/ethnicity,  
vehicles,  
employment details  
qualifications,  
skills  
affiliations

**Actions taken may include**

investigation techniques  
arrest  
summons

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	caution
	closing report
	coronial reports
	forfeiture of assets
<b>Briefing/debriefings may be</b>	formal or informal
	written or verbal
<b>Recommendations could include</b>	changes to law
	policy and procedures of both internal and external agencies
<b>Persons relevant to the investigation may include</b>	victims (individuals and/or companies)
	complainant
	next-of-kin
	neighbours
	legal representatives
	coroners
	police pathologists
	Immigration Department
	embassies
	Defence forces
<b>Rights may include</b>	caution
	legal representation
	interpreter
	silence
	notification of family/friends
	opportunity to make a written statement
	audiotape or videotape
	independent adult present (for juveniles)
	support person present (for indigenous peoples, intellectually disabled)
	being treated with dignity and respect during searches examinations

## **Unit Sector(s)**