



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLGD003A Undertake initial police investigation

Revision Number: 3

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Modification History

PUAPOLGD003A Release 3:Unit Descriptor revise.

PUAPOLGD003A Release 2:Layout adjusted. No changes to content.

PUAPOLGD003A Release 1:Primary release.

Unit Descriptor

This unit covers the competency required to conduct initial investigations in response to offences against persons, property and associated public order issues.

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

Application of the Unit

This unit supports the knowledge and skills needed to undertake initial police investigations, including assessing and preserving crime/incident scenes, collecting and analysing information and establishing relevance to the investigation.

The unit enables search activities and processing of persons including supporting victims.

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 required 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

ELEMENT	PERFORMANCE CRITERIA
1. Assess and preserve crime/incident scenes and when required, assist in investigation process	1.1 Crime/incident scenes are correctly assessed and evaluated in preparation for investigation requirements 1.2 Where necessary crime/incident scenes are correctly secured to facilitate investigation activity and to preserve the integrity of the evidence 1.3 All actions and reports taken at crime/incident scenes optimise sourcing and preservation of evidence present and its lawful presentation in judicial processes
2. Collect and analyse information relevant to investigations	2.1 Every avenue for the collection of relevant and reliable information sources is assessed and evaluated in accordance with organisational guidelines 2.2 Relevant information is legitimately collected and documented 2.3 Evidence from incoming information is identified, secured and controlled in accordance with organisational guidelines
3. Seize, process and manage exhibits	3.1 Exhibits are identified, seized and documented 3.2 Continuity and security of exhibits is ensured to maintain integrity 3.3 Legislative and administrative procedures for handling, recording, storing and disposing of exhibits are complied with
4. Identify and investigate persons of interest	4.1 All organisational avenues of inquiry and investigative procedures are considered and utilised to identify persons of interest 4.2 All relevant information is utilised to identify and locate persons connected to the investigation 4.3 Organisational policies, guidelines and established Codes of Conduct are applied in the selection of investigation techniques or referral to other personnel for further investigation or advice
5. Conduct searches of persons, property and vehicles	5.1 Decision to <i>search</i> is made and conducted with due regard to lawful authority, organisational procedures, judgement of evidence at hand and surrounding environment 5.2 Thorough and meticulous search process that adheres to operational and occupational health and safety (OH&S) policy and procedures is followed 5.3 Property is seized/collected, recorded and stored in accordance with organisational policies and

ELEMENT	PERFORMANCE CRITERIA
	legislative requirements
	5.4 Any damage and/or injuries are accurately documented as per organisational policies and procedures
6. Process persons of interest	6.1 Breaches of the law are identified and investigated in accordance with relevant jurisdictional law, policies and procedures
	6.2 Decision to transport and <i>process persons of interest</i> is undertaken in accordance with statute law, organisational guidelines and professional Codes of Conduct
	6.3 Relevant and accurate <i>documentation</i> is evaluated, prepared and submitted as required by law and/or organisational policies
7. Afford rights to persons of interest and victims of crime	7.1 All members of the community are treated in a fair, equitable and non-discriminatory manner
	7.2 Victims are made aware of their legal rights in a caring and empathetic manner
	7.3 Persons of interest are made aware of, and provided with, their legal entitlements under relevant jurisdictional laws and procedures

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- apply the use of force (defensive tactics) including the use of lethal force
- command, control, coordinate initial emergency responses at an incident scene
- contain and preserve various crime/incident scenes
- de-escalate incidents
- effectively communicate appropriate instructions/directives to suspects/victims and other members of the public
- identify situational behaviour and problems
- manage and analyse evidence
- mediate
- minimise workplace risks to self, colleagues and the public
- resolve conflict
- use counselling techniques when required

Required Knowledge

- general duty of care responsibilities
- human behaviour (individual and group) and the impacts of age, gender, ethnicity, social background and recreational practices such as drugs, alcohol
- jurisdictional laws, by-laws and regulations relating to offences against persons, property
- organisational policies and procedures covering reactive and operational safety issues/practices
- potential risks associated with operational policing
- relevant legislation such as the Anti-discrimination Act, Disability Act
- reporting requirements in relation to operational safety matters
- requirements for crime/incident scene preservation and investigation
- strategies to optimise safety under a range of operational scenarios
- use of force and its legal parameters

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Assessment must confirm the ability to:

- exercise police powers with tact, discretion and sensitivity in an ethical manner and in accordance with legal and organisational policies and procedures.

Consistency in performance

Competency should be demonstrated over time and from across a range of actual/simulated workplace situations.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace and/or in simulated work environments.

Specific resources for assessment

There are no specific resource requirements for this unit.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

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.

- Searches*** may include:
- Gathering intelligence
 - In settings
 - In urban /non-urban settings
 - Locating contraband
 - Locating evidence
 - Locating persons
 - Locating property
 - Of buildings
 - Of persons
 - Of vehicles
- Breaches of law*** may include:
- Criminal activity
 - Social dysfunction
 - Unlawful activity
- Processing persons of interest*** may include:
- Decision to caution, report or arrest
- Documentation*** may include:
- Arrest reports
 - Briefs of evidence
 - Cautioning reports
 - Children's court advice
 - Parole board reports

Unit Sector(s)

Not applicable.