



**Australian Government**

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

# **PUAPOLGD004A Gather, collate and record police information**

**Revision Number: 3**

## **PUAPOLGD004A Gather, collate and record police information**

### **Modification History**

PUAPOLGD004A Release 3: Unit Descriptor revised.  
PUAPOLGD004A Release 2: Layout adjusted. No changes to content.  
PUAPOLGD004A Release 1: Primary release.

### **Unit Descriptor**

This unit covers the competency required to gather, collate and record police information from a variety of sources including interviews and police database systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

### **Application of the Unit**

This unit enables persons to gather, collate and record police information for analysis purposes. The unit applies to taking and compiling statements and conducting interviews to collect information. Persons will be required to use interview and evidence recording equipment, and police and other appropriate information/database systems for the purposes of collecting police information.

### **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
<b>1. Analyse information from the community</b>	<p>1.1 Sources of information and records relevant to the matter being examined are identified</p> <p>1.2 Information relevant to police issues is <i>sought</i> from the community (including ethnic communities) and is collected and recorded in accordance with jurisdictional laws, policies and procedures</p> <p>1.3 <i>Information obtained</i> is analysed, sorted and collated in relation to the purpose for which it has been obtained</p> <p>1.4 Accurate, concise, legible complete and understandable <i>recording forms/reports</i> are produced in the correct format</p>
<b>2. Take and compile statements</b>	<p>2.1 Comprehensive <i>statements</i> are taken</p> <p>2.2 All details relevant to the matter being examined are contained in these statements in accordance with jurisdictional laws, policies and procedures</p> <p>2.3 Active and accurate listening is used when taking statements</p>
<b>3. Conduct interviews</b>	<p>3.1 <i>Interviews</i> are planned, managed and conducted to gather maximum amount of information relevant to the matter being examined</p> <p>3.2 All interviewees are afforded their legal rights and are treated fairly and equitably</p> <p>3.3 Interview techniques employed comply with jurisdictional law and organisational Codes of Ethics/Practice</p> <p>3.4 Interviews are conducted and recorded in accordance with jurisdictional laws, policies and procedures</p>
<b>4. Use interview and evidence recording equipment</b>	<p>4.1 All <i>interview and evidence recording equipment</i> is operated in accordance with jurisdictional laws, policies and procedures</p> <p>4.2 Records produced are authorised, stored and assessed in accordance with organisational procedures</p> <p>4.3 Records produced are clear, audible and presentable as evidence to the courts</p> <p>4.4 Maintenance and usage logs of equipment are maintained</p>
<b>5. Utilise police and other appropriate information/database systems</b>	<p>5.1 Information entered on database systems is accurate, understandable, complete, verifiable and the required organisational data entry security procedures are adhered to</p> <p>5.2 Appropriate sources of information are identified</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	and correctly accessed
	5.3 Information is legitimately retrieved from appropriate database systems
	5.4 Freedom of information and privacy of information laws and/or guidelines are complied with
	5.5 Information is accessed/stored in accordance with organisational codes of ethics/practice
<b>6. Exchange information with other members within the organisation</b>	6.1 Communication links within the organisation/department are identified and utilised to exchange/share information
	6.2 Information received is recorded and assessed for relevancy to the purpose/issue for which it was sought in accordance with organisational policies and procedures
	6.3 Information is shared with organisationally sanctioned persons

## Required Skills and Knowledge

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

### Required Skills

- apply investigative techniques
- apply questioning and interviewing techniques
- identify, label and store evidence
- operate interviewing recording equipment
- prepare and compile statements
- use police information systems

### Required Knowledge

- information types and their sources
- procedures and security measures for accessing, storing, retrieving and sharing data from police databases
- relevant jurisdictional laws, by-laws and regulations such as that relating to offences against persons, property, accessing information systems and privacy legislation
- rights of individuals in relation to the conduct of interviews and statement compilation

## 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:

- relevant information and record it accurately.

### **Consistency in performance**

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

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

#### **Context of assessment**

Competency should be assessed over time in a range of actual or simulated workplace environments.

#### **Specific resources for assessment**

Access is required to:

- interview and evidence recording equipment.

### **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.

***Seeking information*** may include:

- Addressing public order/general community safety issues
- Assisting in the investigation and/or prosecutions/coronials, of criminal activity, location of witnesses to and/or suspects of such activity
- Establishing participative community programs
- Locating missing persons
- Progressing/supporting court hearings/matters

***Information obtained*** may come from:

- Community business leaders
- Community watch groups
- Crime/accident/incident scenes
- Fellow officers
- Human sources
- Individuals
- Information databases
- Local government
- Local media
- Public community forums
- Public recreational areas
- Schools

***Recording forms/reports*** may include:

- Electronically-based proforma and reporting styles
- Hand-written proforma and reporting styles

***Statements*** may include:

- All details which may assist the investigation and/or prosecution
- All information required by court
- All relevant information

***Interviews may be conducted*** at:

- Hospitals
- Police stations
- Prisons
- Other agreed lawful sites

***Interview and evidence recording equipment*** may include:

- Audio tape recorders
- Basic fingerprinting equipment
- Cameras
- Video cameras and recording equipment
- Statements etc. that can be tendered as evidence in courts

## **Unit Sector(s)**

Not applicable.