![Australian Government — Department of Education, Employment and Workplace Relations]

PUAPOLGD005A Use and maintain police operational equipment

Revision Number: 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PUAPOLGD005A Use and maintain police operational equipment

Modification History

PUAPOLGD005A Release 3:Unit Descriptor revised.
PUAPOLGD005A Release 2:Layout adjusted. No changes to content.
PUAPOLGD005A Release 1:Primary release.

Unit Descriptor

This unit covers the competency required to safely use and appropriately maintain police operational equipment.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to persons using and maintaining policing operational equipment including computer technology, personal accoutrements and basic safety equipment.

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. Use police communications equipment	1.1 Police *communications equipment* is used and maintained in accordance with manufacturer's specifications and organisational guidelines
	1.2 Correct radio/telephone procedures and phonetic alphabet are used
	1.3 *Appropriate*, concise and accurate *language* is used at all times
2. Utilise computer technology to assist in the completion of tasks	2.1 *Computing equipment* is used and maintained in accordance with manufacturer's specifications and organisational guidelines
	2.2 *Security of information and equipment* is maintained in accordance with organisational guidelines
	2.3 *Computer applications* appropriate to specialised area tasks are used effectively to achieve work tasks
3. Use and maintain personal accoutrements	3.1 At all times, *accoutrements* are used strictly in accordance with jurisdictional laws, policy and guidelines
	3.2 At all times, accoutrements are used with *due consideration and regard to personal safety and safety of others*
	3.3 Organisational requirements for weapons skills maintenance are complied with
	3.4 Maintenance of accoutrements is undertaken in accordance with organisational procedures
	3.5 *Documentation* relating to carriage of accoutrements is accurately completed in accordance with organisational requirements
4. Operate basic safety equipment	4.1 *Basic safety equipment* is used correctly and maintained in accordance with manufacturer's guidelines and organisational policy and procedures
	4.2 Basic safety equipment is cleaned, returned and stored in accordance with organisational requirements
	4.3 *Faults*, *breakdowns and/or deficiencies* in safety clothing and equipment are immediately reported as required

Required Skills and Knowledge

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

Required Skills

- deploy safety equipment at accident, crime, incident or other emergency situations
- maintain a professional safety first attitude to the use of police equipment
- undertake routine equipment maintenance
- use accoutrements/appointments to resolve situations
- use all types of commonly available police communications equipment
- use audio and visual recordings to produce evidence that is acceptable in courts
- use office equipment to produce, file, send/receive and secure documents, reports, proformas, maintenance/usage logs

Required Knowledge

- jurisdictional laws, policy and procedures covering the use of administrative and operational equipment
- legal parameters and organisational policies governing the use of force and use of lethal force
- organisational computer systems/document security system requirements
- organisational radio communication call signs, codes and phonetic alphabet
- organisational procedures for cleaning and discarding equipment in terms of environmental management and sustainability
- required document layouts, styles and filing mechanisms
- safety practices that must be followed when using police equipment
- various types of equipment maintenance logs/damage reports required and when they must be completed

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: • observe all safety principles for self and others • use equipment in accordance with organisational policies and procedures and manufacturer's guidelines • comply with occupational health and safety legislation. **Consistency in performance** Competency should be demonstrated over time and across a range of simulated or actual workplace situations.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed over time in a range of actual or simulated workplace environment. In the case of weapons and use of force equipment, assessment should be undertaken in simulated workplace settings. **Specific resources for assessment** Access is required to: • equipment identified within the Range Statement • weapons firing ranges.
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.

Communications equipment may include:	• In-car computer systems • Loud hailers/PA systems • Police radios (mobile and in-car) • Telephones (fixed and mobile)
Appropriate language:	• Is that language style sanctioned by an organisation via its operational procedures manual
Computing equipment may include:	• Access control systems • Digital imaging • Network computers • Other surveillance/monitoring equipment that may from time to time be issued • Personal and in-car computers
Security of information and equipment may include:	• Access restrictions to equipment through passwords • Equipment locks • Log-in codes • Restricted areas
Computer applications may include:	• Data entry and/or retrieval from information systems • Specific computer applications • Word processing
Accoutrements may include:	• Handcuffs • Service revolver/pistols and other organisationally sanctioned/legal personal protection devices such as oleo-capsicum sprays and tasers • Standard/general issue batons
Due consideration and regard to personal safety and safety of others may include:	• Determining and implementing the response that will maximise the safety and security for all concerned • Quick and accurate analysis of the risks arising from the application of available/potential response strategies • Quick and accurate analysis of the situational risks present
Documentation refers to:	• Recording in equipment registers
Basic safety equipment may include:	• Equipment used at crowd control at sporting events, rallies, demonstrations, blockades, etc. • Equipment used support of other emergency service agencies such as at natural disasters, fires

- First aid kits
- Light wands, portable flashing lights, reflective and illuminated signs, hand held spotlights
- Mobile RBT stations, mobile vehicle inspection/search sites, etc.
- Protective glasses
- Reflective hats
- Riot shields/helmets and facemasks etc.
- Rubber gloves
- Safety barriers and witches hats, which may be used in a variety of incident settings such as traffic accidents, hazardous material spillages, etc.
- Wet weather and protective clothing including reflective safety vests

Faults, breakdowns and/or deficiencies may include:

- Computer system software/hardware failures
- Physical damage to equipment
- Reporting to the organisation's IT helpline or the person delegated to handle such matters

Unit Sector(s)

Not applicable.