



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLIV002A Conduct police investigations

Revision Number: 3

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Modification History

PUAPOLIV002A Release 3: Unit Descriptor revised.
PUAPOLIV002A Release 2: Layout adjusted. No changes to content.
PUAPOLIV002A Release 1: Primary release.

Unit Descriptor

This unit covers the competency required to apply police investigation processes in accordance with jurisdictional law, policies and procedures.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to people required to conduct a police 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 a police investigator in a designated investigation role.

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. Evaluate operational direction	1.1 <i>Investigation</i> is conducted in accordance with investigation plan 1.2 Process of continual assessment is applied to evaluate progress, and new directions are implemented in response to <i>unforeseen events</i> 1.3 Regular <i>briefings and debriefings</i> of <i>all relevant personnel</i> are conducted to ensure the sharing of information
2. Manage information relevant to investigations	2.1 Relevance and reliability of <i>information sources</i> are assessed in accordance with organisational guidelines 2.2 Work practices and/or investigative techniques that address <i>emerging technologies</i> are used to obtain information relevant to the investigation 2.3 Relevant <i>information</i> is legitimately analysed, and documented to progress the investigation 2.4 Evidence from incoming information is controlled in accordance with organisational guidelines 2.5 All information obtained throughout the conduct of the investigation is assessed to determine relevance
3. Investigate subjects and suspects	3.1 All relevant information is applied to identify and locate <i>persons relevant to the investigation</i> and to eliminate persons who are not 3.2 Persons relevant to the investigation are interviewed in accordance with organisational policies and guidelines 3.3 All organisational <i>avenues of inquiry</i> and investigative procedures are considered and utilised to identify <i>subjects</i> and <i>suspects</i> 3.4 <i>Investigation techniques</i> are applied, in accordance with jurisdictional laws, policies, guidelines and established Codes of Ethical/Professional Conduct
4. Develop profiles	4.1 <i>Movements</i> of profile subjects/suspects relating to the offence are identified and recorded 4.2 Available information and intelligence is recorded in subject/suspect profiles 4.3 Risk/threat levels of subjects/suspects contribute to profiles and inform subsequent <i>actions</i> 4.4 Documented profiles are securely distributed to inform relevant operatives in accordance with organisational policy 4.5 Profiles are assessed to identify further avenues of inquiry

ELEMENT**PERFORMANCE CRITERIA****5. Finalise investigations**

- 5.1 Relevant *recommendations* regarding the investigation are developed and forwarded to the *relevant authorities* for consideration/implementation
- 5.2 Persons relevant to the investigation are advised of investigation outcomes in accordance with organisational policies and procedures
- 5.3 *Case management systems* are updated to reflect the status of the investigation
- 5.4 *Documents* and exhibits are managed, developed and forwarded to relevant authorities for consideration/implementation, in accordance with organisational policies and procedures

Required Skills and Knowledge

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

Required Skills

- apply analytical techniques, in particular application of logic and reasoning to identify and select avenues of inquiry and substantiate these choices
- apply investigation methods and skills
- apply operational safety techniques
- communicate in writing (provide clear comprehensive, accurate and chronologically sequenced written documentation)
- communicate orally (listen, establish rapport, negotiate, resolve conflict)
- make decisions and solve problems
- prepare and submit documents

Required Knowledge

- available resources which may need to be deployed to support the investigation
- case management systems and the range of contexts in which they can be applied
- correct interpretation of all applicable laws, policy and procedures
- court procedures and evidentiary requirements in provision of briefs of evidence for use by the prosecution
- different types of criminal activity and their elements
- ethics, professionalism and cultural diversity
- general background appreciation of pathology
- government and policy environments within which operations will be conducted
- impact of the police role on individuals and groups regarding law enforcement
- investigation principles and the range of investigation techniques available
- legal and ethical considerations in investigations which involve juveniles and indigenous people
- methods and process for subject/suspect identification and profiling
- relevant legislation
- role and functions of other agencies who work with policing in the conduct of investigations
- security issues and classifications

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:

- conduct investigations on at least two separate occasions in relation to different offences
- developed at least one subject, one suspect and one witness/victim profile
- finalise each investigation with a Brief of Evidence, legal submission, Coronial File or other relevant document.

Consistency in performance

Competency should be demonstrated over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competence in different situations or environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or an environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered when gathering and managing evidence, including coping with difficulties, irregularities and breakdowns in routine.

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.

- Investigations*** may include:
- Criminal and/or coronial purposes
 - Multi disciplinary approaches
- Unforeseen events*** may include:
- Critical evidence
 - Withdrawal/reduction of allocated resources, which may be financial, human, physical 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
- All relevant personnel*** may include:
- Investigation supervisors
 - Team members
- Briefing and debriefings*** may be:
- Formal or informal
 - Written or verbal
- Information sources*** may include:
- Internal/external agencies
 - Suspects
 - Surveillance provided by self or from other legitimate sources
 - Witnesses/victims/human sources
- Emerging technologies*** may include:
- Internet
 - Listening devices
 - Mobile technologies
 - New information communications technologies
 - New systems
 - Telecommunications
 - Telephone intercept technology
- Information*** may be utilised in relation to:
- Identification of data collection plans
 - Information analysis
 - Linking of information
 - Task allocation
- Persons relevant to the investigation*** may include:
- Complainant/s
 - Coroners
 - Defence forces
 - Embassies

- Immigration Department
- Legal representatives
- Next-of-kin
- Neighbours
- Police pathologists
- Suspect
- Victims (individuals and/or companies)
- Witnesses
- Other non-police agencies

- Avenues of inquiry*** may include:
- Financial practicalities
 - Human and legal constraints
 - Physical
- Subjects*** may include:
- Locations
 - Places
 - Premises
 - Vehicles
 - Vessels
- Suspects*** may include:
- Person/s of interest in relation to the commission of the offence (or involved in the commission of the offence)
- Investigation techniques*** may include:
- Computer interrogation/data retrieval
 - Doorknocks
 - Forensic examination/analysis
 - Human sources
 - Internet
 - Listening devices and other covert surveillance techniques
 - Search and search warrants
 - Telecommunications
 - Using other sources of information such as media
 - Other emerging technologies
- Movements*** may be determined by:
- Analysis of known habits
 - Analysis of physical evidence
 - Database inquiries
 - Direct evidence from witnesses
 - Reconstructions
 - Time and movement analysis
- Actions*** may include:
- Arrest
 - Caution
 - Closing report
 - Coronial reports
 - Forfeiture of assets
 - Investigation techniques
 - Summons
- Recommendations*** may include:
- Changes to law
 - Legal advice
 - Policy and procedures of both internal and external agencies
- Relevant authorities*** may include:
- External (prosecutorial agencies or specialist service providers)
 - Internal (supervisors/commanders)

Case management system: • Is defined by the organisation's operational practices

Documents may include:

- Briefs of evidence
- Coroner's files
- Legal documents
- Preparation of reports
- Requests for direction
- Search warrants
- Summons/warrants

Unit Sector(s)

Not applicable.