PUAPOLIV003A Manage incident scenes

Revision Number: 3

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Modification History

PUAPOLIV003A Release 3: Unit Descriptor revised.
PUAPOLIV003A Release 2: Layout adjusted. No changes to content.
PUAPOLIV003A Release 1: Primary release.

Unit Descriptor

This unit covers the competency required to appreciate, control and coordinate incident scenes to obtain and secure all available evidence to assist investigations, 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 assess, control and coordinate the investigation of an incident scene in a policing context.
Incident scenes provide useful information and evidence to support investigations. The proper management of an incident scene is critical to the investigative process and can influence outcomes, particularly where prosecutions are involved.
Proper incident scene assessment requires the identification of primary and secondary scenes, the treatment of risks and consideration of tactical factors that may influence the preservation of life, property and evidence. To preserve evidence control must be established at the incident scene by defining scene boundaries, tasking police and support personnel, recording all activities, supporting victims and exercising control over all persons present. Scene investigation requires coordinating interviews with relevant people, recording and handling evidence/exhibits for continuity and using support personnel to identify and gather evidence. 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. Assess incident scenes	1.1 Primary and secondary *incident scenes* are identified to establish resource needs within the incident scene assessment
	1.2 *Risk factors* affecting the incident scenes are identified and managed
	1.3 Preservation of life, property and evidence are prioritised in the assessment of the incident scene
	1.4 *Tactical factors* and resulting priorities are identified to assist decision making/subsequent action
2. Control incident scenes	2.1 To support subsequent lines of inquiry, all activities at the incident scene are *recorded* in accordance with organisational guidelines
	2.2 Boundaries of the incident scene are established and secured to prevent contamination of prospective evidence/exhibits
	2.3 Persons are supported and referred to relevant support agencies in accordance with organisational requirements
	2.4 *Suspects are controlled* in accordance with organisational policies and procedures
	2.5 *Persons at the incident scene* are *controlled* to safeguard their welfare and prevent contamination of the scene
	2.6 *Personnel* are coordinated to manage the incident scene
	2.7 Potential evidence/exhibits are preserved to prevent contamination
3. Coordinate incident scene investigations	3.1 Persons relevant to the incident scene are identified and interviewed to determine possible avenues of inquiry and offences/defences
	3.2 Information collected is assessed and used to initiate investigative action
	3.3 Evidence/exhibits at incident scene/s are identified and recorded prior to examination to ensure continuity
	3.4 Evidence/exhibits are processed in accordance with organisational requirements to maintain continuity and integrity
	3.5 Incident scene investigations are managed to preserve life, property and evidence, to minimise disruption and to ensure compliance with operational safety guidelines
	3.6 *Support services* are utilised to investigate incident

ELEMENT	PERFORMANCE CRITERIA
	scene

Required Skills and Knowledge

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

Required Skills

- analyse situations and make decisions
- apply operational safety techniques
- communicate (listen, question) and negotiate when questioning witnesses and controlling persons in the vicinity of the incident scene
- handle exhibits and preserve continuity of evidence
- manage resources and time
- manage witnesses and in doing so, demonstrate ethical behaviour and cultural awareness
- solve problems in responding to a range of incident scene contexts
- use specialised investigatory equipment such as fingerprinting equipment, computer software, photographic equipment etc.

Required Knowledge

- government and policy context in which incident scenes are managed and investigated, and all relevant law, policies and procedures
- judicial and evidentiary requirements and organisational processes for the collection, preservation and continuity of exhibits
- range of investigation techniques
- range of support services available to assist investigators in managing incident scenes, in particular forensic services
- roles and functions of other agencies in managing incident scenes

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: • manage at least two incident scenes to ensure the accurate assessment, preservation and collection of evidence and exhibits at the scene. **Consistency in performance** Competency should be demonstrated over time in a range of contexts to ensure the person can achieve the 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 in the workplace, 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.

Incident scenes may be:	• Primary (where the offence actually took place) • Secondary (where any physical evidence leading to establishment of the incident is located)
Risk factors may include:	• Factors at the incident scene that could impact on: • safety of investigators • security/preservation of the actual site • security and preservation of situational evidence
Tactical factors may include:	• Access to scene • Availability of support services • Boundaries • Chronology of events • Number of persons at scene • Those which affect the quality of the investigation and may include environmental circumstances
Recording activities at the incident scene may include:	• Digital imaging technology • Exhibit logs • Photography • Receipts and personnel movement • Running sheets • Video
Suspects may be controlled by:	• Advising of rights • Apprehension • Search • Securing • Separation
Persons at incident scenes may include:	• Coroners • Incident scene specialists and forensic experts • Forensic accountants • Information technology consultants • Legal officers • Media • Medical practitioners • Offenders • Other bystanders • Pathologists • Police and other public safety agency personnel • Suspects

	• Undertakers
	• Victims
	• Witnesses
Control may include:	• Isolate and search
	• Group
	• Muster
	• Secure
	• Segregate
	• Task
Personnel may include:	• Personnel from other agencies
	• Police
	• Specialist support
	• Any other person deemed necessary to assist in the management of the incident scene
Support services may include:	• Coroner
	• Document examiners
	• External agencies
	• Financial organisations
	• Handwriting experts
	• Incident scene specialists such as pathologists
	• Information technology consultants
	• Forensic accountants
	• Forensic investigators
	• Government medical officers
	• Interpreters
	• Legal officers
	• Technical services
	• Undertakers

Unit Sector(s)

Not applicable.