



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3031A Organise and operate a surveillance vehicle

Release: 1

CPPSEC3031A Organise and operate a surveillance vehicle

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to select a suitable surveillance vehicle to perform required investigative duties. It requires the ability to operate a vehicle to perform both static and mobile surveillance functions while following road and traffic laws and assignment instructions. It also requires the ability to use surveillance equipment to gather information and evidence.

This unit may form part of the licensing requirements for persons engaged in investigative work in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency has application in a range of work roles in investigative services. Work is performed under limited supervision and competency requires some judgement and decision-making. The knowledge and skills described in this unit are to be applied within relevant legislative guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills 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 <i>bold italicised</i> text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--------------------------------------|--|
| 1 Select vehicle. | <p>1.1 <i>Assignment instructions</i> and <i>relevant information</i> is used to identify vehicle requirements in accordance with client and <i>legislative requirements</i>.</p> <p>1.2 Vehicle is selected based on assessment of all <i>factors</i> and confirmed with <i>relevant persons</i>.</p> <p>1.3 Routine <i>pre-operational checks</i> are conducted in accordance with <i>manufacturer's instructions</i> and <i>Occupational Health and Safety (OHS) requirements</i>.</p> <p>1.4 Faults and malfunctions are reported and action initiated to rectify problems or seek replacement as appropriate.</p> <p>1.5 <i>Consumables and spares</i> are obtained to allow for contingencies in accordance with investigation objectives.</p> |
| 2 Equip and maintain vehicle. | <p>2.1 <i>Suitability of vehicle</i> is checked against required <i>surveillance</i> activities.</p> <p>2.2 Internal layout of vehicle is arranged for full use of <i>surveillance equipment</i>.</p> <p>2.3 Surveillance equipment is safely secured to maximise comfort and minimise risk in accordance with OHS requirements.</p> <p>2.4 Accessibility to <i>stores</i> is maintained during surveillance in accordance with OHS requirements.</p> |
| 3 Operate vehicle. | <p>3.1 Vehicle is used for surveillance operation in the manner intended in accordance with manufacturer's instructions.</p> <p>3.2 Driving hazards are anticipated, identified and controlled through the application of safe and defensive driving techniques.</p> <p>3.3 Vehicle is driven in a safe and controlled manner to avoid damage to persons, property or the environment.</p> <p>3.4 Vehicle is positioned to enable surveillance of person or asset and information gathered in accordance with assignment instructions.</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- advanced driving
- apply advanced driving techniques as applies to following from in-front or behind another vehicle and anticipate its movement
- communicate using appropriate channels and communication modes
- covert observation
- identify and comply with applicable legal and procedural requirements, including licensing requirements, relevant to investigative activities
- interpret and follow instructions and procedures
- navigation
- operate basic investigative equipment
- organise equipment and resource requirements
- participate in meetings and interviews
- record, report and document information
- relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- risk assessment
- source, collect and organise information
- surveillance
- use and interpret maps and street directories
- use listening and recording devices.

Required knowledge

- applicable licensing and legal requirements relevant to surveillance
- body's reaction to exposure to prolonged heat, cold and confined spaces (vehicle) and strategies to increase endurance
- configuration and operation of information gathering equipment used from a vehicle
- information gathering techniques
- interviewing, reviewing and debriefing processes
- laws of trespass
- legislative restrictions on the use of recording devices
- observation and monitoring techniques
- operational functions of a range of investigative equipment and vehicle
- principles of effective communication including interpersonal techniques
- range of surveillance activities likely to involve use of a vehicle
- reliable and verifiable sources of information
- reporting and documentation requirements
- surveillance techniques.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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

A person who demonstrates competency in this unit must be able to provide evidence of:

- selecting and safely operating and stocking a surveillance vehicle and equipment to complete investigative activities within required timeframes and assignment instructions
- checking suitability of vehicle for surveillance activities and configuring internal layout to safely secure required equipment and stores
- carrying out regular safety checks of vehicle, performing routine maintenance, reporting faults for repair
- identifying, interpreting and complying with licensing, legal and procedural requirements for operation of a surveillance vehicle.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to a registered provider of assessment services
- access to a suitable venue and equipment
- access to plain English version of relevant statutes and procedures
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

This unit of competency should be assessed using questioning of underpinning knowledge and skills.

Guidance information for assessment

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined

with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Assignment instructions may include:

- client identification information
- incident and security risk response procedures
- investigation purpose and objective
- investigation tasks and procedures
- investigation timeframe
- personal presentation requirements
- premises location and layout
- reporting and documentation requirements
- resource and equipment requirements
- surveillance plan
- travel routes and schedules.

Relevant information may include:

- applicable legislation and codes of practice
- log books
- maintenance schedules
- manufacturer's instructions
- operational plans
- operator manual
- summary of case history
- surveillance terms of reference.

Legislative requirements may

- applicable commonwealth, state and territory legislation which affects investigative work such as:

- relate to:**
- workplace safety
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - anti-discrimination and diversity
 - Australian standards and quality assurance
 - authority to conduct investigation
 - award and enterprise agreements
 - evidence collection
 - freedom of information
 - licensing arrangements and certification requirements
 - privacy requirements
 - relevant industry codes of practice
 - restrictions on the use of recording devices
 - surveillance and listening devices.
- Factors which may affect vehicle selection may include:***
- area and distance of operation (eg city, suburbs, country)
 - cost
 - personal requirements
 - range of likely uses
 - surveillance requirements.
- Relevant persons may include:***
- manufacturer or car dealer
 - police
 - security personnel
 - supervisor
 - technical specialist.
- Pre-operational checks may involve:***
- checking log books and maintenance schedule
 - cleaning, basic repairs and adjustments
 - identification and segregation of unsafe or faulty equipment for repair or replacement
 - observing and monitoring noise levels for correct operation
 - roadworthiness check (age, condition, insurances, licenses and registration)
 - visual checks for wear and tear.
- Manufacturer's instructions may be found in:***
- operator's manual
 - plans and diagrams
 - printed instruction leaflets
 - vehicle
 - vehicle specifications
 - warranty documents.
- Occupational Health***
- potential hazards or risks

and Safety (OHS) requirements may relate to:

- safety of self and others.

Consumables and spares may include:

- brake fluid
- fuel
- spare tyre
- water.

Suitability of vehicle may relate to:

- curtains
- number plates
- paint colour
- paint style
- radio antennas
- roof racks
- sporting and tradesmen accessories
- wheel covers
- window tinting.

Surveillance may be:

- covert
- mobile
- overt
- static.

Surveillance equipment may include:

- 35mm camera
- binoculars
- diary, note pads and pens
- guise, torch, mirrors
- measuring tape
- mobile phone
- night vision equipment
- personal hygiene aids
- telephone directories, maps, street directories
- telephoto lens
- tripod
- video camera
- voice recorders.

Stores may include:

- changes of clothing
- disguises
- electrical adaptation
- food and water
- open tool box
- personal protective equipment
- props (books and magazines, salespersons samples, sporting gear)
- repair equipment

- toilet fittings.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Investigative services