



Australian Government

POLGEN022 Conduct an initial investigation

Release: 1

POLGEN022 Conduct an initial investigation

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLGD003A Undertake initial police investigation. • Content and formatting updated to comply with new standards • Unit recoded POL • Title updated • All Elements and PC rewritten with operational outcome of the unit maintained

Application

This unit describes the competencies required to conduct initial investigations, including managing incident scenes, assessing information and evidence, managing exhibits, using evidentiary equipment, managing and interviewing diverse participants, conducting searches and processing persons of interest.

This unit applies to those working in a policing environment, typically in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to preservation of evidence, collecting of information, handling of exhibits and lawful searches.

Those undertaking this unit would primarily work independently or under limited supervision, while performing specific tasks in a broad range of contexts. They would be required to apply decision making and problem solving skills to interpret behaviours and develop solutions.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Manage incident/crime scene	1.1 Conduct a risk assessment to protect safety of self, colleagues and public. 1.2 Assess scene to determine whether initial investigation is required. 1.3 Secure scene and evidence to facilitate investigation and preserve integrity of evidence. 1.4 Establish communication links with internal and external stakeholders to facilitate investigation. 1.5 Identify and communicate resource requirements to internal and external stakeholders. 1.6 Recognise and adhere to the chain of command particular to the scene. 1.7 Identify potential persons of interest and potential witnesses to support the investigation. 1.8 Identify and interpret details of the scene for recording purposes.
2. Assess information and evidence related to incident/crime scene	2.1 Assess identified information for potential relevance to investigation. 2.2 Identify and gather potential evidence for recording and investigation purposes. 2.3 Evaluate information and evidence to determine whether an offence has been committed. 2.4 Evaluate information and potential evidence to determine its evidentiary value.
3. Manage exhibits	3.1 Handle exhibits to minimise contamination and maintain integrity. 3.2 Adhere to continuity of evidence principles to preserve the evidentiary value of exhibits. 3.3 Assess exhibits to determine whether further forensic analysis is required.
4. Use evidentiary equipment	4.1 Select evidentiary equipment that is suitable for evidence collection requirements. 4.2 Inspect serviceability/usability of evidentiary equipment. 4.3 Check evidentiary equipment to identify any issues that may impact on the use of the equipment.
5. Manage	5.1 Identify potential interviewees.

interviewee	5.2 Develop an initial investigation plan, taking into account interviewee credibility and accessibility. 5.3 Assess welfare of interviewee for referral purposes. 5.4 Take statements from interviewee. 5.5 Assess statements for potential relevance and use in investigation. 5.6 Review statements with interviewee to ensure detail and chronology have been accurately recorded.
6. Conduct an interview	6.1 Plan interview, taking into account impacting factors. 6.2 Explain the interview process to interviewee to provide an understanding of legal rights and investigative interviewing processes. 6.3 Use investigative interviewing techniques to identify and collect relevant information.
7. Conduct searches	7.1 Determine search options in accordance with legislated police powers. 7.2 Conduct risk assessment to protect safety of self, colleagues and public. 7.3 Plan search according to investigation requirements and resource constraints. 7.4 Conduct searches in a manner that minimises risk to self and organisational reputation.
8. Manage persons of interest	8.1 Process persons of interest with due diligence to duty of care. 8.2 Assess detention options taking into account the individual person of interest. 8.3 Consider options for initiating judicial processes, taking into account the nature of the offence and evidence collected.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLGD003A Undertake initial police investigation.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLGEN022 Conduct an initial investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- securing and preserving incident scene and evidence while ensuring the safety of self, colleagues and public is protected
- communicating with internal and external stakeholders
- identifying persons relevant to the investigation, including witnesses, victims and persons of interest
- processing incident scene, including persons of interest, witnesses, scene details, and evidence
- developing investigation plan, with consideration of resources, witnesses, search and detention options
- gathering information and evidence to determine nature of crime(s) committed
- demonstrating investigative interviewing techniques to gather information and take accurate statements
- exercising police powers with tact, discretion and sensitivity in an ethical manner and in accordance with legal and organisational policies and procedures
- assessing welfare of victims and witnesses for referral purposes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- investigation principles
- investigative and interviewing techniques

- duty of care responsibilities
- jurisdictional policies and procedures for preparation, filing and execution of search and arrest warrants
- jurisdictional policies and procedures related to the collection, seizure, management, and handling of exhibits, property and potential evidence
- Rules of Evidence and its application within policing
- court processes and protocols
- bail processes
- jurisdictional codes of practice
- capabilities, powers and authorities of services external to policing

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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