



Australian Government

POLGEN031 Conduct an initial investigation

Release: 1

POLGEN031 Conduct an initial investigation

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the competencies required to conduct initial investigations, including managing incident scenes, gathering and assessing information and evidence, managing exhibits, interviewing 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.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 | Manage incident scene | 1.1 | Assess situation to determine whether an investigation is required |
| | | 1.2 | Secure scene and evidence to facilitate investigation |
| | | 1.3 | Communicate resource requirements to internal and external stakeholders |
| | | 1.4 | Identify potential witnesses and persons of interest to support the investigation |
| | | 1.5 | Identify details of the scene for recording purposes |
| 2 | Gather information and evidence | 2.1 | Identify information that may be relevant to the investigation |
| | | 2.2 | Collect information in an ethical and professional manner |
| | | 2.3 | Collect potential evidence for recording and investigation purposes |
| 3 | Assess information and evidence | 3.1 | Determine relevance of information to investigation |
| | | 3.2 | Evaluate information and evidence to determine whether an offence has been committed |
| 4 | Manage exhibits | 4.1 | Handle exhibits to minimise contamination and maintain integrity |
| | | 4.2 | Adhere to continuity of evidence principles to preserve the evidentiary value of exhibits |
| | | 4.3 | Assess exhibits to determine whether further forensic analysis is required |
| | | 4.4 | Use evidentiary recording and collection equipment to manage and store exhibits |
| 5 | Interview victims and witnesses | 5.1 | Develop an initial interview plan to obtain information and support investigation |
| | | 5.2 | Assess welfare of victims/witness for referral purposes |
| | | 5.3 | Take statements from victims/witness |
| | | 5.4 | Review statements with victims/witness to ensure details and chronology have been accurately recorded |

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| | 5.5 | Assess statements to identify potential avenues of further inquiry within the investigation |
| 6 Conduct an interview with persons of interest | 6.1 | Manage interview process in accordance with custody requirements |
| | 6.2 | Plan interview in accordance with investigative requirements |
| | 6.3 | Explain the interview process to person of interest to provide a caution and an understanding of legal rights |
| | 6.4 | Use investigative interviewing techniques to identify and collect relevant information |
| | 6.5 | Assess further options for judicial processes, taking into account the nature of the offence and evidence collected |
| 7 Complete searches | 7.1 | Assess risk to protect safety of self, colleagues and public |
| | 7.2 | Plan search according to legislative requirements and resource constraints |
| | 7.3 | Conduct search of person, vehicle or place in a safe and lawful manner |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN022 Conduct an initial investigation.

Links

Companion Volume Implementation Guides are found in VETNet -

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

Assessment Requirements for POLGEN031 Conduct an initial investigation

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing welfare of victims and witnesses for referral purposes
- demonstrating investigative interviewing techniques to gather information and take accurate statements
- exercising police powers in an ethical manner and in accordance with legislation and organisational policies and procedures
- gathering information and evidence to determine nature of incident
- identifying lines of inquiry
- organising and accessing information using jurisdictional information management technologies
- planning investigation, with consideration of resources, witnesses, search and detention options
- referring information to relevant stakeholders
- securing and preserving incident scene and evidence.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- duty of care responsibilities
- investigation principles
- investigative and interviewing techniques
- jurisdictional policies and procedures for preparation, filing and execution of search and arrest warrants
- jurisdictional policies and procedures related to data and information security
- jurisdictional policies and procedures related to the collection, seizure, management, and handling of exhibits and property
- legislation and jurisdictional policies and procedures related to jurisdictional information management technologies
- legislation related to freedom of information, human rights and privacy
- Rules of Evidence.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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