



Australian Government

POLGEN044 Conduct an initial investigation

Release: 1

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Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 8.0

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. It applies to candidates 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. Candidates 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes of the unit	Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Manage incident scene	1.1 Assess situation to determine whether an investigation is required. 1.2 Ensure scene and evidence is secured to facilitate investigation. 1.3 Communicate resource requirements to internal and external stakeholders. 1.4 Determine 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 Obtain information in an ethical and professional manner to ensure the integrity of the investigation. 2.3 Collect potential evidence for recording and investigation purposes.
3. Assess information and evidence	3.1 Analyse information to determine its relevance to the 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 for evidentiary purposes. 5.4 Review statements with victims/witness to ensure details and chronology have been accurately recorded. 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 an understanding of legal rights.

	6.4 Use investigative interviewing techniques to identify and collect relevant information. 6.5 Assess interview to identify potential options for judicial processes and other avenues for investigation.
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

This section describes those language, literacy, numeracy and employment skills that are essential to performance. Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed in the table below.

The ability to interpret messages and text, record observations and evidence, communicate with purpose to different communities and audiences, plan and schedule tasks according to estimated timeframes, continuously seek to learn through on-the-job observations, solve problems, work with others in a team, plan and organise activities and self-manage behaviour are core foundation skills relevant to the policing context.

Skill	Description
Learning	Build skills in how to exercise police powers with tact, discretion and sensitivity in an ethical manner.
Reading	Read and apply jurisdictional policies and procedures for preparation, filing and execution of search and arrest warrants. Read and evaluate written information and evidence to determine whether an offence has been committed. Read and assess information and potential evidence to determine its evidentiary value.
Writing	Record details of the scene and potential evidence. Develop an initial investigation plan. Record, check and review statements from interviewee.

Oral communication	Communicate orally with internal and external stakeholders to facilitate investigation. Question others to determine potential persons of interest and/or witnesses. Use interviewing skills. Explain the interview process to interviewee to provide an understanding of legal rights and investigative interviewing processes. Repeat and check accuracy of statements taken from interviewee.
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Range of Conditions

Not applicable

Unit Mapping Information

This unit replaces but is equivalent to *POLGEN031 Conduct an initial investigation*.

Links

Companion Volume Implementation Guides can be found on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

Assessment Requirements for POLGEN044 Conduct an initial investigation

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Performance Evidence

The candidate must provide evidence on at least one occasion that they have met the elements and performance criteria and have demonstrated the ability to:

- assess welfare of victims and witnesses for referral purposes
- demonstrate investigative interviewing techniques to gather information and take accurate statements
- exercise police powers in an ethical manner and in accordance with jurisdictional legislation, policies and procedures
- gather information and evidence to determine nature of incident
- identify lines of inquiry
- organise and access information using jurisdictional information management technologies
- plan investigations, with consideration of resources, witnesses, search and detention options
- refer information to relevant stakeholders
- secure and preserve incident scene and evidence

Knowledge Evidence

The candidate must provide demonstrated evidence that they have 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
- jurisdictional legislation, policies and procedures related to information management technologies
- legislation related to freedom of information, human rights and privacy

- Rules of Evidence.

Assessment Conditions

Assessment must occur in operational workplace situations or, where this is not available, in simulated situations that replicate workplace conditions. Assessors of this unit must satisfy relevant vocational education and training legislation, frameworks and/or standards.

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