



Australian Government

POLINV026 Plan police investigations

Release: 1

POLINV026 Plan police investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 9.0.

Application

This unit describes the skills required to plan police investigations including identifying objectives, allocating resources and tasks, managing risk and reviewing processes.

This unit applies to those working as police staff, generally in a designated investigation role, who are responsible for the planning and implementation of strategies for the overall management of an investigation.

The skills and knowledge described in this unit must be applied within the 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 resource and case management, investigation processes and techniques, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy to independently access support from a broad range of services. The individual would be required to possess strong decision making and problem-solving skills. The individual would work on complex tasks across a broad range of unpredictable contexts and will require strong adaptability and planning abilities and capabilities for continually monitoring requirements in dynamic environments.

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

Pre-requisite Unit

Not applicable.

Competency Field

Investigations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes of the unit

1 Develop investigation plans

2 Coordinate resources

PERFORMANCE CRITERIA

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

- 1.1** Conduct initial assessments to determine if an investigation is required
- 1.2** Define investigation objectives to provide operational focus and preferred outcomes
- 1.3** Analyse information to identify potential investigation directions
- 1.4** Identify avenues of enquiry to advance investigations
- 1.5** Conduct risk assessments to identify investigation opportunities and limitations
- 1.6** Prepare investigation plans to provide direction to investigation and define responsibilities of stakeholders
- 1.7** Prioritise investigatory phases, methods and activities to inform sequence of operations
- 1.8** Establish communication channels with stakeholders to facilitate flow of information
- 1.9** Facilitate recording of information using jurisdictional information management systems
- 1.10** Implement investigation plan to achieve investigation objectives
- 2.1** Assess and secure resources available to undertake investigation activities
- 2.2** Formulate contingency plans to address potential resource limitations
- 2.3** Manage resource usage to achieve investigation objectives

- 3 Review investigation**
- 3.1** Assess investigation plan continually in order to adjust to changing circumstances and requirements
 - 3.2** Examine investigation to ensure adherence to jurisdictional policies and procedures
 - 3.3** Finalise the investigation
 - 3.4** Compare investigation outcomes against objectives of the investigation plan
 - 3.5** Disseminate review outcomes to inform future improvements in investigations

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.

Skill	Description
Learning	Independently gather and analyse information from a variety of sources. Review and critically assess information relevant to an investigation, including risk assessments to identify investigation opportunities and limitations.
Reading	Read and apply jurisdictional policies and procedures related to conduct of investigations. Read information to identify potential investigation directions. Read information to conduct risk assessments. Compare written investigation outcomes against objectives of the investigation plan. Read and review procedures and outcomes for quality assurance purposes.
Writing	Prepare written investigation plans to provide direction to investigations and define responsibilities of stakeholders. Communicate investigation plan and outcomes in writing to relevant personnel. Establish written communication channels with stakeholders to

	facilitate flow of information. Record information using jurisdictional information management systems. Formulate a written security plan to address security requirements of the investigation, resources and security of exhibits.
Oral Communication	Establish oral communication channels with stakeholders to facilitate flow of information. Communicate investigation plan and outcomes orally to relevant personnel. Communicate information in investigation briefings.

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to POLINV001 Plan police investigations

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 POLINV026 Plan police investigations

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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:

- conduct initial assessment of the incident or issue to determine whether an investigation is necessary
- communicate the investigation plan and outcome in writing and verbally
- communicate with stakeholders to facilitate the investigation
- demonstrate flexibility and adaptability by adjusting the investigation plan
- formulate security plan to address security requirements of the investigation, resources and security of exhibits
- identify and manage financial, human and physical resources
- identify and select investigation methods and techniques
- sequence activities and phases to guide implementation of investigation plan
- review procedures and outcomes for quality assurance purposes
- utilise jurisdictional information management system

Knowledge Evidence

The candidate must provide demonstrated evidence that they have knowledge of:

- court procedures and evidentiary requirements
- government and policy environments in which investigations will be managed
- investigation principles and case management systems
- jurisdictional operational, corporate and strategic plans
- jurisdictional policies and procedures related to conduct of investigations
- legislation that impacts upon conduct of investigations
- resources available to support the investigation
- security issues and classifications

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.

Links

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