



Australian Government

POLINV033 Conduct jurisdictional review of policing practices

Release: 1

POLINV033 Conduct jurisdictional review of policing practices

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 perform and conduct reviews of policing practices in jurisdictions including initiating, conducting and finalising reviews. Conducting reviews within a policing environment would usually involve planning and guiding the work of jurisdictional team members.

This unit applies to those working as police staff in a designated investigation role.

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 policing practices as specified in procedures and other documents.

Those undertaking this unit would work autonomously in the management of complex investigations, while collaborating with others in an investigation team. They would be required to possess strong decision making and problem-solving skills, leadership abilities and robust communicative competence. They would be expected to display high level quality assurance abilities when reviewing policing practices, while performing sophisticated tasks in a wide range of policing contexts, in both familiar and unfamiliar circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

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 Initiate review process	1.1 Negotiate with stakeholders to determine scope of review and terms of reference.
	1.2 Formalise reporting arrangements and review timeframes with stakeholders.
	1.3 Develop communication plan in accordance with information security principles.
	1.4 Select review methods and processes in line with expectations and terms of reference.
	1.5 Determine resources required to complete review.
	1.6 Document review through consultation with stakeholders.
2 Conduct reviews	2.1 Secure, allocate and manage resources and information required to complete review.
	2.2 Assess information in accordance with the terms of reference.
	2.3 Implement communication strategies to align with communications plan.
	2.4 Establish information management process to document review activities and rationale for findings.
	2.5 Assess review critically at regular intervals to ensure objectives are achievable within resource and legal constraints, and in line with terms of reference.
	2.6 Evaluate and action urgent matters arising from the review that require immediate action.
	2.7 Implement strategies to ensure confidentiality is maintained throughout the review.
	2.8 Negotiate with stakeholders to adjust terms of reference.
3 Formalise review findings	3.1 Assess and document review findings and recommendations to complete review process.
	3.2 Determine further actions and recommendations generated by review findings.

- 3.3** Communicate review findings, recommendations and further actions to stakeholders.
- 3.4** Assess original information to determine archiving, retention and retrieval requirements.

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.

Skills	Description
Learning	Build effective strategies to deal with diverse clients, law enforcement providers and stakeholders. Build a knowledge and understanding of: • jurisdictional corporate goals and objectives • jurisdictional operational priorities • law enforcement context and the criminal justice system • macro environmental impact upon investigations of serious crime, including government, policy, political and community interests • command and control principles.
Reading	Read and comply with: • jurisdictional and organisational requirements of agencies, clients and stakeholders • jurisdictional policies and procedures • legislation relevant to the jurisdiction/s involved in the investigation and review. Read and analyse a range of complex documents providing information relevant to the review. Read to clarify stakeholder's expectations from the intended review. Read and assess review findings and recommendations to ensure alignment with terms of reference.
Writing	Use highly developed writing skills to prepare investigation plans, tactical plans, resource bids etc. Use a range of written means to negotiate with stakeholders, to determine scope of review and formalise reporting arrangements and review timeframes.

	Write complex communications on review findings, recommendations and further actions to stakeholders.
Oral Communication	Use high-level communication strategies with stakeholders to liaise, listen, establish rapport, negotiate, resolve conflict and seek feedback. Interact professionally with stakeholders to secure resources, formalise reporting arrangements and review timeframes. Communicate and make high-level presentations on review findings.
Numeracy	Manage expenditure and resources to maximise effectiveness of review.

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 supersedes and is equivalent to POLINV014 Conduct jurisdictional review of policing practices.

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 POLINV033 Conduct jurisdictional review of policing practices

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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:

- access, allocate and manage resources including financial, human and physical resources
- assess review findings and recommendations to ensure alignment with terms of reference
- clarify stakeholders' expectations from the intended review
- communicate verbally with stakeholders including:
 - liaising and listening
 - negotiating
 - resolving conflict
 - seeking feedback
- communicate with stakeholders in writing including:
 - communications plan
 - resource bids
 - review findings
- coordinate crucial and diverse clients, law enforcement providers and stakeholders
- demonstrate strong leadership and decision-making capabilities
- identify and resolve problems arising from the review
- initiate, conduct and finalise investigations and reviews
- maintain confidentiality and security
- utilise the organisation's information management system
- plan and organise work when conducting a jurisdictional review
- reason and analyse critically, logically and regularly to achieve objectives.

Knowledge Evidence

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

- access and deployment mechanisms to ensure optimal economy and efficiency in the use of human, physical and financial resources
- archiving, retention and retrieval requirements
- communication plans and strategies
- decision making processes and organisational chain of command

- evaluation and auditing processes
- jurisdictional and organisational requirements of agencies, clients and stakeholders
- jurisdictional corporate goals and objectives
- jurisdictional operational priorities
- jurisdictional policies and procedures relevant to police investigations
- law enforcement context and the criminal justice system
- macro environmental impact upon investigations of serious crime, including government, policy, political and community interests
- opportunities, risks and constraints that may impact the review
- reporting arrangements and timeframes
- security classifications and requirements
- strong decision making, problem solving and leadership techniques

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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