



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOL005B Use and maintain operational equipment

Release: 1

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Modification History

Unit Descriptor

This unit covers the competency to safely use and, where required, maintain administrative and general field based police equipment.

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Pre-Requisites

Nil

Employability Skills Information

The required outcomes described in this Unit of Competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this Unit of Competency is packaged, will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Use office equipment to produce, store and transmit documents	1.1 Requisite documentation is accurately produced, copied, filed, stored, transmitted and disposed of in accordance with organisational guidelines 1.2 User facilitated equipment maintenance/service tasks are carried out according to manufacturer's specifications and organisational policy 1.3 Equipment and document security procedures are complied with 1.4 Breakdowns and faults are reported as per organisational procedures
2 Use police communications equipment	2.1 Police communication equipment is used and maintained in accordance with manufacturer's specifications and organisational guidelines 2.2 Correct radio/telephone procedures and phonetic alphabet are used when communicating 2.3 Appropriate, concise and accurate language is used at all times
3 Utilise computer technology to assist in the completion of tasks	3.1 Computing equipment is used and maintained in accordance with manufacturer's specifications and organisational guidelines 3.2 Security of information and equipment is undertaken in accordance with organisational guidelines 3.3 Computer applications appropriate to the specialised area's tasks are used effectively to achieve work tasks
4 Use and maintain personal accoutrements	4.1 Accoutrements are at all times used strictly in accordance with jurisdictional laws, policy and guidelines 4.2 Accoutrements are, at all times, used with due

regard to personal safety and that of others

- 4.3 Organisational requirements for weapons skills maintenance are complied with
 - 4.4 Maintenance of accoutrements is undertaken in accordance with required organisational procedures and any losses, damage and/or faults immediately reported to the appropriate officer
 - 4.5 Documentation relating to accoutrements use is accurately prepared and submitted in accordance with organisational requirements
- 5 **Use and operate basic safety equipment**
- 5.1 Safety equipment is operated correctly and maintained in accordance with manufacturer's guidelines and organisational policy and procedures
 - 5.2 Safety equipment is cleaned, returned and stored in accordance with organisational requirements
 - 5.3 **Faults, breakdowns** and/or deficiencies in safety clothing and equipment are immediately reported to responsible officer
- 6 **Drive and control vehicles in operational settings**
- 6.1 **Vehicle is prepared** for operational use in accordance with organisation's policies and procedures
 - 6.2 Vehicle is operated in accordance with environmental conditions, operational requirements and **vehicle sympathy**
 - 6.3 Organisational requirements for emergency and operational driving are complied with

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

using office equipment to produce, file, send/receive and secure documents, reports, proformas, maintenance/usage logs

using all types of commonly available police communications equipment

using audio and visual recording to produce evidence that is acceptable in courts

using accoutrements/appointments to resolve situations

deploying safety equipment at accident, crime, incident or other emergency situations

undertaking routine equipment maintenance

maintaining a professional safety first attitude to the use of police equipment

applying driving skills, ie. system of car control, pull push steering

Required Knowledge

jurisdictional laws, policy and procedures covering the use of administrative and operational equipment

required document layouts, styles and filing mechanisms

organisational computer systems/document security system requirements

the organisation's radio communication call signs, codes and phonetic alphabet

the legal parameters and organisational policies governing the 'use of force' and 'use of lethal force'

the various types of equipment maintenance logs/damage reports required and when they must be completed

the safety practices that must be followed when using police equipment

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated in observance of all safety principles for self and others

Equipment is used in accordance with organisational policies and procedures and manufacturer's guidelines and complies with OH&S legislation

Consistency in performance

Evidence of competency in this unit will need to be gathered over time and from across a range of simulated or actual workplace situations

Context of and specific resources for assessment**Context of assessment**

Evidence should be gathered over a period of time in a range of actual or simulated workplace environment. In the case of weapons and 'use of force' equipment, assessment should be undertaken in simulated workplace settings

Specific resources for assessment

Access to equipment identified within the Range Statement

Access to weapons firing ranges

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. **Bold italicised** wording in the Performance Criteria is detailed below.

Office equipment should cover the complete range of general administrative equipment normally found in Police Stations may include

computer systems for document production
data storage and retrieval
typewriters
printers/photocopiers
facsimiles
filing cabinets

Maintenance/service tasks may include

use of computer covers and cleaning equipment
changing ink/toner cartridges in printers/photocopiers
installing paper and fax rolls
clearing paper jams

Security procedures for ensuring security of documentation and equipment may include

access restrictions to equipment through passwords
log-in codes
equipment locks
restricted areas

Breakdowns and faults to be considered may include

computer system software/hardware failures
physical damage to equipment
poor print quality
and may require reporting to the organisation's 'IT Helpline' or the officer delegated to handle such matters

Communication equipment may include

police radios (mobile and 'in car')
'in car' computer systems
loud hailer/PA systems
telephones (fixed and mobile)

Appropriate language

Appropriate language is that language style sanctioned by an organisation via its

Interview and evidence-recording equipment may include

operational procedures manual

audiotape recorders

video cameras and recording equipment

SLR cameras authorised by the organisation for the purposes of recording interviews, statements etc that can be tendered as evidence

In some organisations interview and evidence recording equipment may also include basic fingerprinting equipment Use of the equipment should also cover the authorisation, storage and filing of tapes/film (original and duplicates)

Accoutrements may include

standard/general issue batons

handcuffs

service revolver/pistols and other organisationally sanctioned/legal personal protection devices such as Oleo-Capsicum Sprays

Due consideration and regard may include quick and accurate analysis of the situational risks present

quick and accurate analysis of the risks arising from the application of available/potential response strategies

determining and implementing the response that will maximise the safety and security for all concerned

Basic safety equipment in the context of this unit may include

wet weather and protective clothing including reflective safety vests

rubber gloves

protective glasses

riot shields/helmets and face masks, etc.

light wands, portable flashing lights, reflective and illuminated signs, hand held spotlights

safety barriers, 'witches hats' and may be used in a variety of incident settings such as: traffic accidents, hazardous material spillages, etc

	crowd control at sporting events, rallies, demonstrations, blockades, etc.
	mobile RBT stations, mobile vehicle inspection/search sites, etc
	in support of other emergency service agencies such as at natural disasters, fires
Computer applications may include	specific computer applications
	word processing
	data entry and/or retrieval such as NEPI or COPS
Vehicle preparation include	checking the vehicle for safe operation
	ensuring appropriate equipment is available
	checking emergency equipment is operational
Environmental considerations may include	terrain
	weather conditions
	traffic density
	lighting
	road surface
Vehicle sympathy may include	vehicle movements are within limitations and in line with manufacturer's specification

Unit Sector(s)