



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLIV001A Manage police investigations

Revision Number: 3

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Modification History

PUAPOLIV001A Release 3: Unit Descriptor revised.

PUAPOLIV001A Release 2: Layout adjusted. No changes to content.

PUAPOLIV001A Release 1: Primary release.

Unit Descriptor

This unit covers the competency required to plan, document and allocate resources to manage and review police investigations effectively, in accordance with jurisdictional law, policies and procedures.

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

Application of the Unit

This unit applies to people required to manage a police investigation. It involves planning and implementing strategies for the overall management of an investigation including establishing investigation aims/objectives, assessing risks and security, allocating tasks, selecting appropriate investigation methods and communication strategies, and establishing a case management system. It also requires the management of resources and information/records throughout the investigation and the review of outcomes to inform practice improvements. The work outlined in this unit would typically be undertaken by a police investigator in a designated investigation role.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan investigations	1.1 Investigation aims/objectives are clearly defined to provide operational focus 1.2 Investigation plan is prepared which reflects analysis of all available factors to set directions for the investigation 1.3 Risk assessments are conducted to identify investigational opportunities and limitations 1.4 Security plan is formulated to address the investigation's security requirements 1.5 Investigatory phases and tasks are prioritised to inform the sequence of activities and to provide for future review of the investigation process 1.6 Methods to achieve the investigation's aims and objectives are authorised in accordance with organisational policies and guidelines 1.7 Communication channels are established with appropriate personnel to facilitate contact in the conduct of the investigation 1.8 Case management system is initiated to facilitate the planning, resolution and review of the investigation
2. Prepare documentation to support the investigation	2.1 All relevant information is recorded in a timely, chronological and accurate manner and complies with organisational guidelines 2.2 Operational documentation is compiled to provide an ongoing reference for operatives and a formal record for evidentiary purposes 2.3 Security and evidentiary requirements are complied with via recording procedures
3. Coordinate resources	3.1 Available resource requirements are identified and accessed to support the operation 3.2 Contingency responses are identified that address resource limitations 3.3 Resource usage is managed effectively to achieve the desired aim
4. Review investigations	4.1 Investigation outcomes are reviewed against the aims and objectives specified in the investigation plan 4.2 Procedures are reviewed for adherence to organisational policies and guidelines 4.3 Post investigation procedures are completed to finalise the investigation 4.4 Review outcomes are disseminated and where relevant used to inform future practice

Required Skills and Knowledge

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

Required Skills

- apply investigation methods and skills
- communicate effectively in writing (prepare investigation plans, tactical plans resource bids etc.)
- communicate effectively orally (listen, establish rapport, negotiate, resolve conflict)
- manage resources (budgetary, human, physical resources and allocation/access)

Required Knowledge

- applicable laws, policies and procedures pertaining to the conduct of investigations within own organisational environment
- available resources which may need to be deployed to support the investigation
- court procedures and evidentiary requirements
- different types of criminal activity and their elements (such as general crime, theft, burglary, assault, drugs, fraud, homicide)
- government and policy environments within which operations will be managed
- investigation principles and case management systems, and range of contexts in which these can be applied
- organisational policies and guidelines (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- security issues and classifications

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Assessment must confirm the ability to:

- manage at least two investigations using an investigation plan to direct, manage, monitor and review the investigation.

Consistency in performance

Competency should be demonstrated over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competence in different situations or environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or an environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered in the workplace, including coping with difficulties, irregularities and breakdowns in routine.

Specific resources for assessment

There are no specific resource requirements for this unit.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

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.

- Investigations*** may include:
- Operations
 - Criminal and/or coronial investigations
- Investigation aims/objectives*** may include:
- Apprehending and arresting offenders
 - Excluding suspects
 - Satisfying the coroner and providing material to assist the prosecution's case
 - Taking the investigation to logical conclusion
- Investigation plan*** may include:
- Actions the investigator may take
 - Aims of the investigation
 - Factors that may influence the investigation (such as people involved, evidence to be obtained, points to prove, defences/exculpations)
 - And may be formal or informal
- Factors*** may include:
- Age
 - Any information which impacts on the formulation of the investigation plan
 - Climatic conditions
 - Cost-benefit analysis Culture or mental capacity of subject/witnesses
 - Own courses of action
 - Own resources
 - Person of interest's likely course/s of action
 - Person of interest's resources
 - Political sensitivities
 - Time
 - Topography
- Security plan*** may include:
- Any plan to ensure the integrity of the investigation
- Case management system:***
- Is defined by the organisation's operational practices
- Operational documentation*** may include:
- Affidavits
 - Briefing notes
 - Case management system documents
 - Crime reporting system documents
 - Declarations of major crime
 - Incident log
 - Investigation log
 - Investigational plans

- Joint agency investigation agreements
 - Memoranda of understanding
 - Operational orders
 - Progress reports
 - Running sheets
 - Standard operating procedures (SOPs)
 - Tactical appreciations
 - Target profiles
 - Terms of reference
 - Warrant applications
 - Material gathered for the purposes of evidence
- Recording procedures*** may include:
- Resource requirements*** may include:
- Financial
 - Human
 - Physical
 - And may be internal or external in origin

Unit Sector(s)

Not applicable.