



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUAPOLIV009A Manage physical evidence**

**Revision Number: 3**

## **PUAPOLIV009A Manage physical evidence**

### **Modification History**

PUAPOLIV009A Release 3: Unit Descriptor revised.

PUAPOLIV009A Release 2: Layout adjusted. No changes to content.

PUAPOLIV009A Release 1: Primary release.

### **Unit Descriptor**

This unit covers the competency required to manage physical evidence within an investigation process.

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

### **Application of the Unit**

The correct management of physical evidence is a critical skill for investigators. This unit addresses the knowledge and skills required to detect, seize and effectively handle physical evidence in a compliance context. It requires the identification and preservation of physical evidence including dealing with associated hazards, and the recording, collecting, labelling and appropriate storage of evidence in a way that maintains its continuity and integrity. It also requires recording evidence movements and the return, disposal or retention of evidence in accordance with organisational requirements.

This unit is not intended to cover the recording and collection of physical evidence by forensic specialists, which is covered by PUAPOLFC003B Detect, record and collect physical evidence.

### **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. Detect physical evidence  | <p>1.1 <b><i>Physical evidence</i></b> relevant to the investigation is identified using appropriate <b><i>investigative methods</i></b></p> <p>1.2 Action is taken to preserve physical evidence in its original state and to prevent contamination</p> <p>1.3 <b><i>Hazards associated with physical evidence</i></b> are dealt with in accordance with occupational health and safety (OH&amp;S) and organisational guidelines</p>                     |
| 2. Seize physical evidence   | <p>2.1 Identified physical evidence is <b><i>recorded</i></b> in accordance with <b><i>organisational guidelines and requirements</i></b></p> <p>2.2 Legislative requirements are complied with when physical evidence is <b><i>seized</i></b></p> <p>2.3 Identified physical evidence is <b><i>labelled</i></b> and <b><i>packaged/secured</i></b> to ensure continuity and integrity</p>                                                                |
| 3. Control physical evidence | <p>3.1 Physical evidence is <b><i>stored</i></b> in accordance with organisational guidelines to maintain continuity and prevent degradation and contamination</p> <p>3.2 Movement of physical evidence for <b><i>investigative purposes</i></b> is recorded in accordance with legislative and organisational guidelines</p> <p>3.3 Return, disposal or retention of physical evidence is facilitated in accordance with organisational requirements</p> |

## Required Skills and Knowledge

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

### Required Skills

- apply public sector standards and legislation such as OH&S and environment in the context of gathering and managing evidence
- communicate with people from diverse backgrounds
- liaise and negotiate
- make comparisons and exercise judgement about facts in written materials
- organise evidence
- respond appropriately to diversity, including gender and disability
- solve problems
- write reports using formal structures and language

### Required Knowledge

- document management systems
- equal employment opportunity, equity and diversity principles
- evidence legislation relevant to the jurisdiction
- exhibit management principles
- legislation which contains the offence/s under investigation
- organisational policies, guidelines and regulations (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)
- public sector legislation such as OH&S and environment relating to gathering and managing evidence
- rules of evidence relevant to the jurisdiction

## 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:

- gather and manage evidence in a range of contexts or occasions (at least two) over time.

### **Consistency in performance**

Competency should be demonstrated over time in a range of contexts to ensure the person can achieve the 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 when gathering and managing evidence, 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**

This unit may be assessed with the following unit/s:

- PUAPOLGD009A Manage involvement in the judicial process
- PUAPOLIV002A Conduct police investigations.

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.

***Physical evidence*** may include:

- Documents and/or information received/requested from other organisations (enforcement or other)
- Electronic or digital data/images
- Individual items of evidence that could be presented to a court
- Items located during a search or search warrant
- New evidence which results in reopening an investigation
- Photographic or video
- Physical exhibits located at the scene of a crime or incident
- Real, oral, computer data or documentary
- Records (electronic, digital or written) of the seizure or recovery of exhibits or other items
- Relevant documentary and/or physical materials gained as a result of investigations
- Requirements identified in an evidence guide or evidence matrix

***Investigative methods*** may include:

- General (examination of scene or incident, public inquiries, human sources/witness inquiries, internal or external agencies, searches and search warrants)
- Specialised (technical skills, covert policing, surveillance, forensic examination or analysis, document analysis, electronic data examination and retrieval)

***Hazards associated with physical evidence*** may include:

- Consideration with respect to handling, collection and/or storage
- Factors at the scene or incident that could impact on the safety of investigators, security or preservation of the scene, and the security and preservation of evidence
- Physical nature of any specific item of evidence

***Organisational guidelines and requirements*** may include:

- Ethical and conduct standards
- Jurisdictional procedures manuals
- Judicial standards which must be followed in evidence collection to ensure the continuity of possession and admissibility of the evidence
- Relevant commonwealth/state/territory legislation and guidelines

***Recording identified physical evidence*** may include:

- Audio or video recording
- Digital imaging
- Notes
- Photographs
- Sketches
- Use of other appropriate emerging technologies

***Seizing physical evidence*** may include:

- Acquisition through legislative or common law powers
- Voluntary submission

***Labelling physical evidence*** may include:

- Date
- Details of person/s giving the evidence
- Location
- Person/s collecting the evidence
- Time

***Packaging/securing physical evidence*** may include:

- Guarding a scene or exhibit
- Placing in an appropriate receptacle
- Sealing
- Taping

***Storing physical evidence*** may include:

- Completing relevant documentation, including forms and registers
- Holding evidence in a place appropriate to its nature (such as size, consistency, need for refrigeration)
- Treating evidence in a way to minimise contamination or degradation

***Investigative purposes*** may include:

- Disposal
- Identification purposes
- Presentation in court proceedings
- Referral during interview
- Testing/analysis

**Unit Sector(s)**

Not applicable.