
Overview

This unit is about conducting investigations at a general policing level, investigations which are conducted by dedicated investigators are covered by another unit.

You must be able to gather and assess the available information and intelligence, conduct a risk assessment, identify and preserve the initial scene(s), and identify and deal with evidence. You must also be able to develop initial lines of enquiry and deal with any victim(s), witnesses and suspects appropriately. In addition, you will need to ensure that the appropriate people are briefed about the status of the investigation to maintain continuity.

This unit is applicable to the investigation of all types of incident e.g. criminal, road traffic collisions, missing persons.

There is one element

- 1 Conduct investigations

Performance criteria

You must be able to:

- P1 gather and assess all readily available evidence, information and intelligence to accurately establish the nature of the incident to be investigated
- P2 conduct a risk assessment and take the appropriate action
- P3 assess the **factors** likely to impact on the investigation and take the appropriate action
- P4 identify the need for any **additional support** and take the appropriate action
- P5 take any necessary steps to protect the scene and preserve evidence
- P6 ensure that all **material** that is relevant to the investigation is retained and recorded in a durable and retrievable form
- P7 identify and develop all **initial lines of enquiry** fairly and without bias, and prioritise actions
- P8 identify victim(s) and potential witnesses in accordance with legislation and policy
- P9 take the appropriate steps to identify and deal with any suspect(s)
- P10 provide appropriate support for the immediate needs of victims, witnesses and suspects
- P11 deal with individuals in an ethical manner, recognising their needs with respect to race, diversity and human rights
- P12 brief others about the status of the investigation, where appropriate, to ensure continuity
- P13 pass on any information and intelligence that may be relevant to other investigations promptly to the appropriate person or department
- P14 ensure the correct and prompt **disposal** of any suspect in police detention
- P15 accurately complete or update all relevant **documentation and identification procedures**
- P16 fully document all decisions, actions, options and rationale in accordance with current policy and legislation

Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 current, relevant legislation, policies, procedures, codes of practice and guidelines for conducting investigations
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 the support which should be provided to victim(s), potential witnesses and suspects within the limits of your responsibility
- K5 the restrictions that apply to the disclosure of confidential information
- K6 the policies and procedures that apply to contact with the media during investigations

Risk assessment

You need to know and understand:

- K7 the purpose and importance of risk assessments
- K8 how to conduct risk assessments

Investigation

You need to know and understand:

- K9 how to obtain evidence, information and intelligence for an investigation
- K10 the sources of relevant evidence, information and intelligence
- K11 how to classify incidents correctly
- K12 how to assess the available information and intelligence for the investigation
- K13 how to assess the factors that may impact on the investigation
- K14 the additional support which is available and may be required for the investigation
- K15 the reasons for preserving the scene(s)
- K16 how to maximise useful evidence and minimise loss of potential evidence
- K17 how to prevent the cross-contamination of evidence
- K18 how to identify the types of evidence which may be present at the scene(s)
- K19 the procedures for retaining and recording material in a durable and retrievable form
- K20 the reasons why the integrity and continuity of evidence must be maintained
- K21 how to identify and develop initial lines of enquiry
- K22 how to identify and deal appropriately with suspects
- K23 the importance of briefing others about the status of the investigation and passing on information/intelligence to others
- K24 current developments in forensic science and other areas and how to

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Conduct investigations

maintain awareness of them

K25 the disposal options available in relation to suspects and how to conduct them

Documentation

You need to know and understand:

K26 the types of documentation that must be completed

K27 the purpose of documenting information on investigations

Additional Information

Scope/range related to performance criteria

1. **Factors**
 - 1.1. vulnerability
 - 1.2. language
 - 1.3. culture
 - 1.4. lifestyle
 - 1.5. repeat/linked incidents
2. **Additional support**
 - 2.1. specialist support
 - 2.2. line management
 - 2.3. external agencies
3. **Material**
 - 3.1. information
 - 3.2. objects
 - 3.3. identity of potential witnesses
 - 3.4. third party material or the existence of it
4. **Retained**
 - 4.1. preserve
 - 4.2. package
 - 4.3. store
5. **Initial lines of enquiry**
 - 5.1. suspects
 - 5.2. witnesses/victims
 - 5.3. forensic/scientific
 - 5.4. intelligence
 - 5.5. property
6. **Disposal**
 - 6.1. release and no further action
 - 6.2. bail
 - 6.3. charge and bail
 - 6.4. charge and representations to remain in custody
 - 6.5. other disposal option
7. **Documentation and identification procedures**
 - 7.1. fingerprints
 - 7.2. photographs
 - 7.3. DNA samples
 - 7.4. crime reports

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Conduct investigations

- 7.5. circulations
- 7.6. descriptives

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Conduct investigations

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Relevant occupations	Public Services; Information and Communication Technology; ICT for practitioners; Financial Institution and Office Manager; Public Service Professionals; IT Service Delivery Occupations; Public Service and Other Associate Professionals
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Suite	Countering E-Crime
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