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## Overview

This unit is about completing or finalising investigations. You must ensure that all available evidence has been correctly compiled and submitted, and that contact with victims and witnesses is maintained to ensure they are kept up to date with the current progress of the case.

In addition, you must fully investigate additional information regarding the investigation and liaise with the prosecuting authority, responding to any requests for further action and attending pre trial hearings as required.

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

### **There is one element**

- 1 Finalise investigations

### Performance criteria

*You must be able to:*

- P1 ensure that investigation files are prepared, and present them in the required format within relevant time limits
- P2 ensure all **lines of enquiry** have been completed and take the appropriate action where any have not been fully concluded
- P3 liaise with the relevant authority and other agencies as required, and give prompt attention to any issues that arise, ensuring that all revelation issues have been complied with
- P4 maintain contact with victims and witnesses, where there are judicial proceedings, and help them to prepare for such proceedings in accordance with current policy and legislation
- P5 attend courts and other related hearings as required and have available all the necessary papers and information
- P6 ensure any contact with the media is in line with the investigation and media strategies and does not undermine the integrity of the case, or any future hearings, in accordance with current policy and legislation
- P7 evaluate the investigation to identify actions taken, learning points and good
- P8 ensure that any evidence, intelligence and information gathered during the course of the investigation is recorded and disseminated for future use
- P9 disseminate learning points and best practice via recognised channels in accordance with current policy
- P10 ensure that any **additional information**, which comes to notice after proceedings have been instigated, is investigated thoroughly and the results passed to the prosecuting authority
- P11 ensure that any **material** retained as part of the investigation is correctly returned, retained or disposed of in accordance with current legislation, policy and procedures
- P12 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 in relation to finalising 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) and witnesses within the limits of your responsibility
- K5 the restrictions that apply to the disclosure of confidential information
- K6 organisational media policy and the effective use of the media in investigations

#### Finalising investigations

*You need to know and understand:*

- K7 how to prepare and present investigation files
- K8 how to ensure that all lines of enquiry have been completed, and action to take where any have not been fully concluded
- K9 correct classifications of crimes, how they must be classified and the importance of classifying correctly
- K10 the authorities and agencies with which you need to liaise
- K11 the reasons for revelation and the various levels of disclosure
- K12 policy, restrictions and mechanisms for the dissemination of information to external agencies
- K13 how to use the media in support of investigations without jeopardising the court proceedings
- K14 how to evaluate the investigation
- K15 how to identify and disseminate best practice and learning points from the investigation
- K16 use of intelligence, obtained during an investigation, to support other crime reduction and problem solving initiatives both internally and externally

#### Documentation

*You need to know and understand:*

- K17 the purpose of the documentation used in relation to finalising investigations
- K18 the types of documentation which must be completed

### Additional Information

#### Scope/range related to performance criteria

1. **Lines of enquiry**
  - 1.1. suspects
  - 1.2. witnesses/victims
  - 1.3. forensic/scientific
  - 1.4. intelligence
  - 1.5. property
2. **Additional information**
  - 2.1. internal
  - 2.2. external
3. **Material**
  - 3.1. information
  - 3.2. objects
  - 3.3. third party material or the existence of it

# SFJCEC2G4

## Finalise investigations

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<b>Developed by</b>	Skills for Justice
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<b>Version number</b>	1
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<b>Originating organisation</b>	Skills for Justice
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<b>Relevant occupations</b>	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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<b>Suite</b>	Countering E-Crime
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<b>Key words</b>	Investigations, finalise investigations, report investigations
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