

## Investigation management flow chart

### 1. Source of information indicating an investigation is required

#### Knowledge

CPIA  
PACE  
PIDA

#### Skill

Interview  
Exhibit Handling  
Photo Exhibits

- Tasks and Issues –
  - Witness/victim (consider taking statement of evidence)
  - Systems and audit (are there documents and data required as exhibits)
  - Public and hotlines (are there contact nos. etc)
  - Whistleblower
  - Searches (are there exhibits)
  - Is there a scene that needs to be photographed, preserved and examined, or do items from the scene need to be seized)

### 2. Investigation purpose - nature of complaint or allegation

#### Knowledge

CPIA  
PACE  
PIDA

#### Skill

Decision making  
Policy logs

- Refer to policy and procedure for guidance if any
- Start decision/policy log
  - Is this criminal/civil/disciplinary?
  - What are the risks?
  - Who else do I need to engage?
  - What should I do next?
  - What are my resources?
  - What can I do next?
- Start log of actions

### 3. Collection of information, intelligence and evidence

#### Knowledge

CPIA  
DPA  
RIPA  
PACE  
HRA  
PIDA

#### Skill

Decision making  
Policy logs  
Surveillance  
Comms Data  
Open Source  
Web  
Investigator  
Intelligence  
Exhibit handling  
Interview

- Consider statutory powers
  - DPA
  - PACE
  - RIPA (surveillance and comms data)
  - Pertinent legislation
- Consider open source investigations
- Consider partnership agencies
- Consider databases such as Experian etc
- Record decisions and reasons
- Witnesses
- Decision log
- Log of actions

## 4. Evaluation and analysis

### Knowledge

DPA  
PACE  
HRA

### Skill

Decision making  
Policy logs  
Surveillance  
Comms Data  
Intelligence  
Evidence &  
Exhibits

- What information, intelligence, evidence do we have?
- Is this civil, criminal, disciplinary
- Is the evidence sufficient to support our objective?
- What is the quality of the evidence?
- What is missing and are we likely to be able to get it?
- Policy and Procedure
- Decision log
- Action log
- Return to step 3 if required, if not go to step 5

## 5. Interview

### Knowledge

PACE  
HRA

### Skill

Interview  
Evidence &  
Exhibits  
Decision making  
Policy logs

- The type of interview will be determined by the proposed method of concluding the investigation
  - Evaluate the interview
- Return to step 3 if required, if not go to step 6

## 6. Investigation assessment

### Knowledge

PACE  
HRA  
CPIA

### Skill

Evidence &  
Exhibits  
Decision making  
Policy logs

- What information, intelligence, evidence do we have?
- Is this civil, criminal, disciplinary
- Is the evidence sufficient to support our objective?
- What is the quality of the evidence?
- What is missing and are we likely to be able to get it?
- Do we need to return to 3, 4, or 5? If not, proceed to 7.
- Policy and Procedure
- Decision log
- Action log

## 7. Case paper preparation

### Knowledge

PACE  
CPIA  
HRA

### Skill

Case Paper  
Preparation  
Evidence &  
Exhibits  
Decision making  
Policy logs

- The type of file compiled will depend upon the type of hearing
- A file may be required to be put before a legal department, for that department to consider disposal.
  - CPIA rules apply to Criminal Hearings
  - Hearsay and Bad Character evidence might need to be considered
  - Interview transcripts or summaries will need to be prepared
  - The file must be to the standard required by the relevant venue for hearing (Criminal Court, Civil Court, Disciplinary Hearing, Tribunal, etc)
  - Action log