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### Overview

This unit is about conducting investigations for priority and volume investigations.

Serious and complex investigations are covered by another unit (CI102).

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 material. 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 priority and volume incidents.

#### **There is one element**

1. Conduct priority and volume investigations

# SFJCI101

## Conduct priority and volume investigations

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### Performance criteria

- You must be able to:*
- P1 ensure you understand the nature of the incident and that it is within your level of responsibility to investigate
  - P2 identify the need for any **additional support** and take the appropriate action
  - P3 identify victims and potential witnesses, assess the **factors** likely to impact on the investigation and take the appropriate action to minimise risk
  - P4 identify and take any necessary steps to protect and preserve any scenes
  - P5 gather all available **material** ensuring it is retained and recorded in line with current legislation and policy
  - P6 identify all **lines of enquiry**, prioritise actions and pursue accordingly
  - P7 take the appropriate steps to identify and deal with any suspect(s)
  - P8 where appropriate take fingerprint, DNA and photographic samples
  - P9 provide appropriate support for the immediate needs of victims, witnesses and suspects
  - P10 deal with individuals in an ethical and effective manner, recognising their needs with respect to race, diversity and human rights
  - P11 pass on any information and intelligence that may be relevant to other investigations promptly to the appropriate person or department
  - P12 deal with persons in custody diligently and expeditiously, ensuring the custody officer is kept informed of progress to reach a decision on disposal
  - P13 brief others about the investigation, where appropriate, to ensure continuity and accurately complete or update all relevant **documentation**
  - P14 ensure that victims, witnesses and families are kept informed of the progress of the investigation, and provided with any necessary support and protection
  - P15 prepare and submit case files in compliance with legislation and the manual of guidance for file completion
  - P16 fully document all actions taken in accordance with current policy and legislation
  - P17 prepare and present evidence to courts and other hearings

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### Knowledge and understanding

*You need to know and understand:*

### Legal and organisational requirements

- K1 current, relevant legislation, policies, procedures, codes of practice and doctrine 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

### Risk assessment

*You need to know and understand:*

- K6 the purpose and importance of risk assessments
- K7 how to conduct risk assessments

### Investigation

*You need to know and understand:*

- K8 how to obtain material for an investigation
- K9 the sources of relevant material
- K10 how to classify incidents correctly
- K11 how to assess the available information and intelligence for the investigation
- K12 how to assess the factors that may impact on the investigation
- K13 the support which is available and may be required for the investigation
- K14 the reasons for preserving the scene(s)
- K15 how to apply the investigative mindset to maximise useful material and minimise loss of potential evidence
- K16 how to prevent the cross-contamination of material
- K17 how to identify the types of material which may be present at the scene(s)
- K18 the procedures for retaining and recording material
- K19 the reasons why the integrity and continuity of evidence must be maintained
- K20 how to identify and pursue initial lines of enquiry
- K21 how to identify and deal appropriately with suspects, victims and witnesses
- K22 the importance of briefing others about the status of the investigation and passing on information/material to others
- K23 current developments in forensic science and other areas and how to maintain awareness of investigating techniques

### Documentation

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## Conduct priority and volume investigations

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*You need to know and understand:*

K24 the types of documentation that must be completed

K25 the purpose of documenting information on investigations

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### Additional Information

#### Scope/range related to performance criteria

1. **additional support**
  - 1.1 specialist support
  - 1.2 line management
  - 1.3 external agencies
  
2. **factors**
  - 2.1 vulnerability
  - 2.2 language
  - 2.3 culture
  - 2.4 lifestyle
  - 2.5 repeat/linked incidents
  
3. **material**
  - 3.1 statements
  - 3.2 documents or reports
  - 3.3 data held on IT systems
  - 3.4 physical exhibits such as weapons, clothing, stolen goods
  - 3.5 biological or chemical material e.g. DNA samples
  - 3.6 fingerprints
  - 3.7 images
  - 3.8 audio or video recordings
  
4. **lines of enquiry**
  - 4.1 suspects
  - 4.2 witnesses/victims
  - 4.3 forensic/scientific
  - 4.4 intelligence
  - 4.5 property
  - 4.6 technology
  
5. **documentation**
  - 5.1 fingerprint forms
  - 5.2 photographs
  - 5.3 DNA forms
  - 5.4 crime reports
  - 5.5 circulations
  - 5.6 descriptive forms

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## Conduct priority and volume investigations

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals;

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**Suite** Policing and Law Enforcement

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