

Initial Crime Investigators Development Programme

A Learning and Development Programme

national **AGENCY** POLICING

Level 2 Investigator- Serious & Complex Investigations

Professional Development Portfolio- Sept 2009

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Candidate Details

Name:	Rank:
Force Number:	Unit/Department:
Contact Details:	
Present Post:	
Date Professional Development Portfolio Issued:	
Date Assessment Period Commenced:	

Introduction

General

This portfolio is designed to be used by:

- ◆ A candidate seeking to become competent in serious and complex investigations
- ◆ The candidate Assessor/Supervisor

Process

The process for registration is based on the assessment of candidates' practical ability in the workplace together with their current associated knowledge.

Knowledge

Candidates must demonstrate they have the relevant knowledge to enable them to carry out an effective investigation appropriate to their role.

This must include demonstrated evidence of having acquired knowledge in the following areas:

- ◆ ACPO (2005) Practice Advice on Core Investigative Doctrine
- ◆ Practical Guide to Investigative Interviewing (NSLEC 2004)
- ◆ Human Rights Act 1998
- ◆ The Regulation of Investigatory Powers Act 2000 (RIPA)
- ◆ Criminal Procedure and Investigations Act 1996 (CPIA)
- ◆ Health and Safety at work
- ◆ Community Race Relations/ Diversity
- ◆ Freedom of Information Act 2000 (FOIA)

Practical Ability

A candidate will need to produce practical evidence that demonstrates they can carry out an investigation from initial stages through to an appropriate conclusion. This is achieved by workplace assessment against Investigative Units based on National Occupational Standards (NOS) and completion of this portfolio.

Investigative Units

The Investigative Units are:

Unit 1 Conduct serious and complex investigations **based on NOS CI 102**

1.1 Conduct serious and complex investigations

Unit 2 Interview victims and witnesses in relation to serious and complex investigations **based on NOS CJ 102**

2.1 Plan and prepare interviews with victims and witnesses

2.2 Conduct interviews with victims and witnesses

2.3 Evaluate interviews and carry out post interview process

Unit 3 Interview suspects in relation to serious and complex investigations **based on NOS CJ 202**

3.1 Plan and prepare interviews with suspects

3.2 Conduct interviews with suspects

3.3 Evaluate interviews and carry out post interview processes

Contained within each unit are the performance criteria, which need to be demonstrated together with the required knowledge to correctly complete each performance criteria across the required range.

NB: For a detailed explanation of the requirements for completing the PDP, please refer to the '[Guidance for Completion of the Professional Development Portfolio](#)' and for a more detailed explanation of the assessment requirements for PIP, please refer to the '[National Assessment Protocol](#)'.

Investigator - Serious and Complex Crime

A candidate being assessed will need to show his or her Assessor/Supervisor that each performance criteria and knowledge requirement contained within the unit has been demonstrated fully to their satisfaction.

Assessment Process

Assessment is the ongoing process that helps judgements to be made about performance. It involves making decisions about making progress towards a goal and whether the ultimate goal of competence performance had been reached.

It is important to define evidence and assessment.

- ◆ **Evidence** is produced by the candidate as a result of work done together with skills and knowledge demonstrated.
- ◆ **Assessment** is the process used to examine and assess the evidence and includes observing work being done, checking completed work and asking questions to confirm knowledge and understanding.

The quality and credibility of PIP registration relies entirely on the effective assessment of relevant performance evidence.

Performance Evidence

A candidate must provide evidence to their Assessor/Supervisor to demonstrate their competence.

For example if a candidate investigates a crime and carries out all necessary enquiries correctly and competently, there will be a number of performance criteria within the units that can be demonstrated. A candidate should record details of the material they intend to submit for assessment on the 'Précis of Referenced Material for Assessment' sheet (*page 63*) and provide a brief summary of the material.

It should be indicated alongside each performance criteria, which of the referenced material demonstrates that competency has been achieved.

Some performance criteria contain range statements. These are words or terms used to describe the range of evidence that must be provided to fulfil the criteria and are indicated in **this coloured font** within the body of the portfolio. The range statements are then qualified on the next page. Candidates should provide evidence of competence in the required number of range statements by indicating the reference where each statement in the range has been achieved.

For the purpose of this assessment, evidence means anything offered to the assessor to support a claim that competency has been reached. **There are several types of performance evidence.**

Types of Performance Evidence

General - the completion of a function or activity on one occasion does not necessarily confirm that the candidate has reached the required standard. The 'Précis of Referenced Material for Assessment' sheet (*page 63*) provides opportunity to include brief details of the material generated by the candidate during a range of investigative duties that the candidate intends to submit for assessment.

Observation in the Work Place - the most effective way of assessing competence is through direct observation of the candidate in the workplace carrying out their normal activities.

Work Products - this evidence refers to products of the candidate's work such as case files, pocket notebooks, reports, interviews etc.

Witness Testimony - there may be occasion when the assessor cannot be present to observe the candidate performing a function or activity. A competent observer such as another line manager, a specialist officer; a recognised expert or CPS representative can provide the candidate with a witness testimony that they will in turn sign. The assessor, once satisfied

that the performance criteria has been achieved, is still responsible for confirming that particular performance criteria within the assessment document.

The 'Witness Testimony Form' (*page 67*) can be compiled by either the candidate or the witness, but the witness must endorse the form with his or her signature.

Professional Discussion - it may be the case that the candidate does not have the opportunity to achieve some of the standards during the review period. For this reason it may be appropriate for some performance criteria to be completed by way of structured discussion with the assessor. A discussion can also be used to tease out further evidence (perhaps of knowledge and understanding) from the performance evidence. This could also be in the form of a hypothetical incident during which knowledge of procedure, policies or roles and responsibilities could be established. This should only need to be used sparingly since most evidence should be readily available.

Candidate Report - this is a description produced by the candidate of how and why they carried out a particular task or activity as well as reflection on the way they carried it out or dealt with the situation. This can be used to assess knowledge and also parts of the range, which may be difficult to cover, by other methods. (*page 65*)

Assessor Devised Questions (ADQs) - the assessor asks questions and the candidate answers verbally. These may be given in advance.

Written Questions - the assessor provides written questions and the candidate produces oral or written answers. This may be done in a formal testing situation. These questions may be designed to require short form answers or detailed essay style answers.

Accreditation of Prior Experience and Learning (APEL) - APL is a method that involves receiving credit for programmes/courses, experiential learning or performance that the candidate has already

completed. It is essential that the learning or evidence is not more than 2 years old* and relevant to the Standards that is being assessed.

Evidence Provided

Evidence submitted to their Assessor/Supervisor must be:

Valid: the evidence submitted for assessment must directly relate to the performance criteria in question

Authentic: the evidence must actually belong to the candidate

Current: the evidence produced is current i.e. it was achieved during the period under review

Sufficient: the candidate has produced enough evidence to convince the assessor of their ability.

Assessing Behaviour

In the context of assessing a candidate's performance, it is essential that an investigator's underpinning attitude and behaviour is assessed, along with the relevant knowledge, understanding and skills to establish whether the candidate is competent to investigate Serious and Complex crimes.

Prior to the commencement of any assessment, both the candidate and Assessor/Supervisor must identify the **Behaviour Areas** associated with the candidate's current **Role Profile**. The range of Behaviour Areas can be found within the candidate's most recent Performance Development Review (**PDR**).

The Assessor/Supervisor must ensure that any assessment of the candidate's performance is done holistically, taking into consideration any positive or negative indicators being displayed. Where a candidate's behaviour falls within the negative indicator category, the assessor must

FOOTNOTE * * Accreditation of Prior Experience and Learning (APEL) can be accepted from the previous 24 months from the submission date of the completed PDP. New to role candidates will need to be guided by the evidence and assessment requirements of any individual learning and development programmes.

take steps to address that behaviour before the candidate can be confirmed as having achieved a particular element of performance.

Recording Information

The Assessor/Supervisor must record the following information:

- ◆ The assessment methodology used to assess a candidate's performance
- ◆ Comments on the candidate's performance and/or behaviour
- ◆ Details of any Professional Discussion that has taken place between the assessor and the candidate and the outcomes of the discussion
- ◆ Questions used to assess the candidate's knowledge, understanding, skills, attitude and behaviour during the assessment process and the answer(s) generated by the candidate
- ◆ Any developmental plans agreed
- ◆ The reasons behind any key decisions taken
- ◆ The forms must be signed and dated by both the assessor and the candidate.

'Signing Off'

During the assessment process the candidate should discuss their progress at regular intervals with their Assessor/Supervisor, presenting the completed performance criteria for sign off as they are demonstrated.

The unit will be signed off when the supervisor/assessor has sufficient, authentic and valid evidence for them to be confident that the candidate can consistently achieve the standards in the workplace. The appropriate 'Confirmation of Achievement' box must be signed at the end of each element.

If the Assessor/Supervisor are not satisfied that a performance criteria has been demonstrated, the candidate and Assessor/Supervisor will agree and record a Development Plan. Assessors must record their rationale on the 'Assessors Key Decisions form.

It is the candidate's responsibility to ensure they are up-to-date with developments in force policy and statutory legal developments as well as preparing evidence for the next period of assessment.

The candidate will be assessed as being competent to conduct serious and complex investigations once they have demonstrated the practical ability and associated knowledge appropriate to the Investigative Units.

Once signed off as competent, the candidate is required to maintain performance at that level.

See the **'Guidance on Completing the Professional Development Portfolio for Investigators and Assessors'** for further information.

Assessor / Candidate Guidance

Assessment is an essential part of becoming an effective investigator. The role of the assessor is critical to the success of the process. The same person or different people can carry out the role; however it is desirable to have only one assessor.

The assessor must be occupationally competent and have an understanding of assessment. They must be able to exhibit qualities of impartiality, fairness, knowledge and objectivity and be able to show that they understand the requirements of the units.

The assessor will be required to observe performance and examine evidence that the candidate has offered. The evidence must relate to the candidates own work. This will generate the need for a very close working relationship between the assessor and the candidate. The candidate will be required to discuss details of the evidence with the assessor.

Qualities of the Assessor

- ◆ Occupationally competent to conduct serious and complex investigations
- ◆ Trained in assessment practice
- ◆ Availability, to dedicate time to the assessment process
- ◆ Effective communication skills
- ◆ Commitment to fair treatment of others
- ◆ The ability to give effective feedback and support to colleagues in their development
- ◆ The ability to effectively coach colleagues to achieve competence.

The professional investigation assessment process follows a standard format designed to ensure that where the candidate achieves sustained, competent performance the evidence is accurately recorded. Towards this end this procedure is designed to ensure integrity.

Roles and Responsibilities

Central Verification Team (CVT)

The Force CVT is responsible for all aspects of the assessment process, particularly the quality and standard of evidence.

Their responsibilities are:

- ◆ Holding moderation meetings with Force Internal Verifiers to ensure that a common evidential standard is set and applied
- ◆ Dip-sampling to verify that the assessment process is being properly applied
- ◆ Verification that the appeals procedure is properly applied
- ◆ The quality and standard of evidence
- ◆ Maintaining records of the above, e.g. registering candidates.

Internal Verifiers

The Internal Verifier is a nominated individual responsible for ensuring the quality and standard of evidence on their respective Command Unit. The Internal Verifier will be directly responsible to the Central Verification Team for ensuring that the assessment process is correctly applied. The specific responsibilities are:

- ◆ Holding verification meetings with **all** assessors to ensure that the common evidential standard is known and applied
- ◆ Checking that the assessment process is being properly applied in all instances
- ◆ Maintaining brief records of matters discussed and actioned at all verification meetings, all assessment process checks (including dip-samples of individual candidate records) and appeals procedures.

Assessors

Assessors responsibilities are to advise, guide and mentor their candidates, assist in identifying evidence and sign the candidate off as competent when they achieve the competencies.

Specific responsibilities are:

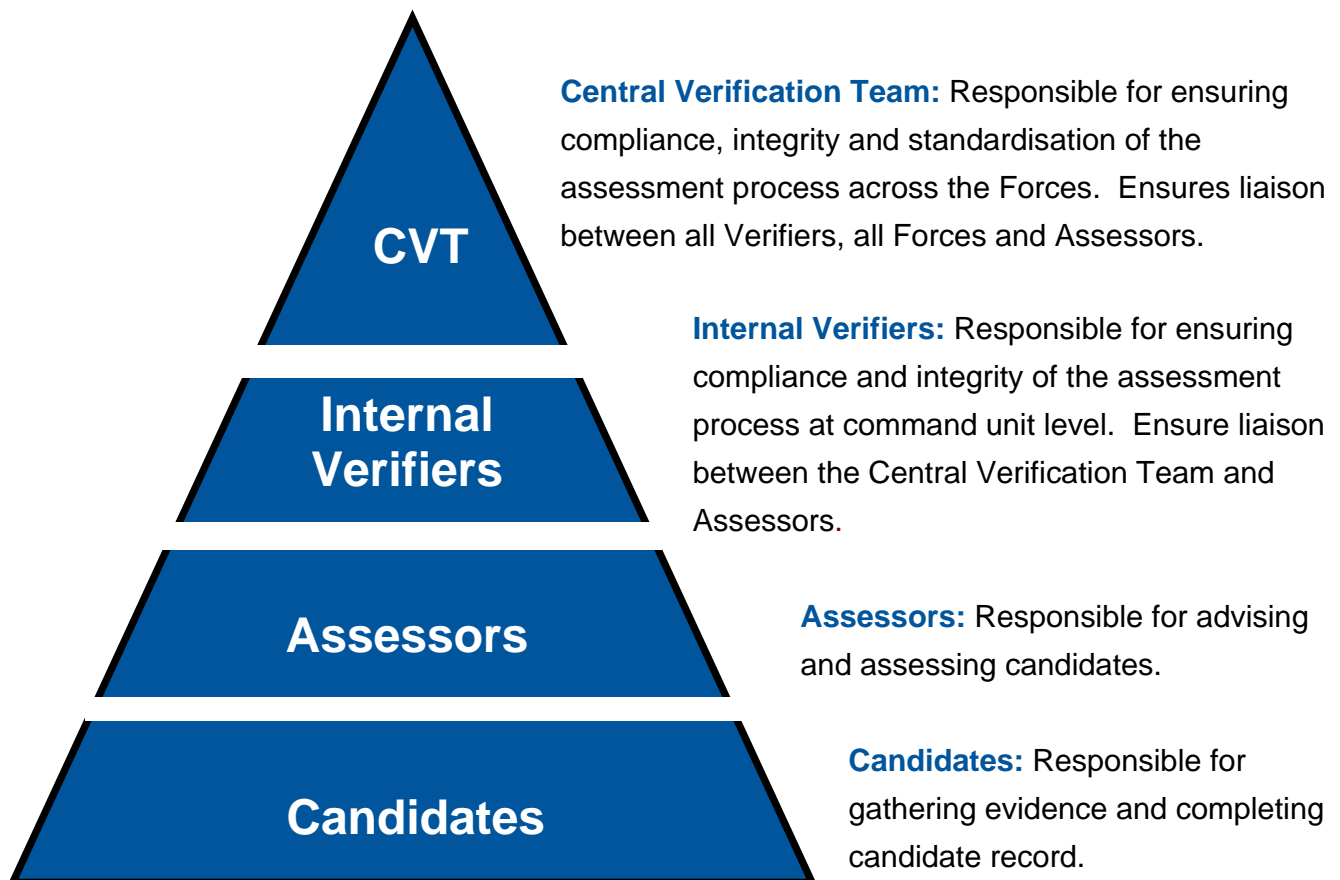
- ◆ Regularly checking their candidate's portfolios, discussing progress, giving direction and identifying developmental opportunities
- ◆ Maintaining brief records of the above.

Candidates

Candidates will be responsible for identifying and collecting evidence, identifying and accessing developmental opportunities and completing the candidate record. Specific responsibilities are:

- ◆ Discussing their progress with their assessor regularly
- ◆ Raising any queries with their assessor
- ◆ Completing their candidate record
- ◆ Providing a sustained high level of investigation.

Assessment Roles and Responsibilities Summary



Guidance for Candidates

Familiarise yourself with the Portfolio relevant to you (Volume Crime - all uniform staff, –Serious and complex crime , e.g. CID).

Each performance criteria listed under the units, within each element, must be demonstrated to the satisfaction of the assessor.

By carrying out your normal duties, evidence will be produced, e.g. arrest and charge of a burglar. (One case can demonstrate a number of criteria.)

Complete the appropriate assessment forms indicating which performance criteria has been demonstrated quoting the reference number, e.g. Crime No., Custody record No., File reference No.

Repeat this process until all performance criteria have been demonstrated to the satisfaction of the assessor.

Submit the PDP to your assessor, who will confirm the evidence.

Guidance for Assessors

Assessor will confirm that the candidate has demonstrated competency in each performance criteria.

Knowledge competencies can be demonstrated by means of an interview with the candidate, if not demonstrated by action.

If assessors are not satisfied that a performance criteria has been demonstrated a 'Development Plan' will be implemented. Assessors must record their rationale.

When a candidate's assessor and the internal verifier are satisfied that competency has been demonstrated in all performance criteria, the candidate will be recommended for Registration.

The Registration recommendation will be submitted to the Unit Commander / Crime Manager for confirmation. Candidates are advised to retain a copy of the PDP (for PDR purposes).

Registration will then be maintained by way of PDR.

Professional Investigation Appeals Procedure

The purpose of this procedure is to provide a fair and transparent process for candidates to appeal any assessment decision made by their assessor. The Appeals Procedure may only be invoked where initial dialogue between candidates and assessor has failed to lead to a resolution. It is anticipated that where appeals occur they will be around disputed suitability of evidence.

Appeals Procedure

In order to resolve any assessment appeals or disputes that may arise during the assessment procedure the following should be applied:

Appeals against an assessment decision

Where the candidate is appealing against an assessment decision made by the Assessor, the Appeals process will be as follows:

Stage 1 The candidate should refer the issue to the Assessor in order to reach resolution.

Stage 2 Where no such resolution can be found the issue should be referred by the Assessor to the Internal Verifier for resolution.

Stage 3 Where no such resolution can be found, the Internal Verifier will refer the issue to the Lead Internal Verifier.

Appeals against a recommendation by the Internal Verifier

Where the candidate is appealing against a recommendation made by the Internal Verifier, the Appeals Process will be as follows:

Stage 1 The candidate should refer the issue to the Lead Internal Verifier in order to reach resolution.

Stage 2 Where no such resolution can be found the Lead Internal Verifier should refer the issue to the Force Review Panel. The decision of the Force Review panel will be final.

Appeals against a registration decision

Where the candidate is appealing against a registration decision made by the relevant signing manager the Appeals Process will be as follows:

Stage 1 The candidate will appeal in writing to the Force Review Panel for resolution.

Stage 2 Where no such resolution can be found the matter will be referred by the Force Review Panel to a specially convened Regional Review Panel, whose decision will be final.

All appeals and decisions will be recorded and retained by the PIP Coordinator for inspection purposes.

It should be noted that nothing in this Protocol prevents a member of a force making use of their Force Grievance Procedure in appropriate circumstances.

INVESTIGATIVE UNITS FOR INVESTIGATORS OF SERIOUS AND COMPLEX CRIME

Performance Criteria Referencing

UNIT 1 Conduct serious and complex investigations

Element 1.1 Conduct serious and complex investigations

ACTIONS - The candidate must		References	Method of Assessment O - Observation P - Product D - Discussion
1	Ensure that you understand the nature of the incident to be investigated and any actions already taken		
2	gather and evaluate all available material relating to the investigation, ensuring that its retained and recorded in line with current legislation and policy		
3	develop and maintain investigative strategies identifying and prioritising lines of enquiry to maximise the gathering of material		
4	interrogate available Intelligence and information sources with regard to the investigation		
5	assess the factors likely to impact on the investigation and take the appropriate action		
6	identify all scenes relevant to the investigation and take all necessary steps to protect and preserve them in order to maintain the integrity and provenance of any material which is recovered		

7	identify the need for any specialist support required to assist or advise in the gathering of material		
8	identify victims and potential witnesses, assessing them to ensure that they are managed in accordance with current legislation and policy,		
9	pursue identified lines of enquiry fairly and without bias and, when relevant, take appropriate steps to identify any suspects		
10	process persons in custody diligently and expeditiously, ensuring the custody officer is kept informed of progress to reach a decision on disposal		
11	ensure all documentation is accurately completed in relation to the disposal of the suspect		
12	promptly pass on to the appropriate person or department any information or intelligence that may be relevant to other investigations		
13	ensure that victims, witnesses and families are kept informed of the progress of the investigation, and provided with any necessary support and protection		

14	prepare and submit case files in compliance with legislation and the manual of guidance for file completion		
15	deal with individuals in an ethical and effective manner, recognising their needs with respect to race, diversity and human rights		
16	prepare and present evidence to courts and other hearings		
17	fully document all decisions, actions, options and rationale in accordance with current policy and legislation		

Range

1 **Material (all types)**

- a information
- b objects
- c third party material or the existence of it
- d passive data generations (e.g. telecoms or CCTV)

2 **Investigative strategies (seven types)**

- a scenes
- b forensic
- c search
- d victim and witness
- e intelligence
- f passive data
- g TIE
- h communications
- I covert policing
- J suspect

3 **Lines of enquiry (all types)**

- a suspects
- b witnesses/victims
- c forensic/scientific
- d intelligence
- e property
- f technology
- g house to house

4 **Factors (all types)**

- a vulnerability
- b language
- c culture
- d lifestyle
- e repeat/linked incidents

5 **Specialist support (all types)**

- a specialist support
- b line management
- c external agencies

6 **Documentation (four types)**

- a fingerprints
- b photographs
- c DNA samples
- d crime reports
- e circulations
- f descriptions

Element 1.1 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Unit 1 Knowledge and understanding

You must know and understand:

Legal and organisational requirements

1. current, relevant legislation, policies, procedures, codes of practice and guidelines for planning and conducting investigations
2. current, relevant legislation and organisational requirements in relation to equality, diversity and human rights
3. current, relevant legislation and organisational requirements in relation to health and safety
4. legislation and codes of practice relating to the identification of suspect(s)
5. the support which should be provided to victim(s), potential witnesses and suspects within the limits of your responsibility, and organisational policies and procedures relating to victims and witnesses
6. the restrictions that apply to the disclosure of confidential information
7. the policies and procedures that apply to contact with the media during investigations
8. the additional support that is available to meet the needs of intimidated, vulnerable or repeat victims, or victims of sexual offences or hate crime

Risk assessment

9. the purpose and importance of risk assessments, including community impact assessments
10. how to conduct risk assessments and community impact assessments, planning and conducting investigations
11. how to obtain material for the investigation

12. the sources of relevant material, and the ways in which these sources can be used
13. how to evaluate the available evidence, information and intelligence for the investigation
14. how to assess the factors that may impact on the investigation
15. the appropriate actions to take in respect of any impacting factors
16. how to establish whether there is sufficient evidence or legal authority to arrest/process the suspect(s), and the appropriate actions to take
17. the additional support which is available to assist in the investigation and how to obtain it
18. how to develop and prioritise lines of enquiry
19. the importance of applying an investigative mindset to the examination of all sources of material
20. how to develop an investigative strategy
21. the importance of reviewing the investigative strategy and updating it where necessary
22. how to implement requirements in respect of significant, vulnerable or intimidated witnesses
23. the technical and covert evidence and intelligence gathering services available and how they may assist the investigation
24. why scenes should be protected and how to preserve them
25. why scene logs are required, and when, and how, to complete them
26. how to maximise the gathering of useful material and minimise loss of material
27. how to prevent the cross-contamination of material
28. how to identify the types of material which may be present at the scene
29. how to develop and use hypotheses

30. the procedures for securing, packaging, storing and submitting material
31. the reasons why the integrity and continuity of material must be maintained
32. forensic issues, the forensic submissions process and the benefits of timely submissions
33. how to obtain intelligence from various sources to support the investigation
34. how to prioritise and pursue identified lines of enquiry
35. how to identify and deal appropriately with suspects
36. the additional support which is available and may be required for the investigation
37. procedures for handing over information and intelligence to others
38. the importance of reviewing outcomes against the investigation plan
39. the disposal options available in relation to suspects and how to conduct them
40. how the media can be utilised in investigations
41. the role of specialists in investigations (e.g. Family Liaison Officer, Interview Co-ordinator, SIO)
42. current developments in forensic science and other areas and how to maintain awareness of them
43. how to brief, task and debrief others for the investigation

Documentation

44. the types of documentation which must be completed
45. the documentation and identification procedures which are required and how to complete and update them correctly

UNIT 2 Interview Victims and Witnesses in relation to serious and complex investigations

Element 2.1 Plan and prepare interviews with victims and witnesses

ACTIONS - The candidate must		References	Method of Assessment O - Observation P - Product D - Discussion
1	Ensure that you understand the nature of the incident to be investigated and the circumstances in which interviews can be conducted		
2	identify the category of interviewee to inform your approach to the interview		
3	assess the current physical and emotional condition of the interviewee to establish their fitness for interview and the necessity for others to be present		
4	review the available material and consult with relevant others to establish the interview strategy, being sensitive to the potential for bias and contamination		
5	establish the appropriate time, location and resources for the interview		
6	prepare a written interview plan that identifies clear aims and objectives and meets the needs of the investigation		

Range

- 1 **Category of Interviewee (two types) ***
 - a vulnerable
 - b intimidated
 - c significant
 - d other
- 2 **Relevant others (three types) ***
 - a interview supporters
 - b health care professionals
 - c interpreters
 - d prosecutors
 - e interview advisers/co-ordinators
- 3 **Location (two types) ***
 - a at the scene
 - b police premises
 - c interview facility
 - d public, private or business premises
 - e healthcare facility
 - f custodial establishment
 - g public place
- 4 **Resources (two types)**
 - a audio recording equipment
 - b video recording equipment
 - c appropriate documentation
 - d exhibits

* Items from the range not covered by performance evidence should be supported by knowledge evidence

Element 2.1 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Element 2.2 Conduct interviews with victims and witnesses

ACTIONS - The candidate must	References	Method of Assessment O - Observation P - Product D - Discussion
1 maintain the security and welfare of the interviewee, yourself and relevant others where applicable		
2 inform all present of the interview structure and check their understanding		
3 Ensure that the interviewee and relevant others are aware of their responsibilities		
4 record the interview accurately using the appropriate recording methods		
5 engage with the interviewee using the appropriate interviewing techniques and communication methods		
6 conduct the interview in accordance with the interview plan, whilst maintaining flexibility in response to the interviewee's behaviour and attitude		
7 check the meaning and accuracy of information, and ensure that any inaccuracies or misunderstandings are clarified		

8	deal with individuals in an ethical manner, recognising their needs with respect to race, diversity and human rights		
9	where necessary, use exhibits appropriately during the interview		
10	Deal with contingencies in accordance with current guidelines and codes of practice		
11	clearly inform the interviewee and relevant others of the next steps, including, where appropriate, the relevant legal processes		
12	fully document all decisions, actions, options and rationale in accordance with current policy and legislation, and obtain any necessary endorsements		

Range

- 1 **Relevant others (one type) ***
 - a interview supporters
 - b interpreters
- 2 **Recording Method (one type) ***
 - a audio
 - b video
 - c written
- 3 **Contingencies (two types)**
 - a medical
 - b welfare
 - c hostile or reluctant behaviour
 - d technical faults

* Items from the range not covered by performance evidence should be supported by knowledge evidence

Element 2.2 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Element 2.3 Evaluate interviews and carry out post interview processes

ACTIONS - The candidate must	References	Method of Assessment O - Observation P - Product D - Discussion
1 ensure that the interviewee is fully aware of any post interview processes		
2 evaluate the interview to identify any necessary further action		
3 update relevant others based on the evaluation of the interview		
4 evaluate all the available material as a result of the interview		
5 evaluate your own performance and identify any learning and development needs in relation to planning and conducting interviews		
6 fully document all decisions, actions, options and rationale in accordance with current policy and legislation		

Range

- 1 **Action (all types)**
 - a no further action
 - b further lines of enquiry
 - c briefing other personnel
 - d update intelligence systems
- 2 **Relevant others (three types) ***
 - a prosecutors
 - b interview supporters
 - c health care professionals
 - d custody officer
 - e officers required for legal authorities
 - f victims and witnesses

* Items from the range not covered by performance evidence should be supported by knowledge evidence

Element 2.3 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Unit 2 Knowledge and understanding

You must know and understand:

Legal and organisational requirements

1. current, relevant legislation, policies, procedures, codes of practice, doctrine and guidelines for conducting interviews with victims and witnesses
2. current, relevant legislation and organisational requirements in relation to race, diversity and human rights
3. current, relevant legislation and organisational requirements in relation to health and safety
4. how to deal with interviewees and relevant others in an ethical manner

Interview planning and preparation

5. how to determine the category of victim or witness, and the way in which this will influence your interview approach
6. how to assess the physical and emotional condition of interviewees to establish fitness for interview
7. the action to take where you have concerns about the interviewee's fitness for interview
8. the reasons for reviewing the evidence and the types of action that may be taken
9. the suitable timings for interviews
10. the locations in which interviews can take place
11. how to set up the location and resources for the interview
12. the environmental conditions which are conducive to interviews
13. how to develop an interview strategy and a written interview plan
14. who to consult with regarding the interview strategy
15. the points to prove for the incident(s) concerned

16. the rules of evidence and disclosure

Conducting interviews

17. how to maintain the security and welfare of the interviewee and others

18. the procedures and reasons for informing the interviewee and relevant others of their rights and responsibilities

19. how to record the interview

20. how to use recording equipment

21. the required conduct of interviews at both police premises and other locations

22. the types of approved interviewing techniques and communication methods

23. the importance of not deviating from your interview plan during interviews

24. how to conduct the interview in a manner, and using techniques, appropriate to the interviewee's behaviour and attitude

25. the types of contingencies that may arise during interview and how these should be dealt with

26. how to deal with a witness's reluctance or fear of testifying

Evaluating interviews and carrying out post-interview processes

27. how to evaluate the interview and your own performance in the interview

28. the types of further action which may be taken and how these should be initiated

29. how to provide a brief to the investigating officer

30. recognised models of briefing

31. the information which the investigating officer will require

32. how to update relevant others and the information they will require

Documentation

- 33. the relevant interview documentation and how to complete it correctly
- 34. the reasons why endorsements may be required

UNIT 3 Interview Suspects in relation to serious and complex investigations

Element 3.1 Plan and prepare interviews with suspects

ACTIONS - The candidate must	References	Method of Assessment O - Observation P - Product D - Discussion
1 review all the available material relating to the incident		
2 assess any factors affecting the suspect's fitness for interview and the necessity for appropriate people to be in attendance		
3 consult with relevant others to establish an interview strategy		
4 establish the appropriate time, location and resources for the conditions of the interview		
5 prepare a written interview plan that is clear, appropriate and meets the needs of the investigation.		
6 determine the extent of, and supply, relevant pre-interview briefing to legal advisors legislation.		

Range

1 **Material (four types)**

- a information
- b object
- c written documentation
- d audio recording
- e passive data generation
- f visual images

2 **Factors (two types)**

- a intoxication (drink or drugs)
- b behaviour
- c age
- d physical disorder/disability
- e learning disability
- f mental health

3 **Relevant Others (four types)**

- a prosecutors
- b custody officer
- c investigating officer/interview co-ordinator
- d interview adviser/specialist interviewer
- e officers required for legal authorities
- f interpreters

- 4 **Location (two types)**
 - a scene
 - b police premises
 - c public private or business premises
 - d healthcare facility
 - e custodial establishment
 - f public place
- 5 **Resources (two types) ***
 - a audio recording equipment
 - b visual imaging equipment
 - c appropriate documentation
 - d exhibits

Element 3.1 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Element 3.2 Conduct interviews with suspects

ACTIONS - The candidate must	References	Method of Assessment O - Observation P - Product D - Discussion
1 assume responsibility for the suspect when they are in police detention		
2 maintain the security and welfare of the suspect, yourself and any others present		
3 inform all present of the interview structure and check their understanding		
4 ensure the suspect and others present are aware of their rights, roles and responsibilities		
5 give any required caution and evidential/special warnings to the suspect		
6 record the interview using the appropriate resources and documentation		
7 engage appropriately with the suspect according to their behaviour and using the appropriate interviewing techniques and communication methods		

8	conduct the interview in accordance with the interview plan, whilst maintaining flexibility in response to the suspect's behaviour		
9	check the meaning and accuracy of information and ensure that any inaccuracies or misunderstandings are clarified with the suspect		
10	Appropriately challenge any inconsistencies in the suspects account		
11	deal with individuals in an ethical manner, recognising their needs with respect to race, diversity and human rights		
12	Where necessary use exhibits appropriately during the interview		
13	deal with contingencies in accordance with current guidelines and codes of practice		
14	clearly inform the suspect and any others present when the interview is concluded		
15	Hand over responsibility for a suspect in police detention to the custody officer and provide them with any necessary information with regard to their welfare and any further action		

16	fully document all decisions, actions, options and rationale in accordance with current policy and legislation, and obtain any necessary endorsements.		
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Range

- 1 **Resources (one type) ***
 - a audio recording equipment
 - b video recording equipment
 - c appropriate documentation
- 2 **Behaviour (three types) ***
 - a cooperative
 - b non-cooperative
 - c aggressive
 - d passive
- 3 **Contingencies (one type) ***
 - a medical
 - b welfare
 - c legal
 - d inappropriate behaviour by others present
 - e technical faults
- 4 **Documentation (one type) ***
 - a) interview notes
 - b) pocket notebook
 - c) criminal justice statements including victim personal statements
 - d) national documents
 - e) local documents
 - f) exhibits

* Items from the range not covered by performance evidence should be supported by knowledge evidence

Element 3.2 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Element 3.3 Evaluate interviews and carry out post interview processes

ACTIONS - The candidate must	References	Method of Assessment O - Observation P - Product D - Discussion
1 ensure that the suspect is fully aware of any post interview procedures		
2 evaluate the interview to identify the necessary further action		
3 update relevant others based on the evaluation of the interview		
4 evaluate all the available material as a result of the interview		
5 evaluate your own performance in the interview and identify any learning and development needs in relation to planning and conducting the interviews		
6 Fully document all decisions, actions, options and rationale in accordance with current policy and legislation		

Range

- 1 **Action (all types)***
 - a charge a suspect
 - b release a suspect
 - c arrest a suspect
 - d no further action
 - e further lines of enquiry
- 2 **Relevant others (four types)***
 - a legal representatives
 - b appropriate adults
 - c health care professionals
 - d custody officer
 - e officers required for legal authorities
 - f interpreters
 - g victims/witnesses

* Items from the range not covered by performance evidence should be supported by knowledge evidence

Element 3.3 Confirmation of Achievement

Assessor to sign when all the Performance Criteria, Range & Underpinning Knowledge requirements for this Element have been completed satisfactorily	Name of Assessor	Date	Assessor Signature
	Name of Candidate	Date	Candidate Signature

Unit 3 Knowledge and understanding

You must know and understand:

Legal and organisational requirements

1. current, relevant legislation, policies, procedures, codes of practice and guidelines in relation to conducting interviews with suspects
2. current, relevant legislation and organisational requirements in relation to race, diversity and human rights
3. current, relevant legislation and organisational requirements in relation to health and safety
4. how to deal with suspects and relevant others in an ethical manner
5. the rights of suspects under arrest and those that are not under arrest

Interview planning and preparation

6. the reasons for reviewing the evidence and the types of action that may be taken
7. how to establish the suspect's fitness for interview
8. the suitable timings for interviews
9. the locations in which interviews can take place
10. the environmental conditions which are conducive to interviews
11. how to plan an interview strategy and develop a written interview plan
12. who to consult with regarding the interview strategy
13. the points to prove for the incident(s) concerned
14. the rules of evidence and disclosure
15. how to set up the location and resources for the interview
16. how to determine the information to supply as pre-interview briefing for legal representatives and how to supply it

Conducting interviews

17. the procedures and reasons for assuming responsibility for suspects in police detention
18. how to maintain the security and welfare of the suspect, yourself and others
19. the procedures and reasons for informing the suspect and relevant others of their rights and responsibilities
20. the cautions and warnings to be given to suspects including both those in police detention and those not under arrest
21. how to record the interview
22. how to use recording equipment
23. the required conduct of interviews at both police premises and other locations
24. the types of approved interviewing techniques and communication methods
25. the importance of following your interview plan during interviews whilst maintaining a flexible approach
26. how to conduct the interview in a manner, and using techniques, appropriate to the suspect's behaviour
27. the types of contingencies that may arise during interview and how these should be dealt with
28. the procedures and reasons for handing over responsibility for suspects in police detention to the Custody Officer on completion of interviews
29. how to deal with potential defences and reasonable explanations

Evaluating interviews and carrying out post-interview processes

30. how to evaluate the interview and your own performance in the interview

31. the types of further action which may be taken and how these should be initiated

32. how to provide a brief to the investigating officer

33. recognised models of briefing

34. the information which the investigating officer will require

35. how to update relevant others and the information they will require

Documentation

36. the relevant interview documentation and how to complete it correctly

37. the reasons why endorsements may be required

CANDIDATE FORMS

Original copies of forms for photocopying

PRECIS OF REFERENCED MATERIAL FOR ASSESSMENT

CANDIDATE REPORT FORM

WITNESS TESTIMONY FORM

Précis of Referenced Material for Assessment

Reference	Description	Date Originated

continued - Précis of Referenced Material for Assessment

Reference	Description	Date Originated

Candidate Report Form

Record details of the task or activity how it was carried out or dealt with	
Assessors Signature:	Date:
Candidates Signature:	Date:

continued - Candidate Report Form

Record details of the task or activity how it was carried out or dealt with	
Assessors Signature:	Date:
Candidates Signature:	Date:

Witness Testimony Form

Name of Candidate:	
Name of Witness:	
Status / Relationship of Witness:	
Date:	
Element / Performance Criteria:	
Summary	
Witness Signature:	Date:
Candidates Signature:	Date:

ASSESSOR/SUPERVISOR FORMS

Original copies of forms for photocopying

ASSESSOR/SUPERVISOR COMMENTS

ORAL/WRITTEN QUESTIONS

ASSESSOR/SUPERVISOR KEY DECISIONS

DEVELOPMENT PLAN

RECOMMENDATION FOR REGISTRATION

Assessor/Supervisor Comments

Record the action you have taken to validate the references submitted by the candidate

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Assessors Signature:	Date:
Candidates Signature:	Date:

Oral/Written Questions

Record the questions you have asked the Candidate and the Candidate's reply		
Unit:	Element:	Oral / Written:
Question:		
Answer:		
Question:		
Answer:		
Question:		
Answer:		
Question:		
Answer:		
Question:		
Answer:		
Assessors Signature:		Date:
Candidates Signature:		Date:

Assessor/Supervisor Key Decisions

Record the reasons and key decisions you have made in relation to the candidates' development

Assessors Signature:

Date:

Candidates Signature:

Date:

Development Plan

(Actions must be S.M.A.R.T.)		Performance Criteria Reference
Assessors Signature:	Date Achieved:	
Candidates Signature:	Date Achieved:	

Investigator - Serious and Complex Crime Recommendation for Registration

Name of Candidate:	Rank:		
Force Number:	Unit/Department:		
Present Post/Position:			
This is to confirm that the above named person has successfully demonstrated competence within the investigation of serious and complex crimes and is now eligible for Registration.			
Name of Assessor/Supervisor	Rank/Status	Date	Signature
Name of Line Manager	Rank/Status	Date	Signature
Name of Internal Verifier (if applicable)	Rank/Status	Date	Signature
Name of Crime Manager / BCU Commander	Rank/Status	Date	Signature