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### Overview

This unit is about planning and conducting serious and complex investigations and is appropriate for those carrying out these types of investigations as the designated Investigating Officer. Competence will have been achieved in unit CI101 'Conduct priority and volume investigations' prior to commencing this unit.

You must be able to gather and evaluate all material in relation to the investigation. Additionally you must also develop and maintain an investigation strategy to maximise the amount of material gathered, and to protect the integrity of that material.

You will need to identify appropriate specialist support to progress the investigation and assess and support victims and witnesses throughout the investigation.

Suspects should be identified and processed without bias ensuring that the correct and most appropriate method of disposal is used.

During the investigation you should ensure that relevant people are kept up to date with the progress of the investigation, ensuring relevant intelligence and documentation is passed on to the correct persons.

This unit is applicable to the investigations of a serious or complex nature.

#### **There is one element to this unit**

1. Conduct serious and complex investigations

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## Conduct serious and complex investigations

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### Performance criteria

- You must be able to:*
- P1 ensure that you understand the nature of the incident to be investigated and any actions already taken
  - P2 gather and evaluate all available **material** relating to the investigation, ensuring that it is retained and recorded in line with current legislation and policy
  - P3 develop and maintain **investigative strategies** identifying and prioritising **lines of enquiry** to maximise the gathering of material
  - P4 interrogate available Intelligence and information sources with regard to the investigation
  - P5 assess the **factors** likely to impact on the investigation and take the appropriate action
  - P6 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
  - P7 identify the need for any **specialist support** required to assist or advise in the gathering of material
  - P8 identify victims and potential witnesses, assessing them to ensure that they are managed in accordance with current legislation and policy
  - P9 pursue identified **lines of enquiry** fairly and without bias and, when relevant, take appropriate steps to identify any suspects
  - P10 process persons in custody diligently and expeditiously, ensuring the custody officer is kept informed of progress to reach a decision on disposal
  - P11 ensure all **documentation** is accurately completed in relation to the disposal of the suspect
  - P12 promptly pass on to the appropriate person or department any information or intelligence that may be relevant to other investigations
  - P13 ensure that victims, witnesses and families are kept informed of the progress of the investigation, and provided with any necessary support and protection
  - P14 prepare and submit case files in compliance with legislation and the manual of guidance for file completion
  - P15 deal with individuals in an ethical and effective manner, recognising their needs with respect to race, diversity and human rights
  - P16 prepare and present evidence to courts and other hearings
  - P17 fully document all decisions, actions, options and rationale in accordance with current policy and legislation

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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 planning and 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 legislation and codes of practice relating to the identification of suspect(s)
- K5 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
- K6 the restrictions that apply to the disclosure of confidential information
- K7 the policies and procedures that apply to contact with the media during investigations
- K8 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

*You need to know and understand:*

- K9 the purpose and importance of risk assessments, including community impact assessments
- K10 how to conduct risk assessments and community impact assessments

### Planning and conducting investigations

*You need to know and understand:*

- K11 how to obtain material for the investigation
- K12 the sources of relevant material, and the ways in which these sources can be used
- K13 how to evaluate the available material for the investigation
- K14 how to assess the factors that may impact on the investigation
- K15 the appropriate actions to take in respect of any impacting factors
- K16 how to establish whether there is sufficient evidence or legal authority to arrest/process the suspect(s), and the appropriate actions to take
- K17 the additional support which is available to assist in the investigation and how to obtain it
- K18 how to develop and prioritise lines of enquiry
- K19 the importance of applying an investigative mindset to the examination of all sources of material
- K20 how to develop an investigative strategy
- K21 the importance of reviewing the investigative strategy and updating it where necessary

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- K22 how to implement requirements in respect of significant, vulnerable or intimidated witnesses
- K23 the technical and covert evidence and intelligence gathering services available and how they may assist the investigation
- K24 why scenes should be protected and how to preserve them
- K25 why scene logs are required, and when, and how, to complete them
- K26 how to maximise the gathering of useful material and minimise loss of material
- K27 how to prevent the cross-contamination of material
- K28 how to identify the types of material which may be present at the scene
- K29 how to develop and use hypothesis
- K30 the procedures for securing, packaging, storing and submitting material
- K31 the reasons why the integrity and continuity of material must be maintained
- K32 forensic issues, the forensic submissions process and the benefits of timely submissions
- K33 how to obtain intelligence from various sources to support the investigation
- K34 how to prioritise and pursue identified lines of enquiry
- K35 how to identify and deal appropriately with suspects
- K36 the additional support which is available and may be required for the investigation
- K37 procedures for handing over information and intelligence to others
- K38 the importance of reviewing outcomes against the investigation plan
- K39 the disposal options available in relation to suspects and how to conduct them
- K40 how the media can be utilised in investigations
- K41 the role of specialists in investigations (e.g. Family Liaison, Interview co-ordinator, SIO)
- K42 current developments in forensic science and other areas and how to maintain awareness of them
- K43 how to brief, task and debrief others for the investigation

#### **Documentation**

*You need to know and understand:*

- K44 the types of documentation which must be completed
- K45 the documentation and identification procedures which are required and how to complete and update them correctly

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### Additional Information

#### Scope/range related to performance criteria

1. **material**
  - 1.1 information
  - 1.2 objects
  - 1.3 third party material or the existence of it
  - 1.4 passive data generators e.g. telecoms or CCTV
  
2. **investigative strategies**
  - 2.1 scenes
  - 2.2 forensic
  - 2.3 search
  - 2.4 victim and witness
  - 2.5 intelligence
  - 2.6 passive data
  - 2.7 TIE
  - 2.8 communications
  - 2.9 covert policing
  - 2.10 suspect
  
3. **lines of enquiry**
  - 3.1 suspects
  - 3.2 witnesses/victims
  - 3.3 forensic/scientific
  - 3.4 intelligence
  - 3.5 property
  - 3.6 technology
  - 3.7 house to house
  
4. **factors**
  - 4.1 vulnerability
  - 4.2 language
  - 4.3 culture
  - 4.4 lifestyle
  - 4.5 repeat/linked incidents
  
5. **specialist support**
  - 5.1 specialist support
  - 5.2 line management
  - 5.3 external agencies
  
6. **documentation**
  - 6.1 fingerprints
  - 6.2 photographs
  - 6.3 DNA samples

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- 6.4 crime reports
- 6.5 circulations
- 6.6 descriptives

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**Developed by** Skills for Justice

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**Version number** 2

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**Date approved** May 2008

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**Indicative review date** May 2010

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**Validity** Current

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**Status** Original

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**Originating organisation** Skills for Justice

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**Original URN** SfJ C1102

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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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**Key words** serious, complex, investigations, intelligence, victims, witnesses