

<b>Unit Title:</b>	<b>Conduct priority and volume investigations (CI101)</b>
OCR unit number:	500/8021/0
Level:	3
Credit value:	5
Guided learning hours:	50

## Unit purpose and aim

This unit is about conducting investigations for priority and volume investigations and is applicable to the investigation of all types of priority and volume incidents. Candidates will need to 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. They must also be able to develop initial lines of enquiry and deal with any victim(s), witnesses and suspects appropriately. In addition, they will need to ensure that the appropriate people are briefed about the status of the investigation to maintain continuity.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p><b>The Learner will:</b></p> <p>1 Know and understand the legal and organisational requirements in relation to conducting priority and volume investigations</p>	<p><b>The Learner can:</b></p> <p>1.1 Describe the legislation, policies, procedures, codes of practice in relation to conducting investigations.</p> <p>1.2 Explain what support should be provided to victim(s), potential witnesses and suspects.</p> <p>1.3 Outline the types of investigation that are within their limits of responsibility.</p> <p>1.4 Specify the restrictions that apply to the disclosure of sensitive information.</p>	<p>This may include:</p> <ul style="list-style-type: none"> <li>• P.A.C.E. &amp; Codes of Practice</li> <li>• SOCaP Act</li> <li>• Human Rights Legislation.</li> </ul> <p>Support may include:</p> <ul style="list-style-type: none"> <li>• Information</li> <li>• practical assistance</li> <li>• safety and protection</li> <li>• medical help.</li> </ul> <p>Investigations may include:</p> <ul style="list-style-type: none"> <li>• Initial investigations</li> <li>• Volume crime</li> <li>• Extended investigations.</li> </ul> <p>Examples of disclosure restrictions may include those contained within:</p> <ul style="list-style-type: none"> <li>• SOCaP Act</li> <li>• P.A.C.E. &amp; Codes of Practice</li> <li>• Human Rights legislation</li> <li>• Criminal Procedure and Investigations Act 1996.</li> </ul>

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	1.5 Explain the purpose and importance of risk assessments within the context of priority and volume investigations.	This may include: <ul style="list-style-type: none"> <li>• Conducting risk assessments</li> <li>• Assess factors that may impact on the investigation.</li> </ul>
2 Know and understand the professional practice applicable to conducting priority and volume investigations	2.1 Recognise the impact of crime and criminality upon the community.  2.2 Describe the characteristics of crimes and how they are committed.  2.3 Describe the investigative process including the activities and decision making required to progress an investigation.  2.4 Explain how applying an investigative mindset can contribute to the investigative process.	Impact on the community may include: <ul style="list-style-type: none"> <li>• Increased fear of crime</li> <li>• Loss of quality of life</li> <li>• Impact on community cohesion.</li> </ul> Examples of this may include: <ul style="list-style-type: none"> <li>• Modus operandi</li> <li>• Using violence</li> <li>• Use of a weapon, firearm or other article</li> <li>• Repeat crimes</li> <li>• Serial offender</li> <li>• Linked crimes.</li> </ul> This may include: <ul style="list-style-type: none"> <li>• Initial investigation</li> <li>• Preservation of scenes and evidence</li> <li>• Witness interviews</li> <li>• Use of specialist services such as forensics, SOCO</li> <li>• Use of intelligence</li> <li>• Suspect interviews.</li> </ul> This may include: <ul style="list-style-type: none"> <li>• Utilising all investigative techniques and methods</li> <li>• Considering the investigation from a suspects point of view.</li> </ul>
3 Be able to conduct priority and volume investigations	3.1 Investigate the incident ensuring that they understand it's nature.	Examples of this may include the use of: <ul style="list-style-type: none"> <li>• Witness testimony</li> <li>• Intelligence sources</li> <li>• Scene examination</li> <li>• House to house enquiries</li> <li>• Use of technology eg CCTV</li> <li>• Forensic science.</li> </ul>

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	<p>3.2 Identify the need for any additional support (eg specialist, line management, external agencies) and take appropriate action to minimise risk.</p> <p>3.3 Identify and deal appropriately with victims, suspects and potential witnesses, assessing the factors likely to impact on the investigation (eg vulnerability, language, culture, lifestyle, repeat/linked incidents).</p> <p>3.4 Identify and take the necessary steps to protect and preserve the scene.</p> <p>3.5 Gather all available material, retain and record in line with current legislation and policy.</p> <p>3.6 Identify and prioritise all lines of enquiry (eg suspects, witnesses, victims, forensic/scientific, intelligence, property, technology).</p> <p>3.7 Identify and take steps to deal with any suspects.</p> <p>3.8 Deal with persons in custody diligently and expeditiously, ensuring the custody officer is kept informed of progress to reach a decision on disposal.</p>	<p>Support may include:</p> <ul style="list-style-type: none"> <li>• Colleagues</li> <li>• Specialist services</li> <li>• Members of the public</li> <li>• Intelligence sources</li> <li>• Local authority services</li> <li>• Government agencies.</li> </ul> <p>Examples of the factors may include:</p> <ul style="list-style-type: none"> <li>• Vulnerability</li> <li>• Language</li> <li>• Culture</li> <li>• Lifestyle</li> <li>• Repeat/linked incidents</li> <li>• Domestic circumstances.</li> </ul> <p>Steps may include:</p> <ul style="list-style-type: none"> <li>• Initial investigation</li> <li>• Prevent access to scenes</li> <li>• Use of specialist services such as forensics, SOCO.</li> </ul> <p>Examples of material may include:</p> <ul style="list-style-type: none"> <li>• Information</li> <li>• Objects</li> <li>• Identity of potential witnesses</li> <li>• Third party material.</li> </ul> <p>Lines of enquiry may include:</p> <ul style="list-style-type: none"> <li>• Witnesses/victims</li> <li>• Suspects</li> <li>• Forensic/scientific</li> <li>• Intelligence</li> <li>• Property.</li> </ul> <p>Steps to deal with suspects may include:</p> <ul style="list-style-type: none"> <li>• Witness interviews</li> <li>• Scene enquiries</li> <li>• Forensic results</li> <li>• Identification procedures</li> <li>• Arrest</li> <li>• Interview and charge.</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Carrying out searches</li> <li>• Interview procedures</li> <li>• Charge and bail decisions</li> <li>• Liaison with external agencies including CPS.</li> </ul>

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	<p>3.9 Ensure that victims, witnesses and families are kept informed, and provided with any necessary support and protection.</p> <p>3.10 Demonstrate whilst conducting an investigation that their actions</p> <ul style="list-style-type: none"> <li>• are lawful</li> <li>• promote equality and respect diversity</li> <li>• are communicated effectively.</li> </ul>	<p>Support may include:</p> <ul style="list-style-type: none"> <li>• Updating re the progress of the investigation</li> <li>• Referral to support agencies</li> <li>• Support for court attendance</li> <li>• Referral to compensation agencies.</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Knowledge and application of P.A.C.E. &amp; Codes of Practice</li> <li>• The principles of equality and diversity</li> <li>• How to treat individuals according to their needs.</li> </ul>
<p>4 Be able to complete and submit documentation relating to priority and volume investigations.</p>	<p>4.1 Fully document all actions taken in accordance with current policy and legislation.</p> <p>4.2 Prepare and submit case files in compliance with legislation and the manual of guidance for file completion.</p> <p>4.3 Prepare evidence for presentation to courts and other hearings.</p> <p>4.4 Pass on any information and intelligence that may be relevant to other investigations, promptly, to the appropriate person or department.</p>	<p>Documents may include:</p> <ul style="list-style-type: none"> <li>• Pocket note book</li> <li>• Organisation specific reports</li> <li>• Command and control recording systems.</li> </ul> <p>Examples of case files may include:</p> <ul style="list-style-type: none"> <li>• Expedited</li> <li>• Remand</li> <li>• Full</li> <li>• Advice.</li> </ul> <p>Preparation for court may include:</p> <ul style="list-style-type: none"> <li>• Responding to court warnings</li> <li>• Making exhibits available</li> <li>• Supplying additional evidence to court</li> <li>• Confirm attendance if witnesses and victims</li> <li>• Appropriate personal behaviour.</li> </ul> <p>Information and intelligence may include:</p> <ul style="list-style-type: none"> <li>• Court decisions</li> <li>• Individuals attending court.</li> </ul>

## Assessment

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### **Knowledge Element**

Application of knowledge should be demonstrated in a learning and development environment prior to application in the workplace.

### **Workplace Assessment:**

Competence must be practically demonstrated on two occasions in the workplace.

## Guidance on assessment and evidence requirements

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Candidates must produce their own work and assessors use a range of assessment methods.

Candidates may provide evidence of knowledge and understanding prior to, or during the assessment phase.

You should refer to the '*Admin Guide: Vocational Qualifications (A850)*' for *Notes on Preventing Computer-Assisted Malpractice*.

## Details of relationship between the unit and national occupational standards

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Unit CI101, AA1, AB1, AE1, AF1, CA1.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850).