

Unit Title:	Supervise investigations and investigators (CI105)
OCR unit number	J/601/4804
Level:	Level 4
Credit value:	4
Guided learning hours:	18

Unit purpose and aim

This unit is about supervising criminal investigations which fall within their area of responsibility and the investigators conducting them. These may be either volume and priority or serious and complex investigations.

This unit does not apply to major investigations, which are covered in a separate unit, Manage major investigations.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>The Learner will:</p> <p>1 Understand the requirements for supervising investigations and investigators</p>	<p>The Learner can:</p> <p>1.1 Identify current, relevant legislation, policies, procedures, codes of practice and guidelines for supervising and conducting investigations</p> <p>1.2 Explain the procedures for managing and disclosing information relating to investigations in accordance with national crime recording standards</p> <p>1.3 Explain the principles of</p>	<p>Legislation, policies & procedures may include:</p> <ul style="list-style-type: none"> • National Crime • Recording Standards • P.A.C.E. Act 1985 • Codes of practice • Health & Safety legislation • Data Protection legislation <p>Examples of managing information could include:</p> <ul style="list-style-type: none"> • Ensuring crimes are recorded • Timely recording • Accurate recording • Recording in line with the Crime Recording decision Making Process <p>Skills and experience may</p>

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	<p>selecting investigators according to their skills and experience in relation the investigation concerned</p> <p>1.4 Describe the planning and risk assessment processes associated with conducting investigations</p>	<p>include:</p> <ul style="list-style-type: none"> • Effective communication • Report writing • Interpersonal • Investigative skills • Investigative experience <p>Risks may include:</p> <ul style="list-style-type: none"> • To the victim • To the investigation • To property and evidence
<p>2 Be able to supervise investigations</p>	<p>2.1 Ensure all the material gathered as part of an investigation is recorded, retained and revealed in line with current legislation and policy</p> <p>2.2 monitor and evaluate the progress of the</p>	<p>Examples of material may include:</p> <ul style="list-style-type: none"> • Emails • Computer records • Process materials • Information • Objects • Interview tapes <p>Recording may include:</p> <ul style="list-style-type: none"> • Durable formats • Retrievable formats <p>Examples of retaining materials may be:</p> <ul style="list-style-type: none"> • Photographed • Video recorded • Digitally recorded • Written records <p>Revealed material may include:</p> <ul style="list-style-type: none"> • Information provided by an accused person indicating an explanation for the offence with which he has been charged • Material casting doubt on the reliability of a confession • Material casting doubt on the reliability of a prosecution witness • Any other material which the investigator believes may satisfy the test for prosecution disclosure <p>Supporting action may include:</p> <ul style="list-style-type: none"> • Review of progress

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	<p>investigation and take action to support the investigator if necessary</p> <p>2.3 ensure all individuals are dealt with in an ethical manner, recognising their needs with respect to race, diversity and human rights</p> <p>2.4 ensure case files are prepared and submitted and post-charge procedures completed in compliance with current legislation, policy and guidance</p> <p>2.5 review the investigation, identifying and communicating lessons to be learned by self and other relevant people</p> <p>2.6 ensure the investigation has been recorded and finalised in accordance with national crime recording standards</p>	<ul style="list-style-type: none"> • Review of actions • Review of investigation • Advice and guidance • Additional resources <p>Needs may include:</p> <ul style="list-style-type: none"> • Additional technical support • Advice and guidance • Cultural issues <p>Examples of case file types may include:</p> <ul style="list-style-type: none"> • Expedited • Remand • Full <p>Examples of post charge procedures may include:</p> <ul style="list-style-type: none"> • Remand in custody • Bail to court <p>Examples of lessons learned may include:</p> <ul style="list-style-type: none"> • Timeliness • Sufficiency of evidence • Relevance of evidence • Investigative techniques used • Use of specialist services <p>Finalisation may include:</p> <ul style="list-style-type: none"> • Accurate recording of the crime • Informing the victim
<p>3 Be able to supervise and support investigators</p>	<p>3.1 select and brief the investigator and other relevant people about the investigation, clarifying what is expected of them</p> <p>3.2 ensure that investigators follow force policy in</p>	<p>Expectations of the investigator may include:</p> <ul style="list-style-type: none"> • Liaison with the victim • Ongoing contact with CPS • Investigation techniques • Deadlines for submission <p>Risk assessment and management may include:</p>

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
	<p>relation to risk assessment and management</p> <p>3.3 ensure the investigator develops an investigation plan to effectively identify, prioritise and pursue all relevant lines of enquiry</p> <p>3.4 provide advice and guidance to the investigator where required to ensure that all lines of enquiry are dealt with appropriately</p> <p>3.5 ensure the investigator fully documents all decisions, actions, options and rationale in accordance with current policy and legislation and briefs others to ensure continuity</p> <p>3.6 ensure the investigator passes on relevant material promptly to the appropriate person or department</p>	<ul style="list-style-type: none"> • Impact on victims • Impact on the community • Threat to others • Resource implications • Finance <p>Examples of lines of enquiry may include:</p> <ul style="list-style-type: none"> • Interviews of victims • Witness testimonies • Forensic evidence • CCTV evidence <p>Examples of advice and guidance provided may include:</p> <ul style="list-style-type: none"> • Identification of specialist services • Points to prove • Interview techniques • Review of investigation <p>Decisions, options and rationale may include:</p> <ul style="list-style-type: none"> • Who to arrest • Where and what to search • Use of witnesses • Seizure of property • Use of media • Identification techniques <p>Relevant material may include:</p> <ul style="list-style-type: none"> • Emails • Computer records • Process materials • Statements • Property • Information • Objects • Interview tapes

Assessment

This unit requires the workplace assessment of occupational competence for at least 1 occasion of supervising and investigation and investigators.

For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

Evidence requirements

This unit requires the workplace assessment of occupational competence for at least 1 occasion of supervising and investigation and investigators

Simulation is not allowed for any performance evidence within this unit.

Guidance on assessment and evidence requirements

For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

The assessor must ensure that the principles of equality and diversity have been applied by the individual carrying out this unit

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

National Occupational Standards (NOS) mapping/signposting

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Police (Skills for Justice)	CI105	Supervise investigations and investigators

Additional information

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