

Title	Demonstrate knowledge of investigation processes and preservation of evidence in a security context		
Level	4	Credits	6

Purpose	<p>This unit standard is intended for senior security officers and team leaders who are required to have knowledge of the investigation process and evidence preservation in a security context, and who are not required to complete an investigation.</p> <p>People credited with this unit standard are able to demonstrate knowledge of:</p> <ul style="list-style-type: none"> - investigation processes in a security context; and - preservation of evidence in scenes requiring police involvement in a security context.
----------------	---

Classification	Security > Security Management
-----------------------	--------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

1 References

Children, Young Persons and Their Families (Oranga Tamariki) Legislation Act 2017;
 Crimes Act 1961;
 Employment Relations Act 2000;
 Evidence Act 2006;
 Good Practice Guidelines, New Zealand Security Association 2019, available from <https://security.org.nz/>;
 Health and Safety at Work Act 2015;
 Human Rights Act 1993;
 New Zealand Bill of Rights Act 1990;
 Official Information Act 1982;
 Oranga Tamariki Legislation Act 2019;
 Privacy Act 1993;
 Private Security Personnel and Private Investigators Act 2010;
 Secret Commissions Act 1910;
 Summary Offences Act 1981;
 Trespass Act 1980;
 and all subsequent replacements and amendments.

2 Definitions

Best practice – an industry approved current method or way of doing something that, in the circumstances, achieves the required outcome.

Organisational policy and procedures – refers to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace.

Relevant instructions – oral, written or electronically transmitted instructions issued to govern the performance of security tasks, duties, and responsibilities. These may be in the form of policies, procedures, manuals, directives, or legal and compliance requirements. They may relate to a particular assignment, organisation, site or operation of equipment.

Security context – the circumstances in which the security officer works: the security industry and the legal and compliance framework in which the security officer operates including relevant instructions.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of investigation processes in a security context.

Performance criteria

- 1.1 Define and explain investigation process terminology in accordance with organisational policy and procedures.
- Range natural justice, confidentiality, misconduct, serious misconduct, warning, procedural fairness, investigation plan, investigation objectives, interview, evidence.
- 1.2 Identify the people with authority in the investigation process and describe their responsibilities in accordance with organisational policy and procedures.
- 1.3 Explain the processes of an investigation relevant to own role, in accordance with organisational policy and procedures, and with reference to relevant legislation.
- Range processes must include – investigation objectives, evidence gathering and storage, reporting; management, client or police follow-up;
processes may include but are not limited to – investigation plans, timeframes, notice to subject of investigation of allegation and likely consequences, opportunity for response, interviews, use of technology, unbiased consideration of information, investigation confidentiality;
evidence of at least seven processes is required.
- 1.4 Describe the possible consequences of an investigation, on parties involved, with reference to relevant legislation.
- Range parties must include – person investigated, person conducting the investigation, party authorising investigation;
evidence of at least one possible consequence for each party is required.

- 1.5 Describe the documentation required in investigations in terms of its purpose and content with reference to relevant legislation.

Range documentation may include but is not limited to – allegation, investigation, disciplinary meetings, letters of notice, reprimands, warnings, explanations given by employee, explanations given by employer;
evidence of a minimum of three is required.

Outcome 2

Demonstrate knowledge of preservation of evidence in scenes requiring police involvement in a security context.

Performance criteria

- 2.1 Identify the situations that require police involvement in a security context in accordance with best practice.

- 2.2 Explain how evidence is preserved at a scene and the role and responsibilities of a security officer in accordance with relevant instructions.

Range responsibilities must include but is not limited to – approach, entry and exit, moving objects, awareness of own impact on crime scene.

- 2.3 Explain the preservation of evidence requirements in terms of chain of evidence and with reference to relevant legislation.

- 2.4 Explain the documentation required for evidence preservation in terms of its uses and content and with reference to legislation.

Planned review date	31 December 2025
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 February 2009	31 December 2022
Review	2	27 August 2020	N/A

Consent and Moderation Requirements (CMR) reference	0003
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.