

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Investigation

Title	Conduct surveillance
Code	107854L3
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to properly carry out surveillance and operate the technical aids and equipment in order to collect evidence and collate information about the matter under investigation.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about surveillance techniques and tools:</p> <ul style="list-style-type: none"> • Understand the organisation's policies and guidelines for surveillance • Understand legal issues relevant to surveillance in Hong Kong and in particular, the requirements of the Personal Data (Privacy) Ordinance, Cap 486. • Be familiar with the techniques and skills for carrying out surveillance • Possess the skills for operating technical aids and equipment for surveillance • Possess the personal traits of an investigator, such as: <ul style="list-style-type: none"> ○ Observation skills ○ Analytical and critical thinking skills ○ Interpersonal and communication skills • Possess the literacy skills to clearly and accurately record information and activities <p>2. Master the techniques and tools for surveillance</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Understand legal considerations of different circumstances for surveillance: <ul style="list-style-type: none"> ○ In locations under the control of the organisation ○ In locations outside the control of the organisation • Identify the individual(s) to be monitored, their relationship with the organisation and establish their detailed background. • Identify the purpose for the surveillance operation, ensuring that: <ul style="list-style-type: none"> ○ It is necessary and is the only way of obtaining the information required; ○ It is legal; ○ It complies with the organisation's policies and guidelines; and ○ It is approved by relevant authorized parties of the organisation • Establish the scope, timeline, objectives and operational standard of the surveillance, ensuring that: <ul style="list-style-type: none"> ○ The surveillance will focus on the agreed scope ○ The surveillance will operate according to relevant laws and regulations ○ The surveillance will stop once the agreed timeline expires or when the objectives are achieved • Carry out the surveillance following the laid-down guidelines and procedures and according to the agreed scope, timeline, objectives and standard • Adopt the approved surveillance methods, which may involve the use of: <ul style="list-style-type: none"> ○ Mobile or static surveillance by vehicle ○ Mobile or static surveillance on foot ○ Use of cameras and video equipment ○ Use of other electronic or specialist surveillance equipment • Record and safe-keep the evidence gathered according to laid-down guidelines and procedures and rules of evidence in Hong Kong • Keep all information regarding the surveillance confidential

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	<ul style="list-style-type: none">• Report the surveillance results only to authorized parties with a need-to-know• Make recommendations for further actions where relevant
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Apply the appropriate techniques and skills for conducting surveillance to support an investigation; and• Complete the surveillance as planned and ensure that it complies with relevant laws and regulations as well as the laid-down policies and guidelines of the organisation.
Remark	