

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

Functional Area - Investigation

Title	Collect and preserve physical evidence
Code	107855L3
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to identify relevant and material evidence for establishing facts of the matter under investigation. It also covers the abilities to collect and preserve evidence according to the laid-down policies, procedures and guidelines of the organisation and the rules of evidence in Hong Kong.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about the collection and preservation of physical evidence</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Understand the organisation's policies, procedures and guidelines regarding the collection and preservation of physical evidence • Understand the rules of evidence in Hong Kong • Describe the concepts and techniques to properly collect and preserve evidence and maintain the chain of evidence <p>2. Collect and preserve physical evidence</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Identify the different types and forms of evidence that will help to establish the facts of the matter under investigation. <ul style="list-style-type: none"> ○ • Collect evidence using various means and methods that meet the requirements of the rules of evidence and comply with laid-down policies, procedures and guidelines of the organization. • Preserve the evidential value of evidence collected using various means and methods and follow-up by engaging trained forensic personnel to retrieve the evidence/information, e.g. computer forensic analysis, fingerprint comparison, etc. • Maintain the chain of evidence: <ul style="list-style-type: none"> ○ Keep evidence collected securely and safely ○ Keep proper records about each change of hand to provide clear and complete records that the evidential features and value of the evidence have not been tampered with
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Collect and preserve evidence according to laid-down policies and guidelines and the rules of evidence in Hong Kong; and • Handle evidence and maintain its chain of evidence so that the evidential value can stand challenges in subsequent legal proceedings.
Remark	