

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

Functional Area - Investigation

Title	Keep records about investigative activities
Code	107857L2
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to keep proper records of investigative activities according to the organisation's policies, procedures and guidelines.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical factors that will affect the keeping of records about investigative activities</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Understand the organisation's policies, procedures and guidelines for investigations • Understand the organisation's policies, procedures and guidelines about the prescribed format, style and content for different types of records about investigations • Understand the organisation's policies, procedures and guidelines about information security and document sensitivity classification, distribution, transmission, storage and destruction • Describe the concepts and skills to clearly and accurately record information and activities <p>2. Keep proper records about investigative activities</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Identify the types of records to be kept: <ul style="list-style-type: none"> ○ A case diary about investigation actions taken ○ Statements/notes of investigative interviews ○ Statements/notes about collection and preservation of evidence ○ Statements/notes about research and analysis activities and outcomes ○ Statements/notes about surveillance operations and outcomes • Maintain a case diary of investigation actions in the prescribed format: <ul style="list-style-type: none"> ○ Record actions in chronological order ○ Record essential information about the actions in a concise and precise manner to include: When? Who? Where? What? • Keep proper records of an investigative interview (e.g. written statements/notes, audio-recordings or video recordings) according to laid-down policies, procedures and guidelines: • Keep proper records of other actions such as collection and preservation of evidence, research and analysis and surveillance according to laid-down policies, procedures and guidelines • Keep records of investigation actions confidential which should only be shared with authorized parties with a need-to-know and according to the organisation's policies, procedures and guidelines
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities:</p> <ul style="list-style-type: none"> • Keep proper records of all investigation actions in the prescribed format and style and in accordance to the organisation's relevant policies, procedures and guidelines; and • Observe the organisation's requirements for information security and document sensitivity, distribution, transmission, storage and destruction.
Remark	