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Policing

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Investigation:

PIP Level 1 Conduct Investigations

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Authorised Professional Practice

These notes are aimed at learners completing their Initial training to meet the learning outcomes specified on the National Policing Curriculum. The primary source of content is the Authorised Professional Practice (APP) and the supporting evidence based research of “what works” in policing.

APP can be found at: <http://www.app.college.police.uk/>

1. Introduction

These notes are for Pre-Join, Police Officers and IL4SC Phase 2.

The notes are designed to provide you with an understanding of the actions you should take when conducting investigations.

The following topics are covered:

- The importance of conducting investigations to a high professional and ethical standard
- The role and responsibilities of a PIP level one investigator
- What is meant by an investigative mindset
- The stages of an investigation
- How to plan an investigation
- Obtaining and gathering material during an investigation
- Evaluating material obtained during an investigation.

These notes will help you to understand why it is important to follow a structured and methodical process of investigation and the knowledge and skills you will need to develop to be an effective PIP level one investigator.

The notes also highlight the requirement for an investigator to behave in a calm, professional and ethical manner when dealing with victims and witnesses and how to support people who may be affected by an investigation.

2. Conducting investigations

2.1 Criminal investigations

The Criminal Procedure and Investigations Act 1996 (CPIA) Code of Practice defines a criminal investigation as “an investigation conducted by police officers with a view to it being ascertained whether a person should be charged with an offence or whether a person charged with an offence is guilty of it”.

2.2 Ethical and professional investigations

As an investigator you will have access to a range of legal powers to enable you to conduct effective investigations. Under certain conditions these powers allow you to deprive individuals of their liberty, use reasonable physical force, enter their homes or other private premises, gain access to private information and to deploy intrusive surveillance techniques. You will have a high level of discretion in how you choose to use these powers and this places a responsibility on you to use them ethically and in accordance with professional standards.

In 1990 ACPO set out the police service statement of common purpose and values which states: “The purpose of the police service is to uphold the law fairly and firmly; to prevent crime; to pursue and bring to justice those who break the law; and to keep the Queen’s Peace; to protect, help and reassure the community; and to be seen to do all this with integrity, common sense and sound judgement We must strive to reduce the fears of the public and, so far as we can, to reflect their priorities in the action we take”.

You must undertake all investigations in line with the professional standards in the Police (Conduct) Regulations 2012 (for police officers) and the Police Staff council joint circular 54 (for police staff). You should also be familiar with the ethical framework adopted by your police force or agency:

- Honesty and integrity
- Authority, respect and courtesy
- Equality, diversity and human rights
- Appropriate and proportionate use of force
- Orders and instructions

- Work and responsibilities
- Confidentiality
- Fitness for work
- Conduct
- Challenging and reporting improper behaviour.

In addition to these sources of ethical guidance, there are a number of principles which are widely accepted within the police service. These principles are underpinned by the recognition that policing works best where it has the support and cooperation of the general public. Support for the police service can be undermined when the public lose confidence in either the effectiveness of the police or the way in which police powers are exercised.

The following principles are designed to ensure that investigations are conducted in ways which are ethical and encourage public support:

- When a crime is reported, or it is suspected that one may have been committed, investigators should conduct an effective investigation
- The exercise of legal powers should not be oppressive and should be proportionate to the crime under investigation
- As far as operationally practical and having due regard to an individual's right to confidentiality, investigations should be carried out as transparently as possible, in particular, victims, witnesses and suspects should be kept updated with developments in the case.

The benefits of professional and ethical investigations:

Conducting professional and ethical investigations will ensure that individuals and communities have confidence in the effectiveness of the police service and the fairness of the processes and techniques they use. This will make it more likely that victims and witnesses will provide investigators with material and that they will cooperate in the prosecution of offenders. Winning the broad support of communities also helps to cultivate sources of intelligence for the future. You should remember that offenders are members of communities and can influence others about the police. They may also themselves become victims and witnesses. If they believe that they have been treated ethically during an investigation they are less likely to form and communicate a negative view of the police to

others. They are also more likely to cooperate with investigations in the future, whether as a victim, witness or suspect.

You should conduct investigations with integrity, common sense and sound judgement. Heavy-handed, discriminatory or disproportionate actions risk losing the cooperation and support of the public for any future criminal proceedings. When investigating a crime, however minor, you should strive to maintain a balance that is sensitive to the concerns of all the parties involved and recognise that a professional approach to investigations has benefits for the victim, the public and the police. The success of an investigation relies on the goodwill and cooperation of victims, witnesses and the community.

Conducting effective investigations will not only result in better policing and the arrest and prosecution of more offenders, but will also provide information for the National Intelligence Model (NIM). The analysis of information fed into the NIM will assist in identifying crime patterns and trends, crime hot spots and series links. This information can then be used to brief and deploy patrols and identify intelligence-led initiatives designed to reassure communities and reduce offending and anti-social behaviour. The process and outcomes of a criminal investigation can attract considerable attention, from the media and the impact crime has on individuals and communities. To build and maintain public confidence, everyone involved has a responsibility to ensure that investigations are carried out professionally, ethically, and to a high standard. The professionalising investigation programme (PIP) was introduced to support this quality approach to investigations.

2.3 The Professionalising Investigation Programme (PIP)

Jointly sponsored by ACPO and the College of Policing, this programme is designed to “improve the professional competence of all police officers and staff who are tasked with conducting investigations”. PIP is for police officers and staff whose role involves conducting or managing investigations, conducting interviews with victims and witnesses, and interviewing suspects. PIP delivers the capability of staff to conduct professional investigations at all levels within the police service and in other sectors. It is not just about delivering training to staff who are about to enter the service or start in a new investigative role; it encompasses investigators of all ranks, ensuring that they remain competent to practise throughout their service by registering their skills and competency at both national and local levels and ensuring continued professional development. The aim of PIP is to develop professional investigators who can conduct investigations to a national standard based on recognised good practice.

The role and responsibilities of a PIP level 1 investigator

The CPIA Code of Practice under Part II of the Act defines the role and responsibilities of an investigator as “any police officer or other person involved in the conduct of a criminal investigation. All investigators have a responsibility for carrying out the duties imposed on them under this code, including in particular recording information, and retaining records of information and other material”.

You will see that investigation is not confined to police officers; trained police staff can and do act as investigators. Under the provisions of the Police Reform Act 2002 Chief Constables can employ non police staff to be trained and employed as “Investigators”.

2.4 PIP levels of investigation

There are four PIP levels of investigation:

- PIP Level 1 relates to the investigation of volume crime. This is the entry level for investigators and the level at which you will be operating. Volume crime is defined in the ACPO (2009) Practice Advice on the Management of Priority and Volume Crime (The Volume Crime Management Model) (Second Edition) as: “any crime which, through its sheer volume, has a significant impact on the community and the ability of the local police to tackle it. It includes priority crimes such as street robbery, burglary and vehicle related crime, but can also apply to criminal damage or assaults and anti-social behaviour”.

Investigators move through the subsequent according to the requirements of their role:

- PIP Level 2 relates to the investigation of serious and complex crime/incidents
- PIP Level 3 relates to senior investigating officers for major crime and senior investigating officers for serious and organised crime
- PIP Level 4 is often referred to as the “Heads of Crime” programme.

Areas of investigative knowledge

In order to carry out an investigation effectively, an investigator must have knowledge of:

1. The legal framework in the UK
2. The characteristics of crime
3. National and local force policies.

The legal framework in the UK

In the UK the legal system is adversarial whereby two advocates (prosecution and defence) represent their respective parties' positions before an impartial person or body of persons, usually a judge or jury, will attempt to determine the truth of the case. The prosecuting body, e.g. a police force, accuses, or charges, a suspect with an offence and has the burden of proving the accusation beyond all reasonable doubt. There is a presumption of innocence on the part of the accused person(s) that he or she does not have to prove innocence. The task of the investigator within this system is to gather the evidence that will support and prove the accusation.

All investigators must have a current and in-depth knowledge of criminal law and the legislation which regulates the process of investigation. Without access to legal textbooks or other sources of advice you will have to make on-the-spot decisions as to which is the most appropriate course of action to take. For these reasons it is essential that all investigators including those at PIP level 1 should understand the following:

- Legal definitions of offences likely to be encountered
- Points that have to be proved
- Potential defences available from statute and case law
- Others that support and regulate the investigation process
- Relevant rules of evidence.

Without this knowledge you could take action that is unlawful, or gather material in such a way as to make it unlikely that it will be accepted as evidence in court. In a criminal case there must be sufficient evidence for a reasonable prospect of conviction before someone is charged with an offence. The decision as to whether a charge can be laid is made either by the police or the Crown Prosecution Service (CPS), according to the severity of the offence.

Sources of legal knowledge available to investigators include:

- Home Office Circulars
- Force orders
- The media
- Legal digests
- HMSO website (legislation/statutory instruments)

- Police journals
- Force crime training departments
- Conferences and seminars
- Legal databases (Police National Legal Database (PNLD) and Lawtel).

The characteristics of crime

Crime can be placed into three broad categories:

- Property crime
- Crimes against the person
- Crimes against society, (sometimes referred to as victimless crimes by the media).

An examination of the types of crime in each category shows that they vary widely in terms of the behaviours involved, the types of victims, the motives of offenders, the methods used to commit the crime and the degree of planning involved. The differences between crimes are significant for investigators because the circumstances in which crimes are committed determine the volume and distribution of the material available for them to gather. For example, although shoplifting and commercial fraud are both property crimes, they generate quite different types of material due to the different ways in which these offences are committed. The wide range of criminal behaviour, the circumstances in which it can occur and the numerous ways in which victims, witnesses and offenders are likely to behave, means that investigators can be faced with numerous sources which may produce material. Making an appropriate decision in these circumstances requires knowledge of some of the factors involved. These factors include the modus operandi (MO) of offenders and the characteristics of victims, witnesses or offenders.

Modus Operandi (MO)

A detailed knowledge of the MOs employed by offenders within your policing areas will enable you to:

- Ascertain how a particular crime has been committed, the type of material that may have been generated in the commission of the offence and how or where this material might be recovered
- Identify linked series of crimes committed with the same MO. (Pooling material from a linked series of crimes is often a highly effective way of progressing an investigation)

- Identify links between crimes and known offenders who use the same MO
- Predict future offending patterns which may enable preventive or protective measures to be taken
- Predict future offending patterns which may enable offenders to be caught red-handed
- Identify likely disposal routes and markets for stolen or illicit property.

2.5 Methods of investigation

There are two methods of criminal investigation:

Reactive

This starts with the discovery of a crime and seeks to bring offenders to justice by uncovering material that identifies suspects and provides sufficient evidence to enable a court to determine their guilt. The technique of reactive investigations focuses on interviewing victims, witnesses and suspects, the examination of scenes and the development of forensic links between suspects and the offence.

Proactive

The proactive method usually starts with an intelligence analysis that a particular individual or group is involved in criminal enterprise. This is often organised crime such as drug dealing, fraud or people trafficking. Individual instances of such offending are rarely reported to the police and so generally the techniques of reactive investigation cannot be used. As a result investigators generally use a range of covert surveillance techniques, which are designed to link offenders to the criminal enterprise. These techniques are often complemented by financial investigations and forensic science techniques.

At PIP level 1 It is expected that you will be involved mainly in reactive investigations.

2.6 Investigative principles

The principles an investigator must have in order to conduct an effective investigation include:

- An overview of the investigative process and planning required to conduct an investigation
- Decision making and how it can be improved by application of the investigative mindset

- Investigative and evidential evaluation can assist the investigator to determine the value of material gathered during the investigation
- Core investigative strategies common to most investigations including victim and witness, suspect and scene strategies.

2.7 Investigative mindset

Before examining the stages of an investigation, it is useful to consider the way in which an investigation is approached. The approach is known as the investigative mindset.

The application of an investigative mindset will bring some order to the way in which you examine material and make decisions. It can be broken down into the five following principles:

- Understanding the source of material
- Planning and preparation of the investigation
- Examination of material
- Recording and collation of information
- Evaluation of the material.

In applying the investigative mindset you should be mindful of the limitations in your decision-making. In particular you should guard against being influenced by your first impression of material gathered, or accepting it at face value, as this may prevent you from exploring other sources of material or alternative interpretations.

You must keep an open mind and be receptive to alternative views or explanations and never rush to premature judgements about the meaning of any material or the reliability of its source. It is imperative that no decision in respect of suspects, or the value and meaning of any material gathered, is made before a thorough evaluation has been carried out. However, bearing this in mind, it is sometimes useful to build a hypothesis, based on the available facts, in order to decide on the nature of the crime and the way to progress the investigation. Before deciding to use hypotheses you must consider the following factors:

- Has all the available material been gathered?
- Do you understand all the material?

- Are there lines of enquiry which have not yet been pursued and which could generate more material?
- What benefit will the use of a hypothesis bring to the investigation?

Before developing hypotheses, you must have sufficient knowledge to make valid judgements. All material relevant to an investigation should be considered and any assumptions or inferences that are made during this process should be explicitly recorded. A hypothesis should be a reasonable interpretation of the material available and should offer the most logical explanation of the facts as they are known. It is likely, however, that there will be no single most logical explanation, but rather a series of hypotheses, each of which offers an alternative explanation. As more material becomes available, any hypothesis should be examined to establish the known facts. **Never try to find facts to fit the hypothesis.** Alter the hypothesis to accord with the facts.

2.8 The stages of a criminal investigation

An investigation can be divided into the following stages:

- Instigation
- Initial investigation
- Investigative evaluation
- Suspect management
- Evidential evaluation
- Charge
- Case management
- Court.

Depending on the type and seriousness of the crime the investigation may be taken over by a specialised team at any stage.

The instigation stage

The instigation of criminal investigations can occur in a number of ways:

- Reports from the general public such as attendance at police stations, phone calls, online and to patrol officers

- Referral by other agencies
- Intelligence links to other crimes (linked series)
- Re-investigation as a result of new information, cold case or other type of review
- Discovered as a consequence of other police actions
- Intelligence packages developed to identify criminal activity.

Call takers, public counter staff and patrol officers receiving initial reports must be mindful that when receiving these reports they are commencing an investigation and will receive material that is relevant to it. They are under the same obligations as others involved in the investigation to record and retain this material and to ensure that it is communicated to the investigating officer.

Initial investigation

Not every report of a crime will require an initial investigation. Intelligence packages and referrals from other agencies are likely to be allocated for further investigation without the need for any initial investigation. The majority of reports are, however, likely to be dealt with by deploying police officers to a scene or to the person reporting an incident.

The quality of the initial investigation is a significant factor in gathering material that leads to detection of a crime. The first opportunity to locate and gather material may be the only opportunity. For example, scenes that are not identified and secured will deteriorate quickly; witnesses who are not identified and interviewed straight away may discuss events with others and thus contaminate their recollection of the event or may leave the area and be impossible to trace later.

2.9 The Golden Hour

The Golden Hour is a term used for the period immediately following an offence when material is abundant and readily available to the police.

Positive action in the period immediately following the report of a crime minimises the attrition of material and maximises the chance of securing evidence that will be admissible in court.

The list below outlines some key Golden Hour considerations:

Victims	Identify, support and sensitively preserve evidence
Scenes	Identify, preserve, assess and commence log
Suspects	Identify, arrest and preserve
Witnesses	Identify, support and prioritise (key and significant), record first account and description of suspect(s)
Log	Decisions and rationale, circumstances, resources, and conditions
Family/community	Identify, inform, primary support (needs, concerns expectations, sensitivity)
Physical evidence	Preservation (CCTV, public transport, escape routes, ambulances, hospitals)
Intelligence	Identify, prioritise, maximise, exploit, consider, community and open source
Prevent contamination	Victims, scenes, witnesses, suspects
Lines of responsibility	Identify, inform, brief, coordinate and review

2.10 Gathering material during the ‘Golden Hour’

The quality of the initial investigation which you carry out as first responder is a significant factor in gathering material that leads to the detection of a crime. The first opportunity to locate and gather material may be the only opportunity. Scenes that are not identified and secured will deteriorate quickly; witnesses who are not identified and interviewed straight away may discuss events with others and thus contaminate their recollection of the event or may leave the area and be difficult to trace later. The acronym CCSC refers to the actions you should take to ensure that the opportunity to obtain relevant and important material during the “golden hour” is not lost:

Confirm exactly what has taken place.

Cordon off the crime scene.

Secure the crime scene.

Control the crime scene.

Initial deployment at the scene

When you are initially deployed to the scene of an incident you are likely to have a number of competing demands placed on you when you arrive. Before you can begin an investigation you may have to:

- Deal with a violent situation
- Provide first aid and call for medical assistance
- Reassure victims and witnesses
- Prevent public disorder.

Once these immediate priorities are dealt with you should plan how best to conduct the investigation. The key factors you should consider are:

- Interviews with victims and witnesses
- An initial search of:
 - Access routes
 - Exit routes
 - Places where offenders are likely to have been
- Identification, search and preservation of the scene
- Other potential evidence sources e.g. CCTV footage.

It is important that the key actions are carried out at the earliest possible opportunity, commensurate with the needs of the victim. These are known as “Fast Track Actions” and are defined as any investigative actions which, if pursued immediately are likely to establish important facts, preserve evidence or lead to the early resolution of the investigation. The time when this type of action can be most decisive is usually during the initial investigation but the opportunity can occur at any stage.

Fast track action is particularly appropriate when investigators are responding to incidents, which are still ongoing or have only recently ended. During the initial investigation fast track

action may be needed to protect, preserve or gather material to prevent it from being contaminated or lost. The source of the material may be from interviews with witnesses or victims, forensic evidence from a crime scene examination or articles associated with the crime, such as documents seized in the course of searching premises or equipment used to commit a burglary, all of which may be readily available if prompt action is taken. Material will be relevant if it has some bearing on any offence under investigation or any person being investigated, or on the surrounding circumstances of the case. If it is incapable of having any impact on the case it is irrelevant.

It may be difficult for investigators to predict what will or will not be relevant to the investigation, particularly during the early stages when the exact nature of what has happened, and who is involved may still be unclear. In the first instance, if in doubt, investigators are advised to err on the side of caution and, where it is legally permissible, to gather and retain material. Subsequently supervisors or crown prosecutors can be consulted to determine whether the material should be retained for use in the investigation or in subsequent court proceedings.

There may be occasions when it is necessary to conduct a fast track interview with a victim or witness who possesses material which is likely to rapidly progress the investigation and can result in:

- The early identification or arrest of a suspect
- The recovery of material connected with the offence
- Preventing the imminent disposal or destruction of material connected with the investigation
- Preventing the commission of other offences.

If conducting an interview, the investigator has to consider the immediate needs of the victim or witness who may require medical attention or the presence of an appropriate adult. Common sense should be applied and the interview should be limited to obtaining sufficient information to immediately progress the enquiry. The circumstances surrounding the fast track interview should be recorded and permission obtained from medical staff if the witness is receiving non-urgent attention.

You should be aware of the anxiety and misapprehension that may be felt by victims and witnesses when they are exposed to the criminal justice processes. They will require

reassurance and information throughout the process. As an investigator, whether tasked with a volume crime or major investigation, you must recognise their needs and concerns.

In general the initial investigation phase will be complete when:

- The investigator has obtained an account from the victim and any witnesses who are immediately available
- The immediate needs of victims and witnesses have been met
- The crime scene examination has been instigated
- All fast track actions required have been taken
- All records required by the CPIA and individual force policy have been made
- All intelligence gathered during the initial investigation has been submitted to the appropriate unit.

A comprehensive record of all enquiries completed in the initial investigation should be made in order to:

- Assist the investigator to carry out an investigative evaluation
- Contribute to the intelligence picture of crime in the area
- Enable supervisors to assess the quality of the investigation
- Facilitate the hand-over of the investigation if it is allocated to another investigator
- Become a part of the evidence that will support prosecution or other action.

2.11 Investigative and evidential evaluation

Material which has been gathered during an investigation should be subjected to a periodical formal evaluation to allow the investigator to review the progress of the investigation, explore whether any additional lines of enquiry can be identified and ensure that all existing lines of enquiry and investigative actions have been pursued and completed. It also allows investigators to review the actions and decisions already taken. This process of evaluation is as relevant to volume crime investigations as it is to more serious or complex investigations.

Investigators should follow a standard model of evaluation, as this will enable them to become competent in its use, and allow them to evaluate material in a consistent, structured and auditable format. There are two types of formal evaluation:

- Investigative evaluation
- Evidential evaluation.
- Investigative evaluation should identify:
 - What is known
 - What is still to be established
 - Consistencies in the material
 - Conflicts between different material.

Evidential evaluation should consider:

- The overall strength of the case
- Whether sufficient evidence exists against a suspect to proceed to charge.

During the early stages of an investigation a greater emphasis should be placed on investigative evaluation in order to identify a suspect. Later, and particularly during the suspect management phase of the investigation, the emphasis will shift toward ensuring that an evidentially robust case can be passed to the CPS for prosecution purposes.

Requirements of the evaluation process

The first stage of any evaluation is to set the objectives. An investigator must have a clear idea of the reasons he or she is carrying it out. In the early stages of the investigation the objectives are likely to be basic and broad such as:

- The nature of the crime, if the investigation involves a crime. This may seem obvious but does require careful thought. There is a difference between an assault and an assault where injury occurs as a consequence, and the evidence required to prove different offences may differ accordingly.
- The material should be relevant to the investigation. All material gathered should be included in the evaluation, and, in the early stages, nothing should be discarded as it may become relevant later.
- The reliability of the material; it must be in a form in which it can be produced as evidence, or anyone using it as intelligence can rely upon its accuracy.
- It must be admissible as evidence. If, as it has been gathered, it is not admissible, it must be put into a form that can be produced at court. For example, information gathered from

a witness has to be put on to a witness statement form to be produced in court. Previously, the courts have required the best evidence to be produced, e.g. an original document rather than a copy. Now, however, courts are prepared to accept copies, but investigators should attempt to obtain the best evidence available in whatever form.

Example of best evidence:

Suppose that you need to prove that a suspect stayed at a particular hotel.

The best way to proceed would be to obtain the documents completed by the suspect when he or she signed in and have them produced by the receptionist who dealt with them. This would be the best evidence.

However, the original documents may not be to hand as the hotel may destroy them when a guest leaves and in addition the receptionist who dealt with the registration may no longer be employed at the hotel. For accountancy purposes there will be some kind of record, possibly a computer entry or printed record showing the time of stay and the final bill. In this case a statement can be given by the manager or whoever has control of the system giving details of the booking, the bill paid and the period of the stay. This will be the best evidence available.

During the evaluation, it is helpful to adopt an organised approach to the material gathered. This material may include victim and witness statements, exhibits and images, intelligence reports, lists of active offenders in the area and forensic science reports. The evaluation process will help to organise the knowledge to identify what action is needed next. Investigators should identify specific gaps in the evidence or intelligence which may suggest further lines of enquiry. The material should be examined to identify:

Who

- Have the victim(s) and witnesses been identified? Have statements been obtained from them and are their contact details on file? Are there any characteristics of the victim that are cause for concern, e.g. are they vulnerable? Is there a physical description or other evidence which may assist in identifying the suspect? Is there anything that he or she said or did that will help in that identification? Are there suggestions that the possible offender is of an ethnic or national group, of a particular age group, has extremist political or religious views, or has any particular vulnerability?

Where

- Where did the offence take place? Is there any evidence of selectivity? Does there appear to be an element of planning or do either the location and/or the victim appear to be random? Are there characteristics of the location that may be significant, e.g. sheltered housing or vulnerable commercial premises?

What

- What has occurred, what was the nature of the crime, were any tools or special techniques used?

When

- When did the offence and other significant events take place?

Why

- Is there a reason that it was this offence committed in this location against this victim at this time?

How

- The method used to commit the offence. Assess the skills or knowledge used by the offender.

By organising the material gathered, conducting an investigative and evidential evaluation may identify areas which require further investigation. It will also highlight conflicts and inconsistencies in the material.

Example:

As an example of how this process may be used, consider the following scenario:

You are sent to a private address where a burglary has taken place. A bedroom window has been forced and jewellery stolen. The occupant was out at the time.

A neighbour states that he saw a man place a ladder against the wall of the burgled house and appear to wash the bedroom window. He gives the approximate time he saw this, which corresponds with the time of the occupant's absence. How will an evaluation of the material, sparse as it is, assist the investigation?

Clearly, we have in this case a victim, a witness and a possible suspect.

At the outset of the evaluation, the witness can, if necessary, provide reliable, admissible evidence regarding the “window cleaner” including a description. (The “who”.) He can give a time. (The “when”.)

What is not to hand is identification of the suspect. However, with the above information, you can speak to the victim to try to enlarge the material.

The victim says that she has no regular window cleaner arrive on the day in question, and that she saw a man with a bucket and ladder outside her home when she left.

She can also provide a description of the man she saw and give a list of the missing items.

A further evaluation of the material shows that there are two descriptions of a possible suspect (who), a method (how), a crime of burglary (what) and a time (when).

With this knowledge you will consider what further action can be taken:

- Scene of crime examination including fingerprints
- Examination of intelligence records to establish whether there is a known suspect who poses as a window cleaner to commit burglary
- Circulation of the description of the missing jewellery in case it is offered for sale.

Even if the enquiries prove fruitless in respect of a positive identification of the suspect, the investigation will provide good intelligence which may be useful in future enquiries.

It can be seen from the above example that evaluations need not necessarily be long or complicated. In this case an evaluation means no more than taking time to consider the material and identify the way to progress the investigation. Of course, investigations that involve, for example, large scale fraud, will include vast quantities of documents that will need a considerable length of time to evaluate.

2.12 Further investigation

In some cases the initial investigation and the investigative evaluation will lead to the identification of a suspect and sufficient material to justify interviewing the suspect under caution, e.g. where victims or witnesses have made an allegation against a named

individual. In these circumstances the investigation is likely to move straight into the suspect management phase. Where this is not the case, further investigation will focus on gathering material that leads to the identification of a suspect. To gather this material, the investigator will need to develop a strategy to further the investigation.

2.13 Investigative strategies

An investigative strategy is a plan that sets out the appropriate actions needed to further the investigation. These may include:

- Identifying a line of enquiry to pursue
- Determining the objective of pursuing a particular line of enquiry
- Identifying the investigative action(s) necessary to efficiently achieve that objective taking into account resources, priorities and proportionality
- Conducting the investigative action and gathering the maximum amount of material, which may generate further lines of enquiry.

Example:

A man reports that his car has been stolen. You go to the scene of the theft, and the owner of the car tells you that he parked it in a side street and when he returned to collect it, it had disappeared.

Line of enquiry	Objective	Investigative action
Make enquiries with force	Establish if the car has been towed away for illegal parking or otherwise reported e.g. for speeding, which will provide a location at a specific time	Contact force centre Force centre to alert other force members and contact PND and ANPR
House to house enquiries	Identify any witness sightings of the theft	Establish which houses overlook the scene and speak to the inhabitants

CCTV coverage	Identify any sightings of the theft	Note the authority responsible for any cameras nearby and contact them for recovery of footage
Tracker enquiries	To establish current location of the vehicle	Establish whether the car has a tracker device If so ask the owner to inform the tracker company

It must be remembered that the above is a plan and that the investigative actions are not necessarily carried out immediately or by the person devising the plan. If, for example, the theft took place at midnight an immediate door to door enquiry may not be reasonable. It would be left to others on duty during the day to make the further enquiries.

Investigative actions

From the above we can define an investigative action as any activity, which, if pursued, is likely to establish significant facts, preserve material or lead to the resolution of the investigation. There are two distinct types of investigative action. The first is a range of actions that are intended as a general trawl for information. These can be undertaken in any investigation irrespective of the circumstances of the case, but are most likely to occur in the early stages of the investigation when the information about the offence is often imprecise. You will be involved in such things as:

- Crime scene examination
- Victim or witness interviews
- House-to-house enquiries
- Intelligence searches.

The second range of actions relate to specific lines of enquiry that have been generated during the investigation. They differ from the first type because they are evidence specific and some information about the crime is needed in order to identify the most appropriate action. They include:

- Tracing a named suspect
- Identifying and locating potential witnesses who require interviewing
- Pursuing significant information that requires further investigation.

Implementing investigative strategies

As the investigation progresses, you will need to consider how to carry out the actions identified in the investigative strategy. You may need to consider the following:

- The scene
- A search
- Victims and witnesses
- Suspects
- Arrest
- Interview.

You will need to develop a strategy for each to ensure that investigative opportunities are fully developed.

Scene strategy

A scene strategy will set out a plan to examine a scene to establish what measures can be taken to forward the investigation. You will need to:

- Identify the crime scene
 - The boundaries of the scene
 - The number of incidents within it
 - The nature of the incident(s) that you are investigating
- Assess the potential of the scene to provide material of value to the investigation
 - Witnesses
 - Evidence
 - Victims
- Consider the requirements for a forensic examination

- Cordons to preserve the scene
- Evidence preservation and contamination
- Consider the need for specialist assistance
 - Is the nature of the scene and/or the crime such that expert assistance is needed, e.g. a police search team.

Search strategy

Most investigations require a search to be conducted. The nature and circumstances of the investigation will indicate the type of search required, together with the number of resources and or specialists needed. The method or methods which the investigators should employ depends on the specific objective of the search and its location.

Investigators should consider the following:

- The legal powers needed to carry out the search
- A risk assessment
- Handling, packaging and labelling the material
- The legal and force policy requirements regarding records.

Victims and witnesses strategy

The success of any investigation is largely dependent on the quality of material that is obtained from victims, witnesses and suspects. The manner in which investigators approach witnesses from the point of initial contact, during interviews and through to the conclusion of any subsequent prosecution case can have a significant bearing on their perceptions of how the criminal justice system operates. The strategy should consider:

- The risks:
 - The physical health/mental ill health and welfare of the victim or witnesses
 - The suspect(s) who may still be present or in the vicinity and posing a threat
 - Forensic or other relevant material which may be disposed of, destroyed or damaged
 - Risk to other potential victims or witnesses caused by the commission of further offences
- Risk management

- Witness assessments to establish if a victim or witness is:
 - Vulnerable
 - Intimidated
- Witness support
 - From friends and family
 - From specially trained officers
- Welfare needs of witnesses and victims.

Suspect(s) strategy

- Conduct background checks on identified suspects to include:
 - The suspect's propensity to violence or to use firearms
 - Known premises, vehicles and associates
 - Previous criminal convictions or arrests
 - Any known modus operandi (MO)?
 - Habitual behaviour associated with the suspect e.g. gambling or drug misuse
 - Intelligence regarding their previous behaviour in interviews
- Compare the background information with the known offence for similarities
- Arrange for identification procedures for known suspects
 - An identification parade
 - Group identification
 - Video recordings
 - Confrontations
 - Voice identification
- Arrange for identification procedures where the suspect is unknown
 - Street identification by a witness
 - Witness identification from photographs, video or facial imaging.

Arrest strategy

When a suspect has been identified, you will need to prepare an arrest plan which should include:

- The timing of the arrest, which must consider:
 - Whether at the time of the arrest the suspect will pose a serious risk to the safety of the victim, witnesses or the general public, e.g. if he/she is at home in the early morning there will be less risk of harm to the public
 - The likelihood that the suspect will commit further or more serious offences, that is, arrest before he/she does
 - The likelihood that the suspect will destroy, conceal or falsify evidence to obstruct the investigation
- Whether a search of premises is required
- The resources needed
 - Police
 - Interpreters
 - Station/Custody facilities
- Briefing others involved in the arrest, to include:
 - The circumstances of the offence
 - Authorities for arrest and search
 - Communications
 - Methods of entry
 - Nominated officers
 - The resources to be used
 - Time and location of the debrief.

Interview strategy

Suspect interviews must be carefully planned, and the points to be raised with the suspect considered in advance. The interviewer will need:

- To have a thorough knowledge of the material gathered during the investigation
- To decide which material will be used in the interview
- To plan in advance the times at which the material used in the interview will be introduced
- To decide whether the support of more experienced colleagues is needed.

2.14 Case management

The effective management of an investigation requires organisation, planning and control.

An investigation may entail managing any of the following:

Maintaining control

Ensure that you document all decisions, actions, options and rationale in accordance with current policy and legislation

You need to understand and comply with the provisions of the Management of Police Information, Data Protection Act 1998 and be aware of the effects of the Freedom of Information Act 2000

You must ensure that contact with the media is in line with policy and does not undermine the integrity of the investigation

People

When dealing with colleagues, victims and witnesses it is essential that you **communicate** effectively. You must listen to others, ensuring that you understand them and pass instructions and information clearly, ensuring that, in turn, they understand you.

You must deal with individuals in an ethical manner recognising their needs with respect to equality and diversity. Be positive but not aggressive and offer practical advice and support.

Risk

During an investigation risk must be constantly assessed and managed. Investigators must be able to:

- Recognise any risks that may occur during an investigation and their likely impact upon individuals, the investigation or the organisation itself
- Make appropriate decisions to manage that risk

- Keep detailed records demonstrating the steps taken to manage and monitor risk
- Communicate details to others of the risk, or the strategies established to deal with it (e.g. colleagues, victims or witnesses).

Exhibits

Material gathered during an investigation will, if it is relevant, be submitted to support the evidential case. It is essential that an accurate record is maintained in respect of the material gathered in an investigation detailing:

- A precise description of the material
- How it was obtained
 - Precise place of detection e.g. on a suspect's person
 - Its creation e.g. a photograph of a crime scene
- The time, day and date of recovery
- The individual who recovered it
- The individual who produces it for court
- Its location and method of storage
- Any movements in and out of storage e.g. for examination.

2.15 Briefing and debriefing

Briefing

A briefing is simply a method of imparting or exchanging information either to bring others up to date with the progress of the investigation, or to colleagues and team members to task them with future action. To be effective, the person delivering the briefing must:

- Have a complete knowledge of the investigation, or the part of it, that is the subject of the briefing
- Be certain that those being briefed:
 - Understand the progress to date
 - Understand the objective of the briefing

- Are completely aware of their task(s) (if they are being tasked)
- Understand any logistics e.g. communications
- Know the competencies and experience of those being briefed.

There are many briefing models designed to assist you to deliver a briefing and you should choose one to suit the investigation.

Debriefing

A debriefing is a means by which an investigator can gather information from others involved in the operation, and all involved can share information and experience. Frequent debriefings can help to drive an investigation forward. The person holding the debriefing must ensure that everyone taking part contributes fully and that all information is gathered.

Both briefings and debriefings should be planned and structured. A record must be made and retained as it may be needed at court to comply with the disclosure provisions of the Criminal Procedure and Investigations Act 1996.

2.16 Handing over cases

Responsibility for an investigation often passes from one investigator to another. The initial investigator may pass the case to an investigating team. When handing over a case you must record the full extent of all the actions taken in the investigation to date and must ensure that all available information about the conduct of an investigation has been fully communicated to any new investigator. This will ensure that all investigative opportunities are progressed.

3. Revision questions

- Why is it important to conduct professional and ethical criminal investigations?
- What is the role and responsibilities of a PIP Level 1 Investigator?
- What knowledge and skills are required by a PIP Level 1 Investigator?
- What is meant by an investigative mindset?
- What are the key stages of an investigation?
- How would you plan an initial investigation?
- How would you evaluate material gathered during an investigation?

4. Key legislation

Key pieces of legislation applicable to this topic are:

- Regulation of Investigatory Powers Act 2000
- The Criminal Procedure and Investigations Act 1996 (CPIA).
- Data Protection Act 1998
- Freedom of Information Act 2000