

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>COLLECT AND MANAGE EVIDENCE</b>	Understand evidence: <ul style="list-style-type: none"> <li>gathering principles in line with legislation and agency policies and procedures</li> <li>types needed and how to obtain and manage these</li> <li>handling and management procedures including chain of custody.</li> </ul> Under direct supervision: <ul style="list-style-type: none"> <li>plan and activate evidence collection for routine matters</li> <li>adhere to evidence handling and management procedures</li> <li>gather and manage evidence for routine matters.</li> </ul>	Under minimum supervision: <ul style="list-style-type: none"> <li>prepare documentation in accordance with agency policies for collecting and managing evidence</li> <li>manage evidence in accordance with legislation and agency policies and procedures</li> <li>plan and activate evidence collection and management for routine and more complex matters</li> <li>demonstrate evidence-handling and storage procedures including chain of custody for routine and more complex matters</li> <li>seek to improve own knowledge of new and emerging technologies and judicial decisions for collecting and managing evidence.</li> </ul>	Working independently: <ul style="list-style-type: none"> <li>collect, prepare documentation and manage evidence in accordance with legislation and agency policies and procedures</li> <li>plan and activate evidence collection for highly technical matters</li> <li>make recommendations for improvements to evidence collection and management</li> <li>collect, manage and store evidence for routine and more complex matters and chain of custody for highly complex matters</li> <li>mentor less experienced staff to collect and manage evidence.</li> </ul>	Co-ordinate individuals and teams to collect and manage evidence in accordance with legislation and agency policies and procedures.  Provide advice to individuals and teams.  Oversee evidence collection and co-ordinate improvements.  Co-ordinate individuals and teams and resources to collect and manage digital and documentary evidence.  Oversee management of evidence for teams including chain of custody.  Co-ordinate improvements to gathering and management of evidence.	Ensure sufficient and appropriate systems, policies, procedures and resources are in place.  Lead teams to be innovative when trialling and adopting new tools to collect and manage evidence.  Review and audit evidence handling procedures.
<b>NOTE TAKING/ RECORD KEEPING</b>	Under direct supervision: <ul style="list-style-type: none"> <li>take contemporaneous notes to a standard suitable for judicial processes</li> <li>maintain effective records in accordance with legislation, agency policies and procedures.</li> <li>assist senior staff to keep records.</li> </ul>	Under minimum supervision take contemporaneous notes to a standard suitable for judicial processes.	Working independently: <ul style="list-style-type: none"> <li>maintain and manage effective records in accordance with agency policies and procedures for routine as well as more complex and technical matters</li> <li>mentor and guide less experienced staff</li> <li>make recommendations for improvements to note taking and record keeping.</li> </ul>	Co-ordinate and provide advice to individuals and teams on note taking and record keeping.  Oversee note taking and record keeping and identify improvements.  Co-ordinate improvements to note taking and record keeping.	Ensure sufficient and appropriate systems, policies, procedures and resources are in place.

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>APPLY REGULATORY POWERS</b>	Understand the powers officers have, under relevant legislation, to collect and manage evidence.  Under direct supervision, exercise those powers.	Under minimum supervision, exercise the powers of officers, under relevant legislation, to collect and manage evidence.	Working independently: <ul style="list-style-type: none"> <li>• exercise the powers officers have under relevant legislation to collect and manage evidence</li> <li>• manage sensitive or contentious issues when exercising powers</li> <li>• mentor and guide less experienced staff.</li> </ul>	Provide advice to individuals and teams.	

<sup>1</sup> See also 'Give evidence'  
 This capability has linkages with the Australian Government National Training Competency PSPREG412A