

## Higher National Unit Specification

### General information for centres

**Unit title:** Police Operations: Road Crashes

**Unit code:** DN67 35

**Unit purpose:** This unit is designed to enable candidates to carry out all the road policing operational duties associated with a road crash in a manner which is in accordance with all relevant police procedures and with relevant legislation.

On completion of the Unit the candidate should be able to:

1. Manage the scene at a road crash.
2. Provide support for victims and witnesses of a road crash.
3. Apply the road death investigation model to investigate and determine the cause of a road crash.
4. Report to the Procurator Fiscal on a road crash.

**Credit points and level:** 2 Credits at SCQF level 8: (16 SCQF credit points at SCQF level 8\*)

*\*SCQF points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to doctorates.*

**Recommended prior knowledge and skills:** Candidates should have experience of dealing with serious incidents, including investigating their cause and dealing with victims and witnesses. They should also be fully conversant with general police procedures achieved through work as a police officer. Candidates should have successfully completed their probationary period as a police officer and associated training courses, including the Investigative Interview Training Techniques Module.

**Core skills:** There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

**Context for delivery:** This unit is a mandatory unit in the Professional Development Award: Diploma in Road Policing Operations. It is recommended that it should be taught and assessed as part of this group award.

**Assessment:** This unit is assessed holistically by integrated practical assignments and a related report. This is an operational unit and should be assessed by performance evidence generated in an operational environment where candidates have the opportunity to assess a situation and use their knowledge and understanding to decide what action to take. Candidates should demonstrate that they can apply relevant knowledge and understanding to manage the situation effectively and in accordance with relevant procedures. Candidates should make a formal written report on an actual road crash they have been involved with in an operational environment.

## Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

(If you think holistic assessment is the best assessment strategy for the Unit and you wish to state *Knowledge and/or Skills* and *Evidence requirements* for the Unit as a whole, please add the following statement here: ‘Please refer to *Knowledge and/or skills for the Unit* and *Evidence requirements for the Unit* after the Outcomes.’)

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Manage the scene at a road crash

#### Knowledge and/or skills

- ◆ Roles and responsibilities of the Scene Manager
- ◆ Health and safety – signage; use of police vehicle; other hazards
- ◆ Requirement for assistance
- ◆ Scene management log
- ◆ Use of Road Crash Investigators

### Outcome 2

Provide support for victims and witnesses of a road crash

#### Knowledge and/or skills

- ◆ Assessment of requirements of victims and witnesses
- ◆ Advice to victims and witnesses
- ◆ Role of the Family Liaison Officer (FLO)
- ◆ Dealing with witnesses, victims and relatives of victims – at the scene and away from the scene

### Outcome 3

Apply the road death investigation model to investigate and determine the cause of a road crash

#### Knowledge and/or skills

- ◆ Roles and responsibilities of key individuals – Senior Investigating Officer (SIO); Investigating Officer (IO); Family Liaison Officer (FLO); Collision Investigator
- ◆ Identification of witnesses, including use of the media

## **Higher National Unit specification: statement of standards (cont)**

### **Unit title:** Police Operations: Road Crashes

- ◆ Use of the Police National Computer (PNC) – use of Vehicle On Line Descriptive Search (VODS)
- ◆ Interviewing witnesses and taking statements from them
- ◆ Use of scientific support – Identification Bureau (IB), Scenes of Crime Officer (SOCO)
- ◆ Use and role of the Road Crash Investigator
- ◆ Recording evidence of a crash
- ◆ Maintaining the integrity of productions
- ◆ Evaluation of information and determining the cause of a crash
- ◆ Police Road Collision Report

### **Outcome 4**

Report to the Procurator Fiscal on a road crash

#### **Knowledge and/or skills**

- ◆ Civilian Witness statements
- ◆ Police Witness statements
- ◆ Road Traffic legislation
- ◆ Scottish Standard Police Report format

#### **Evidence requirements for the Unit**

Candidates must provide evidence which demonstrates that they can meet all the requirements of Outcomes 1 – 4. Candidates must produce this evidence through performance in an operational environment. This will enable them to cover all the knowledge and/or skills items in Outcomes 1 – 3. In addition, they must provide a report which covers all the knowledge and/or skills items of Outcome 4.

The evidence for Outcomes 1 – 3 will be obtained from candidate participation in a road crash of the type that, as police officers, candidates have to face. This should be an actual road crash, supplemented by a completed Police Road Collision Report. To ensure full coverage of all knowledge and/or skills items, candidates may also provide oral evidence in the form of responses to specific assessor questions on underpinning knowledge and understanding.

For Outcome 1, the performance evidence must demonstrate that the candidate is aware of relevant legislation and procedures relating to:

- ◆ Placing correct signage on the approach to the crash scene
- ◆ Using a police vehicle effectively to warn approaching road users
- ◆ Providing a safe environment for emergency services working at the scene
- ◆ Making an effective initial assessment of other hazards
- ◆ The correct identification of requirements for assistance from relevant partner agencies

The performance evidence must be supplemented by a scene management log of an actual road crash. This must be completed in accordance with current police procedures and be accurate, clear and concise.

## Higher National Unit specification: statement of standards (cont)

### Unit title: Police Operations: Road Crashes

For Outcome 2, the performance evidence must demonstrate that the candidate is aware of relevant legislation and procedures relating to:

- ◆ Making a full and accurate assessment of the requirements of victims for medical attention, shelter, reassurance and advice, which takes account of the role of Victim Information and Advice (VIA)
- ◆ Making a full and accurate assessment of the requirements of witnesses for medical attention, shelter, reassurance and advice
- ◆ Taking effective and appropriate action to deal with victims, relatives of victims and witnesses both at the scene of the road crash and away from it

For Outcome 3, the performance evidence must demonstrate that the candidate is aware of relevant legislation and procedures relating to:

- ◆ Identifying all witnesses to the road crash, including making an effective and economic decision based on the particular circumstances on whether and how to make use of the media
- ◆ Making an effective and economic decision based on the particular circumstances on whether and how to make use of the PNC, including VODS, as an investigative tool
- ◆ Obtaining from all witnesses full and comprehensive statements which accurately convey what each witness says with respect to the circumstances of the road crash
- ◆ Making an effective decision based on the particular circumstances on whether and how to make use of scientific support
- ◆ Making an effective decision based on the particular circumstances on whether or not to summon Road Crash Investigators to the scene and make any arrangements necessary to ensure that, if required, this takes place
- ◆ Maintaining the integrity of productions and lodging them in compliance with relevant police procedures
- ◆ Establishing as accurately and comprehensively as possible, the circumstances leading to the road crash
- ◆ Providing a comprehensive evaluation of the road crash which takes account of the particular circumstances of the road crash and all the information gathered with respect to it

For all the above, the performance evidence must be consistent with the road death investigation model and illustrate that the candidate understands, and has taken account of, the roles and responsibilities of the Senior Investigating Officer (SIO), Investigating Officer (IO), Family Liaison Officer (FLO) and the Collision Investigator.

The evidence for Outcome 4 will consist of a Scottish Standard Police Report and accompanying Police and Civilian Witness Statements on one road crash situation. The report and the witness statements must be in the correct format for submission to the Procurator Fiscal for a contravention of relevant sections of road traffic legislation. The evidence submitted must be complete and accurate and prove the charges labelled

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Police Operations: Road Crashes

### **Assessment guidelines for the Unit**

Assessment for the practical aspects of this unit should be holistic. It should consist of evidence gathered at scene(s) of road crashes. This allows candidates to apply their knowledge and understanding to the conditions which they face when dealing with road crashes. This could be supplemented with oral questions from assessors to allow candidates to demonstrate that they can apply relevant underpinning knowledge and understanding to deal with a specific situation. For this reason, a checklist of underpinning knowledge should be used in conjunction with the evidence generated during police operations. It should form the basis of additional questions to candidates where the assessor wishes confirmation that the candidate does possess the requisite knowledge. Candidates must also produce evidence in the form of a report on a road crash.

Candidates are most likely to generate assessment evidence once the training period for this unit has been completed. The training will enable them to become fully aware of all the aspects involved in managing the scene at a road crash, investigating the incident and submitting a report on it to the Procurator Fiscal. They should then be able to apply the training to actual situations which they meet as in a police operational environment.

## **Administrative Information**

<b>Unit code:</b>	DN67 35
<b>Unit title:</b>	Police Operations: Road Crashes
<b>Superclass category:</b>	QH
<b>Date of publication:</b>	June 2005
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## **Higher National Unit specification: support notes**

### **Unit title: Police Operations: Road Crashes**

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

### **Guidance on the content and context for this Unit**

This unit is intended for police officers who are required to form part of a road death investigation team. It covers all aspects of a road death: managing the scene of the crash; carrying out an investigation of its causes; making a report to the Procurator Fiscal. Candidates will normally be following a recognised training programme such as that provided by the Road Policing Division of the Scottish Police College. It is one of six units which make up the Professional Development Award: Diploma in Road Policing Operations.

In order to meet the Outcomes of the unit, candidates will require substantial underpinning knowledge and understanding of a wide range of factors relating to road crashes. This knowledge is contained in the Road Death Investigation Manual and candidates should be familiar with all aspects of it. It covers knowledge of the road death investigation model and the roles and responsibilities of those who may have to deal with all the aspects of a road crash. This is not confined to police personnel but covers all others who may be involved such as sources of scientific support and the role of the Procurator Fiscal and the operation of a Fatal Accident Inquiry. Candidates should also know how to deal with victims and witnesses and how to maintain the integrity of productions. They must also be conversant with the various reports required as a result of a road crash including a report to the Procurator Fiscal.

The emphasis of the unit, however, is on applying this knowledge so that candidates can act effectively if they are called upon to participate in the investigation of a serious road crash. Thus, it is the application of the knowledge and understanding which is important rather than the knowledge and understanding on its own.

The following notes give additional information on the underpinning knowledge and understanding required for each Outcome. Where appropriate, candidates should be aware of statutory requirements and relevant police procedures, including powers granted to the police. The legislation and procedures should be those which are in force at the time the unit is delivered.

#### **Outcome 1**

Roles and responsibilities of the Scene Manager: health and safety; scene protection; completion of scene management logs

Health and safety: signage on approach to scene (including signs, cones, barriers); use of police vehicle (positioning, warning lights); safety of emergency services; initial assessment of other hazards such as fuel/chemical spillage; security of damaged vehicles or property; state of damaged services (such as gas, water, electricity); high visibility clothing; traffic direction and/or re-direction; arrangements for clearing up after the crash

## **Higher National Unit specification: support notes (cont)**

### **Unit title: Police Operations: Road Crashes**

Requirement for assistance: other police assistance (such as Road Policing Division, Uniform Division, Forensic Support); relevant partner agencies (such as fire, ambulance, rescue, Council services)

#### **Outcome 2**

Assessment of requirements of victims and witnesses: medical attention; weather protection; heat and shelter; reassurance

Dealing with victims: seriously injured; slightly injured; shocked; abusive; under the influence of drink or drugs

Dealing with witnesses: shocked; relatives/friends of the injured directly involved in the crash; co-operative; non co-operative

Dealing with relatives of victims who are: involved in the crash; not involved in the crash; know of the crash; do not know of the crash

#### **Outcome 3**

Roles and responsibilities of key individuals

Senior Investigating Officer (SIO): stages of road death investigation; initial actions; investigative tools; appointment of investigation team

Investigating Officer (IO): duties; skills

Family Liaison Officer (FLO): role and remit

Collision Investigator: role and remit

Interviewing witnesses: immediately following the crash; some time after the crash; those previously involved; those not previously involved

Recording evidence: dates and times; persons present; driver(s) licence information; vehicle(s) insurance information; registered owner/keeper information; vehicle(s) registration marks; road/weather conditions; conditions of vehicle(s); condition of driver(s); light and visibility; sight lines; vehicle speed(s); direction(s) of travel; standards of driving; actions of others (such as pedestrians) not directly involved in the crash

Maintaining integrity of productions: methods of protecting evidence from deterioration, tampering and interference (weather protection; marking locations of vehicles, persons and relevant items; recording observed location(s); ground markings; moving evidence to provide access); compliance with police procedures

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Police Operations: Road Crashes

### **Outcome 4**

Report to Procurator Fiscal: contravention of relevant legislation; evidence to prove charges; correct format and presentation

Witness statements: Police Witness Statement; Civilian Witness Statement

### **Guidance on the delivery and assessment of this Unit**

This unit may be delivered as part of a training programme for police officers involved in road policing operations.

The unit should be taught in two parts. The first will cover the underpinning knowledge which for this unit is substantial. This is based on the Road Death Investigation Manual and can be taught in a classroom environment. As a result of this, candidates should be fully aware of all aspects of the road death investigation model and of the role of police officers in managing all aspects of a road crash. This paves the way for the second part of the teaching process which will focus on building operational effectiveness in candidates. During this part, therefore, candidates will apply the knowledge they have gained to practical situations. The nature of the incidents means that practical situations may be simulated but, as far as possible, they should expose candidates to the kind of situations which officers will have to face when dealing with actual road crashes.

Evidence for assessment purposes will be generated in an operational environment and should arise naturally out of a road crash or crashes with which candidates are involved in a professional capacity. The evidence should demonstrate that candidates are able to deal with all aspects of a road crash in a way which is consistent with the underpinning knowledge they have learned. For example, their responses should be consistent with the road death investigation model, relevant legislation and appropriate police procedures. Assessment is related to responding in an operational environment and thus flows naturally out of the second stage of delivery.

### **Open learning**

This unit could be delivered partially by Open Learning if desired. This would be a particularly suitable way to enable candidates to acquire the relevant underpinning knowledge covered in the Road Death Investigation Manual. However, candidates who take an Open Learning route will need to find opportunities to participate in operational activities which will allow them to generate suitable performance evidence. It would be necessary to make administrative arrangements for candidates to do this, including ones for the appointment of suitable assessors. In addition, appropriate arrangements would need to be made for quality assurance.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Police Operations: Road Crashes

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **General information for candidates**

### **Unit title: Police Operations: Road Crashes**

This unit forms part of the Diploma in Road Policing Operations which is a Professional Development Award accredited by SQA.

The unit is designed to enable you to effectively deal with all aspects of dealing with a road crash. It covers managing the scene of the incident, supporting victims and witnesses, investigating the crash and submitting a report to the Procurator Fiscal. The unit requires considerable underpinning knowledge of the roles and responsibilities of all the various parties who could be involved in managing a crash scene and investigating and reporting on the incident itself. This is contained in the Road Death Investigation Manual. The course begins with classroom instruction on this manual which, among other things, introduces you to the road death investigation model. This provides a framework for the conduct of an investigation into a road crash and is one that you are expected to follow.

The main emphasis of the unit, however, is applying this knowledge and understanding in an operational environment. It is this application on which you will be assessed. You will be required to demonstrate through your performance at an actual road crash that you can deal with all aspects of it effectively and in accordance with the relevant knowledge and understanding which you have gained.

You will have succeeded in meeting all the requirements of this unit if you provide suitable performance evidence based on a road crash that you can:

- ◆ deal with managing the scene at a road crash
- ◆ support victims and witnesses of a road crash
- ◆ carry out an investigation of a road crash which determines the cause and uses all relevant information to evaluate the incident.

You must also provide a complete and accurate report on a road crash in a format which meets all the requirements of police procedure and is suitable for submission to the Procurator Fiscal.