

Investigator pathways

Context

The Advanced Diploma of Police Investigation (ADPI) is the mandatory qualification required for confirmation of appointment as a Victoria Police Detective.

The Centre for Crime Investigation manages the design and delivery of the ADPI program.

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Definitions

Investigator Suitability Assessment (ISA) – An assessment, which is both examination and written scenario based, that provides a member with the eligibility to apply for Investigator positions.

Advanced Diploma of Police Investigation (ADPI) – Nationally recognised qualification which is delivered and awarded by Victoria Police that is required to:

- retain an Investigator position, and
- be designated as a Detective.

Scope and application

This policy applies to police members seeking to become a Constable or Senior Constable Detective/Investigator.

It is not applicable to:

- members who have previously qualified as a Detective (completed Detective Training School (DTS) or ADPI)
- PSOs or PCOs.

Members of the rank of Sergeant and above, not previously qualified at DTS or ADPI, who wish to become an Investigator are able to revert in rank and if eligible, may apply for advertised Constable/Senior Constable Detective/Investigator positions.

Policy

This policy outlines:

- the requirements which must be met prior to applying for a Constable/Senior Constable Detective/Investigator position and being enrolled into the ADPI
- the curriculum and assessment methodology of the ADPI, which must be completed in order to retain an Investigator position and be designated as a Detective.

Responsibilities and procedures

1. Becoming an Investigator

1.1 *Eligibility*

- To be eligible to apply for a Constable/Senior Constable Detective/Investigator position, a member must have:
 - completed three years' service
 - successfully completed the Investigator Suitability Assessment (ISA).
- For the purpose of this policy, three years' service is calculated from the date of graduation from the residential training phase program to the date of the ISA.
- If a member was previously a sworn member in Victoria or any other jurisdiction, they must have:
 - completed their probationary period after graduation
 - successfully completed the ISA.

1.2 *Investigator Suitability Assessment*

- In order to attend an ISA, a member must:
 - register for an ISA day on HR Assist
 - have their work unit manager approve their attendance.
- The ISA consists of two separate components:
 - a multiple choice examination
 - a written investigation scenario paper.
- The following ISA applicant information is provided on the Centre for Crime Investigation intranet page:
 - topics covered by both components
 - time limits associated with each component
 - minimum standard required on each component of the ISA to be successful.

1.3 *Successful ISA*

Members who successfully complete both components of the ISA and meet the eligibility requirements will be notified via email and are immediately eligible to apply for advertised investigator positions.

1.4 *Unsuccessful ISA*

- A member who is unsuccessful at one or both component(s) of the ISA will be notified via email. Centre for Crime Investigation staff will provide feedback on any unsuccessful component(s).
- Unsuccessful members will be required to re-register on HR Assist for a future ISA, a minimum of one month past the unsuccessful ISA date. The member is only required to complete the ISA component(s) which were previously unsuccessful.
- Members are not eligible to apply for Investigator positions in the Gazette until both components of the ISA are successfully completed.

1.5 *ISA qualification expiry and extension*

- The ISA qualification remains valid for two years from the date when both components of the ISA are successfully completed.
- At the end of the ISA qualification period, if a member has not obtained an Investigator position, the member will be unqualified. In those circumstances, the member will be required to undergo another ISA process to regain their qualification.
- If exceptional circumstances exist, the member may apply for one ISA qualification extension period of 12 months. That application for extension must be:
 - supported by the member's work unit manager
 - received by the Centre for Crime Investigation, at least two weeks prior to the expiry of the member's ISA qualification.

1.6 *Applying for investigator positions*

- Once the eligibility criteria are met, the member may apply for a Constable/Senior Constable Investigator position advertised in the Gazette.
- A member who has successfully completed DTS phase 1 residential program may apply for Investigator positions, until such time as their current qualification period ends.
- A DTS phase 1 qualified member, who is unsuccessful at gaining an Investigator position prior to the end of that qualification, will be required to apply for an extension to their qualification. That application for qualification extension must be:
 - supported by the member's work unit manager
 - received by the Centre for Crime Investigation, at least two weeks prior to the expiry of the member's DTS phase 1 qualification.
- A DTS phase 1 qualified member who is unsuccessful at gaining an Investigator position prior to the end of their extended qualification period will need to contact the Centre for Crime Investigation for further advice.
- Once a member successfully gains an Investigator position, they will be enrolled in the Advanced Diploma of Police Investigation course which will be delivered in six modules by the Centre for Crime Investigation.

2. Advanced Diploma of Police Investigation

2.1 *ADPI Module progression*

- Members undertaking the ADPI are required to successfully complete all requirements of each module in order to progress to the next module.
- Some components of the diploma will require participants to undertake mandatory activities during normal paid working hours.
- Members who are absent from a face to face module of the diploma may be required to withdraw from the module and re-attend that module in the future. This will be assessed by the Centre for Crime Investigation on a case by case basis, taking into account the member's personal situation, including child/carer responsibilities and/or current workplace flexibility arrangement.
- For information relating to the ADPI units of competency and the modularised program approach, see the Centre for Crime Investigation intranet page.

2.2 *Obtaining a qualification and retaining an investigator position*

- In order to obtain the ADPI and retain an Investigator position, a member must successfully complete all modules and activities of the course within two years of commencing at their gazetted Investigator position. Failure to acquire the qualification may result in redeployment.
- A member undertaking the ADPI may apply for one extension period of 12 months. That application for extension must be:
 - supported by the member's work unit manager
 - received by the Centre for Crime Investigation, at least two weeks prior to the expiry of the period.
- A member whose ability to successfully complete all modules and activities of the ADPI course has been affected by illness, injury, or caring responsibilities will be afforded every reasonable opportunity to obtain the ADPI.
- The granting of an extension of the period to complete the ADPI is at the discretion of the Centre for Crime Investigation.

2.3 *Designation as a Detective*

Members who have previously qualified at DTS or have completed the ADPI and hold an Investigator position are entitled to utilise the designation of 'Detective' with the accompanying 'Detective' (yellow) police identification. This does not apply to Commissioned Officers.

Further advice and information

For further advice and assistance regarding this policy, contact the Centre for Crime Investigation on 9566 2161 or PBEA PDC-CENTRE FOR CRIME INVESTIGATION-PRE COURSE ENQUIRIES TEAM

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
12/03/19	Consolidation of 304-4 Investigation training programs , 304-3 Appointment of detectives and CCI 03/16 Advanced Diploma of Police Investigation .	FF-121668