

## Victoria Police Manual

General Category – Operations

Topic – Aids to Investigation

### VPM Instruction

#### 111-3 Informers

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Last Updated

Update History

## 1. Policy

- Informers may be used to obtain information about offences.
- Police may also register casual informants if they consider it necessary.

## 2. References

- [VPM 116-3 - At court](#)

## 3. Definitions

**Informer** – a person who provides information to police concerning criminal acts usually on a regular basis. When interpreting the definition of 'regular' police are to take into account the spirit of these instructions and not attempt to avoid their responsibilities.

**Registrar of informers** – the Divisional Manager. The District Inspector must perform this role in their absence.

Also refer to the general [VPM Dictionary](#) for definitions and acronyms.

## 4. Protecting the identity of informers

- Maintain the utmost confidentiality in relation to the identity of the informer.
- Do not disclose the name of an informer unless directed to do so by an Officer.
- Verbally disclose the name of an informer to a superior if necessary.

## 5. Meetings with informers

- A police member arranging to meet a registered informer must inform their immediate supervisor before the meeting. The police member and their supervisor must record the meeting in their official diaries, or notebook if a diary is not kept.
- When a police member has a chance meeting with an informer, they must report the details of the meeting to their supervisor. The details must be recorded as for arranged meetings.

## **6. Payments to informers**

- Payments can only be made to registered informers.
- Funds are taken from a [REDACTED] Enquiries regarding availability of funds can be made at those locations.
- All payments to informers must be entered in the police member's official diary or notebook.
- An Officer must be present during payment of amounts of [REDACTED] or above.

## **7. Registration of Informers**

### **7.1 Procedure**

All informers must be registered as follows:

- A police member registering an informer must supply the Registrar with an unsealed envelope containing the informer's full name, date of birth and current address.
- The Registrar will ensure that it is appropriate to register the informer. If satisfied the Registrar will mark on the envelope the police member's details and the Registration Number, seal and place the envelope in a secure place.
- The Registrar must have sole access to the secure place where the informer's details are kept.

### **7.2 Registration number**

The registration number is designated by [REDACTED] followed by a successive [REDACTED] and the [REDACTED] Example: the [REDACTED] informer registered in [REDACTED] would be designated [REDACTED]

Unless otherwise directed by an Officer all future correspondence must refer to the Informer's Registration Number. All care should be taken to ensure that correspondence does not include details that may be used to identify the informer.

### **7.3 De-registration**

A registered informer may be de-registered at any time by a police member on consultation with the Registrar, or by direction of the Regional Assistant Commissioner or Commander (State Crime Squads).

### **7.4 Confidentiality**

Informant's envelopes are not to be opened unless the respective Assistant Commissioner or Commander (State Crime Squads) believes it to be necessary.