

Shawn Ex

Dedicated Source Unit

Standard Operating Procedures

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Protected



INTRODUCTION

Principled policing must be the dominant ethos within human source management.

*"In the context of a potential lack of integrity, the use of sources is possibly the highest risk area in the work of the modern police service. Any loss of public or judicial confidence in this sensitive and controversial area may well undermine its future effectiveness in criminal investigations."*¹

The use of human sources of information is recognised by Victoria Police as an essential strategy in the investigation of criminals and criminal activity. They are one of the most important intelligence and investigation assets available to police due to their ability to obtain a unique insight into the criminal network. They can provide specific intelligence into the criminal structure, composition, personalities and vulnerabilities, plans and trends.

Members of the Dedicated Source Unit are required to maintain the highest ethical and professional standards when managing and handling human sources. The Standard Operating Procedures provide guidelines that recognise the high level of risk attached to human source operations. Central to the success of the unit is that all members recognise human sources as a corporate resource rather than individual property and as such ensure that all duties are performed in a secure and accountable manner.

Any breach of the policies, procedures and practices governing human source operations will significantly undermine the integrity of the Dedicated Source Unit.

¹ Her Majesty's Inspectors of Constabularies - Police Integrity: securing and maintaining public confidence (June 1999)

GENERAL INSTRUCTIONS

Application

Purpose and Extent

All employees within Victoria Police are subject to accountability and demands for improved efficiency and performance. Accountability brings with it the responsibility for management to provide guidance on policy and to incorporate risk management into the operational strategy. These instructions are designed to facilitate the effective administration and operation of the Dedicated Source Unit.

The instructions are to be complied with by all staff at the Dedicated Source Unit. It is the responsibility of supervisors to ensure that instructions are known and adhered to by all personnel under their control.

Duties performed by the unit are dynamic, highly sensitive and potentially 'high risk'. These instructions contain confidential material, thus must be kept secure and are not to be disseminated to other areas without the expressed permission of the Officer in Charge.

Definitions

Information – Any document, text, image, footage, sound or data (both structured and unstructured) irrespective of its format or storage medium. *i.e. includes electronic and hard copy information*

Source Management Database – An information database used as the electronic storage medium by the Dedicated Source Unit to store, process, access and display human source related information.

Source Management File – A database maintained by a Controller which records handler/source activity, management decisions, payments to sources, dissemination or Intelligence Reports and completion of Informer Contact Reports.

Officer in Charge - Unless otherwise specified, any reference in these instructions to the term Officer in Charge will mean the Detective Inspector in Charge of the Dedicated Source Unit.

Victoria Police Network (VPN) – An information system resource provided to and/or managed by or on behalf of Victoria Police. An information system may exist in both desktop and laptop computing devices.

Human Source – The term human source, source and informer are all generic terms for:

An identified person who provides information of interest to Victoria Police where there exists an expectation that their identity ought be protected; and

- *they actively seek out further intelligence or information on direction or request of police, or*
- *information or intelligence is provided in an ongoing relationship (i.e. 3 or more occasions), or*
- *they are to receive reward, reimbursement or any other benefit, or*
- *there presents a threat or potential of danger or harm to an interested party to the relationship, or*
- *the Central Informer Registrar determines it necessary in the circumstances.*

Duty Requirements

Role of the Officer in Charge

The Officer in Charge is responsible for the overall management of the Dedicated Source Unit and to ensure that the unit continually strives towards "best practice" in human source management. Responsibilities include:

- Manage, control and supervise team activities in the operational management of Registered Human Sources on a Force-wide basis in accordance with instructions and action plans.
- Maintenance of ethical and professional standards.
- Adherence to Victoria Police policy and DSU protocols
- Supervise the efficient and effective management of the Dedicated Source Unit operational intelligence database.
- Ensure that all administrative matters associated with team activities are given appropriate attention.
- Liaise and develop a good working relationship with key stakeholders within the area of source management.
- Actively manage the establishment and maintenance of effective lines of communication with and between similar units, other police and personnel from other law enforcement agencies and encourage positive interaction to achieve objectives.
- Co-ordinate and lead staff ensuring compliance with Force Code of Ethics and professional standards.
- Contribute significantly to the preparation of local plans and strategies.
- Ensuring security and integrity of all DSU human source relationships.

The following conditions apply to the issue and use of [REDACTED] by DSU members:-

- [REDACTED] can only be issued to members performing duty at the DSU;
- [REDACTED] once issued, must always remain in the possession of the member to whom it is issued, and it is not to be given to any other party;
- [REDACTED] can cannot be used for private or personal purposes;
- [REDACTED]
- In cases where it is necessary to [REDACTED] the matter must be immediately reported to the Officer in Charge,
- All [REDACTED] must be returned to the point of origin when it is no longer required for use by the DSU in support of Dedicated Source Unit operations. A receipt of return will be inserted in the [REDACTED]

[REDACTED]

The current arrangement between [REDACTED] are informal however a cost has been introduced to [REDACTED] The following will apply:

[REDACTED]

Compliance with [REDACTED]

According to the specific DSU operations, there may be a need to obtain certain [REDACTED] include [REDACTED] Such [REDACTED] can [REDACTED] Members of the DSU are to be mindful that there are specific offences relating to the misuse of this [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Source Management Requirements

General responsibilities and functions

Each member of the Dedicated Source Unit has specific roles and responsibility towards the safe and effective management of human source operations.

Handler/Co-handler

The Handler and Co-Handler are responsible for the day to day management of the Informer, including to:

- In consultation with the Controller prepare comprehensive risk assessment for each source referred to the DSU.
- Effectively manage and guide the relationship with the Informer;
- Document all contacts with Informer by way of Informer Contact report;
- Record all intelligence gathered from a source and prepare for dissemination by way of sanitised Intelligence Reports,
- Brief Controller on all incidents/developments associated with Informer;
- Document all incidents/developments associated with Informer; and
- Provide quarterly reports detailing all contacts with Informer and assessment as to the status of Informer (active, inactive, unsuitable).

The Co-Handler is responsible for assuming management of the Informer where the Handler is unavailable or requires additional assistance, including to:

- Attend meetings with the Informer where the Handler requires assistance;
- Provide additional management and administrative support as required;
- Document all contacts they have with Informers.

Controller

The Controller is responsible for the supervision of the Handler in accordance with this policy, including to:

- Actively and intrusively supervise the Informer-Handler relationship;
- Ensure effective maintenance of the Source Management File;

- Any information pertaining to undercover police, surveillance or technical methodologies or identities unless authorised by the respective units.

Source benefits [REDACTED]

Regardless of the manner in which the Source came to the attention of VICPOL, there will be a time when the source will seek a reward, [REDACTED] or other manner of benefit in return for assistance provided. The Informer Management Policy details the requirements and processes with respect to rewards and benefits.

The [REDACTED] of sources is however [REDACTED] by [REDACTED] in that it;

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED] DSU members must be mindful of case law relating to the payments of witnesses with the underlying principle that: **Reward payments to witnesses may be disclosed.**

When contemplating applications for payments or benefits to Sources, DSU members should consider:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Any dependencies which may be further supported by such payment or benefit.

Provision of Letters of Assistance

DSU members must ensure that any judicial text documenting assistance provided by sources is accurate and up-to-date when provided to the courts. In addition to the requirements of the Informer Management Policy, DSU members are to adhere to the following;