

## **Source Development Unit Standard Operating Procedure Contact with Witness F**

The following standard operating procedures are to be enforced relative to any information received or contact with Witness F.

These procedures have been initiated as result of a direction from the Chief Commissioner of Police.

The stipulations are devised as result of a legal agreement between Witness F and Victoria Police, the legal agreement is binding upon both parties.

The Officer In Charge of the Source Development Unit (SDU), Detective Inspector John O'Connor will be the person who will provide direction in relation to any use of information received or any consideration for action as result of any communication from Witness F.

The SDU's <sup>Sandy White-O</sup> will remain the reference for any advice pertaining to Witness F's previous relationship with Victoria Police.

Witness F has been advised that if she has any immediate fears for her safety she is to contact Police Communications on 000.

Witness F has been advised that any communication for the SDU is to go via message bank no [REDACTED]. This number is to be checked daily at the SDU.

Upon message bank retrieval, the information is to be supplied immediately and directly to Detective Inspector John O'Connor or the person performing his role if he is on leave etc.

The SDU Detective Inspector may, where necessary make further contact with Witness F via telephone to clarify nature of her call, if required. (All conversations will be recorded whilst complying with the Victorian Surveillance Devices Act).

Under no circumstances is Witness F is to be registered as a Human Source.

Under no circumstances is Witness F to be tasked with gathering any information for Victoria Police, or utilised as a proactive witness.

At the discretion of the SDU Detective Inspector, the information may be transmitted to the appropriate investigative, intelligence body for action.

If Witness F provides information to the SDU Detective Inspector, that is assessed to be *life threatening or of a highly serious nature* he may initiate an immediate police response to prevent or detect serious criminal offences.

On each contact from Witness F, the Detective Inspector is to notify Detective Superintendent Paul Sheridan Covert Services Division or the officer who is performing his role, if he is on leave etc, of the contact as soon as practicable.

A log of contacts from Witness F is to be maintained by the Detective Inspector on the SDU secure "*IDrive*".

It is understood that Witness F in her professional capacity may at some stage provide advice to suspects in police custody within the constraints of Section 464 of the Crimes Act.

The following options may apply to information received from Witness F:

- Information may not be acted on for reasons which may jeopardise Witness F safety or security, issues of identification etc will be major considerations in this aspect.
- The SDU Detective Inspector to advise Witness F that information received may or may not be acted upon.
- Information after sanitisation may be re directed to appropriate investigative units.
- Information is not to be sourced to Witness F.
- Investigators are to be advised that information has been received from a person who cannot be identified.

These SOP's are effective as of 29 August 2010

Paul Sheridan  
Detective Superintendent  
Covert Services Division  
Intelligence and Covert Support Department