**Dedicated Source Unit** 

**Standard Operating Procedures** 

## **CAVEAT**

This document produced by the Victoria Police Dedicated Source Unit (DSU), describes administrative and operational issues relevant to the DSU only and is published only for use by members of that Unit.

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## **PREFACE**

### Aim

The aim of this document is to provide guidance in the application of policy and standard procedures for the Dedicated Source Unit to ensure: quality, consistency, continuous improvement, the promotion of "best practice", and as a reference to staff.

### Review

All users are encouraged to report to the Officer in Charge any: suggestions for improvement, inconsistencies, errors, required changes or other relevant information.

Given the importance of maintaining contemporaneous information relating to human sources, Informer Contact Reports must be completed as soon as possible. Multiple contacts (such as a series of telephone calls) may be included on the one report where practicable.

The Primary Handler is responsible for documenting the information to ensure the file is up-to-date. Controllers will review all files in accordance with the Informer Management Policy.

### Informer Contact Reports

Contact with a Source is described as any method of interaction including physical meetings (planned and unplanned), telephone calls, e-mail, fax or mail. DSU members will ensure that every source contact is properly recorded or documented.

The Informer Management Policy stipulates the requirement for such contact to be detailed by way of Informer Contact Report. The purpose of such a report is to provide a record as to the content of the meeting/contact and any surrounding circumstances or issues. ICR's need to be complete and accurate including detail on;



Informer Contact reports are to be entered onto the Source Management Database and a copy provided to the Informer Management Unit. No other copies are permitted nor is the report to be printed or disseminated to any other area without the authority of the officer in charge of the DSU.

#### Intelligence Reports

All operational information is to be documented by way of a sanitised Intelligence Report (VP Form 291A).

When recording operational information for dissemination to areas for actioning, members must be satisfied that such intelligence is properly evaluated and provenance established. Consideration must also be given to the risk of identification of the source through description of the source and potential for disclosure in court proceedings.

# Victoria Police Source Development Unit

**Standard Operating Procedures** 

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### **CAVEAT**

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## **PREFACE**

### Aim

The aim of this document is to provide guidance in the application of policy and standard procedures for the Source Development Unit to ensure: quality, consistency, continuous improvement, the promotion of "best practice", and as a reference to staff.

### Review

All users are encouraged to report to the Officer in Charge any: suggestions for improvement, inconsistencies, errors, required changes or other relevant information.