- The ultimate decision as to acceptance into the Witness Protection Program will be at the discretion of the Commander, Specialist Support Department.

This protocol does not relate to persons who would normally be classified as "witnesses" and as such fall within parts (a) – (c) of the Act. The DSU will not take over the responsibility for management of high-risk sources who are not capable of providing active intelligence.

Human Source Records

The effective administration of human source records is central to the efficient and secure management of source operations. For this reason, all DSU staff involved in source management must maintain detailed and up-to-date paperwork and files. This provides;

- Line managers with a detailed and contemporaneous record of the source relationship'
- Handlers, Controllers and ultimately VICPOL with a measure of protection from liability in cases where staff are accused of improper conduct in relation to a source'
- A productivity and performance record of the source'
- Greater transparency for auditing purposes.

Source Files

Two files will be created for every DSU Human Source relationship. The first file will be the Informer Management File (IMF) held by the IMU in accordance with the Informer Management Policy. All copies of hard-copy information, which may identify the Source will be kept on the IMF.

The DSU will create and maintain a second Source Management File on the Source Management Database. This file will contain records of:

- All DSU source relationships both active and inactive.
- The identity details of the respective sources.
- All contact reports.
- Details, documents or recordings of meetings held between DSU staff and sources.
- Details relating to any financial transactions or other rewards/expenses or benefits provided to sources.
- Monthly and ongoing Risk Assessments.
- Audits and reviews.
- Human Source profiles as deemed necessary.

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;

- [redacted]

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 [redacted] description of the source and potential for disclosure in court proceedings.

- [redacted]

Witness Protection Program

The Witness Protection Act (1991) defines the category of person who may enter into a memorandum of understanding with the Chief Commissioner of Police (under section 5) for protection. Legal opinion provided by Ms Diane Preston – Deputy Legal Adviser to the Chief Commissioner of Police (as per 22/11/04) interprets the definitions in part (a) – (d) as a person who:

(a) has given evidence in proceedings on behalf of the crown,
(b) has given evidence of the commission or possible commission of an offence against the Commonwealth, or the State of Victoria, or any other State,
(c) has made a statement, or
(d) Relevance [redacted]

There will be occasions where the identities of human sources are compromised or disclosed, with the resulting threat placing the person's life or welfare in serious jeopardy. This compromise may occur through a judicial decision to identify a source, or through inadvertent or CSRcuitous disclosure in a range of circumstances. Where a source identity has been compromised that may place a person in need of protection or assistance under the Witness Protection Act the following protocol will be adopted:

- In the first instance members are to contact the Source Management Unit for advice and referral to the Source Development Unit where deemed necessary.
- The Source Development Unit will assist in the preparation of a Risk Assessment and nominate appropriate Control Measures in accordance with identified risks.
- A copy of the Risk Assessment will be provided to the Local Source Registrar and Central Source Registrar for approval of recommended controls.
- Where control measures recommend assistance under Witness Protection Act Relevance [redacted] the Source Development Unit will liaise directly with the Witness Security Unit.
- Where sources are accepted into the Witness Protection Program, they will be de-activated and a suitable notation made on the Central Source Management File.
- The ultimate decision as to acceptance into the Witness Protection Program will be at the discretion of the Commander, Specialist Support Department.

This protocol does not relate to persons who would normally be classified as "witnesses" and as such fall within parts (a) – (c) of the Act. The Source Development Unit will not take over the responsibility for management of high-risk sources who are not capable of providing active intelligence.