

OPERATING PROCEDURES

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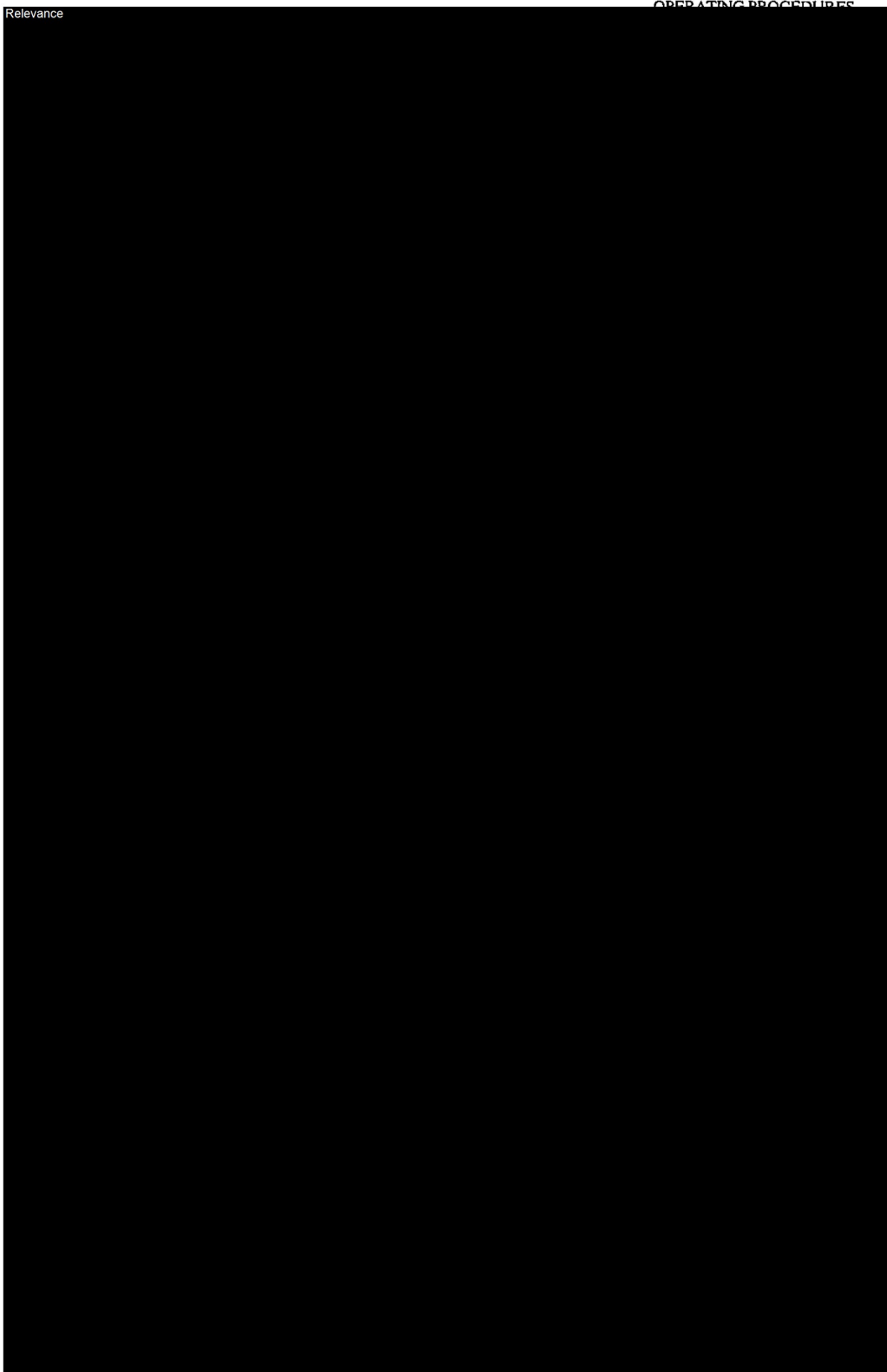
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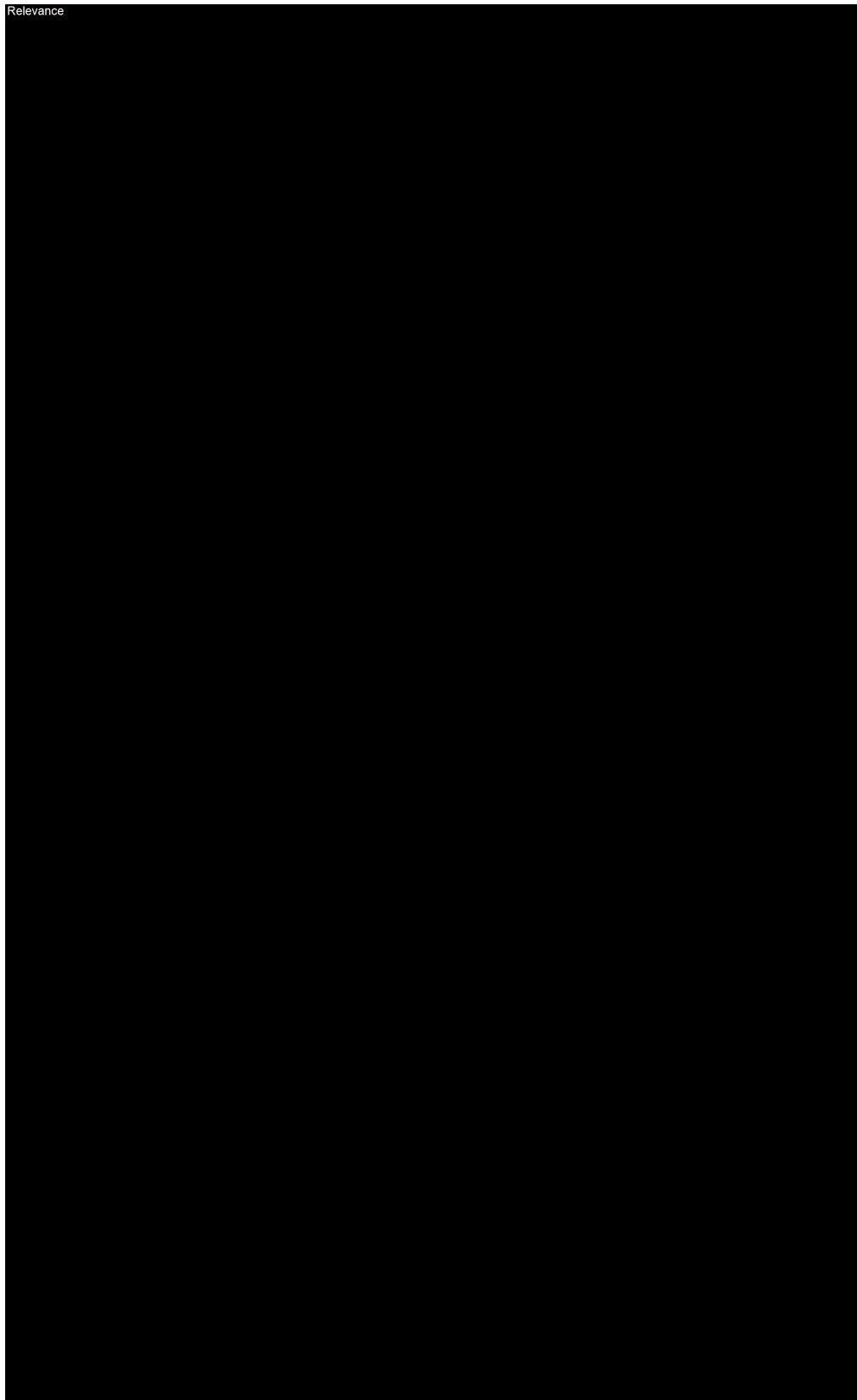




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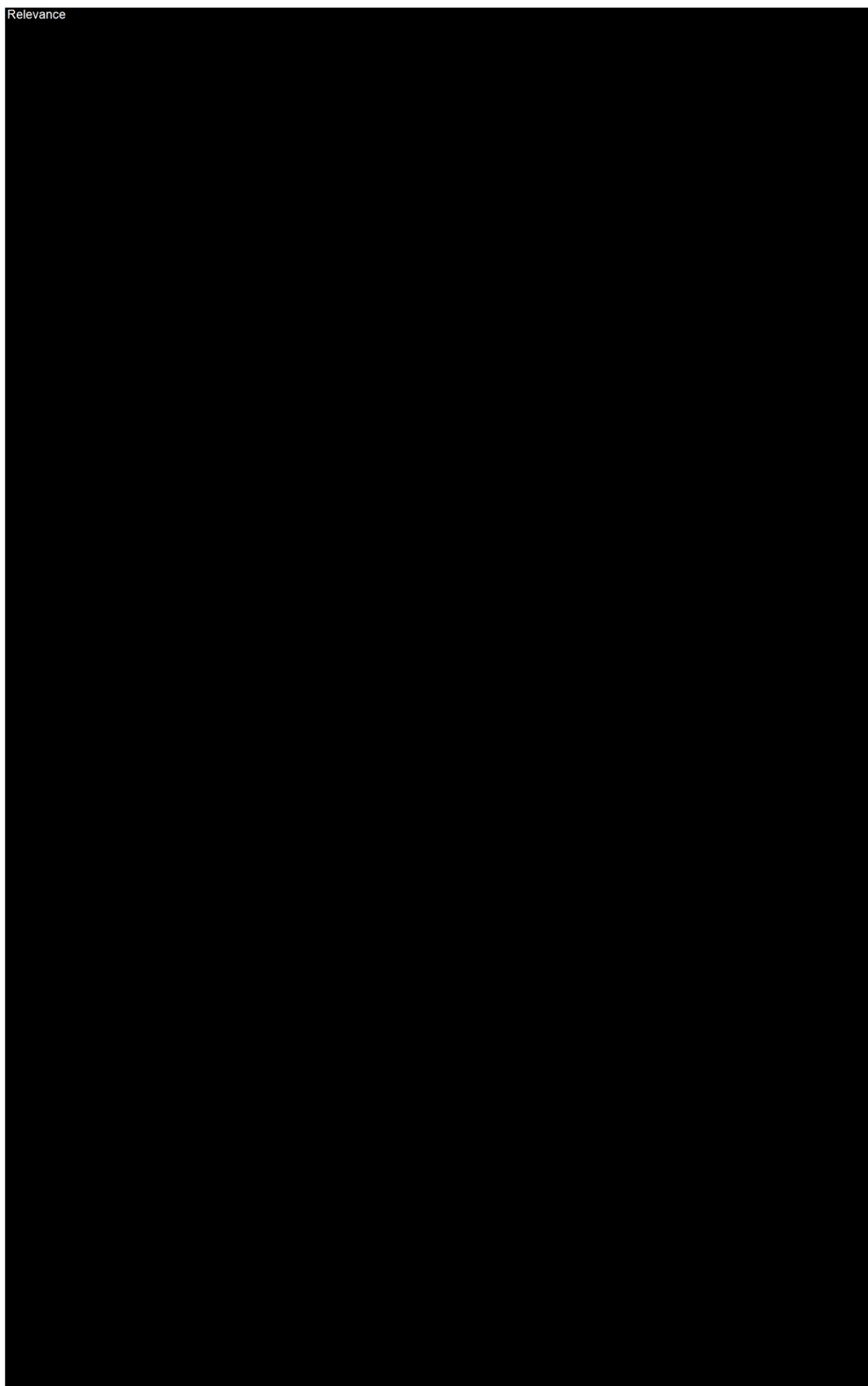
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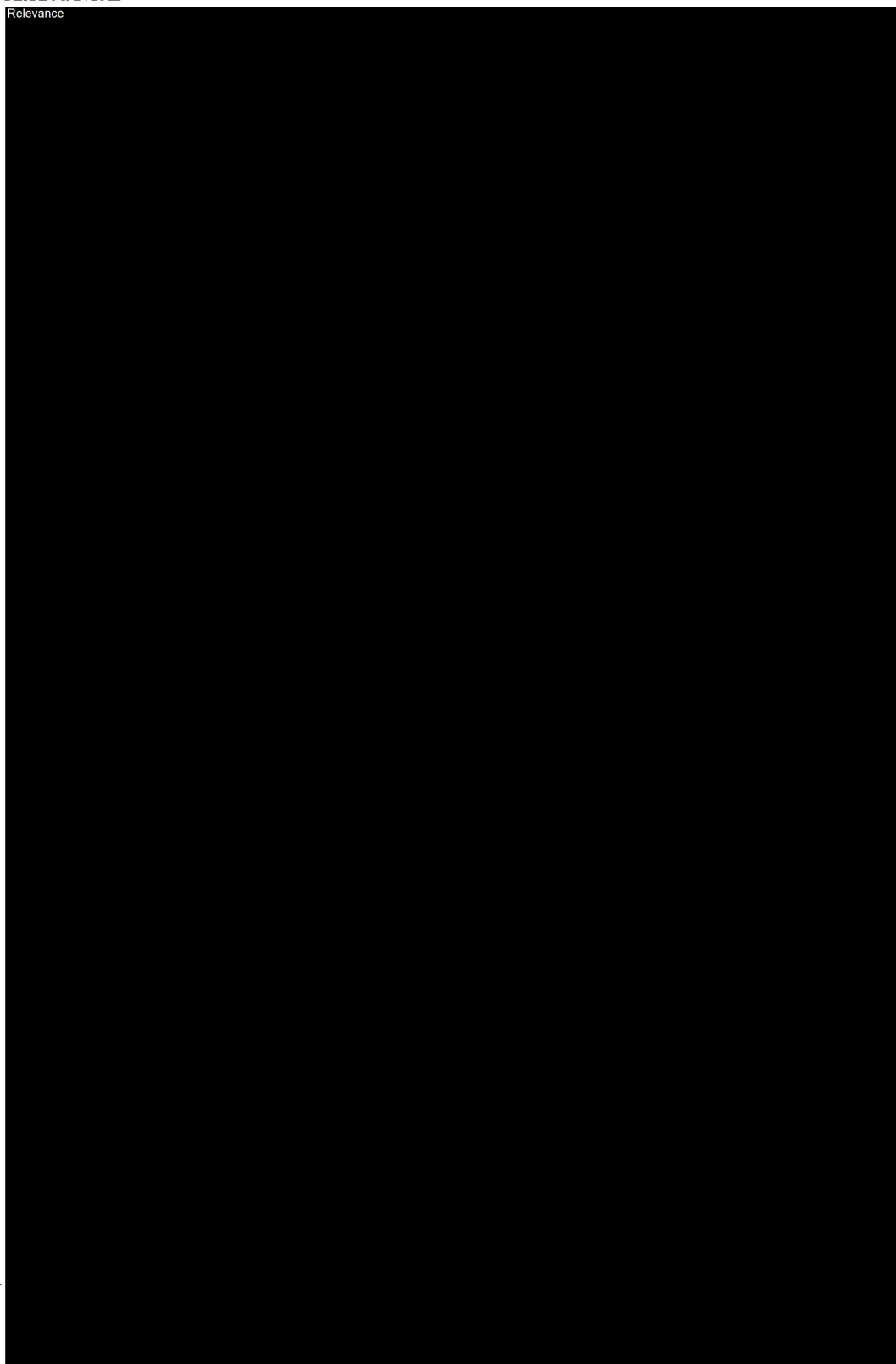
supplementary form is then faxed to CDEB.

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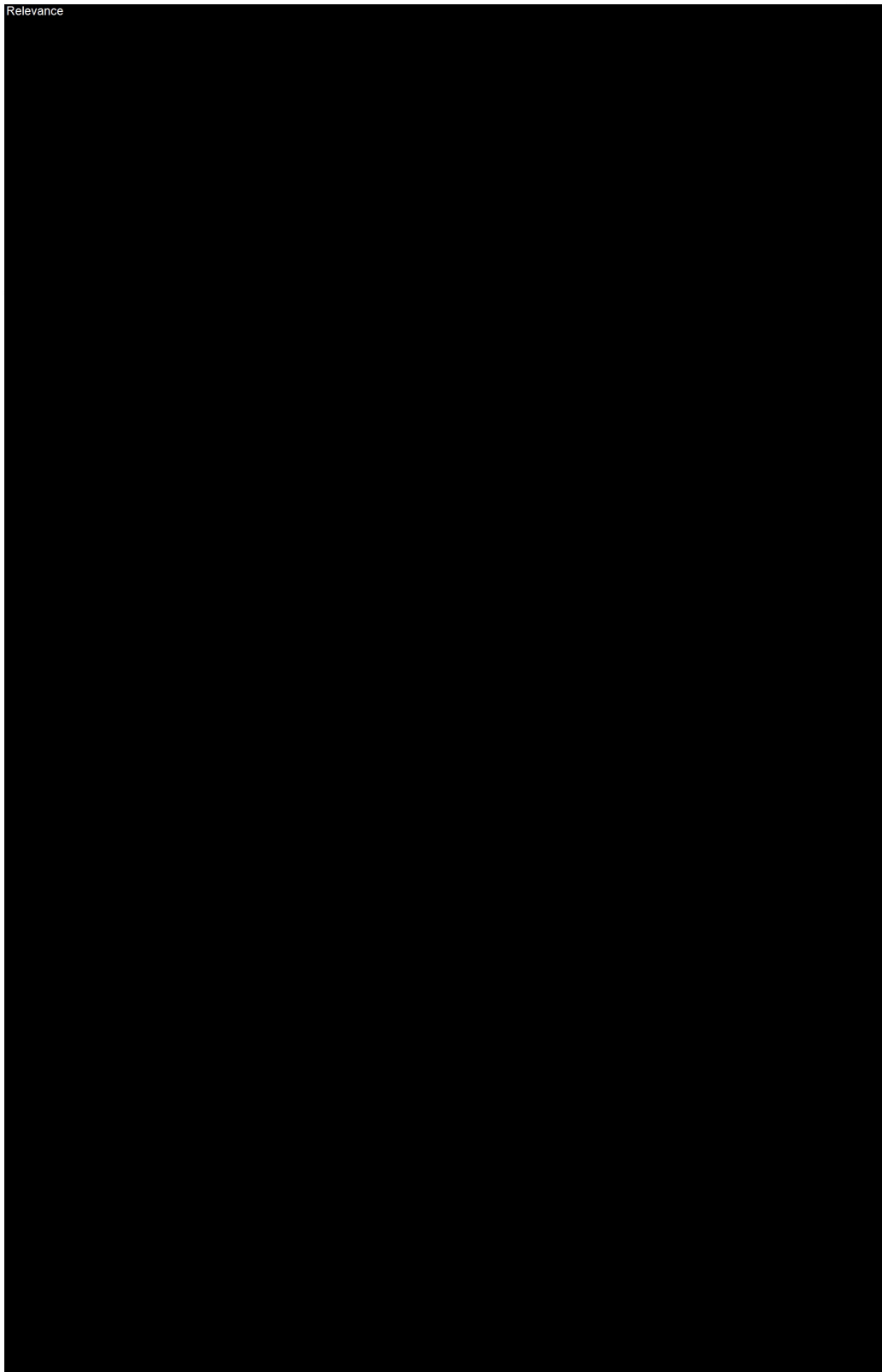
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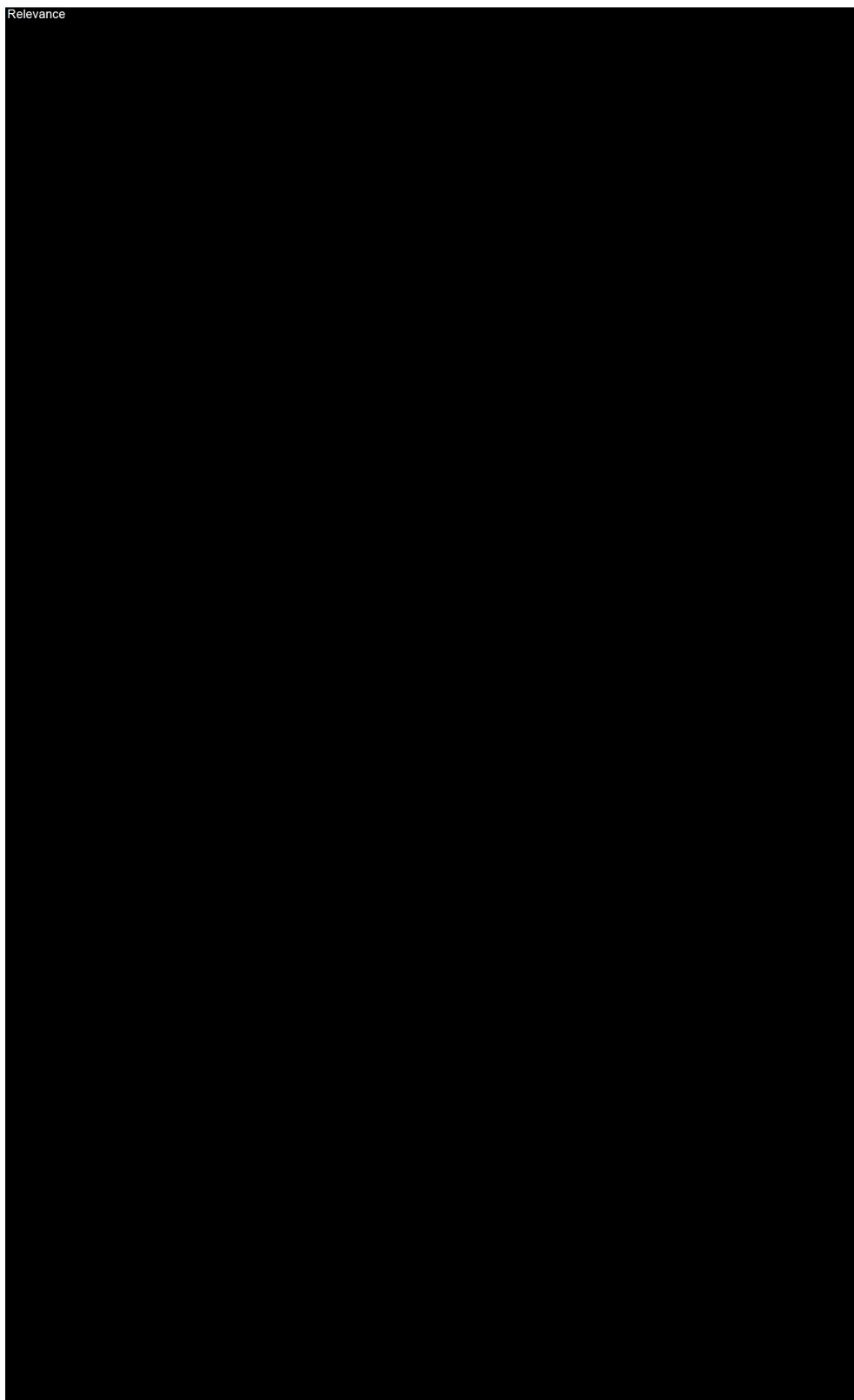
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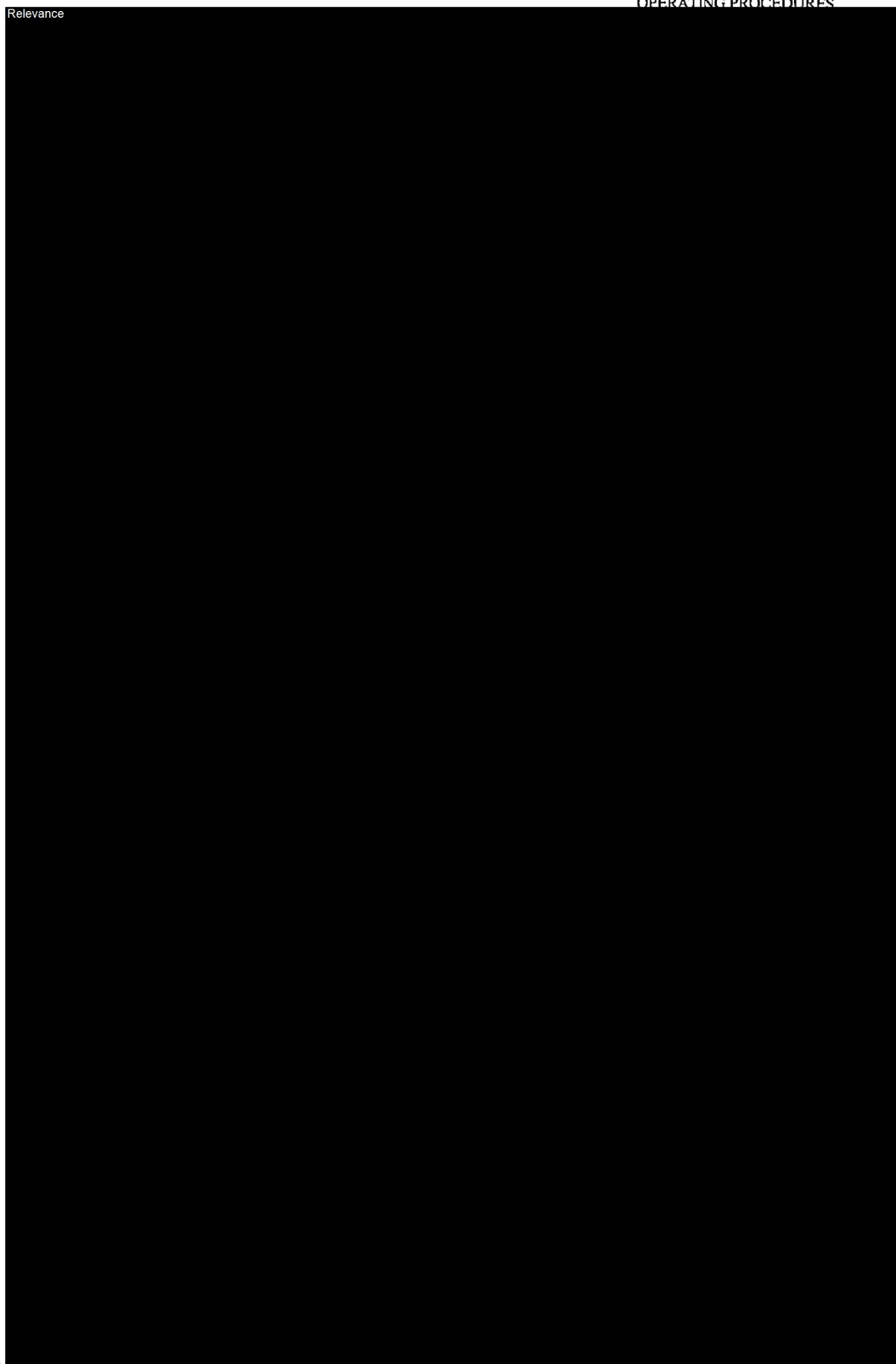
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## VICTORIA POLICE MANUAL

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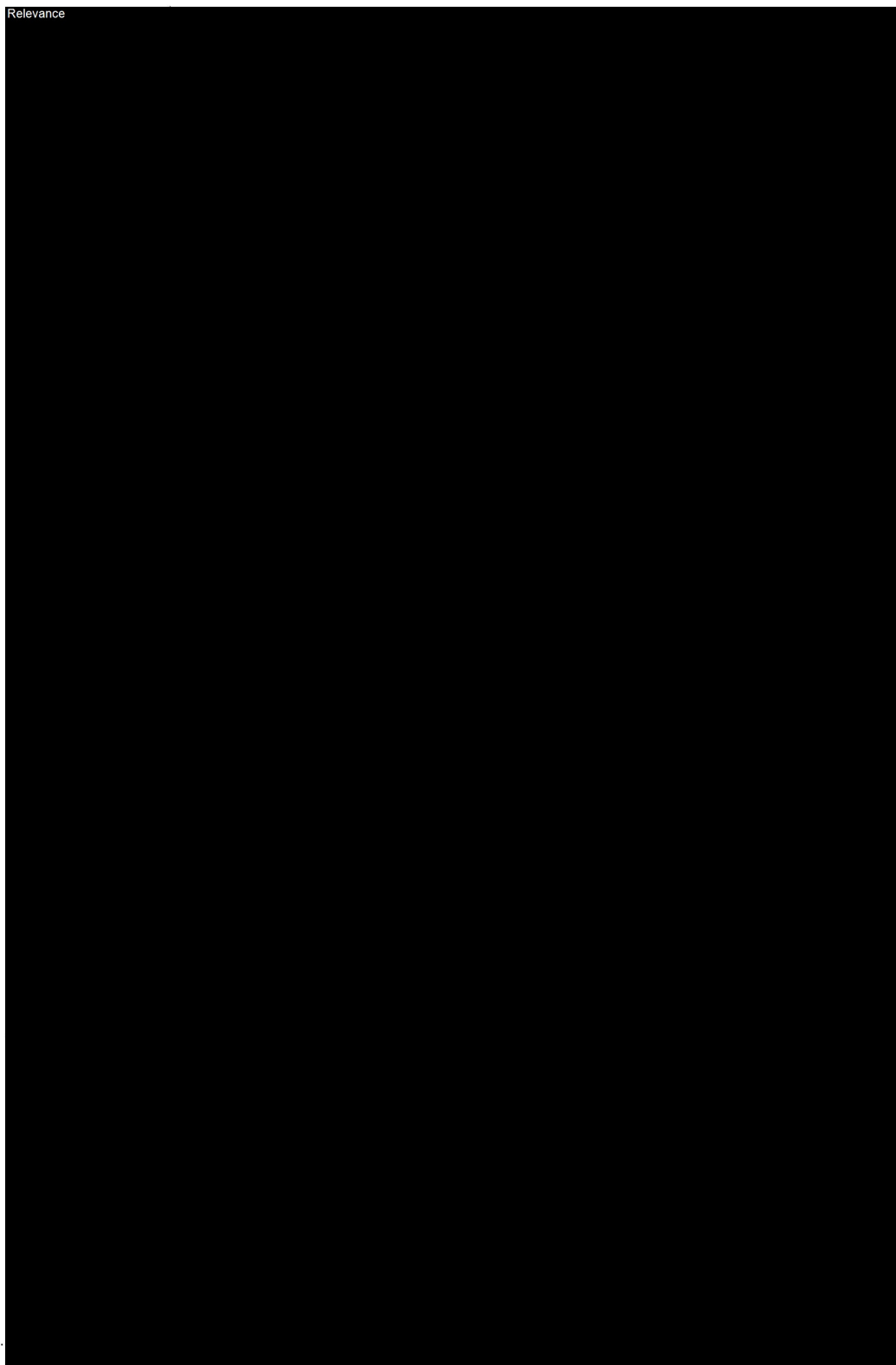
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**4.6.4**

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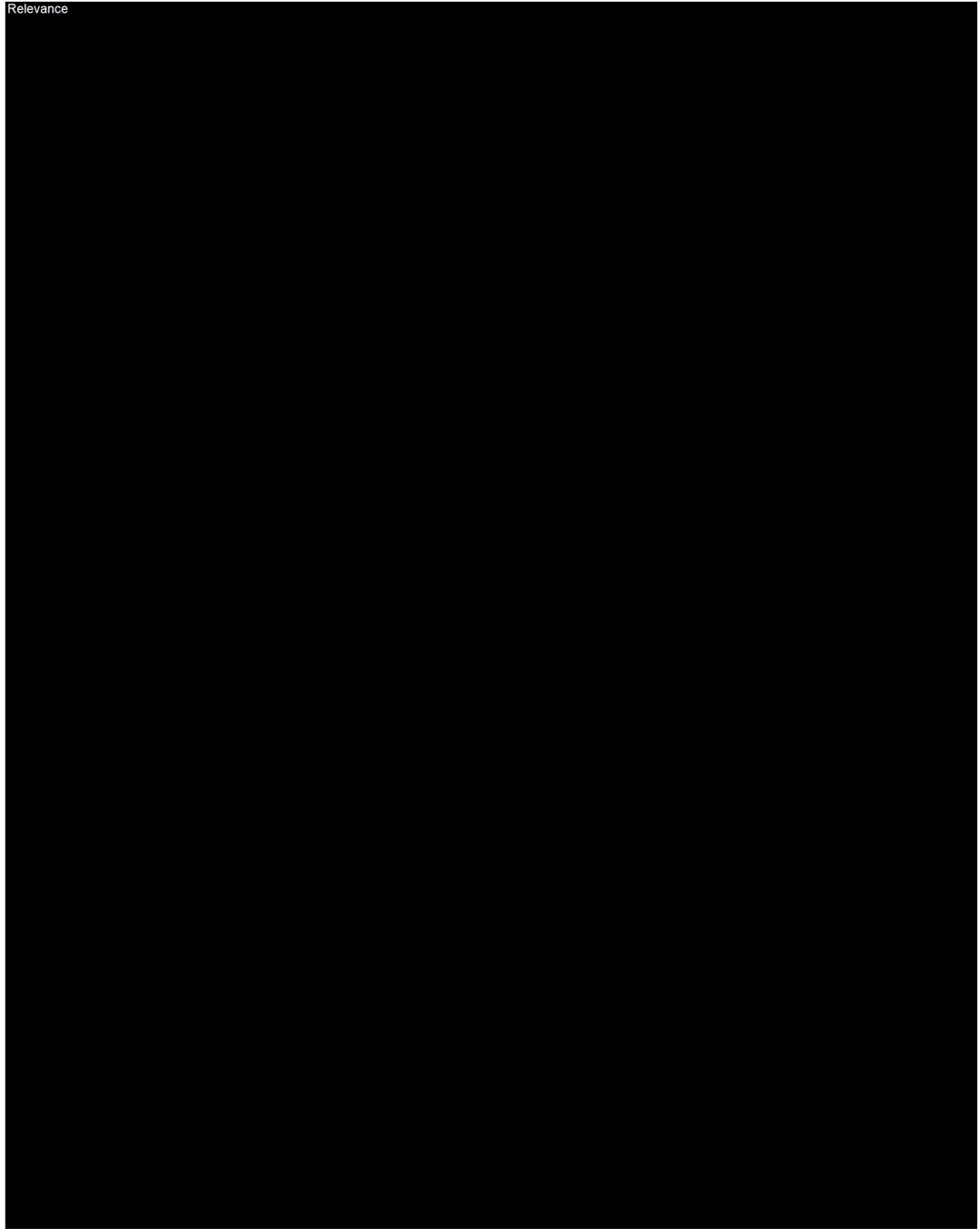
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**4.8.2****INFORMERS****General**

Informers may be used to obtain information about offences. For these purposes an "informer" is

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a person who provides information to police concerning criminal acts usually on a regular basis.

When interpreting the definition of "regular" members are to take into account the spirit of these instructions and not attempt to avoid their responsibilities.

Members may also register casual informants if they consider it necessary.

### **Appointment of Registrar**

District Commanders must appoint an Officer to be the Registrar of informers in each District. In the absence of the Registrar the District Commander must appoint an Acting Registrar.

### **Protecting the Identity of Informants**

The following instructions are to be observed:

- \* Members are to maintain the utmost confidentiality in relation to the identity of the informant.
- \* Members must not disclose the name of an informant in written reports unless directed to do so by an Officer.
- \* Members may, if necessary, verbally disclose the name of an informant to their superiors.
- \* Members must disclose the name of an informant to an Officer if that Officer so directs.

In regard to giving evidence in court see Chapter 8, *Operating Procedures*.

### **Meetings with Informers**

General - a member arranging to meet a registered informer must inform his or her immediate supervisor prior to the meeting. The member and his or her superior must record the meeting in their official diaries, or notebook if a diary is not kept.

Chance meetings - when a chance meeting occurs with an informer the details of the meeting (including date, time and place) must be reported to the member's superior and recorded as per the above paragraph.

### **Payments to Informers**

Funds are taken from a District's budget. Enquiries regarding availability of funds can be made at a member's District Office. All payments to informers must be entered in the member's official diary or notebook. An Officer must be present during payment of amounts of \$500 or above.

### **Registration of Informers**

Procedure - all informers must be registered as follows:

- \* Members registering an informer must supply the Registrar with an unsealed envelope containing the informers full name, date of birth and current address.
- \* The Registrar will peruse the contents of the envelope to ensure that it is appropriate to



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register the informant. If satisfied the Registrar will mark on the envelope the 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.

Registration Number - is designated by a letter for each month (from 'A' for January to 'L' for December), followed by a successive number for that month, and the year of registration. Example: the third informant registered in March 1991, would be designated C3/91.

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

De-registration - a registered informant may be de-registered at any time by a member on consultation with the Registrar, or by direction of the District Commander or Commander (Crime Squads).

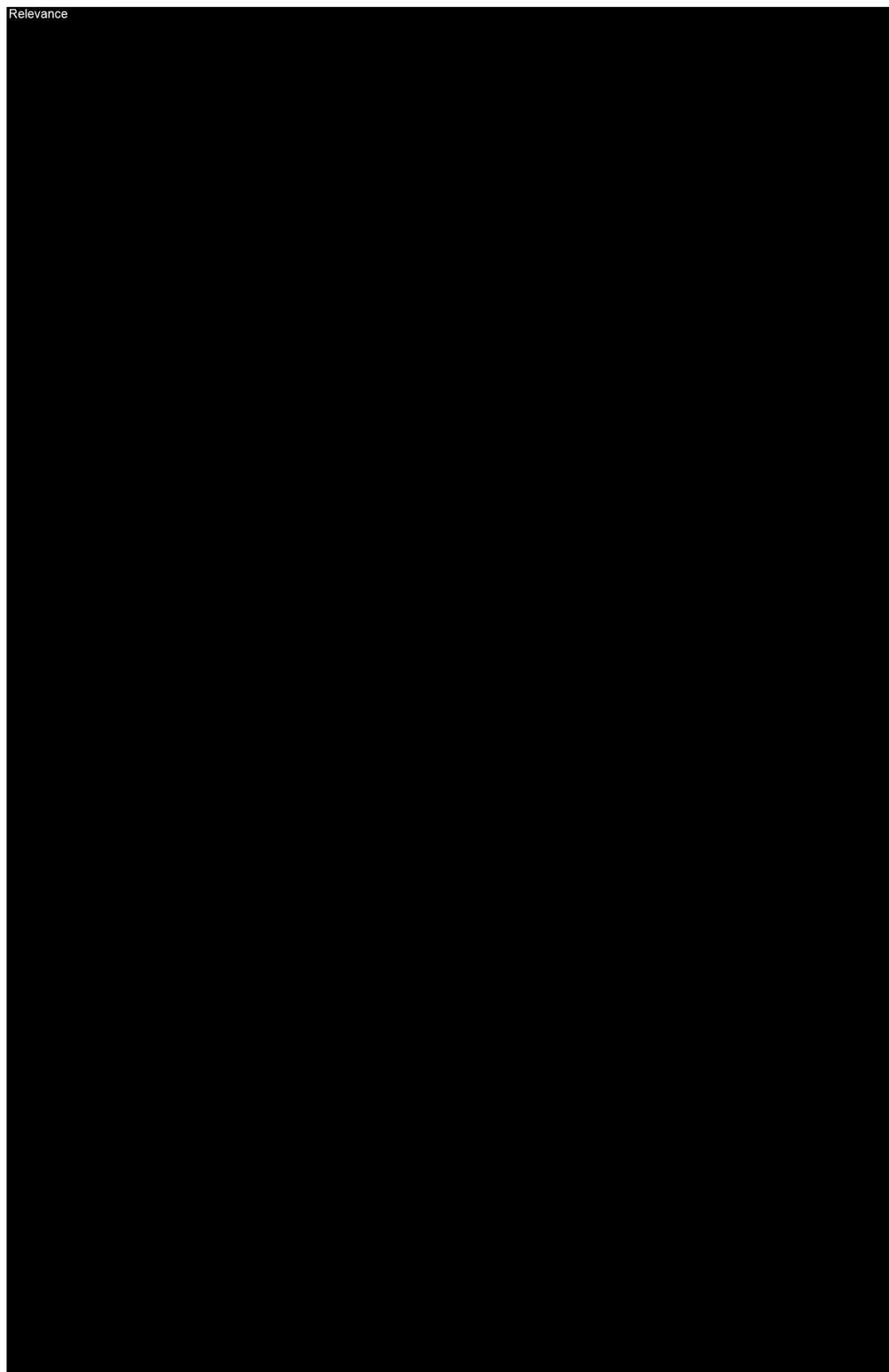
Confidentiality - informant's envelopes are not to be opened unless the respective Assistant Commissioner, District Commander or Commander (Crime Squads) believes it to be necessary.

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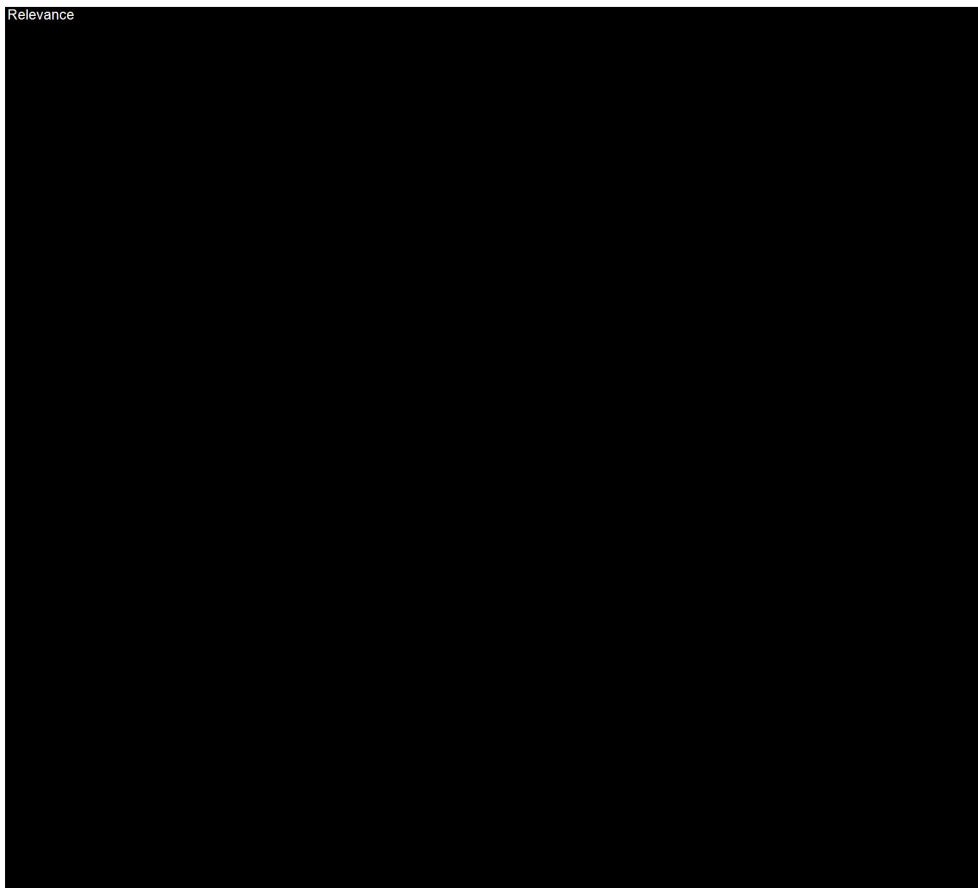
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