

Victoria Police Manual – Procedures and Guidelines

Human sources

Source policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Human sources

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and guidelines

1. Registration

Community contacts

- Where a member believes it is necessary to protect the identity of a community contact they may submit a Source Registration Application to their Work Unit Manager/Supervisor. It is not necessary to complete a Risk Assessment or Acknowledgement of Responsibilities Form.
- On receipt of the Source Registration/Reactivation Application the Work Unit Manager/Supervisor will:
 - assess and approve or reject the application. If the status meets the definition of a Human Source, ensure the proper registration process is initiated
 - forward the approved application to the Human Source Management Unit (HSMU) and a copy to the Local Source Registrar for recording
 - allocate a suitable Handler and Co-Handler
 - ensure a Confidential Code is allocated
 - ensure all future documentation refers to the person by the code

- monitor the relationship and ensure the status of the Community Contact does not change to a human source. If a Community Contact is to be tasked or receive reward or benefit, they would be considered a Human Source and therefore a full Risk Assessment and Acknowledgment of Responsibilities must be completed.

Human sources

Work Unit Manager's / Supervisor's responsibilities:

On receipt of the Source Registration/Reactivation Application the Work Unit Manager/Supervisor will:

- assess the suitability of the Human Source and allocate a Controller, Handler and Co-Handler
- evaluate any risks identified in the initial preliminary risk assessment and consider risk management strategies
- consider operational priorities and duty of care issues
- forward completed Registration/Reactivation Application and identity documents to the Local Source Registrar.

Local Source Registrar responsibilities:

- On receipt of the Registration/Reactivation Application Form, the Local Source Registrar will:
 - create a local source management file
 - assess the suitability of the Source
 - evaluate potential and identified risks and ensure management strategies are in place
 - ensure that the allocated Handler, Controller and OIC/Supervisor are appropriate
 - approve or reject the application.
- If an application is rejected the Local Source Registrar will:
 - advise HSMU
 - record the reason for rejection and action taken by the Handler, Controller and Supervisor on the local source management file
 - forward advice of the application and rejection to HSMU.
- If an application is approved the Local Source Registrar will:
 - authorise the Source Registration/Reactivation Application and the allocation of Handler, Co-Handler and Controller
 - contact the HSMU for allocation of a Source code, notify the Work Unit Manager/Supervisor, Controller and Handler of the code and record it on the Source Registration Form
 - forward the Source Registration/Reactivation Application Form to HSMU

- Ensure the completed Risk Assessment and Acknowledgement of Responsibilities documents are forwarded to HSMU ^{PII} [REDACTED]

Responsibilities of Controller on approval of registration:

Once registration has been approved and a source code allocated, the Controller is to:

- create a source management file and record the code in the file
- where practical attend the next meeting between the Handler and Source and ensure the Acknowledgement of Responsibilities requirements are completed and that the Source clearly understands their responsibilities. The Source should not be tasked until this occurs.
- ensure the Acknowledgement of Responsibilities Form and any recordings are forwarded to the HSMU ^{PII} [REDACTED] of the meeting, unless exceptional circumstances exist.

Responsibilities of HSMU:

When a request for a source code is received from the Local Source Registrar, the HSMU:

- ensures there is no duplication of registration. If duplication is detected and confirmed HSMU will:
 - advise the Local Source Registrar responsible for the first registration and provide the contact details of the Local Source Registrar attempting the secondary registration
 - advise the Local Source Registrar attempting to register regarding any previous assessments of the Source
 - record details of the registration attempt in the Central Source Database
- generates a code and records it along with the name of the source in the Central Source Database.

2. Risk assessments

Human sources

- A full risk assessment must be undertaken, as required by **VPMP Human sources**, and provided to the Local Source Registrar for approval and forwarded to the HSMU ^{PII} [REDACTED]
- Controllers must review the risk assessment monthly.
- Where it is decided that a source will not be used ^{PII} [REDACTED] a de-activation form outlining the reasons may be submitted.

Community contacts

A full Risk Assessment is not required, however the member must consider the risks involved and notify the Work Unit Manager/Supervisor of all identified risks.

3. Managing human sources**Requirements for managing****Overview:**

VPMP Human sources outlines the requirements for managing human sources. Circumstances may arise where a Local Source Registrar, Work Unit Manager/Supervisor or Controller may consider it necessary to re-assign the Work Unit Manager/Supervisor, Controller, Handler or Co-Handler. This may include instances where:

- advice to re-assign the Work Unit Manager/Supervisor, Controller, Handler or Co-Handler has been received from the Central Source Registrar
- the member is –
 - on leave
 - no longer in the service of Victoria Police
 - assigned duties that preclude contact with the Source
 - found to be unsuitable
 - transferred to another work location
 - upgraded within their own office (i.e. cannot become Controller if also Handler).

Responsibilities of Local Source Registrar:

- In deciding to re-assign a member or receiving advice from the Central Source Registrar, the Local Source Registrar is to:
 - direct the responsibility for managing the source to a nominated new Work Unit Manager/Supervisor, Controller, Handler or Co-Handler, where the member is to be re-assigned immediately
 - personally inform both the existing Controller, Handler and Co-Handler and new Controller, Handler and Co-Handler of the re-assignment
 - notify HSMU of the change.
- Where the reason for the re-assignment relates to deficiencies in the member's skills, the Local Source Registrar is to inform the HSMU, who may assist with remedial training to correct the deficiencies.

Transfer of source management to another work unit:

- Where the responsibility for management of a source has transferred to another unit such as the Source Development Unit (or vice versa), current Registration/Reactivation and Risk Assessment documents are to be completed and forwarded to the HSMU.

- Completed files from the previous handling unit are to be provided to the HSMU upon handover.

Document security

- Local Source Registrars are responsible for providing and maintaining secure lockable storage facilities for keeping local source management files.
- Lockable storage facilities are to be provided by Work Unit Managers/Supervisors to Handlers/Controllers who are managing a Source.

4. Contact with human sources

VPMP Human sources outlines responsibilities for meetings and contacts with human sources. In addition, as soon as practicable after contact with a source, and completion of the Contact Report, the Handler or Co-handler is to brief the Controller on the report. Following this briefing the Controller is to:

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- forward an electronic copy of the report to the HSMU
- circulate the sanitised Information Report, ensuring it does not contain any information that could identify the Source, and forward an electronic copy to HSMU.

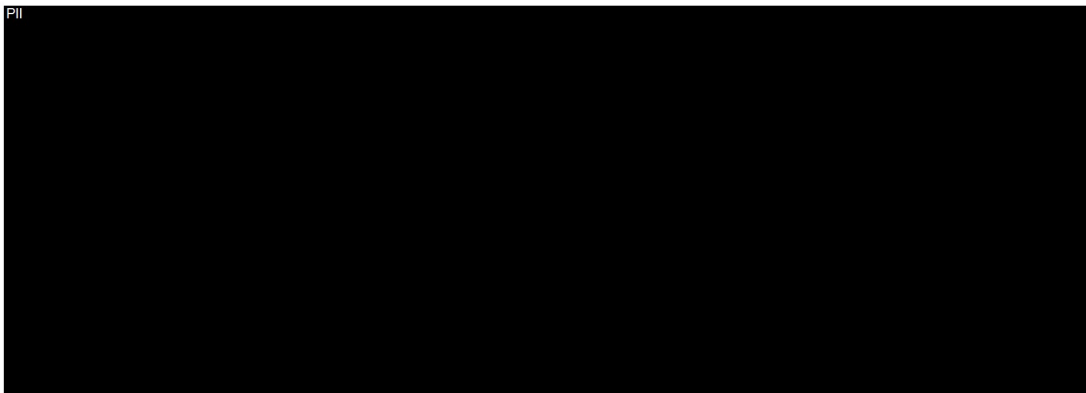
5. Paying human sources

Process for payment

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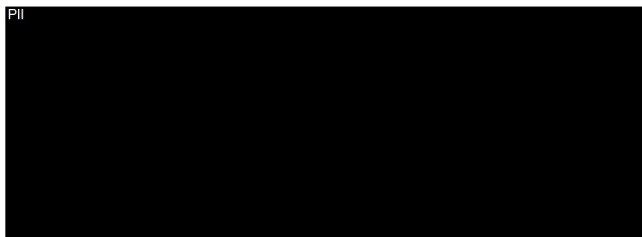
- The Request for Source Reward Form must be completed by the Handler and submitted to the Controller. The Controller is to update the source management file and forward the request to the Work Unit Manager/Supervisor.
- The Work Unit Manager/Supervisor is to assess the request, provide a written recommendation and forward all documentation to the Local Source Registrar.
- The Local Source Registrar is to forward the request and supporting documentation to the Human Source Management Unit (HSMU) for consideration by the HSRC.
- The HSMU is responsible for coordinating all requests to the HSRC. All letters of Assistance will be prepared by the HSMU from the information provided in the reward application.

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***Human Source Rewards Committee (HSRC)***

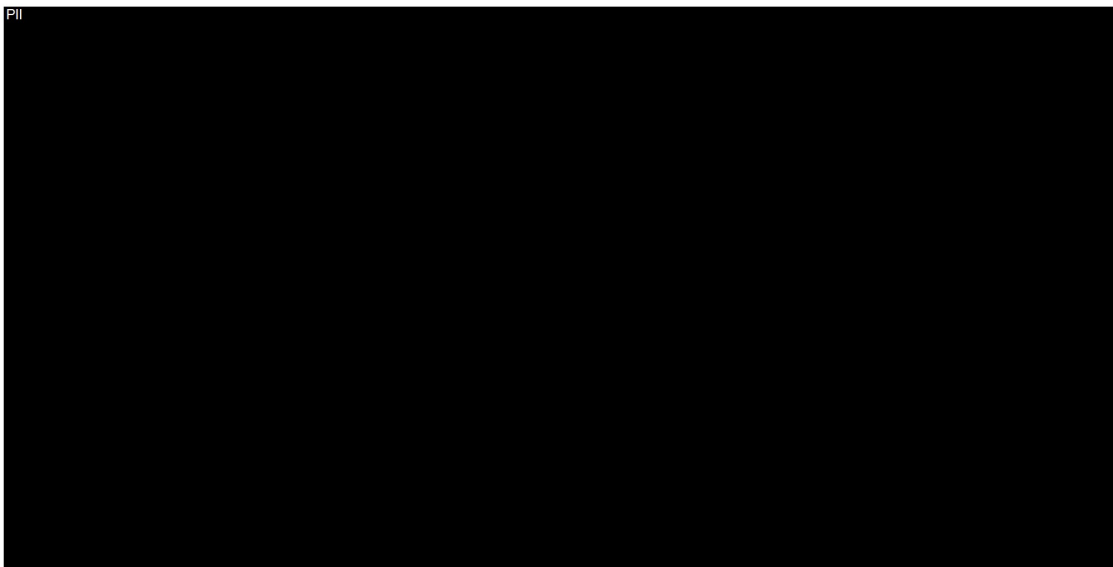
Composition – HSRC is a standing committee formed to consider all human source reward applications that consists of at least three of the following:

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Role – is responsible for the evaluation and authorisation of all human source reward requests. When a reward is authorised the committee will nominate the source of the funds and the payment method, and will then refer authorised requests to the relevant Local Source Registrar for funding and payment. If a reward is not authorised the committee will provide written explanation to the requesting Local Source Registrar.

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7. Status of human sources

Classifications

There are three source classifications:

- active - currently providing reliable operational information
- inactive - currently not providing reliable operational information, however is able to resume doing so at any given point in time
- unsuitable - has in the past provided operational information, however, they have been assessed unusable. A source may be classified as unsuitable if they have become dangerous, unreliable, or an unacceptable high risk to themselves, Victoria Police or the public.

Requirements for deactivation

- A source is to be de-activated to the status of 'inactive' if:
 - there is no current operational need for the source
 - the source moves out of the jurisdiction
 - the source has not provided operationally reliable information for a period of at least three months
- Any member involved in the operational management of a source may recommend the de-activation of a source to the Local Source Registrar.

Process for deactivation**Members requesting de-activation**

Members are to:

- consult the Handler, Controller and Work Unit Manager/Supervisor
- complete a Source Deactivation Form and forward to Local Source Registrar for approval.

Responsibilities of Controller

Once deactivation is approved the Controller must:

- ensure that the source management file is delivered to the Local Source Registrar
- attend the final meeting, to ensure the Source is fully de-briefed. If the Source is unavailable for a final meeting, make notation on the de-activation report for approval and forwarding to HSMU.

Local Source Registrar responsibilities:

On receipt of the source management file and Source De-activation Form the Local Source Registrar is to:

- update the Local Source Registry
- ensure the safe delivery of the source management file, local source management file, deactivation interview, audio recordings and any other documents to the HSMU.
- ensure that no documents relating to the management of the Source are retained outside HSMU (Source Development Unit exempt).

HSMU responsibilities:

If the HSMU does not receive any contact reports from the Handler/Controller for a period of six months, a report will be forwarded to the Local Source Registrar advising that the source status is 'inactive'. Further use of the source will require a reactivation application.

Further advice and information

For further advice and assistance regarding these Procedures and Guidelines, contact Human Sources Register or your supervisor.

Update history

Date of first issue	22/02/10	
Date updated	Summary of change	Force file number