Crime investigation – case management

Context

Victoria Police has a responsibility to effectively manage crime investigations and although the circumstances, complexity, seriousness and operation of offences often differ, this policy provides standards to ensure:

- consistent case management
- the distribution of work is managed, adequate resources are allocated and risks of single member dependency are mitigated
- investigations are managed in an appropriate and timely manner, including effective task re-allocation and handover where required
- information security considerations are managed.

This policy includes:

- the requirement to implement and maintain a Centralised Case File System (CCFS) to manage investigations
- managing Investigation and Response (I&R) investigations in Interpose including ongoing oversight and recording the status of investigations
- the requirement to complete an investigation plan for both frontline and I&R investigations
- responsibilities of both frontline and I&R supervisors and managers to manage resources to achieve crime resolution
- the process for generating reports to assist ongoing case management
- criteria for marking an investigation complete.

Contents

Definitions

Caseload – the number of investigations calculated and managed by an individual/work unit.

Disclosure – applies in criminal proceedings to police and prosecuting agencies who have a duty to the court to provide all material that is relevant, or potentially relevant, to an accused person.

Disclosure Certificate – an acknowledgement by the relevant officer that they understand their obligations under both the *Criminal Procedure Act* and common law.

Frontline unit – uniform, highway patrol and crime scene units.

Handover - the process where frontline members handover the case file to an I&R investigator who assumes responsibility for the ongoing investigation.

Investigation – an objective assessment of an act, omission, situation or event with a view to determining whether any breach of law is involved or to assign responsibility for the occurrence.

Investigation and Response (I&R) Unit – I&R unit which may be a geographically based general crime unit or a theme unit, including those crime units attached to a command.

Oversight – the active supervision of an investigation by a supervisor to ensure that an investigation is conducted using a professional and methodical approach and progresses in a timely and efficient manner.

Serious crime – an offence (including an attempt) resulting from:

- Schedule 1, Sentencing Act 1991, offences such as sexual offences, violent offences, drug offences and arson offences
- driving offences under the Crimes Act 1958 i.e., culpable driving causing death
- offences under the Road Safety Act 1986 i.e., fail to stop after collision (death/serious injury)
- terrorism offences
- the value associated with the offending in accordance with Schedule 1A, Sentencing Act ($50,000 or more), or
- prior criminal history of the accused

Throughput – the movement of investigations in and out of a work unit in any given month.

Workload - the amount of time members spend working on investigations.

Also refer to the general VPM Dictionary for definitions and acronyms.

Scope and application

These instructions apply to all frontline and I&R units, specialist taskforces, supervisors and work unit managers and must be read in conjunction with **VPM Crime attendance – initial action** and **VPM Crime and event reporting and recording**.

Responsibilities and procedures

1. Centralised Case File System

1.1 *General requirements*

- The Centralised Case File System (CCFS), in conjunction with standardised investigation case files, reduces the risks associated with single member dependency on investigation progression and resolution. The CCFS allows easy access for supervisors and appointed members to conduct follow up inquiries.
- The CCFS is designed to keep all investigations in one location for consistency, security and accountability and must be operated by both frontline and I&R work units.
- Case files must not be stored in personal correspondence lockers or desks.

1.2 *Frontline Centralised Case File System*

- The frontline work unit manager must ensure a CCFS is implemented and maintained.
- Files must be recorded using the LEAP incident number.
- Frontline members assigned to a work location must store all case files (active or otherwise) in the CCFS.
- Completed and unsolved case files can be archived where necessary. Unsolved files must be stored in accordance with the **Business Classification and Retention Tool Practice Guide** found on the DSSD Intranet page.

1.3 *Investigation and Response unit Centralised Case File System*

- The I&R Manager must ensure a CCFS is implemented and maintained.
- Files should be recorded sequentially against the Interpose Investigation number.
- Each investigator assigned to a work location must store all case files (active or otherwise) in the CCFS.
- Completed and unsolved case files can be archived where necessary.
- Copies of all serious crimes (solved or unsolved) should be uploaded into Interpose.

1.4 *Set up of the Centralised Case File System*

The CCFS must be set up as follows:

- 'Active Investigations'- these cabinets should be divided into three sections:
  - Active investigations
  - Traffic Incident System investigations
  - Coronial investigations.
- 'Pended investigations' - the cabinet is to be used solely for all pended investigations.
- 'Completed investigations' - the cabinet is to be used for all completed investigations. Completed files must be stored in accordance with the **Business Classification and Retention Tool Practice Guide** found on the DSSD Intranet page.

- 'Active brief cabinet' - briefs should be filed under the informant's name and the cabinet must be divided as per correspondence/portfolio teams
- 'Active court cabinet' - all authorised briefs must be removed from the Active Brief cabinet and then filed under the informant's name in the Active Court cabinet. Once a brief is authorised, an accused copy must be authorised for disclosure and uploaded into the Central Brief Storage System (CBSS) if required; refer to **VPMP Briefs of evidence**, **VPMG Brief preparation and management** and **VPM Disclosure in criminal proceedings** for more information.

2. Interpose

2.1 *Function*

- Interpose is the Victoria Police case management system and is used for the management of investigations undertaken by I&R units. Interpose allows for the creation of an investigation plan; priorities, tasks and timelines to be set; drives consistency across investigations; and makes case information accessible to authorised users across the organisation. LEAP is primarily designed for incident recording and not ongoing case management.

  Note: disclosure obligations must be a consideration and included in all investigation plans.
- Interpose allows for investigations to be easily transferred between work units or from one security group to another without delay or risk of documents being misplaced or compromised. It provides increased security as information is retained in an electronic format and increases efficiency and transparency across an investigation and its management.

2.2 *Interpose investigation shells*

- Every I&R unit investigation must be entered on LEAP (in accordance with Crime Recording Policy) and Interpose, with the investigation case management elements managed in Interpose. This includes ongoing investigations retained by frontline members, as oversight must be managed by an I&R member in Interpose, except in a case of volume crime. Refer to section 2.3 of this policy.
- Investigations should be loaded in real-time (i.e., when a member takes a statement, it should be saved directly into the Interpose shell).
- Every I&R investigation must be created as a separate investigation shell in Interpose and include an investigation plan.
- The LEAP incident number must be included in the designated section in Interpose.
- The Interpose investigation name must be referenced in the LEAP narrative.

2.3 *Circumstances where an Interpose investigation shell is not required*

- Crime Command and SOCIT units may create other shells in Interpose e.g., administration, brief or correspondence shells.
- Every other I&R unit investigation must be created as a separate investigation shell except in the following instances:

Exception	Action
Property related volume crime • Where there is no suspect or significant follow up required, no additional documentation collected or created and the investigation is expected to be finalised within 30 days	• These investigations may remain on LEAP.
Series • Where a series of offences may have been committed by a single offender, e.g., 20 burglaries that have been marked pending and new information or forensic evidence is available to suggest a single offender is responsible for all offences • Where there is the same unique occurrence, e.g., three x offenders apprehended in a stolen vehicle	• Run a single investigation shell in Interpose for a series of offences • Members must only create one crime incident within either LEAP or interpose
Targeted operation • Where a structured local response to a particular volume crime theme (i.e., theft of motor car) which requires some level of planning and overall investigation.	• This may be a single investigation shell in Interpose as a standing operation. • If an offence or a series of offences are identified in the course of that operation, then that individual offence or series must be allocated its own investigation shell. •

2.4 *Recording decisions in Interpose*

Interpose provides the ability to record decisions where the 'Protected' marking applies to the information. Investigators should record the following details relevant to any decision made in relation to the investigation, including but not limited to:

- the decision itself
- the circumstances known at the time of entry
- risk assessments
- details of consultation
- the rationale for making the decision.

These decisions must be endorsed by a supervisor in Interpose.

2.5 *Recording time attribution in Interpose*

- In order to capture time attributed to investigations not recorded in Interpose (i.e., volume crime) and other significant investigative activity by I&R units, Interpose shells with the following naming conventions (using July 2016 as an example) must be created at the commencement of each month:

___CIU – BURG RESI – JUL 2016

___CIU – BURG OTHER – JUL 2016

___CIU – TOMC – JUL 2016

___CIU – TFMC – JUL 2016

___CIU – THEFT – JUL 2016

___CIU – ASSIST – JUL 2016

___CIU – PATROL – JUL 2016

- When creating volume crime investigations shells, the correct corresponding Primary Focus Type, Category and Sub-category must be selected in Interpose to ensure time is attributed to the correct crime theme.

2.6 *Interpose investigation status*

Status	Explanation
Draft	The initial status, then once an investigation is approved, the status changes to either: • Active Planning • Active.
Active Planning	The investigation has resources allocated and is awaiting the submission and approval of the investigation plan before the status changes to Active.
Active	An ongoing investigation where investigative/intelligence products are generated as per the goals and objectives in the investigation plan and can include brief preparation.
Active - Oversight	In accordance with **VPM Crime attendance – initial action**, to determine the most appropriate resources to undertake an investigation, each incident must be considered against the Crime Screening Principles. When an I&R investigation is retained by a frontline member, management and overall responsibility remains with the relevant I&R
Active Brief Preparation	A brief of evidence is being prepared.
Active Court	The investigation has progressed to court.
Inactive	No effort is being made to progress the investigation and there is no demand on resources. If no further action is to be taken, then the investigation status must be updated to 'Unsolved' including where there is a known suspect who cannot be located (active whereabouts/warrant to arrest) or outstanding forensic evidence that has not been matched to a suspect.

Supervisor Modify	Only a supervisor can access the investigation; this is usually to modify the Job Type and Priority Rank fields. These fields can usually only be modified when the Investigation is in Draft status, and only then by the Interpose user who created the investigation. This status also allows an investigation name to be deleted and re-entered or selected and then modified.
Unsolved	The investigation remains unsolved/unresolved after all known lines of enquiry have been exhausted (this may include situations where double jeopardy applies) refer to **VPMG Double Jeopardy**, including outstanding forensic evidence that has not been matched to a suspect.
Cancelled	The investigation has been cancelled and is used instead of 'Delete'.
Completed - Brief not Authorised	Where the brief of evidence is not authorised, the case is considered unsolved pending new facts and circumstances.
Completed - No Offence Detected (NOD)	When an investigation into a reported crime reveals contrary evidence to suggest that an offence has not occurred or has not been disclosed.
Completed - Complaint Withdrawn (CPWD)	When an investigation commences and the victim wishes to withdraw the complaint and requests no further police action.
Complete/ Finalise	The investigation has finalised, i.e., all judicial process (including appeals) are complete, witnesses/victims have been advised of the outcomes and (if required) a Post Operational Assessment has been completed.

3. Investigation management

3.1 *Investigation plans*

- The purpose of an investigation plan is to determine, in advance, the actions, objectives, strategies and resources required as well as to identify any risks to achieve case resolution. An investigation plan must be developed by the investigator once an investigation has commenced.
- For less complex investigations, a short, dot point investigation plan must be entered into the comments section of the Interpose investigation shell by the investigator or the Investigation Case File [Form 1313] for frontline members.
- For serious offences, a comprehensive investigation plan must be recorded in the Interpose Investigation Plan tab. Regular updates to the plan are required to assist supervisors in effectively managing the progression of an investigation.
- The investigation plan must include assessing all relevant documents and material collected during the investigation for compliance with disclosure obligations under common law and the *Criminal Procedure Act 2009*. Effective disclosure forms part of an effective investigation and police officers must continue to consider disclosure obligations at all stages of an investigation.

- For further information regarding disclosure obligations, compilation of an investigation plan or the Disclosure Certificate process refer to **VPM Disclosure in criminal proceedings.**

3.2 *Age of investigations*

The 'effective from' date recorded in Interpose must reflect the date the investigation commenced. In line with Victoria Police Crime Recording Standards, the age of an investigation is calculated using this date.

3.3 *Resolution timeframes*

- The organisational target for crime resolution is 30 days. Adherence to these timeframes is in keeping with the *Victims' Charter Act 2006*. Factors which may extend the resolution timeframe include serious or historical crime investigations. Reasons for exceeding 30 days should be documented in both the LEAP narrative and Interpose and acknowledged by a supervisor.
- Frontline and I&R unit managers are accountable for the ongoing oversight of all investigations conducted in their work units to ensure that they are progressing and investigative considerations are constantly being reviewed and issues addressed. It is the responsibility for work unit managers to ensure that LEAP and Interpose records relating to their work unit's investigations are up to date and accurate.
- Frontline units should not hold active investigations over 30 days. Active I&R investigations over 120 days require the I&R Manager to comment on time attributed to that investigation.

3.4 *Managing primary investigator absences*

- Where a primary investigator is absent due to unplanned or planned leave, the I&R Manager or frontline work unit manager is responsible for reallocating tasks or the entire investigation to ensure timely progress of the investigation.
- Members must comply with the following when a period of absence is planned:

Step	Action	Responsibility
1	Prior to any planned absence, arrange a meeting with a supervisor to review all outstanding investigations and determine if the absence will impact on case progression.	Primary investigator
2	Agree on actions to progress investigations impacted by the primary investigator's absence.	Supervisor and primary investigator
3	Document agreed actions in a 'task list', including enquiries that can be progressed, as follows: • Frontline members - endorsed on the Form 1313 • I&R members - in the comments section of the Interpose investigation shell.	Primary investigator
4	Allocate the 'task list' to another member for actioning to ensure the continued progression of the investigation. Comments such as 'to be actioned when member returns from leave' on LEAP or Interpose must not be entered.	Supervisor

4. Recording time attribution on Oracle

4.1 *Purpose*

- The Time Attribution System (TAS) is an extension of the Oracle time sheet, designed to record the time expended on specific investigations and activities to measure investigative effort against I&R work unit priorities. The TAS is designed to monitor how much time is being attributed to an individual investigation, not to account for the hours a member works.
- I&R supervisors can monitor investigative effort through Oracle Discoverer.
- TAS data is used in Monthly Snapshots (see section 7.3 of this policy) to identify and monitor I&R workplace investigative effort regarding specific investigations as well as categories of offences.
- TAS is not used to record shifts spent on activities which fall under existing Oracle timesheet codes such as attending OSTT, court etc.

4.2 *Recording investigative effort*

- All I&R unit must use TAS to accurately record the investigative effort attributed to each investigation.
- TAS must be completed on Oracle by investigators to enable accurate and correct data regarding investigative activity. TAS allows for extra hours (beyond an 8-hour shift) to be recorded against a member's daily shift.

4.3 *Time Attribution System categories*

- LEAP investigations are not individually identified in TAS, instead time is to be attributed to an Interpose investigation, including the use of LEAP is grouped together. Investigators must attribute investigative time to Interpose or LEAP only.
- Only I&R supervisors and I&R Managers may use the Administration category for activity not directly attributable to a specific investigation.
- Time spent on property recording, brief checking, brief preparation, investigation review, specialist service requests, investigation narrative updates and other similar functions should be recorded against the appropriate investigation shell in Interpose where practicable.
- Duties performed by I&R supervisors can be broken down and attributed to specific investigations including brief checking, sex offender management and investigation review.
- Time spent viewing Child Abuse Material (CAM) or preparing disclosure material must be recorded using the appropriate 'Activity Type' and the associated Interpose investigation must be included in the 'Activity Description' section.

4.4 *Inactive investigations*

- Investigations must not be left active if no effort is being made to progress the investigation. TAS identifies if no time is being attributed to an investigation and in such instances the I&R Manager in consultation with the I&R supervisor, must decide what action is to be taken in relation to that investigation.

5. Investigator responsibilities

5.1 *Frontline investigating member*

Frontline investigators are responsible for the following:

- Ensuring timely and efficient progression of the investigation towards the organisational target of resolution within 30 days.
- Advising victims and/or reporting people of investigative milestones and the outcome of the investigation in accordance with the **VPM Victim support**.
- Managing the investigation, including the preparation of any brief of evidence, inquest brief or relevant reports having regard to **VPMP Briefs of evidence.**
- Recording all details of the investigation within the LEAP Case Progress Narrative or within Interpose in accordance with **VPM Crime and event reporting and recording**, including where the investigating member is taking over an investigation previously assigned to another member.
- Handling all seized property in accordance with **VPM Seized property and special property types**.
- Ensuring compliance with **VPM Disclosure in criminal proceedings.**

5.2 *Investigation and Response investigator*

The I&R primary investigator is responsible for:

- Recording all details of the investigation within the LEAP Case Progress Narrative or within Interpose in accordance with **VPM Crime investigation - case management** including where the investigating member is taking over an investigation previously assigned to another member.
- Advising victims and/or reporting people of investigative milestones and the outcome of the investigation in accordance with **VPM Victim support.**
- Ensuring timely and efficient progression of the investigation towards the organisational target of resolution within 30 days.
- Managing the investigation, including the preparation of any brief of evidence, inquest brief or relevant reports having regard to **VPMP Briefs of evidence**.
- Handling seized property in accordance with **VPM Seized property and special property types.**
- Ensuring compliance with **VPM Confiscation Act**.
- Ensuring compliance with **VPM Disclosure in criminal proceedings.**

6. Supervisor responsibilities

6.1 *Frontline supervisor*

Frontline supervisors must ensure that:

- an investigating member has been assigned to all cases
- LEAP records are current and accurately reflect the investigation progress
- appropriate action is taken when the assigned investigating member is unable to continue with the investigation due to absence, and

- disclosure obligations are complied with and a Disclosure Certificate is reviewed before it is signed by the relevant officer in accordance with **VPM Disclosure in criminal proceedings.**

6.2 *Investigation and Response supervisor*

I&R supervisors must:

- oversee investigations to ensure investigative standards are maintained and risks are managed
- ensure each investigation is updated on LEAP and Interpose with the appropriate status
- ensure disclosure obligations are complied with and a Disclosure Certificate is reviewed before it is signed by the relevant officer in accordance with **VPM Disclosure in criminal proceedings**
- ensure exhibits have been properly handled, examined, recorded and stored in accordance with **VPM Seized property and special property types**
- monitor the workload within their team and where required, re-allocate work based on the complexity of particular investigations and the number of investigations held by each investigator, and
- consider the organisational target of crime resolution within 30 days when tasking members and allocating resources. Five general investigative risks to be managed are:
  - crimes of a serious nature
  - crimes that have a high impact on the community
  - investigations that show little or no progression
  - investigations that exceed 120-day timelines (escalate to the I&R manager and update Interpose accordingly)
  - I&R investigations retained by frontline members.

7. Work unit manager responsibilities

At the completion of an investigation, the work unit manager must ensure that:

- suspects are informed of the outcome of the investigation, unless there is good reason for not doing so
- victims and/or reporting people are advised of the outcome of the investigation in accordance with the **VPM Victim support**
- exhibits and seized property are disposed of as per **VPM Property and exhibit management**
- the LEAP case progress narrative and status are updated, and
- informants comply with their responsibilities in accordance with **VPM Confiscation Act** as required.

7.1 *Frontline work unit manager*

Frontline investigations remain the responsibility of the frontline work unit manager who must oversee these investigations to ensure:

- they are recorded and managed on LEAP, including the appropriate status and that a supervising Sub-officer is assigned LEAP case management
- adequate supervision i.e., all avenues have been pursued to progress to resolution

- exhibits have been properly handled, examined, recorded and stored in accordance with **VPM Property and exhibit management**, and
- investigations that reach 30 days are monitored and action is taken as required to ensure progression to a resolution.

7.2 *Investigation and Response manager*

I&R managers must:

- Ensure that investigators comply with **VPM Crime attendance – initial action** and **VPM Crime and event reporting and recording**
- Ensure that adequate supervision is maintained and an investigating supervising Sub-officer is assigned to oversee case management.
- Ensure that investigative standards are maintained, including the timely progression of investigations.
- Monitor workload distribution between I&R supervisors and, redistribute work or re-allocate individual cases within their work unit, if necessary.
- Monitor and manage work unit throughput. Excessive workload which is having a direct effect on performance (visible through a reduction in throughput, or an increase in the age of investigations), must be escalated to the T&C Manager.
- Ensure that investigators use TAS to accurately record the investigative effort attributed to each investigation. By examining the age of an investigation and cross referencing this with the TAS data, work unit managers can identify the work effort contributed to individual investigations. Monitoring age and risk assists in determining resourcing and investigative priorities. TAS coupled with Interpose data supports I&R managers to have a more complete understanding of the investigative workload across their work unit.
- Ensure that all Interpose records associated with an investigation are completed and are moved to the Vicpol Security Group. If there is a justifiable reason for individual records/documents to remain in the workgroup security group, a suitable comment must be made in each such document/record.
- Ensure that each record held is reviewed every 12 months for suitability to be released. Non migration should be by exception; it limits Victoria Police Intelligence capabilities and creates additional work in granting access to such matters in future.
- Ensure all investigations within their work unit are recorded and managed consistently in Interpose and that Interpose reflects an accurate record of investigations and investigation timelines.

Note: for any investigations exceeding 120 days:

  - make a comment in Interpose outlining any time attributed to the investigation during the month, the reason for any delay in completing the investigation and the proposed action to ensure completion, and
  - notify the T&C Manager via the email link in Interpose and jointly determine what action is required and record this in the comments section.

- Identify risks to investigations i.e., the serious nature of the offence/s and the impact on the community and report on individual investigations by exception.
- Ensure active investigation planning and oversight through discussion with the relevant I&R supervisor and a notation of discussions must be endorsed in Interpose.

- Ensure that all Interpose records/documents associated with a completed investigation are moved to the VicPol security group. If there is a justification for individual records/documents to remain in the workgroup security group, a comment must be made for each record/document.

8. Reporting and auditing

8.1 *Overview*

- The Workplace Standards and Inspection Manual (Investigation Management) outlines requirements to ensure frontline and I&R work units apply consistent investigation management practices across the organisation. These requirements provide a basis for workplace audits regarding the management of investigations by regional audit teams.
- The I&R Manager must report monthly on:
  - 'at risk' investigations
  - investigations of a serious nature or serious community impact
  - I&R investigations retained with frontline members, and
  - investigations older than 120 days.

This is achieved by making comments in the Interpose investigation and then notifying the T&C Manager by the email link who will note the comment or request for action.

8.2 *Reports available*

Monthly Caseload/Workload Snapshot

A monthly caseload/workload snapshot document uses Interpose, TAS, HR Assist and LEAP data to produce a comparative evaluation document for an individual work unit and provides an overview of the investigative workload of a work unit allowing I&R Managers to understand the nexus between caseload/workload and investigative effort and calculate the work unit's throughput.

Interpose Spreadsheet

An Interpose spreadsheet is generated from Interpose and provides a list of all active investigations within a specified work unit and provides the I&R Manager with details on each active investigation including the age of each individual investigation.

Time Attribution System Spreadsheet

A TAS spreadsheet lists every investigation which has had time attributed to it during a specified time period to capture investigative effort within a work unit.

- A TAS spreadsheet lists every investigation which has had time attributed to it during a specified time period to capture investigative effort within a work unit

Note: by cross referencing data in the TAS and Interpose spreadsheets, the I&R Manager can identify what time has been attributed to 'at risk' investigations. If no time has been attributed to 'at risk' investigations, the I&R Manager must take relevant action, e.g., providing additional assistance, re-allocation or implementing a new investigation plan.

9. Unsolved and unresolved serious crime and records retention

- All unsolved and unresolved serious crime files must be uploaded into Interpose for investigative and intelligence purposes.

- Unresolved serious crime files include:
  - offender unable to be located – an active Person Whereabouts electronic record exists in the Whereabouts Application. Refer to **VPMG Tagging of records to locate suspects or offenders** for further details.
  - a warrant of apprehension exists
  - offender is living in another jurisdiction (interstate or overseas) and extradition is not approved or has been refused by a court, or
  - offender has been acquitted or found not guilty and double jeopardy applies.
- The *Public Records Act 1973* requires all police information to be retained as a public record and only destroyed when approved. See **VPMP Information review, retention and disposal**, the **Major Crime Offence List – Briefs of Evidence Practice Guide** and the **Business Classification and Retention Tool Practice Guide** found on the DSSD Intranet page for further instructions.

10. Completion of an investigation

- A crime investigation should be marked complete in LEAP or Interpose when any of the following apply:
  - an offender(s) is/are processed and the brief of evidence is not authorised (the case is considered unsolved pending new information)
  - contrary evidence is uncovered which suggests that an offence has not been committed
  - the victim requests no further police action and wishes to withdraw the complaint (the case is considered unsolved pending new information or if the victim re-engages with police)
  - all judicial processes have concluded including any appeal periods.
- Work unit managers must ensure that:
  - suspects are informed of the outcome of the investigation, unless there is good reason for not doing so (a suspect should not be told that the investigation is complete but simply told that at this time the matter will not be progressing but may be re-investigated at a later time)
  - victims and/or reporting people are advised of the outcome of the investigation in accordance with **VPM Victim support**
  - exhibits and seized property are retained as unsolved serious crime or disposed of a required by **VPM Property and exhibit management**
  - the LEAP case progress narrative and status are updated
  - informants comply with their responsibilities detailed in **VPM Confiscation Act**, and
  - a Post Operation Assessment is completed, where applicable.

11. Acquittals

11.1 *Retaining files*

- Investigation files that have been to trial where one or more of the accused people has been acquitted of a serious crime must be retained for a minimum of 50 years pending further investigation.
- In a case of sex or sexually motivated crimes that have occurred or have alleged to have occurred regardless of finding, files must be kept permanently.
- Refer to the **Business Classification and Retention Tool Practice Guide** on the

DSSD Intranet page for further information.

11.2 *Reinvestigation after acquittal*

- Police must not reinvestigate an offence for which a person has previously been acquitted unless the Office of Public Prosecutions provides written authorisation.
- Refer to **VPMG Double Jeopardy** for further information.

Related documents

- VPM Crime and event reporting and recording
- VPM Crime attendance – initial action
- VPM Property and exhibit management
- VPM Confiscation Act
- VPM Victim support
- VPM Disclosure in criminal proceedings.

Further advice and information

For further advice and assistance regarding this policy, contact a frontline work unit manager or I&R Manager.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
14/08/17	Original publication as part of the VPM Review Project	FF-109569
21/10/19	Instrument names amended to reflect updated property management policies	FF-116667
30/12/20	Updated in response to Royal Commission into the Institutional Response into Child Sexual Abuse recommendations. Includes: Family Violence Investigation Units in definition of I & R Unit	FF-154475
19/02/21	Policy references updated to reflect review of family violence policies and remove reference to the Family violence Code of Practice	FF-189857
05/05/25	Implementing recommendations from the Investigative Practice Review.	FF- 254456 1
22/09/2025	Removal of outdated reference to ‘Victoria Police Future Directions for Victim-Centric Policing’	FF-266230
20/01/2026	Updated guidance reflecting the introduction of the Whereabouts Application replacing VP Form L12 and minor administrative updates.	FF-277114