

# Victoria Police Manual

*The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.*

## Operational duties and responsibilities

### Context

Members undertaking operational duties, particularly patrol duties, have a number of responsibilities. These responsibilities relate to how patrols are undertaken to ensure they are conducted appropriately and with the safety of members paramount.

Other responsibilities include the requirement to keep a record of operational duties. This is to:

- ensure appropriate accountability for the performance of operational duties
- protect and assist employees on all occasions of future reference to their duties and conduct (e.g., complaints and court proceedings)
- provide information to supervisors on what duties have been carried out.

The purpose of this policy is to outline members' operational responsibilities when undertaking patrol duties.

### Policy at a glance

This policy includes:

- responsibilities for allocation and supervision of resources and tasks
- minimum member requirements relevant to duties performed
- recording of duties to ensure appropriate accountability and oversight including patrol duty returns, notes, official diaries and Incident Fact Sheets (IFS)
- requirements for capturing information including timelines for completion and submission
- information classification and retention periods.

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## Definitions

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**24-hour police station** – a station which offers 24/7 counter reception and response capability and may also have police cells. Stations classified as 24-hours are determined by the Deputy Commissioner (DC), Regional Operations, and are listed on the DC, Regional Operations intranet site.

**Primary response** – duties that involve general patrolling, public order management and/or where providing a first response to incidents is likely or expected (e.g. divisional van, patrol car, highway patrol, patrol supervisors (251), members on availability to perform first response to incidents, attendance at sporting or community events).

**Secondary response** – duties where members may be required to provide supervision, back-up or specialist capabilities for incidents but do not provide a primary response other than as back-up to primary response units (e.g., divisional patrol supervisor (265), duty officer (150), PACER units, dog squad, crime scene or other similar specialist or investigative units).

## Scope and application

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This policy applies to all employees.

## Responsibilities and procedures

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### 1. Patrol resource management and supervision

Regional assistant commissioners have responsibility to ensure patrol resources are appropriately allocated and supervised, and that Police Communications is advised of available resources. **CCI 09/24 Minimum station profiles** outlines the minimum number of resources required at police stations to ensure service delivery and member safety. **VPM Operational supervision and incident attendance** provides guidelines on how to manage patrol resources. **CCI 05/25 Operational readiness and work-related activity** provides rostering requirements to maintain service delivery within rostered shift times.

### 2. Messages and tasks

#### 2.1 *Important messages*

All members must record important messages received and relay the messages as appropriate.

#### 2.2 *Tasks for mobile units*

Any telephone calls received at the station and which are to be given to a mobile unit for response must be:

- recorded
- relayed to Police Communications.

Local management must ensure:

- a consistent approach is applied to the location of messages

- messages relating to tasks for mobile units can be audited.

### 2.3 *Allocation of patrol tasks*

- Police Communications is responsible for the allocation of events to patrol units.
- Once an event is allocated, members are responsible for the resolution of the task, including priority of attendance, handling of the event and submission of appropriate reports.
- Patrol supervisors or sub-officers may allocate priorities according to local needs.

## 3. Patrol responsibilities

### 3.1 *Undertaking patrol duties*

- Radio is the primary mode of operational communication.
- Mobile telephones (where provided by Victoria Police) are a secondary mode of communication and must only be used for non-operational, organisational, management or welfare issues.

### 3.2 *Minimum member requirements*

| Duty type                                                                                                 | Minimum requirements/limitation(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary response</b><br><br>(Excluding members attached to one member and non-24-hour police stations) | A primary response unit must contain two police members, who perform duties together                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Reception duties</b>                                                                                   | <ul style="list-style-type: none"> <li>• At 24-hour stations, a minimum number of two police members are required to perform reception duties for each shift</li> <li>• At all-hour stations, a minimum number of two police members are required to perform reception duties for each shift while the police reception is designated as open</li> <li>• At non-24-hour stations, police member/s must be rostered to perform reception duties to meet projected demand, as determined by the divisional commander</li> </ul> <p>If it is not possible to allocate a second reception member, a member may work one-up on reception duties as outlined in section 12 of <b>CCI 09/24 Minimum station profiles</b></p> |

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Secondary response</b><br><br><b>Patrol supervisor duties as secondary responder</b><br><br><b>Attending court or meetings</b> | <ul style="list-style-type: none"> <li>• A secondary response unit should contain two police members, who perform duties together</li> <li>• A secondary response unit may contain one police member who performs duties alone, provided they: <ul style="list-style-type: none"> <li>- conduct a risk assessment before and throughout their duties</li> <li>- implement appropriate risk mitigation strategies</li> </ul> </li> <li>• A secondary response unit containing one member must not: <ul style="list-style-type: none"> <li>- initiate field contacts</li> <li>- electively intercept vehicles</li> <li>- respond to tasks or public incidents other than as back-up to primary response units</li> </ul> </li> </ul> |
| <b>Members attached to one member and non-24-hour police stations</b>                                                             | <p>May perform primary or secondary response duties alone, provided:</p> <ul style="list-style-type: none"> <li>• they are rostered in a cluster as per <b>VPMP One-member stations</b>, or</li> <li>• members/supervisors can draw on local knowledge to support their risk assessment to determine how to respond to operational responsibilities or duties (e.g., risk to community, nature of incident, knowledge of people involved and availability of additional resources)</li> </ul>                                                                                                                                                                                                                                      |

- The criteria above does not apply where a member believes that they need to immediately respond to a task or incident to prevent the loss of life or serious injury to themselves or another person.
- In these circumstances, members must consider their safety, conduct a risk assessment, develop appropriate risk mitigation strategies and if possible, notify Police Communications and call for assistance.

### 3.3 *Responsibilities when on patrol*

While all members are responsible for their own actions and conduct, the senior member on the patrol is responsible for ensuring:

- that radio is used wherever available and that Police Communications is notified as required by **VPMG Patrol responsibilities and communications**
- that the patrol does not leave its area of patrol except in the circumstances below:
  - in an emergency
  - with authority of a supervisor.

### 3.4 *Identification of members*

- If a member of the public requests details of a member, including station details, this must be provided unless there is a justifiable reason. Some legislation requires police to give this information in writing or orally, when asked, if police request a person's name and address in certain circumstances (s.456AA, *Crimes Act 1958*) or require production of a certificate of identity (e.g., s.150, *Firearms Act 1996*).
- Refer to **VPM Uniform and appearance standards** in relation to general requirements for carrying identification.

### 3.5 *Securing premises*

- Members attending or locating insecure premises are responsible for the premises until the owner or their representative takes responsibility. Have regard to **VPMG Patrol responsibilities and communications** to comply with this requirement.
- Members must not engage, recommend, refer or provide information regarding specific shutter services. Police contact with and requests for a shutter service must only be via Police Communications. Refer to **VPMG Patrol responsibilities and communications** for details of the notification procedure.

### 3.6 *Responding to alarms*

When responding to alarms, members must have regard to **VPMG Patrol responsibilities and communications**.

## 4. Police escorts

Police may be requested to escort a person or property. The level of assistance is dependent on the type of escort required and the availability of police resources and may be charged for. Refer to **VPMG Police escorts** when assessing requests for or conducting escorts.

## 5. Recording of duties – overview

### 5.1 *Operational duties*

To ensure appropriate accountability for and oversight of operational duties, members are required to record and report on operational duties in the following ways:

- Patrol duty return – members must complete a hand-written Patrol Duty Return [Form 501] or electronic Patrol Duty Return (ePDR):
  - every time they are on patrol, including foot or other patrol
  - when directed by a region/command/department head.
- contemporaneous notes – must be made in accordance with section 7 of this policy
- Official diary [PB13] – must be maintained by members attached or assigned to the Crime Command or a Crime Investigation Unit (CIU); see further details in section 8 of this policy
- IFS– must be submitted by operational supervisors after significant or high-profile incidents in accordance with section 9 of this policy.

### 5.2 *Other duties*

Inspectors/VPS-5 and above are required to keep appropriate records of their duties.

## 6. Patrol duty returns

### 6.1 *Handwritten patrol duty return*

#### **Completing handwritten patrol duty returns**

A Form 501 or Initial Action Pad [Form 502] is a record of the duties performed while on patrol. When completing a handwritten Form 501:

- only enter details of incidents, tasks, person/vehicle checks, searches, and referrals or requests for service
- where information is captured on a corporate form, e.g., LEAP, Penalty Infringement Notice (PIN), Traffic Incident System reports, only enter sufficient information to reference the corporate form, and include the registered number of the member submitting it and attach a copy of the form when appropriate
- all task narratives (including those captured on corporate forms) as a minimum must briefly describe actions taken and briefly explain the recorded disposition.

**Submitting handwritten patrol duty return**

**Members on patrol** – within 24 hours of the completion of that patrol shift, must:

- read and sign the Form 501 as an acknowledgement of its correctness
- submit the Form 501 to a supervisor for checking.

**Supervisors** – as soon as practicable, must:

- check the Form 501 to ensure its completeness, including:
  - all required Form 501s have been submitted
  - all tasks have a recorded disposition
  - the task narratives (and/or associated corporate forms) adequately record the disposition
  - all relevant forms (including LEAP, PIN, Field Contact [Form L19], Use of Force App report are completed and checked for accuracy
  - justification for use of force, searches and field contact submissions are explained.
- after checking the Form 501:
  - initial the Form 501 to acknowledge its completeness or adequacy
  - note any discrepancies and return to the respective member/s for rectifying or explanation
  - submit to a work unit manager for recording as required by local instructions.

**Both members on patrol and supervisors** – must write their full name, rank, VP number and the date and time of the submission.

**Regional duty officer** – must submit original to the regional assistant commissioner.

**Divisional patrol supervisor** – must submit to the local area commander.

## 6.2 *Electronic patrol duty returns*

ePDRs are electronic running sheets that utilise transaction data automatically captured through IRIS-enabled mobile devices. All ePDR entries (LEAP checks, comments etc.) are auditable.

**Creating ePDRs**

- log on to IRIS-enabled mobile devices at the station prior to commencing patrol duties and create a new ePDR for the patrol shift. This ePDR form will be in 'draft' status until submitted to a supervisor for review.
- log onto the IRIS-enabled mobile devices in the vehicle and access the ePDR created for the relevant patrol.

- once patrol duties have concluded, members must log off the IRIS-enabled mobile devices.

### Submitting ePDRs

**Members on patrol** – at the conclusion of duties recorded and within 24 hours of completion of the patrol shift, must:

- review the ePDR, and edit entries where appropriate noting that LEAP entries cannot be edited
- ensure that task narratives adequately describe the actions taken and explain the recorded disposition
- submit the ePDR electronically to a supervisor as acknowledgement of its correctness and completeness ('ready for review' status).

**Supervisor** – must, as soon as practicable, check submitted ePDRs for completeness including:

- ePDRs were submitted for all relevant patrol shifts
- crime reports have been submitted when required in accordance with **VPM Crime and event reporting and recording**
- all tasks have a disposition
- the task narratives adequately describe the actions taken and explain/justify the recorded disposition
- checking the ePDR system to ensure all ePDRs by patrol shifts are submitted.

After checking the ePDR, supervisors must:

- note any discrepancies and return to the respective employee/s for rectification or explanation ('returned for attention' status)
- electronically approve the ePDR to acknowledge its accuracy and completeness ('approved' status).

An ePDR is not required to be signed or printed out unless local instructions apply.

## 7. Contemporaneous notes

### 7.1 *When to take notes*

- The Form 502 must be carried by all members when performing frontline duties and used to record notes for inclusion in the Investigation Case File [Form 1313].
- When attending or investigating any incident, take notes of any observations and conversations with people connected with the incident.
- In some cases, a report or document will be sufficient, e.g., PIN, Form 501, official diary.
- In the case of investigations, notes must include all relevant facts, information and observations, including details of the incident scene and the questioning of all suspects and witnesses.
- As notes may be required for evidential purposes, or to confirm any admissions or confessions made on a recording, they must be made contemporaneously, i.e., at the time or while facts are still fresh.

- Where a person is charged or it is intended to charge a person, notes must be attached to the Brief Head [Form 208A].

### 7.2 *Timeframe for taking contemporaneous notes*

Take notes as close as possible to the actual time of the event being recorded. Where this is not possible, they should be made at least before the end of the shift but no later than 48 hours after the event. The main consideration is that the notes are made while the facts are fresh in the memory of the maker.

### 7.3 *Manner of recording contemporaneous notes*

- Notes should be compiled in either hard copy or electronic format. The maker or informant must retain the original copy unless it is needed for some other purpose (e.g., a PIN). Retain the notes, including printed, signed copies of electronic notes, in accordance with **VPMP Information review, retention and disposal**.
- Any changes or corrections required to original notes should only be added with an explanation as to why the note was required to be amended. If notes are compiled electronically, a hard copy of all notes primarily intended for use in court must be made at the time of recording and dated and signed by the maker. Where previously made electronic notes are altered, a contemporaneous note of the reasons why must be also made.

### 7.4 *Adopting contemporaneous notes*

Others who may wish to use the notes should, at the time or while the facts are still fresh in their minds, read, adopt and endorse the notes by dating and signing.

### 7.5 *Use of initial action pads, daybooks and notebooks*

- Members should record details of their duties performed and contemporaneous notes in the Form 502. The Form 502 remains the property of Victoria Police and should be returned to the work unit manager when completed.
- Employees issued with a notebook or daybook, are to record their contact details inside. Notebooks and daybooks remain the property of Victoria Police and should be returned to the work unit manager when completed.
- Work unit managers must comply with **VPMP Information review, retention and disposal** for completed Form 502s, notebooks and daybooks.

## 8. Official diaries

### 8.1 *Management and security of official diaries*

Employees are responsible for the security of the official diary issued to them. Official diaries are:

- to be kept in a secure location within Victoria Police premises
- only taken away from the work location when necessary
- given to the work unit manager for security and reference if:
  - the diary is completed
  - the diary is no longer required for active cases
  - the employee is going to be absent for a length of time (e.g. on leave) or ceasing employment.

The work unit manager is responsible for:

- maintaining a register of official diaries
- ensuring official diaries are delivered to the Victoria Police Archive Storage Centre (VPASC) for retention if the diary is:
  - completed
  - no longer required for active cases
  - submitted by an employee who has ceased employment.

## 8.2 *Requirement to keep an official diary*

Only Crime Command and CIU members are required to maintain official diaries. Officers and equivalent VPS employees are only required to maintain appropriate records and therefore are not required to keep official diaries unless they wish to.

## 8.3 *Completing an official diary*

- Make entries as soon as possible after completing the relevant duty
- An official diary should also be used as a daybook
- Where it is not practical to complete entries at the time, take other notes and transcribe details into the official diary as soon as possible.

Where a record of duties performed is recorded on another corporate report (e.g., Form 501) it is not necessary to repeat the full record in the official diary. However, the entry should include a summary and reference to the corporate report. The following should also be recorded in the diary:

- rest days and leave. Show rest days, numbered consecutively for each year. Record rest days, leave, accrued time off and expenses in red ink
- arrests
- human sources. Reference to human sources should be by their source code.

## 8.4 *Management and security of official diaries*

A register of official diaries, which can be maintained at the local or region/command/department level, should include details of the:

- employee it is issued to, including their work location
- date of issue
- number of the diary
- date returned or disposed.

## 8.5 *Retention of official diaries*

- Official diaries are to be retained on Victoria Police premises until approved for destruction in accordance with the **VPMP Information review, retention and disposal**.
- Diary retention periods can be affected by the contents of the diary:
  - diaries must be retained by Victoria Police for at least 10 years from when an employee ceases employment

- diaries may need to be retained for more than 10 years, based on content and required retention according to **VPMP Information review, retention and disposal**.
- Any significant cases or events included in the diary that may affect the retention period are to be noted in the front of the diary. Significant events include:
  - non-authorised briefs of evidence/investigations for serious crime
  - management of people under witness protection
  - theft, attempted theft or unexplained loss of prescribed chemicals or other substances as defined by the *Terrorism (Community Protection) Act 2003*
  - management of incidents or accidents that have resulted in death
  - management and coordination of incidents involving hazardous materials
  - Professional Standards Command (PSC) investigations that result in dismissal.

All diaries are subject to these retention standards, including when an employee elects to use a diary. Refer to **Factsheet 120 Retention Periods for Operational Records** on the Digital Services and Security Department (DSSD) intranet page for more information.

## 8.6 *Inspection of official diaries*

- Frequency of inspection of official diaries:
  - work unit managers should conduct inspections at least fortnightly where possible
  - line managers should conduct regular checks.
- Where possible, an inspection should be planned. If this is not possible, arrange for an inspection while the employee is absent from work to avoid them needing it on the day of inspection.
- Conducting inspections of official diaries:
  - ensure compliance with this policy
  - ensure entries are up-to-date
  - note any irregularities and any action taken to resolve them
  - sign and date the diary in red ink to acknowledge it has been inspected.

## 8.7 *Lost or stolen official diaries*

- Where an official diary is lost or stolen, employees must:
  - report it to a supervisor
  - complete appropriate LEAP reports with Victoria Police as the victim
  - send a report to their work unit manager
  - report it to the Security Incident Registry.
- Work unit managers must:
  - arrange for the issue of a new diary
  - ensure the theft or loss is investigated
  - facilitate Security Incident Registry activities.

# 9. Incident fact sheets

## 9.1 *Overview*

The IFS system is an internal method of communicating summary information regarding

a significant or high-profile incident which has occurred in the immediate 24-hour period. Use and disclosure of IFS must occur in accordance with **VPMP Appropriate use of information, VPMP Information sharing** and **VPM Disclosure in criminal proceedings**.

## 9.2 *Supervisor's responsibilities*

- Supervisors are responsible for ensuring an IFS is submitted after a significant or high-profile incident, such as any matter likely to:
  - attract significant media attention
  - involve a Victoria Police employee as a victim, offender or suspect
  - warrant notification of Victoria Police employees including management
  - be assessed as a Category 1 or 2 offence in accordance with the Accountability and Resource Model.
- Submission of an IFS should occur when appropriate and as soon as possible (ideally by the end of the shift).
- Supervisors can authorise the submission and content of an IFS after physically checking or otherwise satisfying themselves as to the appropriateness of the report.
- Supervisors are not to transmit incidents or allegations of a sensitive nature which may be compromised by its inclusion in an IFS. Alternatives such as the telephone or e-mail are to be used to notify the appropriate authority.
- An authorisation check should not impact on the timeliness of the submission of the report.
- Where a person in police custody sustains an injury, or police members (on or off duty) sustain an injury during an incident and no allegations of police impropriety are made, PSC must be notified by the 251 via an IFS. The IFS must be assigned the PSC sensitivity classification, and entered as soon as possible, but no later than the completion of the rostered duty.
- The following information must not be published in an IFS:
  - any information which may lead to the identification of a sexual assault victim
  - incidents or allegations of a sensitive nature against a police member or high-profile individual
  - any information that has been alleged to have been a cause or impediment to an incident where that information has not been verified
  - where a death involves police, see **VPM Death or serious injury/illness incidents involving police** for more information.

## 9.3 *Report standards and content*

- IFS content is accountable and may be subject to public scrutiny, therefore information is to be reported in a clear, concise way without using abbreviations. The description of the incident is to be brief, factual, using non-judgemental language and preferably is not to contain details of dialogue.
- Additional comments should only be added to an IFS where that information is required to correct a misunderstanding conveyed by the wording of the original summary comments, to rectify a critical omission or clarify a system administrative update.

- Additional comments may only be included in an Executive Command morning briefing where that update was made prior to the daily report run on the day the IFS was submitted.
- The Peer Support check box on an IFS is intended as a prompt to remind supervisors of the range of support services available for their members regardless of whether the incident requires the mandatory notification or involvement of the Police Psychology Unit or Wellbeing Services.
- Supervisors are required to follow established business practice and initiate contact with a Peer Support Officer.
- In all complaints relating to racial, political or ideological circumstances, an IFS must be compiled as soon as possible and the incident should be brought to the immediate attention of the Manager, Security Intelligence Unit and the Superintendent Community Portfolio, Priority and Safer Communities Division by forwarding correspondence to position based email accounts; CTC-SIU-MGR and OFFICE-OF-CMDR-PSCD-MGR.

#### 9.4 *Sensitivity classifications*

The IFS sensitivity classifications only relate to the visibility of the report and do not relate to the Victoria Police information security classifications. No security classification information is to be entered into the IFS system.

There are three IFS access classifications available to system users:

- **restricted** – inspector/VPS 5 and above
- **sensitive** – senior sergeant/VPS 4 and above
- **routine** – constable/VPS 2 and above.

Any employee may apply for an access classification if that level of access is required for the performance of official duties or to obtain, change, suspend or reinstate a user's access. Requests must be authorised by a superintendent or above and must be submitted via an ICT and Facilities Portal request.

Employees may be provided with the level of access that they are entitled to by rank, excluding higher duties, without completing an application form. However, an application form must be completed if the employee has a suspended account.

Requests for upgraded access from members performing higher duties as a senior sergeant or inspector must be authorised by a superintendent or above and must be submitted via an ICT and Facilities Portal request.

#### 9.5 *Report sensitivity classifications*

When creating an IFS an appropriate sensitivity classification must be applied as follows:

- **Restricted** – restricted classification is to be applied in any instance where the incident being reported is considered:
  - politically sensitive
  - likely to result in an internal investigation
  - until investigated further, incident is likely to bring Victoria Police into disrepute
  - likely to diminish public confidence in Victoria Police.
- **Sensitive** – a sensitive classification must be applied in any instance where the incident being reported contains information that:

- includes sexual offences or a principal offence that includes details of a sexual offence
- may cause a breach of confidentiality, privacy, or place any person/people in jeopardy
- the victim has requested be withheld (including proceeds of armed robberies).
- **Routine** – routine classification applies to all other significant or high-profile events.

## 9.6 IFS amendments

- Region/command/department delegates can:
  - remove a duplicate, erroneous or otherwise inappropriate report from the system
  - amend incorrect data, such as incorrect response zone data.
- Details of all requests are recorded so all requests should be submitted via the ICT and Facilities Portal.
- Requests regarding IFS (change of sensitivity, editing of narrative, take report offline etc.) must be logged via the ICT and Facilities Portal.
- If a change of sensitivity or narrative is required outside of normal business hours (7am to 5pm), contact the VPMAC and a senior sergeant will assist.

## Related documents

- VPMG Patrol responsibilities and communications
- VPM Operational supervision and incident attendance
- VPMG Police escorts
- VPM Arrests and warrants to arrest
- VPMP Information sharing
- VPMP Appropriate use of information
- CCI 09/24 Minimum station profiles
- CCI 05/25 Operational readiness and work-related activity

## Further advice and information

For further advice and assistance regarding this Policy, contact your supervisor or local training officer.

## Update history

| DATE UPDATED | SUMMARY OF CHANGE                                                                                                                                                                                 | FORCE FILE NUMBER |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 26/07/21     | New VPM created as part of VPM review which combines content from the previous <b>VPMP Operational duties and responsibilities</b> and the previous <b>VPMG Recording of operational duties</b> . | FF-151253         |
| 17/02/22     | Minor change to clarify that both changes and corrections to contemporaneous notes should only be added with an explanation as to why the change was required.                                    | FF-184912 3       |

|            |                                                                                                                                                                                                                  |             |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|            | Removal of reference to modifying notes to align with CCI 01/22 Witness statements                                                                                                                               |             |
| 22/11/22   | Inclusion of reference to VPM Disclosure in criminal proceedings.                                                                                                                                                | FF-193378   |
| 04/02/23   | Updates to reference <b>CCI 01/23 Minimum station profiles</b>                                                                                                                                                   | FF-219163   |
| 12/01/24   | Updated to reflect <b>CCI 01/24 Minimum station profiles</b>                                                                                                                                                     | FF-219163.2 |
| 27/02/2024 | Minor change to clarify that requests for access and amendments to IFS' must be submitted via the ICT and Facilities Portal<br><br>Inclusion of reference to <b>VPM Crime and event reporting and recording.</b> | FF-132538   |
| 11/04/2025 | Updates to reference <b>CCI 05/25 Operational readiness and work-related activity</b> and reflect <b>CCI 09/24 Minimum station profiles</b>                                                                      | FF-269039   |
| 29/05/2025 | Consequential amendment to replace reference to Use of Force Form 237, 237A-D with Use of Force App for 20/05/25 Use of Force App rollout                                                                        | FF-266536   |
| 04/09/2025 | Updates to Instrument names, VPMG Resource management and patrol supervision renamed VPM Operational supervision and incident attendance                                                                         | FF-219784   |