

Victoria Police Manual – Procedures and Guidelines

Tagging of records to locate suspects or offenders

Source Policy

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

- **VPM Crime attendance – initial action**
- **VPM Crime investigation – case management**
- **VPM Crime and event reporting and recording**

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 **VPM 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. Keep A Look Out For (KALOF)

KALOFs are a broadcast issued from one police area to others. They typically contain information about a wanted suspect or items of significant interest. KALOF notices assist members and employees with investigations, missing persons, recidivist activity, and loss of police property. The following requirements apply:

- the approval of a work unit manager is required for both the content of the message and the decision to publish
- there should be an identified operational need for posting KALOF messages. Operational need is defined here as being reasonably necessary to policing functions

- as per operational need, content should be necessary, relevant, accurate and appropriate
- KALOF messages must comply with approval and publication requirements under **VPM Corporate communications**
- where the KALOF relates to a person or vehicle, the appropriate whereabouts request is also submitted electronically using the Whereabouts Application (app) (see *LEAP Whereabouts Module*)
- where the KALOF refers to the potential for violence and/or the person in question may carry a weapon, a Person Warning Flag [Form 292] must be submitted
- where the KALOF refers to a person who is the subject of a supervision order pursuant to the Serious Offenders Act 2018 the officer in charge of the Sex Offender Registry must be consulted prior to any publication.

2. LEAP Whereabouts Module

2.1 *LEAP Person Whereabouts*

The LEAP Person Whereabouts module is designed to:

- ensure persons wanted by police are flagged on LEAP
- alert members on the recommended action to take if wanted persons are encountered.

Person whereabouts added to LEAP will be automatically available to police across Australia in the National Police Reference System (NPRS).

Members must submit a Person Whereabouts request electronically using the Whereabouts app in the following circumstances whenever (*not an exhaustive list*):

- a suspect is known for an offence and is wanted for interview
- a person is identified and wanted for a relevant reason in connection with an offence or an event
- a registered sex offender is unable to be located
- a KALOF is issued, in relation to a person and it requests members to take a particular action
- where the whereabouts refers to the potential for violence and/or the person in question may carry a weapon, a Person Warning Flag [Form 292] must also be submitted

- where the whereabouts refers to the authorised arrest by the Special Operations Group (SOG), the whereabouts must include this in “Important – See remarks” for action to take
- where the suspect or person is located or no longer wanted LEAP is to be updated by the responsible member
- a Person Whereabouts request is not to be submitted in the Whereabouts app when there is an active warrant to arrest in existence relevant to the same matter.
- Responsibility for the management of the LEAP Person Whereabouts module remains with the originating work unit. When a member transfers or has transferred to another work location, the work unit manager is to reassign the whereabouts file to another member from their work unit and ensure that LEAP and the Whereabouts app is updated with the current investigators’ details.

2.2 **LEAP Vehicle Whereabouts**

The LEAP Vehicle Whereabouts module is designed to ensure vehicles wanted by police are flagged on LEAP to alert members coming across such vehicles to take the recommended action.

Members must submit a Vehicle Whereabouts request electronically using the Whereabouts app in the following circumstances whenever (*not an exhaustive list*):

- a vehicle is identified and known to be involved in an offence and the vehicle and/or its driver/occupier is wanted for any reason relevant to the investigation of the offence
- a person is wanted and the vehicle they are known to use is identified
- a KALOF is issued, in relation to a vehicle and it requests members to take a particular action
- where members require the vehicle to be listed in the National Vehicles of Interest (NVOI) System, ensure that this is marked appropriately in the Whereabouts app
- where the vehicle is located or no longer wanted LEAP must be updated by the responsible member.
- Responsibility for the management of the LEAP Vehicle Whereabouts module remains with the originating work unit. When a member transfers or has transferred to another work location, the work unit manager is to reassign the whereabouts file to another member from their work unit and

ensure that LEAP and the Whereabouts app is updated with the current investigators details.

2.3 *Whereabouts Application*

- Members must use the state-wide Whereabouts app to submit a new Person Whereabouts or a Vehicle Whereabouts request.
- To clear a Person or Vehicle Whereabouts:
 - if the record exists in the Whereabouts app - members must clear the Whereabouts via the app or
 - if the record does not exist in the Whereabouts app - a work unit manager must clear the Whereabouts via LEAP.
- Work unit managers must review and action each Whereabouts request to either approve, return for amendment or reject. Requests are forwarded automatically to the relevant work unit PBEA via system-generated emails.
- All approved or cleared whereabouts in the Whereabouts app are automatically forwarded to the Central Data Entry Bureau (CDEB) PBEA for updating onto LEAP.
- Members must consider the sensitivity of information before entering it into the Whereabouts app; any information classified as Protected or above must not be stored on the app.
- If the Whereabouts app is unavailable or inoperable, members should record relevant details in the offline saving mode and submit once the Whereabouts app is reinstated. Members should also record details in their official daybook or ePDR if appropriate.
- Implementation of any additional business continuity measures will be communicated to members via official channels as needed.

3. Passenger Analysis Clearance and Evaluation (PACE)

Passenger Analysis Clearance and Evaluation (PACE) is a computer-based system which permits identification of wanted/suspected persons at the time of their arrival in, or departure from, Australia. The Australian Federal Police (AFP) can create a Police State and Territory Police Border Alert within PACE on behalf of Victoria Police.

3.1 *Application to have a person listed on a State and Territory Police Border Alert*

- A wanted offender, suspect or Person of Interest may be listed on a State and Territory Police Border Alert for any of the following reasons:
 - arrest on a Warrant to Arrest, either on arrival or departure

- arrest without warrant where authorised
 - to conduct a baggage search
 - to arrange a delay in the person's arrival or departure and allow a police member to attend
 - to obtain details of travel, documents, photographs or companions.
- An investigating member requiring a person to be made subject to a State and Territory Police Border Alert must:
 - obtain the authority of a Senior Sergeant or above
 - complete a State and Territory Police Border Alert Request Form [VP Form 1069] (refer to the Border Alert Guidelines for consideration of Health and safety warnings)
 - attach a copy of the bail conditions, warrant or summons, if appropriate
 - forward the completed Form 1069 and attachments to the AFP.
 - Arrests subject to extradition - proceedings will only be affected when extradition is guaranteed in writing.
 - Arrests without warrant can only occur in Victoria when an authority to arrest has been lodged with the AFP. When the AFP cannot arrest the person, details of the departure or arrival will be provided to the investigating member.
 - In all cases where a person is subject to a State and Territory Police Border Alert, provide clear instructions on what action the AFP are to take if the person attends an airport.
 - Border Alert confirmations are emailed to the investigating member. If the Border Alert confirmation is not received within five days, the investigating member must contact the AFP Operations Coordination Centre (AOCC) to ensure the alert is progressed.
 - If the Border Alert request is urgent, needs to be deleted or requires an amendment that includes permission to travel, it is essential that:
 - the request email clearly articulates the urgency; and
 - the member telephones the AOCC to advise that an urgent request has been emailed.
 - Border Alert correspondence should be sent to AOCCAlerts@afp.gov.au
 - Refer to the AFP Border Alert Guidelines that is attached to Form 1069 for further information.

3.2 Duration of State and Territory Police Border Alerts

- Entries on PACE are deleted after 90 days or 180 days (for a court related matter) unless written request for an extension is submitted before the

period expires. Once deleted, the alert cannot be reactivated. A new request must be submitted if required.

- If the State and Territory Police Border Alert is no longer required, notify AFP, initially by phone and then in writing.

4. Passport Alerts – Refusal/Cancellation

The Passport Issue and Control System is controlled by the Department of Foreign Affairs and Trade (DFAT). A tag may be created on the system to prevent an offender from being issued with, or for cancellation of, an Australian passport or travel document. DFAT will not detain a person whose record has been tagged.

4.1 *Criteria for obtaining a passport alert – refusal/cancellation*

A refusal or cancellation of a passport should only be requested for a person who is:

- the subject of an arrest warrant issued in Australia as a result of an indictable offence against a law of the commonwealth, State or Territory.
- prevented from travelling internationally as a result of:
 - an order of a Commonwealth, State or Territory Court (including a prison sentence)
 - a condition of parole, recognisance, surety, bail bond or licence for early release from prison, granted under a Commonwealth, State or Territory Law
 - a law of the Commonwealth, or under an order or other direction under a law of the Commonwealth (including a departure prohibition order).
- any notification of DFAT to tag records is in addition to a watch list alert

4.2 *Procedure for obtaining a passport alert - refusal*

- The Passport Cancellation Request Form – Annex 18 on the Intelligence Collection and Liaison Unit Intranet website is to be submitted directly to DFAT.
- If the request is approved, DFAT will refuse to issue a passport to a person who is tagged and will notify the reporting member of an attempt by the tagged person to obtain a passport.
- In all cases where a person is subject to a passport alert refusal/cancellation, a copy of the relevant warrant/bail conditions/court order is to be provided.

4.3 Procedure for obtaining a passport alert – cancellation

- The Passport Cancellation Request Form – Annex 19 on the Intelligence Collection and Liaison Unit Intranet website and is to be submitted directly to DFAT. The passport cancellation request form is to be authorised by an Assistant Commissioner prior to being submitted.
- If the cancellation request is approved, DFAT will provide a serving notice letter to the requesting member. The serving notice letter is to be served on the person subject to cancellation and the passport taken into custody.
- After hours URGENT refusal/cancellation requests can be made by contacting the DFAT Consular Emergency Centre (02) 6261 1490.

4.4 Duration of a passport alert – refusal/cancellation

- Unless a report requesting an extension is sent to DFAT, a passport alert will be removed:
 - after three years – where the alert relates to bail conditions
 - after five years – where the alert relates to other matters.
- The informant is to notify DFAT when the reason for the alert no longer exists, so that DFAT can remove the alert.

5. LEAP Alert Module

5.1 Caveat groups

- Requests to create a caveat group must be submitted on the approved application form which is published to the LEAP intranet page. Applications must be endorsed by a Superintendent or VPS equivalent (level 2 delegate).
- All inquiries relating to caveat group should be submitted via LEAP Support in the ICT Portal.
- Managers of caveat groups are responsible for managing member access to their caveat group.

6. Interpose Tripwires

- Tripwires are designed to alert Interpose users when targeted records have been searched or checked by another user. The Tripwires owner receives an automated notification once the targeted entity is checked. The user conducting the check will not be aware of the notification.
- Tripwires are implemented and managed by the Interpose System Administrators. They are deleted after six months, unless approval for an extension is received before expiry. If a tripwire is no longer required notify OSSD – MGR via email.

- Applications for a Tripwire are to:
 - be submitted via the ICT Portal and Tripwire Form available on the Intranet
 - be approved by Inspector or above
 - include commencement date
 - detail notification parameters, including:
 - the targeted entity details of person, vehicle and/or location that trigger the notification
 - a grace period where, following one search, another search of the same entity by the same person does not trigger a new notification
 - a list of email notification recipients
 - a list of users to be excluded from triggering the tripwire.
- Employees are to comply with the Standard Operating Procedures when managing and using Tripwires.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact your supervisor or local training officer.

Update history

Date of first issue	22/02/10	
Date updated	Summary of change	Force File number
20/10/11	Instructions regarding the use of KALOF & LEAP Person & Vehicle Whereabouts Modules	FF-067142 / 11
01/12/11	KALOF posting "Terms of use" reference added. Information found on links to key references on side of page.	FF-067142 / 11
30/01/12	Change in name from PACE alerts to Watch List alerts (section 3) and removal of out of date form reference in Passport alerts and inclusion of updated procedure for obtaining a Passport refusal/cancellation alert (Section 4).	FF-066163/11
07/12/15	Inclusion of policy regarding use of Interpose Tripwires	FF – 085620
18/01/16	Transfer of administration the LEAP Caveat Module from State Intelligence Division to Operational Systems Support Division.	FF- 099070
15/08/16	Updated responsibilities for person and vehicle whereabouts	FF- 098327
09/10/17	Change in name from Watch List Alerts to State and Territory Border Alert (section 3). Updated policy to align with the revised VP Form 1069 and associated Border Alert Guidelines. Update initiated from AFP (form owner).	FF-099070

20/01/2026	Minor and factual corrections for currency and updated guidance reflecting introduction of the Whereabouts app, replacing VP Forms L12 and L13.	FF-271521
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