

Victoria Police Manual – Procedures and Guidelines

Investigation support

Source Policy

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

- VPMP Investigation support

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. Covert physical surveillance

1.1 Overview

- As indicated by **VPMP Investigation support**, covert surveillance may be required to support a range of activities. These include to:
 - conduct covert observation of places, people or things to gather intelligence or evidence of criminal activity
 - assist with the arrest of persons involved in criminal activity
 - provide close personal protection of undercover operatives
 - assist the Technical Surveillance Unit (TSU) with the installation of surveillance devices.
- As stated in **VPMP Investigation support**, to perform certain covert physical surveillance members must have qualified at an approved surveillance training course. Approved courses are as follows:
 - Advanced Surveillance Training Course, State Surveillance Unit,

- Surveillance Training Course, Professional Standards Command
 - other surveillance courses with the approval of the State Surveillance Unit.
- The following table details the three types of covert physical surveillance and the qualification and skill requirements for each.
 - For information in relation to covert physical surveillance see the State Surveillance Unit intranet site or contact the Manager, State Surveillance Unit.

Types of covert physical surveillance	Description	Qualification/skill requirements
Static	Passive, does not involve active following, can be performed from a fixed position or a static vehicle	No qualification required
Foot	One member actively following a moving target on foot	No qualification required
	Two or more members actively following a moving target on foot	Must have successfully completed surveillance training course
Mobile	Actively following a moving target by members in a vehicle	Must: - have successfully completed surveillance training course - possess a current, Gold Class (Surveillance) Approved Driving authority - be driving a vehicle, specifically purchased and fitted for covert surveillance duties (see Surveillance Standards Council section below).

1.2 *Role of the Surveillance Standards Council*

The Surveillance Standards Council (SSC):

- is responsible for setting standards for surveillance training, equipment and tactics
- in combination with the Vehicle Policy Committee approve the work units that can use unmarked surveillance classified vehicles
- consists of senior members from all approved surveillance units and is chaired by the Superintendent Surveillance Services Division.

2. Undercover investigations

2.1 *Obtaining approval to conduct an undercover investigation*

- Before submitting an Application for Covert Support [Form 923], as required by **VPMP Investigation support**, obtain advice from the Undercover Unit, Covert Services Division. The Undercover Unit will create an Interpose record for the application.
- Submit Form 923 via Interpose.
- Applications are then considered by the Manager, Undercover Unit and/or the Manager, Covert Services Division, depending on the scope of the proposed investigation.
- Refer **VPMP Investigation support** for further details
- Contact the Undercover Unit for advice in relation to VicRoads assistance (vehicle registration/licences) and the use of property and money in undercover investigations.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact the State Surveillance or State Intelligence Operations units, Intelligence and Covert Support Command.

Update history

Date of first issue	22/02/10	
Date updated	Summary of change	Force File number
10/10/11	Amendments have been made to VPMG Investigation support which allows a solo member to actively follow a moving target on foot without having to qualify in an approved surveillance training course	060013/09
14/01/13	Updated to reflect organisational governance and structural changes.	FF-074790
20/01/14	Updated at section to reflect current approval	FF 074660
01/09/14	Updated name of Technical Support Unit to Technical Surveillance Unit.	FF-078741