

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.

Reporting contacts and intelligence

Context

Members undertaking operational duties, particularly patrol duties, have a number of responsibilities in relation to recording interactions and information. Members may determine that the circumstances in which a person is sighted or identified may warrant completion of a Field Contact Report, person warning flag and/or information report (IR).

This information contributes to a body of intelligence that members can draw on when responding to crime, public safety and public order issues and can also assist when undertaking investigations or attending incidents. This information is stored across several Victoria Police information systems, such as LEAP and Interpose.

This information may be particularly important in supporting the safety of members, the public and the person themselves, especially when dealing with people known to be violent or who might pose other risks.

When collecting and disseminating information on members of the public, several human rights under the *Charter of Human Rights and Responsibilities Act 2006* (the Charter) may be engaged, including the right to privacy. Members must always properly consider and act compatibly with a person's human rights under s. 38, the Charter.

The purpose of this policy is to detail member responsibilities regarding reporting field contacts.

Policy at a glance

This policy includes:

- guidance on the generation and submission of Field Contact Reports
- information on suspending field contact criteria for specific operations
- advice for recording information which may have intelligence value within IRs.

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Definitions

Information reports – reports that contain information that may have value for intelligence but are not otherwise recorded in Victoria Police IT systems. The information in IRs can contain opinions, observations, or hearsay relating to any subject, and need not be of an evidentiary standard. IRs may provide insight into suspicious behaviour, trends, or issues that may require further investigation or assist future investigations.

Intelligence – a reported assessment of an issue, which is produced through a process of collection, collation, and analysis of available information. Intelligence in Victoria Police is produced when available data and information is analysed and contextualised to provide insights into crime, counter terrorism, road trauma, family violence, public order, and safety issues to support decision-makers.

Intelligence practitioner – an employee who has completed Victoria Police's intelligence practitioners' course or equivalent and is working in an intelligence role, whether in an intelligence unit or attached to other units in an intelligence capacity (e.g., Tactical Intelligence Officers).

Scope and application

This policy applies to operational members and supervisors, and intelligence practitioners.

Responsibilities and procedures

1. Human rights considerations

A range of human rights protected under the Charter may be relevant to intelligence work across Victoria Police, including the right to privacy (s. 13, the Charter), the protection of families and children (s. 17, the Charter), and the rights in criminal processes (s. 25, the Charter). Refer to **VPM Human rights standards** for further information.

2. Field Contact Reports

2.1 *Criteria for general Field Contact Reports*

In addition to crime reporting and investigative requirements detailed in **VPM Crime attendance and investigation**, members must submit an electronic Field Contact Report via LEDR MK2 where a person is:

- found in circumstances or exhibits behaviour where the member believes on reasonable grounds that the person:
 - may have committed or is about to commit an indictable or summary offence (refer to section 2.2 of this policy for further guidance)
 - may be able to assist in the investigation of an indictable offence which has been committed or is suspected of having been committed.
- committing behavioural or other offences on or in the vicinity of licensed premises
- subject to execution of a search warrant (except in the execution of warrants of financial institutions, utility companies and similar service providers)
- subject to demerit point, medical review or Fines Victoria licence or permit suspensions
- subject to a drug/drink drive ban
- subject to discretionary warning where a penalty may otherwise apply

- issued with a move on direction under s.6, *Summary Offences Act 1966* (refer to **VPM Breach of the peace and move on powers** for further guidance)
- in breach of community corrections order conditions (refer to **VPM Person warning flags** for further guidance)
- in breach of parole and found by police in circumstances that constitute an offence against s.78A, *Corrections Act 1986*, and due to exceptional circumstances, no arrest is effected (refer to **VPM Parole** for further guidance).

Members must also submit a Field Contact Report via LEDR MK2 for:

- vehicles impounded in accordance with **VPM Road policing – enforcement**
- searches without warrant using legislative powers under the *Firearms Act 1996*, the *Drugs, Poisons and Controlled Substances Act 1981* and the *Graffiti Prevention Act 2007* (refer to **VPM Searches of a person** for further guidance).

2.2 *Field Contact Reports where there is reasonable belief about an offence*

To inform the decision to complete a Field Contact Report for a person who is reasonably believed to have committed or is about to commit an offence, in addition to the principles outlined in **VPMP Interactions with the public**, members must:

- observe behaviour causing suspicion or have intelligence supporting the decision to submit a Field Contact Report via LEDR MK2
- not submit a Field Contact Report solely based on a person's location in an area with a high incidence of crime
- properly consider any human rights limitations and ensure the limitation is justified and proportionate.

2.3 *Submitting a Field Contact Report*

To ensure lawful recording and use of personal information and the integrity of information recorded on LEAP, members must:

- include the circumstances, factors and any other reasons for submitting a Field Contact Report in the 'remarks' section of the report
- record a description of the person's physical appearance, apparent gender or gender identification and their perception of the individual's ethnicity, where possible to assist in identification.

Prior to entry on LEAP, a sub-officer or above must check all Field Contact Reports, except for those relating to drug/drink drive bans, and assess them against this policy and **VPMP Interactions with the public**. If the assessing sub-officer finds a Field Contact Report deficient, they must either return the form to the originating officer for attention or reject it. If a Field Contact Report is rejected, the assessing sub-officer should provide suitable feedback to the originating officer as to why the Field Contact Report did not meet the required standards.

2.4 *Field Contact Report collection criteria suspension for specific operations*

Reasons

The field contact criteria may be suspended to enable additional information to be recorded on LEAP if the:

- investigation relates to a serious offence or part of a series of offences which are likely to continue, and
- the investigator demonstrates that the recording of all persons and vehicles in a specific area will assist in some material way.

Approval

- A Local Area Commanders (LAC) may approve suspension of field contact criteria subject to:
 - issuing directives to members regarding the commencement and cessation of the suspension period (except where an approved operation is being conducted for a set period)
 - allocation of a distinct prefix code for the investigation that frontline members record in the narrative field, and
 - appropriate monitoring of the information data entry process.
- When the period of suspension is over, the LAC must ensure all information collected under the allocated prefix code, which is not designated for retention, is discarded in accordance with LEAP instructions.

3. Person warning flags

- In addition to crime reporting and investigative requirements detailed in **VPM Crime and event reporting and recording**, members must submit a Person Warning Flag [Form 292] electronically, via the Police Enquiries service-RSD-MGR PBEA, where they come into contact with, or become aware of, a person who:
 - carries a firearm
 - is violent
 - carries a weapon
 - has a drugs association
 - is a custody risk (where incident occurs in custody)
 - has a medical condition
 - has attempted or threatened suicide or self-injury
 - has a mental disorder
 - uses alternative identities
 - is a vexatious complainant.
- For further guidance on the criteria for submitting a Form 292 and details of person warning flags that are automatically added or processed by specialist areas, refer to **VPM Person warning flags**.

4. Reporting information that may have intelligence value

- When completing a Field Contact Report, if members obtain information that may have intelligence value but is not otherwise collected or recorded elsewhere, they must also create an IR and submit it to the relevant intelligence unit.
- Reportable information may include, but is not limited to, information shared by the subject of the field contact about other offences or observations made by members during the completion of the field contact.
- If the information relates to other offenders or was received confidentially, members must contact the Human Source Management Unit (HSMU) to consider registration of the person as human source. Refer to **VPM Human sources** and **VPM Intelligence** for further guidance.

- Where the information is critical, member must notify the most appropriate intelligence/investigative unit immediately. Refer to **VPM Intelligence** and **Information reports Practice Guide** (available on the Intelligence & Covert Support Command (ICSC)'s Intelligence Products, Policy and Practice Guides intranet site) for further information.

Related documents

- VPM Person warning flags
- VPM Human rights standards
- VPM Crime and event reporting and recording
- VPMP Interactions with the public
- VPM Intelligence
- VPM Parole
- VPM Searches of a person
- VPM Breach of the peace and move on powers
- VPM Road policing – enforcement

Further advice and information

For further advice and assistance regarding this policy, contact your supervisor, local intelligence unit or the Intelligence Policy Coordination Unit, Specialist Intelligence Services Division, Intelligence and Covert Support Command (ICSC).

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
19/03/13	Reference to VPMG Person warning flag removed and replaced with VPMG Person of interest and person warning flags and an amendment to update organisation structure	064238/10
26/05/14	Inclusion of requirement for FCR/IR in respect to brothels and clarification regarding PWF form 292 not required where Mental Disorder Transfer Form L42 is submitted	076909/13
01/09/14	Section 1.1 amended to include Field contacts used to record move on directions	FF-087051
31/08/15	Review by Priority Communities Division to incorporate revised Field Contact Report protocols arising from the 'Equality is not the same' report which replace VPMG Field contacts	FF-086506
09/05/16	Cross reference to VPMG Motor vehicle impoundment added	FF-098151
14/03/17	Removal of 'Consorting' instructions due to revocation of legislation	FF-103982
03/10/17	Update to policy reference regarding VPM Parole	FF-101806/1

10/03/20	Removal of brothel field contacts section and inclusion of cross reference to reviewed policy, VPM Regulation of the sex work industry . Update to policy references; VPM Searches of a person, VPM Crime attendance and investigation and VPM Crime and event reporting and recording	FF-081093
15/07/20	Removal of requirement for sub-officer to review Field Contacts when they relate to Drug/Drink Drive bans	FF-160789/1
30/12/21	Updated to reflect VPM Person of interest and person warning flags has replaced VPMG Person of interest and person warning flags	FF-151944
01/12/23	Consequential amendment resulting from the <i>Sex Work Decriminalisation Act 2022</i>	FF-231871
21/11/2024	Conversion of VPMP to VPM format. Amended to expand the criteria for Field Contact Reports and include reference to the <i>Charter of Human Rights and Responsibilities Act 2006</i> . Various clarifications and wording changes.	FF-216443
26/11/2024	Minor administrative amendments to correct references	N/A
24/07/2025	Minor amendment to update VPM Person of interest and person warning flags to VPM Person warning flags	N/A