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## FORCE CIRCULAR MEMO

No: 90 - 4

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Policy Division  
Research and Development Department  
Phone: 320 3225

The following instructions are published in accordance with Executive Instruction 114 and will remain in force until 31 December 1991 unless earlier revoked or incorporated in Standing Orders or the Police Manual.

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90-4-1

## ACCELERATED WARRANT EXECUTION (AWE) PROGRAM

### Introduction

1. The Accelerated Warrant Execution (AWE) program has been established to review all unpaid fine warrants at the Information Bureau, by utilising the services of private investigation agencies to establish the current address of persons named in the warrants. Once a verified address has been established, the warrants will be forwarded to local stations for execution. This will make additional demands on operational police, but is necessary to ensure that the program operates effectively.

2. **Warrants must be executed promptly and diligently**, to ensure the private investigation agencies are paid for their work, and the Force commitment to the government is met. Stage 2 of the Warrant Transfer (all other fine warrants as well as PERIN) is expected to take place in October, 1990. It is the Force aim to ensure that no fine warrants are left at IBR for execution by police, shortly after that time.

3. **These procedures apply only to those warrants processed by the Accelerated Warrant Execution (AWE) program.** Other warrants continue to be covered by the existing procedures.

4. Inquiries should be directed to either:-

- Accelerated Warrant Execution (AWE) Office  
7th Floor  
St Kilda Road Police Complex  
Phone Numbers 2652929/2652928 FAX 2652198
- Central Warrants Office  
16th Floor  
St Kilda Road Police Complex  
Phone Numbers 2652884/2652885

### District Co-Ordinator

5. Districts must appoint a District AWE Co-Ordinator who is responsible for:-

- Ensuring stations within the District are complying with program requirements. District check lists are generated by the AWE process to assist in this regard.
- Liaison between stations and the AWE office
- Investigating any complaints from police or the public against private investigation agencies.

6. Members are not to contact the private investigation agencies involved. Any complaints or irregularities involving these agencies must be reported to the District AWE Co-Ordinator.

### AWE Control Process

#### ***Cover Sheet***

7. Each warrant will have attached a distinctive cover sheet on which the attending member must endorse details of execution/non execution. This form is similar to the current I.B.R. warrant cover sheet.

#### ***Station Index Sheet***

8. Warrants will be accompanied by a Station Index Sheet in triplicate, listing warrant particulars. This Index Sheet is to be filed at the station and is the only station record required of AWE warrants. Station Warrant Book entries are not required. Execution/non execution details are entered on this sheet. Copies are distributed as follows:-

- Original retained at Station as index and recording system.
- **Triplicate to be forwarded 21 days after** issue to the District AWE Co-Ordinator. To be completed as far as possible and reasons for non-execution within the specified date to be stated. Those warrants which have been granted an extension to 40 days by the Station Commander are to be clearly indicated.
- **Duplicate to be forwarded 40 days after** issue to the District AWE Co-Ordinator. To be completed in full with any outstanding warrants attached and reasons for non-execution clearly endorsed on it.

**Payment to the contracted agent will occur when a warrant is executed and, in some cases, when a warrant is not executed. Payment approvals are generated on receipt of the completed Cover and Station Index Sheets.**

***To enable the Project Accountant to assess the Force's obligation to pay agents, IT IS VITAL that members clearly endorse reasons for non-execution on these Sheets.***

## Local oversight

### ***Divisional Officers***

9. Divisional Officers must ensure the AWE Station Index Sheets are examined during station inspections. Where there is undue delay in the execution of a warrant, the matter must be reported to the District AWE Co-Ordinator.

### ***Station Commanders***

10. Station Commanders must ensure that AWE procedures are carried out. They must also ensure that sufficient staff and resources are allocated to the task.

11. **Current procedures for execution, banking and handling of warrants are also applicable to AWE warrants.** The I.B.R. warrant number is to be used to cross reference the warrant with the station cash book and station watch house book.

## Execution

12. Members must endeavour to execute AWE warrants within the 21 day limit. Where an address is correct and there is a likelihood the warrant can be executed within a further 20 days (e.g. subject absent on holidays etc.), Station Commanders may grant an extension for that period. These circumstances are to be endorsed on the triplicate Station Index Sheet.

13. Warrants which remain outstanding at 40 days must be returned to the Central Warrants Office. If it is believed that a warrant can be executed at a later date endorse the Station Index Sheet and Cover sheet accordingly. It will then be returned in the next batch of warrants for execution.

14. When a warrant is executed it is to be forwarded to the originating court. The completed cover sheet is to be forwarded direct to the Central Warrants Office.

15. AWE warrants for execution in another sub-district are to be returned to the Central Warrants Office for further transmission. **No warrants are to be forwarded from one station to another unless urgently required** e.g. to arrest an offender. In such cases the Central Warrants Office is to be notified and the Station Index Sheet suitably endorsed.

16. Warrants that can not be executed (e.g. wrong address) may be returned with the completed cover sheet to the Central Warrants Office at any time within the specified period.

17. Payment by instalments must not be accepted.

(C.R.B. File No. 47-11-7933)

90-4-2

**ACCIDENT INVESTIGATION PROCEDURES****Introduction**

1. These procedures introduce the use of a simplified State Insurance form called a "Government Fleet Accident Report Form" to replace the Claim form previously used in Police Accidents. This involves only slight changes to paragraphs 14 & 23 of the previous Accident Investigation Procedures (F.C.M. 90-2-2). However, since these procedures are so widely used, it has been decided to re-publish them in full with the changes incorporated.
2. Force Circular Memo 90-2-2 is cancelled.

**TRAFFIC ACCIDENTS****Accident Reports**

3. A member who attends the scene of a traffic accident, or to whom a traffic accident is reported, must complete an Accident Report (V.P. Form 510) and submit it prior to the completion of the shift, even if all details are not available.
4. The Station Commander must ensure that the form is complete as far as practicable, and copies are distributed in accordance with the instructions on the forms.

**Statements**

5. Statements from persons involved in the accident, or from witnesses, are not required unless:-
  - (a) an inquest is likely; or
  - (b) an offence (not resulting in the issue of a penalty notice) is disclosed.
6. Where it is inappropriate to issue a penalty notice or the offence is not included in the relevant schedule, then only sufficient statements to permit a successful prosecution should be obtained.

**Hit Run Accidents**

7. In hit-run cases where the offender is unknown or the vehicle cannot be traced after reasonable inquiries, a report is to be submitted outlining what investigations have been conducted and their result.

### **Accidents Occurring Outside Victoria**

8. Reports must not be taken for accidents occurring outside the State of Victoria. Members of the public should be directed to contact a police station in the State concerned.

## **POLICE COLLISIONS**

### **Scope**

9. These procedures apply to all persons (including police and non-police personnel) driving or in charge of a police vehicle. A police vehicle includes:-

- \* any vehicle owned, leased or hired by the Force.
- \* any vehicle on loan to the Force.

### **Obligations**

11. Where a police vehicle is involved in a collision resulting in injury or damage, the driver of the vehicle (or if that person is incapacitated, the employee of the Victoria Police next becoming aware of the collision), must:

- (a) immediately report details to the nearest police communication centre; and
- (b) where practicable, remain at and preserve the scene pending the arrival of an independent member.

12. The member receiving the report at the communication centre must:

- (a) notify an independent member, preferably a Sergeant from the District in which the collision occurred, to attend;
- (b) advise the Duty Officer or supervising Senior Sergeant, who should attend the scene where practicable.

13. Where the driver of the police vehicle is attached to the Crime Department or Traffic and Operations Support Department the Duty Officer or supervising Senior Sergeant may be drawn from that Department if the driver is within their line control.

### **Independent Member**

14. Full responsibility for the investigation of the collision rests with the independent member, except where a specialist unit (such as the Accident Investigation Section) is directed to attend.

### **Responsibilities of the Independent Member**

15. The independent member must:-

- \* Ensure that all parties involved in the collision are interviewed and statements obtained.
- \* Notify the Transport Branch, Dawson Street, Brunswick of the accident and obtain:-
  - a Police Accident number
  - a State Insurance claim number.
- \* Ensure a report of the collision is transmitted via the PATROL network.
- \* Have the driver of the police vehicle **complete and sign** a State Insurance "Government Fleet Accident Report Form".
- \* Submit Accident Reports (V.P. Form 510) in the usual manner.
- \* Attach a Police Collision Report (V.P. Form 514) and photostat copies of the Accident Report (Form 510) to the file.
- \* Forward a photocopy of the original Accident Report (V.P. Form 510), a copy of the Police Collision Report, the completed State Insurance report form and a statement from the driver, direct to the Transport Branch without delay.

16. On completion of the investigation, the independent member must make recommendations, then forward the accident file to the relevant Duty Officer/Senior Sergeant who must endorse the accident file with his/her recommendation. The file is then forwarded to the District Commander where the collision occurred for further recommendation and transmission to the Assistant Commissioner (Traffic and Operations Support) within 28 days of the collision.

17. Penalty notices must not be issued or prosecutions commenced without the approval of the Assistant Commissioner (Traffic and Operations Support).

### **Withdrawal of Approved Driver Certificates**

18. Unless the Officer/Senior Sergeant otherwise directs, the Approved Driver's Certificate of all drivers of police vehicles involved in collisions (including minor collisions) are withdrawn until the circumstances of the collision have been considered by the Assistant Commissioner (Traffic and Operations Support) or his delegate.

19. The Duty Officer/Senior Sergeant must forward the Approved Driver's Certificate, with a short report, to the District Commander, for comment and transmission to the Assistant Commissioner (Traffic and Operations Support). If the Officer/Senior Sergeant has directed that the driver may continue to drive, a full report, with comment by the District Commander, must reach the Assistant Commissioner (Traffic and Operations Support) within 72 hours of the collision.

### **Towing**

20. Where any police vehicle requires towing, the nearest police communication centre should be contacted.

## **MINOR POLICE COLLISIONS**

### **Definition**

21. Minor police collisions are defined as collisions involving damage to a police vehicle, where:

- (a) the collision occurs off road and on police premises, or on premises for the time being used by the Victoria Police;
- (b) the damage is of a minor nature and its value does not, in the opinion of the independent member, exceed \$500;
- (c) no person is injured;
- (d) no third party is involved; and
- (e) not more than one moving vehicle is involved.

(Where it is later shown that damage was in excess of \$500, the Officer in Charge, Police Workshops may direct that a full detailed report be submitted)

### **Procedure**

22. Where a minor police collision occurs, the driver of the police vehicle must immediately notify an independent Sub-officer, who will take full responsibility for the investigation of the collision and the decision to treat it as minor.

23. The independent Sub-officer will ensure notification of the Duty Officer/supervising Senior Sergeant of the District in which the collision occurred.



24. A full detailed report need not be submitted. However, the independent Sub-Officer must adopt the following procedure:-

- \* Without delay, notify the Transport Branch at Dawson Street, Brunswick, of the circumstances of the collision, including the time, date, location, driver's name, number and station, and an estimate of the value and type of damage and object struck.
- \* Obtain a Police collision number and State Insurance claim number, for inclusion on relevant documents.
- \* Ensure a report of the collision is transmitted via the PATROL network.
- \* Submit a completed State Insurance "Government Fleet Accident Report", a photostat copy of the Form 510, and a photostat copy of the Form 514 (completed down to and including "Attending Sub-Officer's Report") to the Transport Branch, Brunswick, within 24 hours.
- \* Submit the original of the Form 514 accompanied by a report detailing the circumstances of the collision, and a statement from the driver of the police vehicle to the Duty Officer/Senior Sergeant who was advised of the incident for recommendation. The file is then forwarded to the District Commander where the collision occurred for further recommendation and transmission (within 28 days of the collision) to the Assistant Commissioner (Traffic and Operations Support); and,
- \* Contact the Police Collision Repair Section at the Police Workshops, Collingwood, during normal office hours for instructions regarding repair to the damaged vehicle.

### **Windscreen Replacement**

25. Where it is necessary to replace the windscreen of a police vehicle the Police Workshops or, in urgent cases, the nearest communications centre should be contacted for details of current repair arrangements.

(C.R.B. File 3-5-13986)

90-4-3

**AIDS AND HIV INFECTION CARRIERS**

1. F.C.M. 88-1-6, paragraph 1 is amended as follows.

"Carriers of AIDS and HIV infection may, through their behaviour or lifestyle, pose a serious risk to public health. Members should report persons suspected to be suffering from HIV infection or AIDS if that person's behaviour or lifestyle is putting others at risk. The report should be made, on a confidential basis, to the Director of Health Services, Police Hospital."

(C.R.B. File 24-48-1509)

90-4-4

**CHILD MALTREATMENT - RECORDING SYSTEMS****Children at Risk Register (CARR)****Introduction**

1. A central register of abused children and their maltreaters has been developed by the Victoria Police and Community Services Victoria (CSV). It is known as the **Children at Risk Register (CARR)**.

**Use of Register**

2. The CARR system will register details where;
  - (a) a child has suffered or is likely to suffer harm; and
  - (b) the child's parents have not protected or are unlikely to protect the child from such harm; and
  - (c) protective intervention is required to ensure the child is not at significant risk

The information is held for one or more years depending on the risk level.

3. **A child at risk in accordance with the above criteria must be recorded on the CARR system. When any member believes a child may be at risk, the advice of the Community Policing Squad should be sought.**

### **Access to CARR**

4. Enquiries about children or adults may be made to the Register, located at Community Services Victoria, 55 Swanston St, Melbourne. It may be accessed at any time on phone 650-7022 by satisfying a security check.
5. All Community Policing Squad personnel and many Station Commanders have a security code registered with the CARR. Members should consult their Station Commander or local C.P.S. to gain access to the CARR system.

### **Child Maltreatment Database (CMD)**

6. A Child Maltreatment Database (CMD) has been established at the Missing Persons Bureau. It is a permanent record of children who have been subjected to maltreatment in the past but are no longer at risk, and of those responsible for the maltreatment. Enquiries may be made, at any time, through the Missing Persons Bureau, (phone 265 2825). Information is entered onto the database only by the Community Policing Co-Ordination office, phone 655-9338/9.

### **General Guidelines**

7. The Children at Risk Register and the Child Maltreatment Database are separate systems with the common purpose of monitoring the history and welfare of children who are, or once were at risk, and the person/s responsible. Further detailed instructions on the operation of each system are available to members on enquiry to any C.P.S. office.
8. Both the CARR and the CMD databases may be accessed as additional avenues of information for any matter under investigation.

(C.R.B. File 20-7-573)

90-4-5

### **DRUG ARREST REPORT (VP FORM 220E)**

1. A Drug Arrest Report (VP Form 220E) has been introduced to aid in establishing a database for a national initiative against drug abuse.
2. When an offender is arrested and charged with any drug offence, a Drug Arrest Report (VP Form 220E) must be submitted. If the offender is also processed for non-drug offences, separate Crime Arrest Reports (VP Form 220A) and/or Supplementaries must also be submitted. Initial stocks of the Drug Arrest Report have been supplied to all Districts.

(C.R.B. File 08-1)

90-4-6

## FAMILY LAW ACT - POWERS OF ARREST

### Introduction

1. Recent amendments to the Family Law Act 1975 have changed the powers of arrest available to members. There will no longer be arrest orders attached to injunctions. Instead, there will now be a power of arrest without warrant, but only for injunctions containing orders for the "personal protection" of a person.

### Types of Injunctions

2. Family Law Act injunctions may be made as follows:-

#### Under Section 70C to:

- \* Ensure the personal protection of a child or a person having the guardianship, custody or access to the child.
- \* Prevent entry/remaining in the residence/workplace/school/other place specified of the child or person having guardianship/custody/access.

#### Under Section 114 to:

- \* Ensure the personal protection of a "party to the marriage"/"child of marriage" (including a "void" marriage).
- \* Prevent entry/remaining in matrimonial home/workplace/school/or other specified place of a party to the marriage or child of the marriage.
- \* Protect the marital relationship/property of the marriage.
- \* Restrict the use or occupancy of the marital home.

3. In each section the first type of injunction refers to "Personal Protection" orders i.e. to safeguard the physical well being of a person. These are usually expressed in terms such as "not to assault, harass, molest or otherwise interfere with" etc. It is to these types of injunctions that the new power to arrest without warrant is attached.

4. The second type of injunction in each section relates to entry and remaining in certain places and is, in effect, a geographical restriction. The other types of injunction under Section 114 are of less interest to Police. Breaching these "geographical" and other types of injunctions does not give a power of arrest to members.

### Arrest without Warrant

5. Police may arrest without warrant if:-

- There is an **injunction in force for personal protection** AND
- The member reasonably believes the respondent (the person against whom the injunction is made) has breached the injunction by **causing or threatening to cause, bodily harm** to the person protected by the order.

### Duties after Arrest

6. When Police exercise this arrest power they must:

- \* Bring the respondent before a Family Law Court within the relevant period (as well as the Family Court, a Magistrates' Court may also sit as a Family Law Court).
- \* Notify the other party in the injunction of the arrest, and the Court where the matter will be heard.
- \* Not release the respondent until the expiry of the **relevant period** unless the Court orders otherwise. A Bail Justice or Justice of the Peace has no jurisdiction under the Act and cannot order the respondent's release.

THE RELEVANT PERIOD IS THE PERIOD OF 24 HOURS AFTER THE ARREST IS MADE, OR IF A SUNDAY OR PUBLIC HOLIDAY FALLS WITHIN THAT 24 HOURS, THE PERIOD OF 48 HOURS AFTER THE ARREST.

*In some cases the relevant period may expire before the respondent can be brought before a Court e.g. if the arrest is at 8.00 p.m. Friday and there will be no Court sitting until 10.00 a.m. Monday, we would be obliged to release the respondent at 8.00 p.m. Saturday. Members should not allow this to deter them from making necessary arrests and should keep in mind the necessity to release after the relevant period expires. The Force will support members acting in good faith in these circumstances.*

### Arrest with Warrant

7. The Family Court may still issue warrants for arrest addressed to members of the Victoria Police. The provisions of these warrants are to be complied with.

### Consequential Amendment to F.C.M. 89-4-8

8. Paragraphs 34 - 37 of F.C.M. 89-4-8 are cancelled.

(C.R.B. File No. 4-2-188)

90-4-7

### FIREARM INCIDENTS - REPORTS VIA D24 TASK MESSAGE ONLY

#### Information

1. Following the success of the pilot project outlined in F.C.M. 89-6-3, it has been decided to abolish the Firearm Incident Report (VP Form 326) and replace it permanently with the use of D24 Task Reports.

2. Incidents involving firearms which come within the criteria shown below, will now be reported via a D24 Task message report. Members must contact D24 (metro) or the nearest Communications centre (country) via telephone with a full reply in such cases as soon as sufficient details become available.

**Criteria**

3. The following are "reportable" firearms incidents:-

- \* An incident involving the production or discharge of a firearm (or imitation firearm) at or towards police.
- \* An incident involving the discharge of a firearm by police at or towards persons (including warning shots).
- \* An incident involving the loss of a police issue firearm.
- \* An incident where a person is killed or injured by the discharge of a firearm.
- \* An incident where a firearm or imitation firearm is produced or discharged at or towards persons or which arises from a domestic (family) situation.
- \* An incident which is likely to be of concern to the Force or to attract public or media attention.

**General**

4. Members should note the requirement to notify IID in certain circumstances (see FCM 90-3, para. 3.1).
5. FCM 89-6-3 is cancelled.

(C.R.B. File 70-6-74)

90-4-8

**OUTSIDE ORGANISATIONS - NOTIFICATION OF OFFENCES****Offences Committed by Employees**

1. Paragraph 4.42(1) of the Manual lists those organisations to be contacted when employees commit certain types of offences.

Sub-paragraph (a) refers to the Railways Investigation Department. It should now read:-

"State Transit/V-Line - Chief Superintendent, Transit Police"; and,

The following sub-paragraph should be added;

(i) "State Bank of Victoria - Manager, Investigations Section, Melbourne".

**Crime Reports - Extended Circulation**

2. Following a review, it has been decided to discontinue the distribution of Crime Reports to outside organisations. Their representatives are given the "Victims Copy" at the time of reporting the crime, and this should be sufficient to meet their internal needs.

3. Paragraph 4.39 of the Manual contains a table for the extended circulation of Crime Reports. Paragraph (a) of that table is cancelled and the following substituted:-

Circumstances	Report	Addressee
(a) Offences connected with State Transit/V-Line	Crime Report	O/C Transit C.I.B. 301 Flinders Lane Melbourne.

(C.R.B. File 5-1-3257)



90-4-9

**RECORDING & SERVICE OF INTERVENTION ORDERS****Introduction**

1. F.C.M. 89-4-8, paragraphs 26-30 sets out the procedures for the recording and service of Intervention Orders. Those instructions are cancelled and replaced by the following.

**Distribution**

2. Where an intervention order is made, the Clerk of Courts issues four copies. They are distributed as follows:-

- Original to be returned to the issuing court after service, with affidavit completed.
- Copy served on defendant.
- Copy to Crime Collator nearest the address of the aggrieved family member.
- Copy to aggrieved family member.

**Order served on defendant at Court**

3. The defendant's copy will normally be served by the Clerk immediately after the order is made by the court. The Clerk will forward a copy to the local Crime Collator who must then details of the order and service on the PATROL Persons of Interest file.

**Order NOT served on defendant at Court**

4. If the Clerk is unable to serve a copy on the defendant it will be sent to the sub-district where the defendant resides.

5. When the order is received at the station details must be entered into the PATROL terminal. A further entry should be made after service is effected.

6. Upon completion of the affidavit of service, the original must be returned to the issuing court. The Police copy must be endorsed with the PATROL PRN number and forwarded to the collator nearest the aggrieved family member for filing.

7. If the order cannot be served, the issuing Court and the aggrieved family member should be notified and an order for substituted service sought.

**NOTE: Copies of intervention orders are no longer required to be sent to either IBR or the Family Violence Project Office.**

**In proceedings for breaches of Intervention Orders a certified copy of the original order filed at Court should be obtained as proof of the document's existence and of service.**

(C.R.B. File No. 36-1-826)

90-4-10

## SUSPECTED TERRORIST INCIDENTS

### Introduction

1. The Victoria Police are represented on the Standing Advisory Committee on Commonwealth/State Co-Operation for Protection Against Violence (SAC-PAV). Under SAC-PAV arrangements, procedures are in place for the management and resolution of terrorist incidents.

### Definition of Terrorism

2. Terrorism comprises acts or threats of violence of national concern for the purpose of achieving a political objective, whether in Australia or elsewhere, and may include assassinations, bombings or hostage taking.

3. An act of terrorism includes any serious act/threat, of politically motivated violence directed at: -

- \* Visiting or Australian V.I.P.s, or resident foreign diplomats.
- \* Influencing Government policy or overthrowing Governments or the system of Government.
- \* Aircraft or civil aviation.
- \* Engaging in or supporting hostile activities in a foreign country.

**Police action required for suspected act of terrorism**

4. Any suspected incident of politically motivated violence should be treated as an act of terrorism until it is deemed otherwise.
5. All available information concerning the incident must be immediately communicated to the D24 Communications Controller.
6. The D24 Communication Controller must inform the Deputy Commissioner (Operations) or after hours, the Duty Commissioner, and ensure the following are notified:-
  - \* Counter Terrorist Intelligence Section, P.S.G.
  - \* Secretary, Department of the Premier and Cabinet.
  - \* Protective Services Co-Ordination Centre, Canberra.

(C.R.B. File 33-1-65)

90-4-11

**T.R.I.M. PROCEDURES - TRANSCRIPTION OF AUDIO TAPES**

1. The T.R.I.M. Procedural Guidelines are clarified as follows.

**Committals**

2. **Transcriptions are required for all committal cases, including those proceeding under the Committal Mention system, and must be available by the committal mention day.**

**Forwarding of Tapes**

3. To enable transcribing to be prioritised effectively, tapes for transcription must be forwarded to the Transcription Co-Ordination Office (T.C.O.):-

- **For committal cases** - within 7 days of the interview.
- **For other matters** - within 7 days after the Mention Court hearing.

**N.B.** The Mention Court date is to be separately endorsed in Section 2 of the Form 254 when the tapes are forwarded.

### Requests for Urgent Transcription

4. Tapes required to be transcribed urgently are given a new priority which delays transcription of other matters. In the past, many requests for urgent transcription have resulted solely from the failure of the informant to forward the tapes promptly in the first instance.

5. Requests for urgent transcriptions of tapes will not be considered unless:

- They are forwarded in accordance with the above time frames; or
- They are accompanied by a report justifying the urgency and verified by the informant's Station/Unit Commander.

(C.R.B. File 5-1-3712)

90-4-12

### TASKING OF TRAFFIC OPERATIONS GROUP VEHICLES

1. The primary duty of T.O.G. personnel is the enforcement of road safety. However, T.O.G. units should not be tasked to attend non-fatal motor vehicle collisions where other uniformed police vehicles are available. They may be tasked to respond to urgent priority calls where appropriate.

2. Duty Officers and other Supervisors should ensure response vehicles are properly tasked so that T.O.G. resources are not unnecessarily deployed at matters which do not warrant an immediate response e.g. "cold burglaries" and routine shop stealing matters.

(C.R.B. File 32-6)

90-4-13

### WITNESS PROTECTION PROGRAM

1. The Witness Protection Program is administered by the Protective Security Groups. It provides round the clock protection for prosecution witnesses under serious threat (including, in extreme cases, witnesses serving a sentence of imprisonment). Witnesses admitted to the program may be subject to severe restrictions and are no longer the responsibility of the informant.

2. **Members seeking admission of a witness to the program must consult with the Officer in charge of the program at the P.S.G before any other action is taken. Under no circumstances are members to give any undertakings to witnesses that they may be admitted to the program before this consultation.**

(C.R.B. File 24-1-2097)

90-4-14

**ADMINISTRATIVE PROCEDURES - AMENDMENT****Reimbursement of Driver Licence Fee**

1. Public Servants employed by the Force who hold an Approved Driver Certificate, are not eligible for reimbursement of Driver Licence fees.
2. Section 2.1.9 of Administrative Procedures (Police Manual) under "Payment of Licence Fee" states:-

"Fees will be paid by the Force in all cases (including Reservists, Protective Services Officers and Public Servants) where the District Commander certifies that the individual concerned is the holder of an Approved Driver Certificate and may be required to drive a police vehicle."

The words "and Public Servants" are to be deleted.



**DEPUTY COMMISSIONER**