

FACT SHEET - Freedom of Information Applications to Victoria Police

What is a Freedom of Information Application?

A Freedom of Information (FOI) application is a request made pursuant to the *Freedom of Information Act 1982*, which gives people with a right of access to documents held by Australian Government ministers and most agencies.

FOI applications are a good way to obtain information about your matter. However be aware that some categories of documents are precluded from FOI, in which case the agency is not obliged to release them.

How Do You Make an Application?

1. If you are seeking information from Victoria Police, you can apply online at <https://online.foi.vic.gov.au/foi/request.doj> or write to the FOI officer at:

Freedom of Information Office
Victoria Police
GPO Box 913
Melbourne 3001

Be aware that the online forms do not automatically save upon submission, so you should make sure to save a copy of your requests for your own records.

2. If you seek information regarding a particular incident or incidents, you should include some factual information regarding the incident(s). This may include the date, time, and location, number of officers involved and their details if known, and details of any vehicles involved.
3. You should list specific documents in your request that may be relevant to the information you seek, such as:

Copies of attendance sheets and welfare checks / reports concerning our client;
Attendance Module Reports;
Custody Module Reports;
Interpose Reports;
Person Warning Flag Form [VP Form 292];
Prisoner Property Sheet [VP Form 451]
Victoria Police Initial Action Pad [VP Form 502];
Copies of thin blue line records / medical records / custody records.
Use of Force form [VP form 237] and Detail Sheet [VP form 237a]
Associated incident reports

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Incident fact sheet and documents produced to follow up these reports
Any documents used to prepare these reports
Copy of the event chronology
Duty Sheets / Day Book / Diary Entries / Running Sheets / Patrol Duty Returns relating to the incident;
Leap data records;
All statements taken by police and other witnesses involving the incident
All photographs / CCTV at the location of the incident AND in the police cells / Station / sally ports.
D24 Communication records, including:

- Communications between police.

Be aware that if you wish to obtain 000 records, you will need to make a separate request to the Emergency Services Telecommunications Authority, which is the agency that holds emergency communications records. This application is not made under FOI, but under the *Emergency Services Telecommunications Authority Act 2004*.

4. You will need to include a copy of your driver's licence/other form of ID and either a copy of your health care card or a cheque for \$28.40 to cover the application fee.

Our Experienced Police Misconduct Team



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