Australian Capital Territory

Corrections Management (Intelligence Dissemination) Operating Procedure 2018

Notifiable instrument NI2018-570

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

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1 Name of instrument

This instrument is the *Corrections Management (Intelligence Dissemination) Operating Procedure 2018.*

2 Commencement

This instrument commences on the day after its notification day.

3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

4 Revocation

Nil.

Jon Peach
Executive Director
ACT Corrective Services
1 October 2018

OPERATING PROCEDURE	Intelligence Dissemination
OPERATING PROCEDURE NO.	A3.1
SCOPE	ACT Corrective Services

PURPOSE

To provide instructions to staff on the dissemination of intelligence to internal and external stakeholders.

DEFINITIONS

Intelligence

Intelligence is a product derived from adding value to information to develop meaning and provide insight that informs and influences decision-making. Intelligence may be both a process and output, with the process comprising of the intelligence cycle while insight, understanding and intelligence product are the output.

PROCEDURES

1. Intelligence Product

1.1. The following Intelligence Products will be produced by the Intelligence Unit. The products may be produced at the request of the Intelligence Management Committee (IMC), or be a proactive product produced at the request of, or in consultation with the Manager, Intelligence and Integrity Unit:

- *Information Collection Plan:* a document which conveys intelligence requirements and intelligence gaps to ACT Corrective Services (ACTCS) employees to assist and guide collection activity. The document is a living document and will be updated as a result of IMC determinations or emerging issues.
- *Target Profile:* tactical product used to collate information on a person and includes an intelligence assessment on the front page. A target profile will be developed for any person identified as a person of interest, designated as a security threat or security threat group member.
- *Security Threat Assessment:* product used to assess an individual or groups identified as a potential threat to ACTCS, considering the person or group's capability and intent to carry out a threat. Primarily used to inform the IMC or external stakeholders.
- *Intelligence Bulletin:* tactical product used to provide a preliminary assessment, identify links or communicate high threat targets. Often used as a 'for your information' product.
- *Intelligence Assessment:* aims to inform organisational decision-making by identifying trends, patterns or emerging issues, analysing groups and networks and providing proactive targeting opportunities by examining and understanding the operational environment.
- *Strategic Assessment:* aims to inform ACTCS Senior Executive by examining an emerging trend in the context of ACTCS, analysing the impact of ACTCS operational strategies, or

informing future strategy, policy or legislative development.

2. Dissemination of intelligence

2.1. The Intelligence Unit will proactively disseminate all relevant information or intelligence to ACTCS personnel in a timely manner and in an appropriate format.

2.2. The Intelligence Unit will adopt a 'share by default' position on the sharing of intelligence, subject to an established need-to-know, the security classification of the information and any other handling restrictions. The Intelligence Unit may also proactively disseminate information or intelligence to external stakeholders as required, subject to any handling restrictions and an established need-to-know.

2.3. All intelligence must be produced using an approved intelligence template. Templates must not be modified without prior approval. A record must be made of any intelligence briefed orally or disseminated not using the approved templates. Email is not to be used to routinely disseminate intelligence, unless intelligence is contained in the approved product template and sent as an attachment.

2.4. Prior to the dissemination of an intelligence product internally, the finalised document must be approved for release by the Manager, Intelligence and Integrity. This should occur in writing, but may occur verbally providing a record of this approval is made.

2.5. Prior to the dissemination of an intelligence product to an external agency, the finalised document must be approved for release by the Executive Director.

2.6. Once approved and prior to dissemination, the document entity must be created in the ACTCS Integrated Real-time Intelligence System (IRIS) and the unique reference number recorded on the document. The document must then be converted to Portable Document Format (PDF) to ensure the integrity of the document prior to being uploaded into IRIS.

2.7. Only documents which contain a unique IRIS reference number and have been converted to PDF must be disseminated. A record must be made of all disseminated product including recipients and method of dissemination.

2.8. Should urgent dissemination be required approval should be sought from the Executive Director, General Manager, Custodial Operations or General Manager, Community Corrections and Release Planning as relevant.

RELATED DOCUMENTS AND FORMS

- Intelligence Framework
- Intelligence Assessment template
- Intelligence Bulletin template
- Request for Information template
- Security Threat Assessment template
- Strategic Assessment template
- Target Profile template

Jon Peach
Executive Director
ACT Corrective Services
1 October 2018

Document details

Criteria	Details
Document title:	Corrections Management (Intelligence Dissemination) Operating Procedure 2018
Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Manager, Intelligence and Integrity Unit
Compliance:	This policy reflects the requirements of the *Corrections Management (Policy and Operating Procedure Framework) Policy 2017*

Version Control			
Version no.	**Date**	**Description**	**Author**
V1	September-18	First Issued	S Lysons-Smith