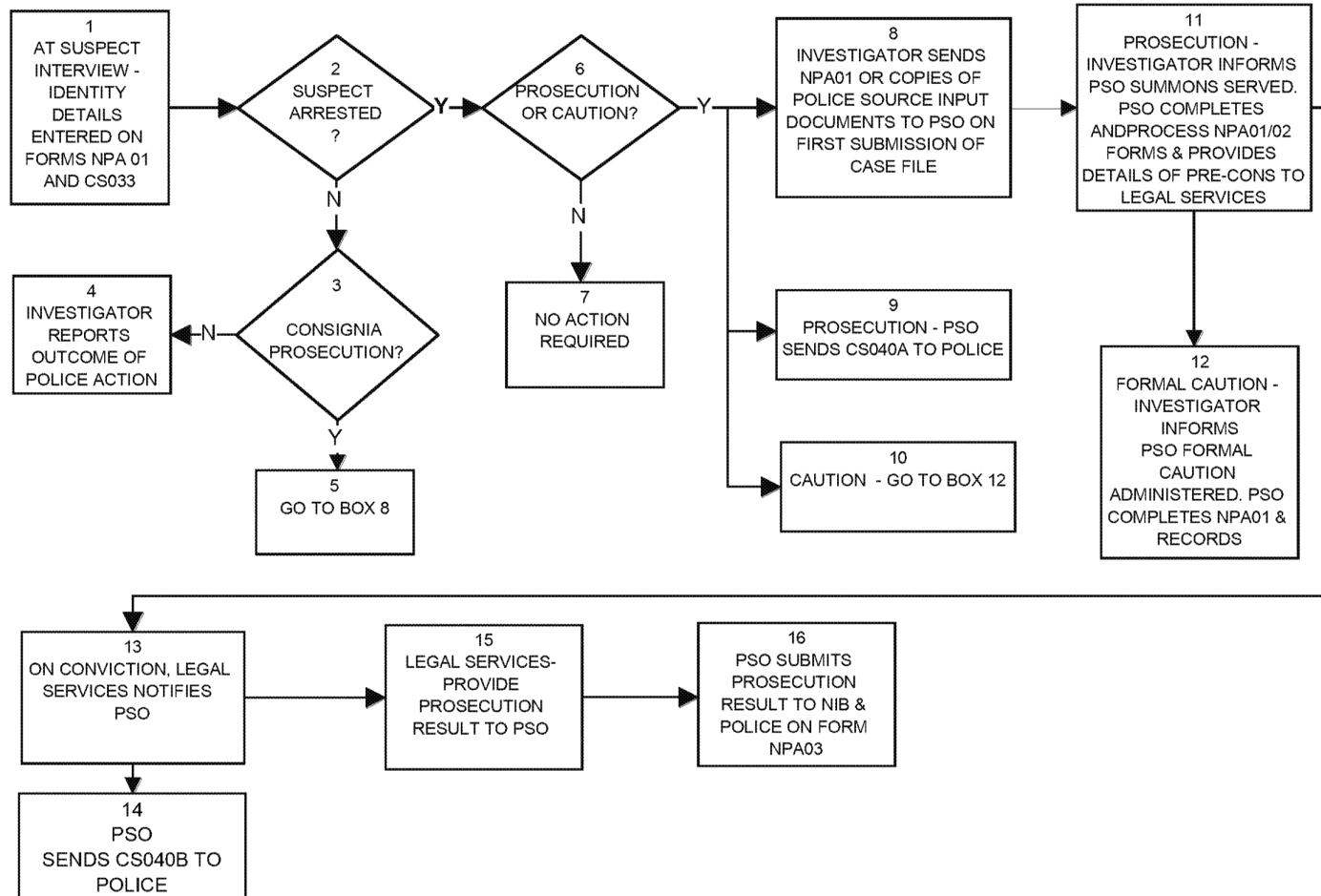


REPORTING OF CRIMINAL OFFENCES TO POLICE	
1.	<p>PURPOSE</p> <p>The aim of this policy is to advise Security Managers of the availability of standardised forms for reporting offences etc.</p>
2.	<p>LINK TO ACCOUNTABILITIES</p> <p>Security Managers</p>
3.	<p>POLICY</p> <p>3.1 The development of the Phoenix National Criminal Justice Record Service has enabled the Association of Chief Police Officers (ACPO) Disclosure Group to design national standardised forms for the reporting of offences and the results of prosecutions/cautions to Police Authorities.</p> <p>The standard forms, which are designed for use by all Non Police Prosecuting Agencies (NPAs), have been provided to all Security Managers</p> <ol style="list-style-type: none"> Form NPA 1 - Source Input Document for Phoenix Form NPA 2 - Continuation Sheet for additional offences Form NPA 3 - Notification of result of case (PSO use only) <p>The Home Office has stipulated that in the interests of consistency each N P A should have one central point of contact to whom the Police Authorities will send details of previous convictions. That role is undertaken by SIS, Prosecution Support Office (PSO (Croydon, Leeds and Bristol)) and all Police Authorities in England and Wales have been notified accordingly.</p> <p>3.2 REPORTING PROCESS</p> <p>During the course of a suspect interview, investigators should complete the offender details on side 1 of form NPA1, (Name, sex, DOB, etc.) and all of side 2, which deals with identification details of the suspect. Form CS033 (Antecedent history) should also be completed and placed in the case papers for the attention of Legal Services. (An aide memoir on completing NPA forms is associated at pages 4 to 6.)</p> <ul style="list-style-type: none"> In cases of arrest and subsequent charge of a suspect, investigators will complete the Police Source Input Documents and the Police will process the information for inputting to the Police National Computer. Investigators should ensure that photographs and fingerprints are taken at this time. If the case is then prosecuted by Consignia, investigators should submit the NPA forms or copies of the Police Source Input Documents to their respective PSO. If the person has not been in police detention, the remainder of Side 1 of form NPA1 should be completed once the application has been made for summonses or authority is given for the offender to be cautioned. (From Prosecuting Agents downwards.) It is important to remember that any additional offences charged must be listed separately on form NPA2's. (Offences "Taken into Consideration" (TIC's) should not be entered onto form NPA2's.) The completed NPA1 form (and NPA2's where necessary). should be submitted to the relevant PSO at this time, to enable a criminal record to be created or updated. Copies of the NPA documentation should also be placed into the case file. On receipt of the cases papers, Legal Services will consider the evidence and, where it is sufficient to prosecute or caution, request a certificate of conviction from the PSO before advising further action. If it has been decided to prosecute, the relevant PSO Office will write to the Police requesting

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	<p>photographs and fingerprints to be taken after conviction (not after sentence) using Typist Draft Letter CS040B. NB. The PSO will need later to notify the Police of any subsequent conviction using Typist Draft CS040C in order that the Police can carry out the request under Section 27 of PACE which allows for the compulsory taking of photographs and fingerprints within one month of conviction provided the offender has not at any stage been in Police detention.</p> <ul style="list-style-type: none">• On conviction, Legal Services will notify the PSO who should then send details to the Police using CS040 for photographs and fingerprints to be taken (see above). This should be done following conviction and not sentence which may be up to 4 weeks after conviction. <p>When sentence has been passed, Legal Services will notify the Investigator and PSO of the outcome. The PSO will report the result to the relevant Police Authority by means of form NPA 3.</p>

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3.4	<p>GUIDE TO NPA FORMS</p> <p>Due to the requirements of the Police Forces dealt with by the PSO, and the necessity to report a summons being served or formal caution being administered within 24 hours of the event, it is mandatory that all Security Managers follow the guidelines to NPA form completion below.</p> <p>This guide has been produced to assist you in the completion of forms NPA1 & NPA2. It is essential that this guide is followed and the forms completed correctly as failure to do so will result in them being returned to you.</p> <p>It is mandatory that form NPA01 is completed at the time of interview and forwarded to the PSO on first submission of the</p>																																
3.5	<table> <tr> <th><u>Form NPA1</u></th><th><u>To be completed by Security Manager (SM) or PSO</u></th></tr> <tr> <td>• AGENCY NAME:</td><td>This should read CONSIGNIA (SM)</td></tr> <tr> <td>• AGENCY REF No:</td><td>CASE PAPER NUMBERS (SM)</td></tr> <tr> <td>• ADDRESS:</td><td>This is your Office Address (SM)</td></tr> <tr> <td>• TELEPHONE NUMBER:</td><td>This is your Telephone Number (SM)</td></tr> <tr> <td>• OFFICER IN CHARGE OF CASE:</td><td>Your name goes here (SM)</td></tr> <tr> <td>• SIGNATURE:</td><td>You sign the form (SM)</td></tr> <tr> <td>• NAME CHARGED:</td><td>Surname and full Forenames of Offender (SM)</td></tr> <tr> <td>• ALIAS NAMES:</td><td>Should include MAIDEN NAMES of Married women and those that have changed their name by deed poll. (SM)</td></tr> <tr> <td>• DATE OF BIRTH:</td><td>Enter date of birth of offender (SM)</td></tr> <tr> <td>• SEX:</td><td>Tick for either Male or Female (SM)</td></tr> <tr> <td>• COLOUR:</td><td>Tick for either White or Non White (SM)</td></tr> <tr> <td>• HEIGHT:</td><td>Height of the Offender (SM)</td></tr> <tr> <td>• PLACE OF BIRTH:</td><td>Place of Birth of the Offender (SM)</td></tr> <tr> <td>• NATIONALITY:</td><td>Nationality of Offender (SM)</td></tr> <tr> <td>• PROCESS STAGE:</td><td>If you have dealt with the Offender, tick the REPORTED box and enter the date you obtained process. If the Offender was dealt with at a Police station and subsequently charged enter the charge time and date. Only tick the arrested box in cases where no further action will take place following an arrest. (PSO)</td></tr> </table>	<u>Form NPA1</u>	<u>To be completed by Security Manager (SM) or PSO</u>	• AGENCY NAME:	This should read CONSIGNIA (SM)	• AGENCY REF No:	CASE PAPER NUMBERS (SM)	• ADDRESS:	This is your Office Address (SM)	• TELEPHONE NUMBER:	This is your Telephone Number (SM)	• OFFICER IN CHARGE OF CASE:	Your name goes here (SM)	• SIGNATURE:	You sign the form (SM)	• NAME CHARGED:	Surname and full Forenames of Offender (SM)	• ALIAS NAMES:	Should include MAIDEN NAMES of Married women and those that have changed their name by deed poll. (SM)	• DATE OF BIRTH:	Enter date of birth of offender (SM)	• SEX:	Tick for either Male or Female (SM)	• COLOUR:	Tick for either White or Non White (SM)	• HEIGHT:	Height of the Offender (SM)	• PLACE OF BIRTH:	Place of Birth of the Offender (SM)	• NATIONALITY:	Nationality of Offender (SM)	• PROCESS STAGE:	If you have dealt with the Offender, tick the REPORTED box and enter the date you obtained process. If the Offender was dealt with at a Police station and subsequently charged enter the charge time and date. Only tick the arrested box in cases where no further action will take place following an arrest. (PSO)
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• PHOTOGRAPH:	Was the Offender photographed or not? (SM)
• FINGERPRINTS:	Was the offender fingerprinted or not? (SM)
• DNA SAMPLE:	Was a DNA Sample of the offender taken or not. If yes enter ref Number (SM)
• PROSECUTING AGENTS:	In most cases should always read LEGAL SERVICES (SM)
• OFFENCE:	This should read something like Theft, Section 1 Theft Act 1968. (PSO)
• OFFENCE START DATE / TIME:	The Offence date is MOST important and guidance should be taken from the charges advised by Legal Services (PSO)
• OFFENCE END:	Again guidance from the charges will assist you (PSO)
• ADDRESS/LOCATION OF OFFENCE:	The office where the offender worked. Full POSTCODE should also be entered (PSO)
• METHOD USED IN OFFENCE:	A précis of how the offender committed the Offence i.e. Whilst on Delivery failed to deliver all of his mail. (SM)
• CONTINUATION FORMS:	Where more than one charge has been advised a form NPA2 must be completed. There is space for four additional charges on each form, 2 on the front and 2 on the back. (PSO)
• CHARGED/SUMMONSED:	The date that the Offender was charged if dealt with in a Police Station or the date that you served the Summonses (PSO)
• COURT DATE:	The date the offender is summonsed to appear at Court (PSO)
• TIME:	Time that the Court sits (PSO)
• COURT NAME:	Full name of the Court (PSO)
If the offender has been cautioned complete the form as above but enter the CAUTION DATE and your details PLUS the offender's details and continue with the form as below. (PSO)	
On the reverse of the form the following are MOST IMPORTANT AND MUST BE COMPLETED	
• ETHNIC APPEARANCE:	(SM)
• EYE COLOURS:	(SM)
• MARKS / SCARS ABNORMALITIES:	(SM)

REPORTING OF CRIMINAL OFFENCES TO POLICE	
	<ul style="list-style-type: none"> HOME ADDRESS: Include the full postcode (SM) OCCUPATION: This is the Occupation at the time the offence/s were committed (SM) DATE: Again this is when the Offence/s were committed (SM) <p>The other boxes should be completed in detail, so far as possible, however it is important to note that the Description of any MARKS/ SCARS/ ABNORMALITIES are VERY IMPORTANT.</p>
3.6	<p><u>Form NPA02</u> <u>To be completed by the PSO</u></p> <ul style="list-style-type: none"> AGENCY NAME: CONSIGNIA AGENCY REF No: CASE PAPER NUMBERS ADDRESS: Your Office Address TELEPHONE NUMBER: Your Telephone Number OFFICER IN CHARGE OF CASE: Your name goes here SIGNATURE: You sign here OFFENCE: Again something like Theft, Sect 1 Theft Act 1968 OFFENCE START DATE: Again guidance taken from Legal Services advice OFFENCE END DATE: Again guidance taken from Legal Services ADDRESS LOCATION OF OFFENCE: Again Address of Office where offender employed plus full Postcode METHOD USED IN OFFENCE: Again a Précis of how the Offender committed the Offence.
3.7	<u>NPA3</u> forms are completed by the Prosecution Support Office once the offender has been dealt with.
4.	Links to other reference material (policies, processes and procedures, etc.)
4.1	Title
4.2	Author
4.3	Located
4.4	Version
	Type
	Policy No.
5.	Document details
5.1	Author : Corporate Security
5.2	Owner : Head of Corporate Security
5.3	Audience: Security Community
5.4	Enquiry point : Programme Manager, Law & Legislation, Corporate Security, 4 th Floor, Impact House, 2 Edridge Road, CROYDON, CR9 1PJ

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5.5	Effective from :	April 2002	
5.6	Review date :	April 2003	
5.7	Last updated :	March 2002	
6.	Assurance Details:		
6.1	Name:	Paul Booth	
6.2	Business Unit:	Corporate Security	
6.3	Assurance Date:	March 2002	
7.	Final Review		
7.1	Approved by		
7.2	Documented (Hard Copy)	NO	Location:
7.3	“ (Electronic)	YES	Location: Programme Manager, Law & Legislation

Policy Title: Reporting of Criminal Offences to Police
Version: 3.0
Date: March 2002