

ROYAL MAIL GROUP SECURITY - PROCEDURES & STANDARDS

REPORTING OF CRIMINAL OFFENCES TO POLICE	P&S Doc. 1-X
1. PURPOSE. The aim of this document is to provide Investigators within the Royal Mail Group, with clear guidance concerning the required Procedures & Standards in relation to the above subject.	
2. INTRODUCTION 2.1 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. 2.2 The standard forms, which are designed for use by all Non Police Prosecuting Agencies (NPAs), have been provided to all Security Managers <ol style="list-style-type: none">1. Form NPA 1 - Source Input Document for Phoenix2. Form NPA 2 - Continuation Sheet for additional offences3. Form NPA 3 - Notification of result of case 2.3 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 the Royal Mail Letters Security, Intelligence Transactions team (RMLSIT) at Battersea SDO, Floor 2A, 202 Lavender Hill, London, SW11 1AA, and all Police Authorities in England and Wales have been notified accordingly.	
3. REPORTING PROCESS 3.1 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 GS033 (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.) <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 Royal Mail Group (including Post Office Limited), investigators should submit the NPA forms or copies of the Police Source Input Documents in accordance with their particular BU processes.• 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" (TICs) should not be entered onto form NPA2's.) The completed NPA1 form (and NPA2's where necessary) should be submitted to at this time, to enable a criminal	

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record to be created or updated.

- Copies of the NPA documentation should also be placed into the case file.
- If it has been decided to prosecute, the relevant office, on receipt of Form NPA1, will write to the local Police using Typist Draft Letter GS040A, requesting that arrangements are made for photographs and fingerprints to be taken **after conviction** (not after sentence). On conviction, Legal Services will notify the relevant office.

After any subsequent conviction the relevant office will write to the local Police using typist Draft GS040B 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. **This must be done following conviction and not sentence, which may be up to 4 weeks after conviction.**

When sentence has been passed, Legal Services will notify the Investigator and the relevant office of the outcome. The relevant office will report the result to the relevant Police Authority by means of form NPA 3.

4. GUIDE TO NPA FORMS

- 4.1 Due to the requirements of the Police Forces and the necessity to report a summons being served or formal caution being administered within 24 hours of the event, it is mandatory that form NPA1 is completed in all cases and that Security Managers follow the guidelines to NPA form completion below.**
- 4.2**

- 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
- 4.3 completed correctly as failure to do so will result in them being returned to you.**

It is mandatory that form NPA01 is completed at the time of interview and forwarded to the relevant office.

5. FORM NPA1

- 5.1**
- AGENCY NAME: This should read Royal Mail Group Ltd
 - AGENCY REF No: CASE PAPER NUMBERS
 - ADDRESS: This is your Office Address
 - TELEPHONE NUMBER: This is your Telephone Number
 - OFFICER IN CHARGE OF CASE: Your name goes here
 - SIGNATURE: You sign the form
 - NAME CHARGED: Surname and full Forenames of Offender

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- ALIAS NAMES: Should include MAIDEN NAMES of Married women and those that have changed their name by deed poll.
- DATE OF BIRTH: Enter date of birth of offender
- SEX: Tick for either Male or Female
- COLOUR: Tick for either White or Non White
- HEIGHT: Height of the Offender
- PLACE OF BIRTH: Place of Birth of the Offender
- NATIONALITY: Nationality of Offender
- 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
- PHOTOGRAPH: Was the Offender photographed or not?
- FINGERPRINTS: Was the offender fingerprinted or not?
- DNA SAMPLE: Was a DNA Sample of the offender taken or not. If yes enter ref Number
- PROSECUTING AGENTS: In most cases should always read LEGAL SERVICES
- OFFENCE: This should read something like Theft, Section 1 Theft Act 1968
- OFFENCE START DATE / TIME: The Offence date is MOST important and guidance should be taken from the charges advised by Legal Services
- OFFENCE END: Again guidance from the charges will assist you
- ADDRESS/LOCATION OF OFFENCE: The office where the offender worked. Full POSTCODE should also be entered

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- **METHOD USED IN OFFENCE:** A précis of how the offender committed the Offence
i.e. Whilst on Delivery failed to deliver all of his/her mail.
- **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
- **CHARGED/SUMMONSED:** The date that the Offender was charged if dealt with in a Police Station or the date that you served the summonses
- **COURT DATE:** The date the offender is summonsed to appear at Court
- **TIME:** Time that the Court sits
- **COURT NAME:** Full name of the Court

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

On the reverse of the form the following are MOST IMPORTANT AND MUST BE COMPLETED

- **ETHNIC APPEARANCE:**
- **EYE COLOURS:**
- **MARKS / SCARS ABNORMALITIES:**
- **HOME ADDRESS:** Include the full postcode
- **OCCUPATION:** This is the Occupation at the time the offence/s were committed
- **DATE:** Again this is when the Offence/s were committed

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.

6. FORM NPA02

- 6.1**
- **AGENCY NAME:** Royal Mail Group
 - **AGENCY REF No:** CASE PAPER NUMBERS

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- 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.

7. FORM NPA03

7.1 NPA03 forms are completed by once the offender has been dealt with.

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