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ROYAL MAIL GROUP SECURITY PROCEDURES & STANDARDS

OFFICIAL NOTEBOOKS		P&S Doc 5.2, V2 Dec 08
1. PURPOSE		
<p>The aim of this document is to provide Investigators within the Royal Mail Group Ltd (RMG Ltd) with clear understanding in relation to the correct procedures when using Official Notebooks to record evidence or events.</p>		
2. CONTENTS		
<p>Section 3 Introduction. Section 4 Obtaining Notebooks & Retention Following Completion. Section 5 General Rules. Section 6 Use of Notebooks. Section 7 Agreeing Notebook Entries With Others. Section 8. Supervisory Checks. Section 9 Copies of Noted Book Entries in Case Files</p>		
3. INTRODUCTION		
<p>3.1 Notebooks are an essential element in an Investigators 'toolkit". They are the recognised and preferred way of recording evidence that is not recorded elsewhere in a more formal document. They are numbered individually and are issued to all Investigators performing investigation duties.</p> <p>3.2 Because of the nature of the information recorded in a notebook it can be produced, if required by the Investigator, in a Court of Law. It is essential that all notebooks be completed with a degree of uniform professionalism.</p> <p>3.3 These Procedures & Standards detail how to make entries in notebooks and the rules relating to Investigators consulting each other when making notes.</p>		
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4. OBTAINING NOTEBOOKS & RETENTION FOLLOWING COMPLETION		
<p>4.1 To obtain an official notebook either for the first time or a replacement for a completed one, an e-mail must be submitted to The Prosecution Support Office (PSO) in Leeds (SD_Prosecution_Office) detailing the Investigator's name, address and Royal Mail Group Security Identity Card number.</p> <p>4.2 An official notebook will be forwarded to the Investigator accompanied by form GS106. "Issue of Official Notebook". Part B should be completed and Parts B & C returned to the PSO.</p> <p>4.3 When a notebook is full the Investigator should retain it until the Courts have dealt with all the cases to which it pertains.</p> <p>4.4 Completed notebooks, which are no longer required by an Investigator, must be forwarded to the PSO by Special Delivery. The PSO will acknowledge</p>		

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receipt of the notebook by completing Part C of the original

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GS106, Issue of Notebook form, and returning it to the Investigator. The Investigator should keep the Special Delivery receipt until they have received Part C from the PSO. The PSO will retain notebooks for 6 years.

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5. GENERAL RULES

- 5.1**
1. Make all entries in chronological order.
 2. All entries must be made in ink (black preferably).
 3. Any errors must be crossed out with a single line, so that the original entry can be seen and then initialled.
 4. Do not remove any pages, they are all numbered sequentially.
 5. Do not make additional entries between the ruled lines. If it is of paramount importance that if you make an additional entry, make it at the end of your existing entry explaining why it is not in chronological order.
 6. A single line should be scored through any blank spaces or lines.
 7. All entries should be signed, timed and dated.
 8. All notes made on informal pieces of paper such as newspapers, should be transferred to the notebook as soon as practicable. The entry should include why it was not practical to enter the note directly into the notebook. The Investigator must retain the original note.

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6. USE OF NOTEBOOKS

- 6.1** A notebook can be used to record any fact or evidence. In theory an entire investigation can be carried out without the use of anything more than a notebook, providing the guidelines for making the notes are followed and all matters are covered in appropriate detail. It is worth noting that Case Law on this subject states that notebook entries "must be written at the time or shortly afterwards while still fresh in the memory". Under these circumstances entries in notebooks can be referred to in Court to assist the Investigator with their recollection. However permission of the Court must always be sought before this is done.
- 6.2** Below are some circumstances in which a notebooks can be used and the sort of detail that should be recorded.
- 6.3 Planned Operation - Risk Assessment**
It is only in 'extraordinary circumstances' when it is operationally impossible, that an exception to using the Procedures & Standards described in the Planned Operation - Risk Assessment may not be used and a notebook entry must be made in its place.
- The Procedures and Standards, which Investigators must be familiar with, can be found on the Group Security Database under Criminal Investigations- Investigation Procedures and Standards-Health and Safety and Operational Planning.
- Should exceptional circumstances exist then below are the details that must be recorded in the notebook;
1. Full details of suspect.
 2. What risks have been identified and what efforts have been made to manage the risks.
 3. The fact that everyone has been briefed on the risks.
 4. The fact that everyone has been briefed on their roles.

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6.4 Handover of Tests items

1. The place date and time of handover.
2. Details of whom handed to.
3. Details of the test items.
4. The fact that the items are sealed.
5. The fact that they will be controlled until they are introduced.
6. Details of the instructions that the appropriate manager is to follow.

6.5 Details of Observations

There are many ways to record evidence gained on observation and surveillance operations, notebooks being only one of them. There are Procedures and Standards, which Investigators must be familiar with, dealing with the matter. The Procedures and Standards are on the Group Security Database under Criminal Investigations-Investigation Procedures and Standards-Conducting Enquiries and Exhibit Management, Recording Evidence - Observation and Surveillance Operations

Generally only short and straightforward observations should be recorded in a notebook. The details you should record include;

1. The date, time and location of the Investigator at the start of the observation.
2. The identity of all Investigators and any other person who may be present at the observation listed in alphabetical order
3. The identity or description of the person(s) or place being watched.
4. The field of vision of the observing Investigator and any obstructions in the way.
5. The distance between the observing investigator and the person/place being watched
6. The lighting/weather conditions.
7. Who came into and left the field of vision at material times and, in particular at any sorting frame, till or address relevant to the suspected offence.
8. The times at which significant events took place.
9. How the observations were performed e.g. by binoculars, CCTV, the naked eye etc.
10. The time and location of the debrief

6.6 Details of Suspect Approaches (PACE COP Code C 10.2 & 10.13)

1. Place date and time of the approach.
2. The fact that the Investigators were introduced and the nature of the enquiry explained.
3. Any conversations/admissions/denials.
4. The fact that the suspect was cautioned, told that they were not under arrest and free to leave and the response by the suspect.

6.7 Details of Arrest (PACE COP Code G 4.1)

The full Procedures and Standard on Arrest Procedures (England and Wales), which Investigators must be familiar with, can be found on the Group Security Database under Criminal Investigations-Investigation Procedures and Standards- Suspect Approach and Arrest.

Below are the details that should be recorded in the notebook;

1. Place date and time of arrest.
2. The nature and circumstances of the offence leading to the arrest.
3. The reason or reasons why an arrest was necessary and why it was not reasonably practicable for a constable to make the arrest instead.
4. The giving of a caution.
5. Anything said by the person at the time of arrest.

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- 6.8 Details of any comments made by a suspect (PACE COP Code C 11.13)**
1. Any comments made by a suspect, including unsolicited comments, which are outside the context of an interview but might be relevant to the offence, should be recorded.
- 6.9 Details of Tape Recorded Interviews under Caution (PACE COP Code E 5.1)**
1 The fact that the interview has taken place.
2. That it was audibly recorded.
3. The time, duration and date of the interview.
4. The tape master seal identification numbers.
- 6.10 As a receipt for handing over property**
1 The date
2 Details of property
3 Details of person receiving the property
- 6.11** This is not by any means a complete list. All significant events during an investigation should be recorded in order that accurate evidence can be given at court. If the events are not recorded elsewhere then a notebook entry should be made.
- 6.13 Note.** The references to PACE apply to England, Wales and Northern Ireland (albeit that the numbers quoted may well be different in Northern Ireland), however the recording of the details stated is in these procedures are to be treated as best practice in Scotland.

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7. AGREEING NOTEBOOK ENTRIES WITH OTHERS

- 7.1** If more than one Investigator are present at the same event for the whole duration then there is only a requirement for one Investigator to make an entry in their notebook. The other Investigator(s) present should read the notes and if they agree them they should certify them as true and accurate and sign, time and date them.
- 7.2** If the other Investigator(s) consider the entry inaccurate, or did not witness a specific aspect recorded in the notebook, or they saw something in addition to the notes, they should make a note to that effect. The new entry must be signed, timed and dated by the author.
- 7.3** It is acceptable for Investigators to put a vertical line down the left side of the notebook about 1cm wide. The left margin can then be used to record the time of an event. This then enables other Investigator(s), if they agree with the timed entry, to initial under the time.
- 7.4 Consultation.** When two or more Investigators are present, or take part in the same incident/interview/observation, it is acceptable for those Investigators to consult each other when preparing their notes. In order for this to be the case the Investigators must have been in the same location at the same time. When such a consultation takes place a note to this effect must be added to the notebook entry.
- 7.5 Witnesses.** The same principles apply to witnesses such as Appropriate Managers who are introducing Test items. They must be asked to read the notes and certify them as applicable in accordance in paragraphs 7.1 and 7.2 above.

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7.6 If the notebook is correctly certified then other Investigators and witnesses can refer to the certified notes if they are required to provide a witness statement at a later date or give evidence in Court.

7.7 Suspects. Any notebook entry, which deals with a comment made by a suspect or deals with their treatment should be shown to the suspect. Again they must be asked to read the notes and certify them as applicable in accordance in paragraphs 7.1 and 7.2 above. If the suspect refuses to sign a note then a record of this must be made and the notes signed timed and dated by all the witnesses.

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8. SUPERVISORY CHECKS

8.1 Line managers should make supervisory checks of notebooks on a minimum of two occasions a year. The line manager should then make an entry in the notebook to the effect that a supervisory check has been made.

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9. COPIES OF NOTEBOOK ENTRIES IN CASE FILES

9.1 Copies of all notebook entries by all Investigators relating to a particular investigation should be submitted with that case file if the matter is submitted with a view to prosecution.

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