



Royal Mail Internal Information
Criminal Investigation Team

Appendix 2 to 8.1 Executive Summary (External) blank

Version 1.0 Final

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Key Accountabilities

Who is accountable?	What do I have to do?	When do I have to do this?	How do I do this?
All members of Royal Mail Security	Ensure you comply with these procedures	Ongoing	As detailed within these procedures

1. Template for Executive Summary

Royal Mail Letters Security - Investigations EXECUTIVE SUMMARY (Non Employee)	Case Ref:		

Circulation List (Add/amend recipients as necessary)

Name	Position
	Director Collection Delivery
†	Business Unit Decision Maker
Ø	Head of Investigations
*	Investigation Team Manager
**	Commercial Security Manager
	Security Risk Manager
	Esum

† Only where RM is Prosecuting body

Ø Head of Security PFWW if PFWW product affected

* Only when submitted by IM

** Only required when product affected relates to 'Top x' Client

Royal Mail Letters Security - Investigations SUSPECT OFFENDER REPORT	Case Ref:		

SUSPECTED OFFENCE (S) :			
Name:		Title:	
Alias:			
Age:		D.o.B:	
NI Number:		Ethnic Code:	
Place of Birth:		Nationalit y:	

Home Address:			
Company name and address:			
Product Affected:		Recovered (No/£) :	
Clients Affected:			
Primary Investigation Source:			
Investigation Led By:			
Interviewed:			
Admissions:			
Business Unit Decision Maker:			
Prosecution Authority:			
Court Jurisdiction:			
Local Police Station:			
If Arrested:			
Arrested:			
Handed into Custody:			
Bailed:			
Charged:			

Prosecution Support Office

Background:

Enquiries Undertaken:

Interview/Searches:

Concluding Actions:

Investigators Name
Investigators Grade

Contact Number (Mobex)

Date

Alternative Contact

Contact Number (Mobex)

Change Control

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Authorisation

Title	Name	Signature	Date
Security	Ray Pratt		March 2011

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Glossary

Abbreviation or Term	Meaning

Document Summary

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