



Royal Mail Internal Information
Criminal Investigation Team

8.1 Preparation of the Executive Summary

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

Preparation of the Executive Summary (Conduct Record)

1. Introduction

- 1.1 The aim of this document is to provide Investigators within the Royal Mail Group, with clear guidance concerning the required Procedures and Standards in relation to the above subject.
The purpose of the Executive Summary is to provide the Conduct Manager with a summary of the investigation carried out and additionally to provide first and early notification of the investigative activity to Head of Investigations (HOI), Business Unit Decision Managers (BUDM) and the "Esum" mailing group.

2. General

- 2.1 An Executive Summary is required in all cases where a person is suspended from duty or bailed and/or charged by Royal Mail Investigators, Police or another investigation agency following an interview under caution and where the matter relates to suspected offences committed against the Royal Mail Group. Also, where an external offender is interviewed under caution an Executive Summary is required in all cases.
- 2.2 The report should contain **no more than the salient facts** and flow from the initial report of suspected offences through to the conclusion of the interview and consequent action. As a guide it is anticipated that for most Theft/Intentional Delay enquiries the report text will fill no more than one page (A4).
- 2.3 A separate Executive Summary is required for each suspect offender reported. In cases where more than one suspect offender is involved elements of the report will undoubtedly be the same, however, care should be taken to ensure that the 'Interview/Searches' and 'Concluding Actions' elements are person specific.
- 2.4 The completed Executive Summary should be emailed to all interested parties but must include:
Conduct Manager (*internal suspect offenders only*)
Head of Investigations or equivalent
Business Unit Decision Maker
Commercial Security Manager (*Only required when product affected relates to 'Top x' Client*)
- 2.5 **Remember that a copy of the conduct report may be made available to the interviewee. Investigators should therefore ensure that the information provided is checked for relevance and is not simply a 'cut and paste' exercise from other documents prepared during the enquiry, i.e. PORA/RIPA.**
- 2.6 **Use:**
Font: Chevin Light
Style: Normal
Font size: point 12
Spacing: Single
- 2.7 The text should follow immediately after the preamble and typing should commence immediately underneath the section headings

3. Content

3.1 Conduct Manager (or Prosecution Support Office if non-employee)

3.2 Background:

Briefly describe the circumstances that initiated the enquiry, avoiding direct reference to witnesses, informant information and confidential business/police intelligence.

3.3 Enquiries Undertaken:

Provide relevant details of enquiries undertaken and additional evidence gathered.

Do **not** disclose specific details of the investigation process e.g. test or directed surveillance operation. However, the outputs of these investigative actions can be disclosed to facilitate the conduct manager in reaching a decision.

3.4 Interview/Searches:

Summary of interview, to include reference to time/date, persons present, admissions, denials, mitigation, total amounts, date range of offences and results of any searches conducted during interview process. If appropriate mail/property recovered should be listed.

3.5 Reference should also be made here to how recovered mail has been disposed of.

3.6 Concluding Actions:

Refer to actions taken against suspect, e.g.

Precautionary suspension from duty on the authority of.....

Resignation tendered and accepted by.....

Bailed/charged to return/appear to/at.....Police Station/Court on.....

Restitution of funds (Accepted without prejudice, receipt provided)

3.7 Investigators Name Contact Number (Use Mobex or P/L)

Investigators Grade

Date

Alternative Contact Contact Number (Use Mobex or P/L)

Change Control

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Authorisation

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Security	Ray Pratt		March 2011

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Document Change History

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Glossary

Abbreviation or Term	Meaning
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HOI	Head of Investigations
PSO	Prosecution Support Office
BUDM	Business Unit Decision Maker

Document Summary

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