Royal Mail Internal Information
Criminal Investigation Team

# Appendix 2 to 8.2. Suspect Offender Report Guide, Blank Headings, England, Wales and Northern Ireland

Version 1.0 Final

June 2011

Review Date: June 2013

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Royal Mail Security
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# Contents

# 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 |

# Suspect Offender reports, England, Wales and Northern Ireland

## 1. Blank Headings

**Royal Mail Criminal Law Team**

Background:

Operational Procedure:

Enquiries undertaken:

Planning:

Operation:

   Interview/Searches:

Review of Interview:

Suggested charges with evidence and statements obtained:

Domestic/Financial circumstances:

NPA Forms/Antecedents:

Operational/Management failings:

Loss to Royal Mail and its customers:

Outstanding enquiries:

Exhibits:

Restitution:

Report Submission

   *(Signature)*

   Investigators Name                                        Contact Number

   Investigators Grade

   Date

   Alternative Contact (ITM or 2<sup>nd</sup> Officer)
Contact Number

   Grade

## Change Control

| Status | Draft |
|--------|-------|

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## Authorisation

| Title | Name | Signature | Date |
|---|---|---|---|
| Security | Ray Pratt | | June 2011 |

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## Document Change History

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|---|---|
| V1 | Document Produced |
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# Glossary

| Abbreviation or Term | Meaning |
|---|---|
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## Document Summary

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