



Royal Mail Internal Information  
Criminal Investigation Team

# 7.10 Reporting Offences to the Police (NPA Procedures)

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## Contents

Key Accountabilities	3
1. Introduction	4
2. The NPA Reporting Process	4
3. Guidelines for Completing the NPA01	5
Change Control	7
Glossary	8



## 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	Be aware of the document



## Reporting Offences to the Police (NPA Procedures)

### 1. Introduction

- 1.1 These Procedures and Standards, (P&S) describe the process which must be followed to ensure that the police in England and Wales are notified of the initiation of criminal proceedings against those prosecuted by Royal Mail Group Ltd (RMG Ltd) and the disposal of those proceedings at Court. The police require this information to enable them to update the "Phoenix National Criminal Justice Record Service".
- 1.2 These P&S do not apply to Scotland or Northern Ireland as prosecutions within these jurisdictions are not undertaken by RMG Ltd.
- 1.3 To notify the police of proceedings we use forms which have been designed by the Association of Chief Police Officers (ACPO), Disclosure Group. The standard forms have been designed for all Non Police Agencies (NPA) and are known as "NPA forms". The three forms in use are as follows;
  - 1.3.1 NPA 01 – Notification of Proceedings to Police.
  - 1.3.2 NPA 02 – Notification of Proceedings to Police (continuation).
  - 1.3.3 NPA 03 – Notification of Disposal to Police.These forms can be found on the RM Security Sharepoint site under Investigation and Prosecution Forms.
- 1.4 Within Royal Mail Security (RMS) the reporting of offences to the police is undertaken by the Prosecution Support Office (PSO); however the Investigator in the Case (IIC) is responsible for completing the NPA 01 form.

### 2. The NPA Reporting Process

- 2.1 The NPA 01 – Notification of Proceedings to Police. In any case where a suspect offender is informed that they may have rendered themselves liable to prosecution or they are charged with offences at a police station the IIC must ensure that an NPA 01 is completed. The form should be completed at the time that the suspect is informed they may be prosecuted or a decision is made to charge them. It is also best practice to complete the Antecedents form GS033 at the same time. Guidance on completion of the NPA 01 form is given in Section 3 below.
- 2.2 The requirement for the IIC to complete the NPA 01 stands even if the police complete their own Phoenix National Criminal Justice Record Service forms. In addition if a suspect is in custody the IIC should also:
  - 2.2.1 Obtain the Arrest or Summons (A/S) Reference Number for inclusion on the NPA 01 form.
  - 2.2.2 Obtain a copy of police charge sheet and a copy of any previous convictions (these should be associated with the NPA 01 form).
  - 2.2.3 Ensure that the suspect offender has provided fingerprint and DNA samples and had their photograph taken. (In cases prosecuted by RMG Ltd by way of summons the PSO will write to the police on conviction to request the above are obtained in accordance with Section 27 of Police and Criminal Evidence Act 1984).
- 2.3 On the submission of a Suspected Offender Case file the NPA 01 form should then be enclosed in Appendix B with any relevant documents associated.
- 2.4 The PSO will complete all other NPA documentation and obtain, if it has not already been obtained, a printout of the suspect's previous convictions at the relevant time as the case progresses.

### 3. Guidelines on completing the NPA 01.





3.1 The following table offers guidance on the completion of the NPA 01 form;

Category	Description
Agency Name:	The form has Royal Mail Group Ltd inserted.
Agency Ref No:	This is the Project Number for the case.
Address:	As the PSO administer the NPA process their address is inserted. The address is "Room 1D93, Leeds Mail Centre, Leodis Way Stourton, Leeds, LS10 1AZ".
Telephone Number:	The number for the PSO is inserted.
Officer In Charge Of Case:	This is the name of the IIC.
Signature:	This is the signature of the IIC.
A/S Reference Number	Enter into the form if the A/S is known.
Name Charged/Summonsed	Surname and full forenames of suspect.
Alias Names:	Should include maiden name of married women and those that have changed their name by deed poll.
Date Of Birth:	Enter the suspect's date of birth.
Sex:	Tick either Male or Female.
Colour:	Tick either White or Non White.
Height:	Enter the height of the suspect.
Place of Birth:	Enter the place of birth of the suspect.
Nationality:	Enter the nationality of suspect.
Driver Number:	Enter the suspect's driving licence number if known.
Process Stage:	If the suspect is to be dealt with by means of summons (Reported) then the PSO will enter the relevant information. If the suspect was charged by the police tick "Charged" and enter the date and time. If the suspect has merely been arrested and is not going to be charged or dealt with by summons then there is no need to fill out the NPA forms (and as such this box need never be ticked).
Photograph	Tick relevant box.
Fingerprints:	Tick relevant box.
DNA:	Tick relevant boxes and enter the DNA ID number if known.
Prosecuting Agents:	The form has Royal Mail Group Ltd inserted.
Offence:	This should read something like Theft, Section 1 Theft Act 1968.
Offence Start Date/Time:	The start date is the date of the earliest charge on the schedule of charges. The time will not be known.
Offence End Date/Time:	Again the end date should be advised from the schedule of charges or the date and time of apprehension.
Address/Location of Offence	This will normally be the office where the offender worked. The full postcode should also be entered.
Method Used In Offence:	A précis of how the offender committed the offence i.e. Whilst working as a postman stole mail that they were due to deliver or whilst working as a postman failed to deliver all of the mail they were due to deliver.
Continuation Forms(s) NPA 2 Attached:	Leave this selection blank.
Charged/Summonsed on Date	If charged enter the date, if not leave blank.
Court Date and Time	If Court date and time is known enter details.
Court Name	The full name of the Court should be entered.
Caution Date	Form need only be completed if the offender has been



	cautioned by the police.
Ethnic Appearance	Tick relevant box.
Build	Tick relevant box.
Shoe size	Indicate the size either in British or metric measurements.
Eye Colour	Tick relevant box.
Glasses	Tick relevant box.
Handed	Tick relevant box.
Hair	Write the relevant code letters in boxes.
Facial Hair	Write the relevant code letters in boxes.
Marks/Scars/Abnormalities	Write the relevant code letters in boxes and then describe the mark, scar or abnormality.
Home Address	Include the full postcode.
Other Address	Include the full postcode.
Identity Numbers	Enter the type such as "National Insurance" or "Livescan" then enter the number.
Occupation	This is the occupation at the time of the offences.
Habitual Dress	Enter details if applicable, or enter not applicable.
Jewellery Worn	Tick the relevant boxes.
State if worn permanently and body position	Enter details if applicable, or enter not applicable.
Habits/Mannerisms	Enter details if applicable, or enter not applicable.
Special Skills	Enter details if applicable, or enter not applicable.



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V1	Document Produced in Royal Mail layout

## Glossary



Abbreviation or Term	Meaning
P&S	Procedures and Standards
RMG Ltd	Royal Mail Group Ltd
ACPO	Association of Chief Police Officers
RM	Royal Mail
RMS	Royal Mail Security
IIC	Investigator in the Case
A/S	Arrest or Summons (Reference Number)
PSO	Prosecution Support Office

### Document Summary

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