
From: Ruth Robinson[cn=ruth robinson/ou=e/o=postoffice]
Sent: Fri 05/07/2002 3:58:47 PM (UTC)
To: po_security_community
Subject: Corporate Security Newsbrief Issue 28

Corporate Security Newsbrief Issue 28

Dear Colleague

Welcome to the latest edition of the Newsbrief.

In response to your feedback, amendments to policies will now be highlighted (the highlights to be removed after one month) and we hope that this will prove helpful.

In addition to policy amendments, the updated Packages & Express plans are also on the database together with articles concerning PACE, Information Security, surveillance forms, the July edition of Information Security News, plus NVQ and Training updates.

Finally there are two more articles of interest in the Useful Information section concerning fire exit doors and theft in the home delivery channel.

Please continue to feedback, whether good or bad, via this link {doclink : document = 'CE3F7D38F9AFD51400256ADB003F5E81' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }. We do take notice of your comments.

Sharon Sartin

Head of Corporate Security Programme

New Users - Steps to Launch the Database

The database is available for you to access from Lotus Notes and all you need to do is install it onto your database desktop. This can be done by simply clicking on the following 'hot' link:

The Corporate Security Database Framework ->>

Once you have launched the database you may wish to look in Communications, Corporate Newsbrief and see the previous issues.

How to install a local copy of the Corporate Security Database onto your computer

1. Ensure that you are connected to the network (can be done while RAS connected but will take an hour or so) and Notes is set to 'Office' (bottom right)
2. From the Notes Desktop, depress the CSD icon (server copy) by clicking on it ONCE.
3. From the File menu (top left) select Replication
4. From Replication select New Replica and click
5. A box will appear with the details of the CSD; click OK
6. Click on the Replicator Tab
7. Ensure that the CSD Replicator Line has a tick in the small grey box on the left; click on the blue double-headed arrow box on the CSD line
8. Uncheck the 'Send' option and click OK
9. Click Start (top left) and wait

Return to the Notes Desktop, where you will find a new CSD Local icon (dependant on your settings it may be 'stacked' under the CSD server copy icon, but will appear if you select the Home setting (bottom Right) or click on the small arrow box on the icon itself)

For further information contact: Paul A Booth - Tel: **GRO**, P/L **GRO**, Mobex **GRO**, Mobile **GRO**
GRO

New Items on the Database - Mandatory Reading

- Master Tape Seal - Welsh version {doclink : document = 'BB4C3ECD0CB1F4F900256BD80039816A' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

Amendments - Mandatory Reading

The following items have been subject to amendment. If you have downloaded or printed them for reference please overwrite or reprint.

From July 2002 any policy changes will be highlighted in yellow when published in the Newsbrief. The changes will remain on the database until the following Newsbrief publication when they will be removed.

Policies

Appendix 1a Interview Recording - England & Wales and Northern Ireland {doclink : document = '6221820EB7E6EE9200256AA800575D32' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

(also available via Policies - Investigation, Index of Appendices)

This Policy is now only an introduction to the Interviewing Quick Reference Guide

Appendix 3a (NI) Taped Interview Recording has now been deleted - see Appendix 1a

Appendix 5 Specimen Charges - England & Wales {doclink : document = '554CEE28D9B8F0B400256AA800579B13' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }
(also available via Policies - Investigation, Index of Appendices)

Appendix 16 Investigation and Prosecution Policy {doclink : document = 'C0834B2CDCD4097C00256AA800582099' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }
(also available via Policies - Investigation, Index of Appendices)

Disclosure of Unused Material {doclink : document = '5CC47AAD4156D6B700256AA80056F056' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }
(also available via Policies - Investigation)

Hostage Policy {doclink : document = 'EA48840E88DE872B002568DA003CA817' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }
(also available via Policies - Security)

Plans

Packages & Express {doclink : document = 'BDAB994E84CF5BC400256BEB0050F8AA' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

(also available via Plans - Business Unit Security Plans)

Updated Functional Plans and Scorecard

Law & Legislation - Mandatory Reading

The Police and Criminal Evidence Act 1984 (Visual Recording of Interviews) (Certain Police Areas) Order 2002

On 8 May 2002 the above Statutory Instrument, No. 1069 of 2002, came into force.

This Order requires the visual recording of interviews held by police officers (Consignia Security Managers conducting interviews at the police stations concerned are also bound by this Order) at:-

Basingstoke, Portsmouth, Southampton, Chatham, Gravesend, Tonbridge, Bromley, Colindale, Edmonton, Redditch, Telford and Worcester police stations.

All facilities and instruction on the visual recording of interviews will be provided by the police at the respective police station.

For any further information please contact Paul A Booth: GRO GRO

Additional Mandatory Reading

Information Classification

All Business Units should now be using the new classification markings {doclink : document = '8FED20C4089CE15F00256BED0035C6BA' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

Information Security Policy

Information Security is YOUR Responsibility

Information is a valuable Consignia asset which needs to be protected and information security aims to protect this asset against a wide range of threats.

As a starting point we have published an [Information Security eHandbook](#) on the Consignia Intranet site, under Personal Space, Guidelines. This handbook provides direction and advice on what you must do to ensure information is secure both in and out of the workplace.

Please take the time to read the [Information Security eHandbook](#) and make sure you are familiar with the [Consignia Information Security Policy \(S1\)](#).

For further information contact: Margaret M Thomas P/L Mobex STD

Surveillance

Within forms CS095 and CS096, you will no doubt have noticed, and used, the relatively new section titled 'State the level of surveillance to be undertaken (as defined in the Criminal Investigation Procedures, Safe Working Practices Policy).

This section asks you to tick the appropriate box for 'Standard', 'Intermediate' or 'Advanced' surveillance.

The only purpose for this question is to enable statistics to be collated on the type of surveillance operation we, as a Community, are undertaking. This should, in the future, enable us to train the right amount of people to the right level.

For further information contact: Paul A Booth - Tel: [GRO](#), P/L [GRO](#), Mobex [GRO](#), Mobile [GRO](#)

SIS Training Centre

The Security & Investigation Services Training Centre are rolling out a basic level training programme over the coming months.

Full details of when these courses are planned can be found in the Course Calendar {doclink : document = '0E7E42E8FF530D5100256AC30030C420' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

(also available via Professional Development - Continuous Professional Development)

For further information please contact: Andy L Brown - Tel: [GRO](#), Mobex [GRO](#)

Information Security News

Issue 16 of the Information Security News {doclink : document = '8AA081E80E00877800256BE6004494C4' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

(also available via Communications - Information Security News)
Items include:

- Latest on the BS7799 Project
- Ten Ways to Lose Your Laptop
- Fingerprint Recognition Devices

NVQ

NVQ News {doclink : document = '90A477CBA1AE217200256BEB004C2A03' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

Understanding and Clarification of Standards {doclink : document = '03FBBD6C5ECC627500256BEB004C2A43' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }

(both also available via Professional Development - NVQ)

Useful Information

- Fire Exit Doors - lock release hardware and their impact on security {doclink : document = 'C597E840BE58BFE300256BEC00333A8E' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }
- (also available via Communications - Useful Information)
- Theft in the Home Delivery Channel {doclink : document = 'F6932F66AD0C949900256BEC0033BB8C' view = '971A27215893E700002565A0004326F2' database = '00256831003774C3' }
- (also available via Communications - Useful Information)

Diary Dates

10 - 12 September 'Securex' - Excel Exhibition Centre, Docklands, London.

Tel: Fax:

Contact Details: Chris E Fitzsimons, SIS Customer & Business Strategy

Tel. () Mobex:

End of Update



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