POL00118102

POST OFFICE LTD CONFIDENTIAL: INVESTIGATION, LEGAL
POLTD/1112/XXXX

OFFENCE
Theft/False Accounting/Fraud/Money Laundering/etc

Name:

Rank: **Identification Code:**

Office: **Branch Code**

Age: **Date of Birth:**

Service: **Date Service Commenced:**

Personnel Printout: **At Appendix:** C

Nat Ins No:

Home Address:

Suspended/Contract for Services Suspended:

Handed into custody:

At:

To be prosecuted by:

Designated Prosecution Authority: Dave Pardoe , Senior Security Manager

Discipline Manager:

Royal Mail Group Ltd Criminal Law Team

Investigation background

Enquiries conducted

Planning & Operation

Offender approach reported

Reference to notebook entry made

Details of suspect interview & searches

Admissions / denials identified / reported and points to prove covered

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Details to identify and recover loss and assets

Interview concluded and tape details or custody record

Period of offences identified

Assessment of evidence available to support charges

Details of domestic and financial details of offender

Reliability of witness

Outstanding enquiries reported

Loss to Post Office Ltd

Accounting aspects/status reported

Subsequent enquiries and actions to identify and recover loss and assets

NPA forms / antecedents

Copy reports / tape summaries

Details of failures in security, supervision, procedures and product integrity

Reason for file submission

(Signature)

Print Name Contact Number:
Security Manager

Date: