

## Post Office Ltd

## Post Office Ltd - CONFIDENTIAL

## Planned Operation - Risk Assessment

|                      |                               |       |      |      |
|----------------------|-------------------------------|-------|------|------|
| 1                    | Case Reference/Project Number | POLTD | 1112 | 0228 |
| Suspected Offence(s) |                               |       |      |      |

|                   |  |                |                |          |              |
|-------------------|--|----------------|----------------|----------|--------------|
| 2                 | Suspect Details (A separate form is required for each suspect) |                |                |          |              |
| Name:             | Grant Ian ALLEN  |                | Title:         | Mr       | Ethnic Code: |
| Age:              | GRO  |                | Date of Birth: | GRO      |              |
| Home address:     | GRO  |                |                |          |              |
| Employee Only:    | Grade:   | Sub postmaster | Job Title:     |          |              |
|                   | Pay No.:   |                | Office:        | Winsford |              |
| Suspects Vehicle: | Make:  | N/K            | Model:         | N/K      |              |
|                   | Colour:  | N/K            | Reg. No.:      | N/K      |              |

|                                     |  |                  |  |                 |  |
|-------------------------------------|--|------------------|--|-----------------|--|
| 3                                   | Risk Related Intelligence Checks Undertaken (Indicate with an X if check undertaken) |                  |  |                 |  |
| 1 Local Management:                 | X  | 2 PNC Person:    |  | 3 Local Police: |  |
| 4 HRSC check:                       | X  | 5 Equifax check: |  | 6 PNC Vehicle:  |  |
| 7 Benefits Agency/ Local Authority: |  | 8 SOCA:          |  | 9 Other:        |  |

|   |                                     |                      |   |   |   |
|---|-------------------------------------|----------------------|---|---|---|
| 4   | Risk Assessment on Suspect          |                      |   |   |   |
| What is known about the suspect which has a bearing on risk in this case?                                     |                                     |                      |   |   |   |
| The level of risk associated with   | (Name of person)<br>Grant Ian ALLEN | Is considered to be: | H | M | L |
| Comment on the rationale for arriving at the assessment score and any controls put in place to mitigate risk. |                                     |                      |   |   |   |

|  |   |  |   |   |   |
|--|---|--|---|---|---|
| 5  | Risk Assessment on Address(es) to be visited                                  |  |   |   |   |
| What is known about the address(es) to be visited which have a bearing on risk in this case? | 1. The address were the interview is being conducted are Royal Mail premises. |  |   |   |   |
| The level of risk associated with  | (Address(es))<br>1. Clippers Quay Salford                                     |  | H | M | L |

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|--|--|--|--|--|---|
|  | M50 3NW                                  |  |  |  | x |
| Comment on the rationale for arriving at the assessment score and any controls put in place to mitigate risk | 1. Access to the premises is restricted. |  |  |  |   |

|   |   |                      |   |   |   |
|---|---|----------------------|---|---|---|
| 6   | Risk Assessment on Geographic Area(s) to be visited                   |                      |   |   |   |
| What is known about the geographic area(s) which has a bearing on risk in this case?                          | 1. Clippers Quay is located within a number of office blocks / hotels |                      |   |   |   |
| The level of risk associated with   | (Geographic Area(s))<br>1. Clippers Quay<br>Salford M50 3NW           | Is considered to be: | H | M | L |
| Comment on the rationale for arriving at the assessment score and any controls put in place to mitigate risk. | 1. The area has CCTV coverage and Security Guards                     |                      |   |   |   |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 7   | Personal Protective Equipment (PPE) (e.g. vests, Hi-Vis) |  |  |  |  |
| State whether PPE is to be worn during any part of the planned operation and provide an explanation for the decision. |  |  |  |  |  |

|                  |                      |  |                   |  |  |
|------------------|----------------------|--|-------------------|--|--|
| 8                | Police Liaison Point |  |                   |  |  |
| Station:         |                      |  |                   |  |  |
| Officer Dealing: |                      |  | Collar No.:       |  |  |
| Police Ref:      |                      |  | Contact Tel. No.: |  |  |

|  |  |                                      |                   |     |     |  |  |
|--|--|--------------------------------------|-------------------|-----|-----|--|--|
| 9  | Risk assessment on the Planned Investigation Activities (If planned indicate with and "X") |                                      |                   |     |     |  |  |
| Is surveillance to be carried            | Foot:  | N/A                                  | Static (Premises) | N/A |     |  |  |
|  | Mobile:  | N/A                                  | Static (Vehicle)  | N/A |     |  |  |
| Is an apprehension anticipated?          | No   | Do you plan to conduct an interview? |                   |     | Yes |  |  |
| Indicate types of searches to be carried | Person:  | No                                   | Vehicle:          | No  |     |  |  |
|  | Home:  | No                                   | Locker:           | No  |     |  |  |
|  | Other Premises (detail):   |                                      |                   |     |     |  |  |
| DETAILS OF OPERATIONAL TEAM              |  |                                      |                   |     |     |  |  |
| Name of Persons Involved:                | Contact Number:  | Call Sign: (if applicable)           |                   |     |     |  |  |
| Stephen Bradshaw                         | GRO  | N/A                                  |                   |     |     |  |  |

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|  |                          |                  |                          |   |   |
|--|--------------------------|------------------|--------------------------|---|---|
| Andrew Wise  | GRO                      |                  | N/A                      |   |   |
|  |                          |                  |                          |   |   |
|  |                          |                  |                          |   |   |
|  |                          |                  |                          |   |   |
| <b>OPERATIONAL RESPONSIBILITIES</b>  |                          |                  |                          |   |   |
| Apprehension   | 1 <sup>st</sup> Officer: |                  | 2 <sup>nd</sup> Officer: |   |   |
|  | 3 <sup>rd</sup> Officer: |                  | 4 <sup>th</sup> Officer: |   |   |
|  | Other:                   |                  | Other:                   |   |   |
| Interview  | 1 <sup>st</sup> Officer: | Stephen Bradshaw | 2 <sup>nd</sup> Officer: |   |   |
|  | 3 <sup>rd</sup> Officer: |                  | Other:                   |   |   |
| Searches   | Chaperone                |                  | Searching Officer:       |   |   |
|  | Search Recorder:         |                  | Searching Officer:       |   |   |
|  | Searching Officer:       |                  | Other:                   |   |   |
| Mandatory Coded Warning (to signal immediate withdrawal of all investigators from an escalated risk situation) |                          | Lego             |                          |   |   |
| What is known about the investigation activities specific to this operation which has a bearing on the risk    | N/A                      |                  |                          |   |   |
| Comment on any controls put in place to minimise risk  | N/A                      |                  |                          |   |   |
| The level of risk pertaining to the investigation activities specific to this operation is considered to be:   |                          |                  | H                        | M | L |
|  |                          |                  |                          |   | X |

|    |                                    |
|----|------------------------------------|
| 10 | Investigator In Charge Declaration |
|----|------------------------------------|

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I confirm that in planning this operation I have given full consideration to the Procedures & Standards 4.1 Criminal Investigation Duties Safe Systems of Work (SSoW) relevant to this operation.

All persons involved in the operation have been briefed on;

- a. The background and nature of the operation.
- b. Their individual roles and responsibilities
- c. What risks have been considered
- d. What measures have, or are to be taken to address/minimise risks.

Furthermore, I confirm that on 16 April 2012 Keith Gilchrist was informed of the proposed course of action and the identified risks. Authority was given to proceed.

\* Before any investigation activities which bring Investigators in to contact with the suspect are commenced a line manager must be informed. A Senior Manager (level 9 or above) must be apprised where any risk is assessed as "High". In addition in High Risk cases Police assistance must be sought.

|         |                  |              |                       |
|---------|------------------|--------------|-----------------------|
| Signed: |                  | Job Title:   | Security Manager      |
| Name:   | Stephen Bradshaw | Time & Date: | 11:15 - 16 April 2012 |

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