

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:	1
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) Grant Ian ALLEN	Is considered to be:	H	M	L
					X
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 where the interview is being conducted are Royal Mail premises.			
The level of risk associated with	(Address(es)) 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)) 1. Clippers Quay Salford M50 3NW	Is considered to be:	H	M	L
					X
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 out?	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	
OPERATIONAL RESPONSIBILITIES					
Apprehension	1 st Officer:		2 nd Officer:		
	3 rd Officer:		4 th Officer:		
	Other:		Other:		
Interview	1 st Officer:	Stephen Bradshaw	2 nd Officer:	Michael Stanway	
	3 rd 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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