

Security Operations Team

SUBJECT: Summarising of Tape Recorded Interviews

The purpose of this circular is to advise Security Managers to changes in the requirements for summarising taped recorded interviews. As a result of discussions with Legal & Compliance Team, it has been agreed that there is no longer a requirement to prepare, as previously required as part of the summary, a verbatim preamble from start of interview up to the stage that a Post Office® friend is offered. Accordingly, from the date of this circular it will be acceptable to prepare an abridged preamble along the lines of the following:

Record of Tape
Recorded Interview



Person Interviewed	Mrs Anne SMITH (AS)		
Place of Interview	Quids Inn Post Office® 43 Eccleston Road Wigan WN4 0SS		
Date of Interview	01 st July 2***		
Time commenced	1026	Time concluded	12.33
Duration of interview	1hr 40mins	Tape reference no	053436, 053437 & 053438
Interviewing Officer(s)	David JONES (DJ)	Graham Peters (GP)	
Other persons present			
Tape counter times	Person speaking	Text	
0010		Usual introductions made, caution administered and explained. Forms POL001 & POL003 completed. AS declines the presence of a Post Office® friend or solicitor.	

The exception to this abridged style will be summaries prepared by new recruits, or Security Managers considered to require development to which the additional check-step of a verbatim preamble is considered necessary by the Security Team Leader. Such requirements will be indicated by your Team Leader.

Irrespective of the style of preamble, then the summary itself must cover:

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- Verbatim, all admissions relating to the offence or offences under investigation and the questions and answers leading up to them along with the tape counter time(s). These will include ambiguous admissions (e.g. one of the main elements of the offence may be missing - "I borrowed the money but would have put it back") and qualified admissions (e.g. raising a potential defence - "I borrowed the money as my Branch Manager said I could").
- When any admission is made to an offence which is not the immediate subject of investigation but which might be taken into consideration, the tape counter time(s) should be noted and a brief description given in the record of interview. The summary should contain sufficient information to enable Legal & Compliance Team to formulate charges that adequately reflect the gravity of the offender's conduct and how the case might best be presented in court.
- Main salient points must be recorded verbatim. These will include statements or questions about intent, dishonesty or possible defence, as well as matters such as knowledge of key facts, any description of duties/procedures or assertion that others were involved.
- The issue of whether a prosecution will follow should not normally be discussed in the context of an interview but, if it is, it must be recorded verbatim.

It is essential that all legal and business formalities remain adhered to and that the full explanation of the caution continues to be offered. Periodic checks will be conducted on submitted enquiries to ensure ongoing conformance.