



**Royal Mail Internal Information  
Criminal Investigation Team**

# **Appendix 1 to 4.2 Risk Related Intelligence Checks**

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Ray Pratt  
Head of Investigations Policy & Standards  
Royal Mail Security  
Mobex  
Mobile

**GRO**

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## Key Accountabilities

Who is accountable?	What do I have to do?	When do I have to do this?	How do I do this?
All members of Royal Mail Security	Ensure you comply with these procedures	Ongoing	As detailed within these procedures

## Risk Related Intelligence Checks

### 1. Local Management Checks

1.1 This check can reveal aspects of the suspect's personality and domestic circumstances. The manager should be asked specific questions such as the likely response when being apprehended or if there is anything known about the domestic circumstances including other occupants at the home address. The local manager may also be able to supply information on such things as drug and alcohol habits, hobbies, pets and disciplinary record.

### 2. Police National Computer (PNC) Individual Checks

2.1 As a general rule a date of birth (DOB) is required if a PNC individual check is to be carried out by the RM Security Intelligence Team. This is because if a common name was put into the system it would result in many hits and we are not authorised to view numerous individuals' details to specifically attempt to find the individual under investigation. If the subject of the enquiry has an unusual name or the Investigator is able to give an approximate DOB then the Security Intelligence Team would be prepared to do the check, however if more than 2 or 3 matches come up they do not have the facility to further the request. (Addresses are on the PNC but it is not possible to search on addresses you have to go into the entry to confirm it. Additionally as the PNC is about individuals and not addresses the recorded address may not be current).

2.2 A PNC Individual check may reveal previous convictions. It may also flag up warning indicators and codes. There are 14 different warning indicators on the PNC, albeit not all relate to Health and Safety (H&S) as detailed below;

Warning	Meaning	Warning	Meaning
FIREARMS	May possess firearms	AILMENT	May suffer from a medical disorder and/or require medication e.g. heart condition, claustrophobia.
WEAPONS	May possess weapons	DRUGS	May be in unlawful possession of drugs
VIOLENT	May resort to violence	ESCAPER	May attempt to escape
SUICIDAL	May attempt suicide	EXPLOSIVES	May possess explosives
MENTAL	May suffer from metal disorder	ALLEGES	May make false allegations against the police
SELF HARM	May self harm	M/IMPERS	May impersonate a male
CONTAGIOUS	May be a hazard to others as a carrier of a disease	F/IMPERS	May impersonate a female

2.3 Please note the important word is **may**. If one or more of these warnings have been entered onto a record they will be displayed in prioritised order, accompanied by up to 30 characters of explanatory text, a Force Station Code and a Source Reference Number.

2.4 Additionally the PNC check may have the following codes on it;

Code	Meaning	Code	Meaning
BC	Bail Conditions	AS	Arrest/Summons
WM	Wanted or Missing report	IP	Impending Prosecutions

D	Detained Report	DNA	DNA
DD	Disqualified Driver	DH	Disposal History
AL	Alias names	I	Intelligence
AB	Alias DOB	LX	Local Cross reference - another force carrying out a search this person

2.5 In addition to the warnings and codes the PNC may well have information on it in text. Such information may well include details about current and past firearms certificates (including whether such certificates have been refused) or whether the person has been recalled to a psychiatric hospital.

### 3. Local Police Intelligence Checks

3.1 A check with the local police could reveal further intelligence which will have an impact on the PORA. The check should include all the available names and DOB of persons thought to be occupants and any vehicles thought to be connected to the relevant address. (Vehicles are checked because local intelligence may reveal such things as weapons have been carried in the vehicle in the past.)

3.2 Local police intelligence checks are subject to local practices. In some police areas they will conduct PNC individual checks on all persons thought to be occupants. In other areas they will only check their local intelligence databases and expect the officer in the case to conduct any PNC individual checks themselves. Accordingly Investigators should establish the local practice and if they conduct PNC checks then the Investigator should include in the request to be supplied with results of them. If the police do not conduct PNC individual checks and the Investigator thinks they are appropriate then the police may be able to furnish the Investigator with DOB's, from the police intelligence, enabling Investigators to conduct them themselves.

3.3 Finally the local police should be asked to indicate as part of their intelligence checks if they have undertaken a Serious Organised Crime Agency (SOCA) National Flagging and Status Check (Form RD26-01) and if so what the results were. The Investigator in Charge (IIC) will need to know if there are any H&S issues or potential for a "blue on blue" incident, in order that action can be taken to prevent one.

3.4 **Criminal Justice Secure Mail.** Sometimes local Police will be reluctant to share information over insecure telephones or emails. If the Police request a secure network then Investigation Team Managers have access to a network known as the Criminal Justice Secure Mail (CJSM). This allows information up to 'Restricted' (i.e. sensitive data), to be sent in a secure way. Should Investigators experience problems with the Police and require further assistance regarding the use of secure email to facilitate intelligence sharing they may wish to consult with the RM Security Criminal Intelligence Liaison Manager on  or  or in their absence the Senior Intelligence Manager on .

3.5 **Investigators should remember that if the Police will not assist, or at least confirm that there are no known Health and Safety risks in visiting a particular address, then the planned operation becomes a "High Risk" operation.**

## 4. Human Resource Service Centre (HRSC) Checks

### 4.1 There are three types of HRSC check;

- 4.1.1 **A Basic Report** which provides the employee's details, name, date of birth (DOB), NI number, start date and work location.
- 4.1.2 **A Full Report** which is a basic report with the addition of the person's sick/attendance record. This may highlight such conditions such as depression which may have an impact on H&S.
- 4.1.3 **A File Request** which is the paper file on the employee. Investigators should note however that an employee's conduct record, which may highlight issues such as violence or aggression, will only be included in the paper file if it is specifically requested. The file may also reveal domestic circumstances such as ages of children, who could be present at a search.

## 5. Equifax Checks

### 5.1 Equifax is a Credit Reference Agency. It maintains a database of information about people and addresses. Equifax checks can be used to identify other occupants of an address(es) to be visited and potentially obtain their DOB in order that individual PNC checks can be conducted. There are many types of Equifax checks but the three most commonly used are as follows;

- 5.1.1 **An ID check.** This is a check on one named person. It contains amongst other things;
  - a. **County Court Judgements** - details of any County Court Judgements against the person.
  - b. **Full Electoral Roll Information** - for all persons registered at the address. The electoral roll data can come from either the "annual formal electoral roll" or the "rolling register". The annual formal electoral roll will detail the start year and the last year of registration of all persons at the particular address. The rolling register allows a resident to register the month they moved into or out of a property, however it is not mandatory and it requires notification by the individual to their Local Authority. Investigators should note that it is estimated that 8% of adults are not registered on the Electoral Roll.
  - c. **A Record of "Searches"** - these are searches carried out by Equifax clients for various reasons, including such things as identity checks, credit status, trace enquiries by debt collectors etc. The reason for the search will be detailed on the check and it will reveal the date of the search and any DOB given by the subject.
  - d. **ID Plus summary of "Insight Records"**. Insight is the name for data which is sent by credit providers detailing the repayments on accounts by the named person at the specific address. It is updated monthly. The summary details open and closed accounts. An open account means that the subject is continuing to pay a credit agreement and the credit provider has that address recorded as the current address. A closed account means that the credit arrangement has come to an end or that the subject has notified the credit provider of a new address. Generally the more accounts that are open then the more likely it is that the subject resides at the address. If all accounts are closed then the person is no longer financially active at the address and may well have moved on.

**5.1.2 All Names List.** This is a list of every variation of title and name at the address concerned for whom Equifax hold a piece of data. The list is updated in chronological order with the name of the person whose data file has been updated the most recently at the top. The list will include the DOB if Equifax hold a record of it. In addition the All Names List details the "Data Source" which caused the person to be included on the list. Below is some guidance on interpreting the Data Sources.

- a. **Electoral Roll** - including "Rolling Register" means that at some time the named person has appeared on the electoral roll at that address. It does not however give the dates of registration. (The dates registered on the electoral roll are on the Basic Check).
- b. **Insight** - means that "Insight" records have been updated on the person at the address see paragraph 2b above.
- c. **Linked Address** - means that Equifax have information on either a previous address of the named person or an address that they have moved on to. Further information on linked addresses can be obtained from the Security Intelligence Team.
- d. **Insight, Linked Address** - means that Equifax have information on either a previous address of the named person or a subsequent address which has been provided by Insight credit provider.
- e. **Search** - means that a client search has been made on the named person at the address, see paragraph 2a above
- f. **Financial Associate** - means that they are connected to the address as they have a financial association with a person at the address such as a joint account.

**5.1.3 Full Investigation.** This provides all information held by Equifax. So in addition to all of the above it includes substantial financial information about a person's credit repayment regime.

**5.2** By examining and comparing the "All Names List" against the "Electoral Roll" information, Investigators should be able to identify, with a degree of probability, who is currently resident at an address and their DOB. (The All Names List provides DOB if available).

**5.3** When Investigators request Equifax Checks as part of the PORA process they should undertake a "Full Investigation" Equifax Check. This will ensure that the maximum amount of data is available. Acquiring a Full Check will also reduce duplication should the suspect's finances be within the scope of the investigation.

## **6. Police National Computer (PNC) Vehicle Checks**

**6.1** Another way of identifying occupants of an address is to conduct a PNC vehicle check known as a "#VF vehicle transaction". This check reveals all vehicles and their registered owners' recorded at particular addresses within a postcode area.

## **7. DWP, HMRC and Local Authority Benefits Checks**

**7.1** Intelligence on occupants at addresses may also be available from Government departments which provide benefits. Establishing what benefits are being claimed at particular addresses may identify previously unknown occupants. Intelligence may detail family members including children and their ages. Investigators should

note however that some organisations will respond to a request whilst others will not. In addition the response time may well be lengthy making the checks impracticable.

## 8. Serious Organised Crime Agency (SOCA) Flagging Checks

- 8.1 SOCA manages a National Flagging Database on behalf of UK law enforcement and prosecuting agencies which "flags" information about people and addresses of interest. These flags may well have H&S implications. Unfortunately not all the flags on the SOCA Database will be known to local police and not all the local police flags will be on the SOCA Flagging Database. However, there are strict protocols in place at SOCA before they will conduct a status check against the National Flagging Database.
- 8.2 Briefly the protocols are that SOCA may conduct a status check in cases where Investigators believe that they are investigating serious or organised crime, to see if relevant people or addresses are flagged of interest to Law Enforcement. Should SOCA get a "hit" then appropriate arrangements will be made in respect of progressing the case.
- 8.3 Should Investigators require further information about SOCA status checks they should make enquiries with RM Security Criminal Intelligence Liaison Manager on GRO

## 9. Land Registry Checks


- 9.1 Land Registry Checks can be used to establish who owns any property which may be the subject of a search.

## 10. Company House Checks

- 10.1 Information is available on the identity of company officers (Directors and Company Secretaries etc.) of all companies registered with Company House. This information is available from Equifax and can be accessed by the Security Intelligence Team.

## 11. Conducting Intelligence Checks

- 11.1 Intelligence checks should be conducted as detailed below;

Check	Requirements
<b>Local Management check</b>	Directly to the local manager.
<b>PNC Individual check</b>	Submit the "PNC Individual" section of the GS208, Electronic Intelligence Gathering form <b>through line manager</b> to the RM Security Intelligence Team (SIT).
<b>Local Police Intelligence check.</b> (Should the police require the request to be dealt with over a secure network then the CJSM network should be used. (See paragraph 3.4 above)	<p><b>Metropolitan Police Service (MPS) Area</b> - Investigators should initially submit the "Police Intelligence Check" section of the GS208 Data Protection form to the relevant Borough Intelligence Unit (BIU). Contact details of BIU are associated in the embedded document.</p> <p> MPS BIU Contact Details.doc</p> <p><b>All Other Police Areas</b> - Submit the</p>

	"Police Intelligence Check" section of the GS208 form directly to the local police.
<b>HRSC check</b>	Submit the "Human Resource" section of the GS208 form directly to the RM Security SIT.
<b>Equifax check</b>	Submit the "Equifax" section of the GS208 form directly to the RM Security SIT.
<b>PNC Vehicle check</b>	Submit the "PNC Vehicle" section of the GS208, form <b>through line manager</b> to the RM Security SIT.
<b>DWP, HMRC and Local Authority Benefits Check</b>	Submit the "DPA" section of the GS208 form <b>through line manager</b> to the RM Security SIT.
<b>SOCA Flag Check</b>	Discuss the case with the RM Security Criminal Intelligence Liaison Manager on <input type="text" value="GRO"/> or <input type="text" value="GRO"/> .
<b>Land Registry Check</b>	Submit the "Land Registry" section of the GS208 form to the RM Security SIT.

11.2 If urgent PNC checks are required they can be requested over the telephone in accordance with the P&S "Access to PNC Data for Intelligence Purposes" which can be found on the Royal Mail Security Sharepoint site under Security Intelligence Procedures and Standards, Transactions.

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V1	Document Produced
V2	The process for obtaining local Police Intelligence Checks has changed in the Metropolitan Police area. Now checks direct to BIU

## Glossary

Abbreviation or Term	Meaning
RM	Royal Mail
PNC	Police National Computer
DOB	Date of Birth
SOCA	Serious and Organised Crime Agency
CJSM	Criminal Justice Secure Mail
H&S	Health and Safety
DWP	Department of Work and Pensions
HMRC	Her Majesties Revenue and Customs
BIU	Borough Intelligence Unit

## Document Summary

If you have any queries please contact:

Mick F Matthews  
Procedures and Standards Manager  
Royal Mail Security  
6A Eccleston Street  
LONDON  
SW11 9LT

Postline:  
STD:  
Email

GRO  
GRO  
GRO