



Royal Mail Internal Information
Criminal Investigation Team

5.1 Forensic Services

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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	Be aware of the document

Forensic Services

1. Introduction

- 1.1 Forensic services are normally accessed to determine the significance of evidence recovered, particularly in cases that are thought to present a high risk of challenge in court. The most common forensic analysis undertaken in Royal Mail Security (RMS) cases is the raising and comparison of fingerprint impressions and the comparison of handwriting samples; however other forensic tests are available to Investigators and these are detailed in Section 2 below.
- 1.2 Currently the forensic science service provider **Manlove Forensics Ltd** (MFL) provides forensic services to RMS. As the provision of forensic services can be very expensive, authority for the submission of items for examination to MFL must be authorised by a Head of Investigation (HoI), or a Senior Investigation Manager, (SIM) of equivalent or higher grade. The submission process is detailed in Section 3 below.

2. Forensic Services Available to Investigators

- 2.1 MFL can undertake or facilitate many separate forensic examinations, including but not exclusively the following;
- 2.1.1 Fingerprint examination and comparison.
 - 2.1.2 Handwriting examination and comparison.
 - 2.1.3 Document examination to determine if;
 - a. Alterations have been made to it by both the addition and/or removal of entries.
 - b. The “hidden writing” entries which have been obliterated by ink or correction fluid.
 - c. If it is genuine or counterfeit.
 - 2.1.4 Reassembly of torn or shredded documents.
 - 2.1.5 Date-stamp or print examination and comparison.
 - 2.1.6 Indented handwriting examination (ESDA) and comparison.
 - 2.1.7 Envelope/Pouch examination to determine if they have been opened and resealed.
 - 2.1.8 Analysis of inks, paper, glue, toner etc.
 - 2.1.9 Analysis of office equipment to identify the source of printed documentation.
 - 2.1.10 DNA analysis, profiling and matching.
 - 2.1.11 Video recording enhancement.
- 2.2 Should Investigators require further details of the above services, or indeed require further information on other services available, they can:
- 2.2.1 Visit the MFL website at; <http://www.manloveforensics.co.uk>
 - 2.2.2 Contact them by telephone on 0845 371 2486 and ask to speak with either John or Kathy Manlove or James Shackel
 - 2.2.3 Email them at either ;

j.manlove	GRO
k.manlove	GRO
j.shackel	GRO
- 2.3 **Obtaining Fingerprint and Handwriting Samples.** These Procedures and Standards (P&S) do not deal with obtaining fingerprint and handwriting specimens from subjects, for further information on this please see P&S 7.7 Obtaining Fingerprint and Handwriting Specimens.
- 2.4 **Examination of Computers, Mobile Phones and Digital Storage Devices.** The Digital Forensic Team of RMS is responsible for examining digital devices and as such these should not be referred to MFL. Further information on this can be found in the P&S 7.8 Recovering Computers, Mobile Phones & Digital Storage Devices for Evidential Purposes.
- 2.5 **Copying Recording Media.** Please note that should Investigators merely need to copy recording media such as video cassettes, CD or DVD then they should contact the Prosecution Support Office (PSO) on

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 MFL should only be considered for video/audio recording enhancement.
- 2.6 **Necessity of Forensic Examination.** Investigators in the Case (IIC) should consider the value and necessity of forensically examining items in an investigation in order to ensure that unnecessary costs are not incurred. Clearly, it is impossible to judge precisely when to

seek forensic assistance, as cases will vary, and people may change their plea at court; but generally it is expected evidence should be put to most suspects before forensic examination is undertaken, in case they admit the offence and negate the need for forensic tests. However, in very serious prosecutions, or cases where the forensic evidence may be thought to degenerate significantly, it may be considered prudent to get the forensic analysis completed straight away.

3 Submission of items for Forensic Examination

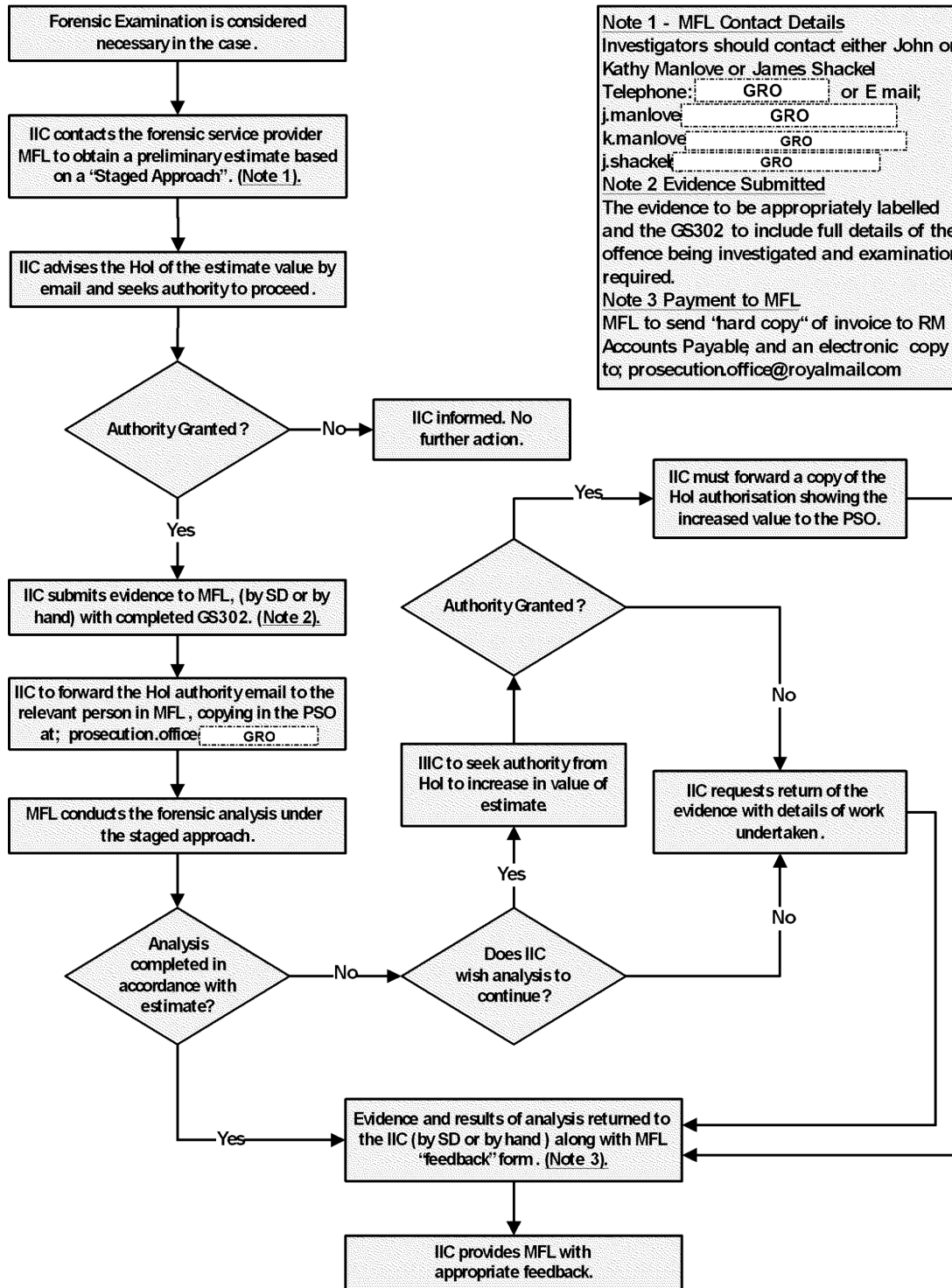
- 3.1** If an IIC feels that a forensic examination is necessary they should contact one of the three people at MFL detailed in paragraph 2.2 above. After giving details of what is required MFL will give a preliminary estimate based on a “staged approach”.
- 3.2 Staged Approach.** MFL will give an estimate for the different “stages” of the examination that may be appropriate. For example if the request is to raise fingerprints for comparison then MFL will estimate for raising the fingerprints as Stage 1. If prints are raised they will then give an estimate for photographing the marks for comparison as Stage 2 and subsequently Stage 3 may well be comparing the fingerprints against the National Fingerprint Database. All forensic examination activity undertaken with MFL will follow the general principle of a staged approach.
- 3.3 Authority from Hol.** The IIC should then seek authority from their Hol, (or SIM of equivalent grade or higher), for the forensic analysis to be undertaken by emailing them the provisional MFL estimate and detailing the circumstances surrounding the forensic examination. If the Hol gives authority it will be by email. Should authority be refused the Hol will inform the applicant.
- 3.4 IIC Submits Evidence and Copy of Authority to MFL.** The IIC should then submit the evidence to be examined to MFL by Special Delivery (SD) or by hand, with a completed GS302 Forensic Laboratory Submission form. The IIC must ensure that the evidence is packaged appropriately to preserve its quality and it must have completed item identification labels attached. The completed GS302 must detail in full the offence being investigated and exactly what examination is required.
- 3.5 Copy of the Hol Authority to MFL and the PSO.** The IIC should then forward a copy the Hol authority to the relevant person at MFL by email, copying in the PSO at:
prosecution.office **GRO**
- 3.6 Purchase Order (PO).** The PSO will have an “open” PO which will be used to pay for all forensic work within that particular financial year. The PSO will be responsible for monitoring all forensic spend against budget.
- 3.7 Forensic Examination.** MFL will undertake the work as requested using the staged approach. Should there be any variation to the estimated costs, MFL will inform the IIC. Should the IIC wish MFL to continue they should obtain further authority from the Hol. If authority for the variation is authorised the IIC must forward a copy of the authorisation email to MFL and to the PSO. Should the IIC not seek authority for the increased spend, or authority be declined, then the IIC should request that MFL return all the evidence by SD or by hand, with details of any work undertaken.
- 3.8 Completion of Forensic Analysis.** On completion of the analysis MFL will return the evidence to the IIC, again by SD or by hand. Associated with the evidence will be an abbreviated report/statement and a feedback form which the IIC should complete and return.
- 3.9 MFL Submits the Invoice.** MFL will send any invoices by hard copy to;
Accounts Payable
Royal Mail Finance Operations
PO Box 235
Chesterfield
S49 1ZS.

They will also forward a copy by email to the PSO at: prosecution.office **GRO**

- 3.10 Process Map.** Below is a process map which may be of use as an aide memoir. (Word copy associated for ease of reproduction).



The Process for Obtaining Forensic Services



Note 1 - MFL Contact Details
 Investigators should contact either John or Kathy Manlove or James Shackel
 Telephone: GRO or E mail;
 j.manlove GRO
 k.manlove GRO
 j.shackel GRO

Note 2 Evidence Submitted
 The evidence to be appropriately labelled and the GS302 to include full details of the offence being investigated and examination required.

Note 3 Payment to MFL
 MFL to send 'hard copy' of invoice to RM Accounts Payable and an electronic copy to; prosecution.office@royalmail.com

Change Control

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Glossary

Abbreviation or Term	Meaning
RMS	Royal Mail Security

MFL	Manlove Forensics Ltd
Hoi	Head of Investigation
SIM	Senior Investigation Manager
ESDA	Electrostatic Detection Apparatus
P&S	Procedures and Standards
PSO	Prosecution Support Office
IIC	Investigator in the Case
SD	Special Delivery
PO	Purchase Order

Document Summary

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