

THE POST OFFICE

# Security & Investigation Services

Security Foundation Programme – Open Learning

## Non-Police Prosecuting Agencies (NPA) Documentation



# Open Learning: Non-Police Prosecuting Agencies (NPA) Documentation

## Contents

	Page
Introduction .....	2
How to use this Workbook .....	3
Objectives .....	5
Section 1: The NPA System .....	7
Section 2: Completing the NPA Forms .....	15
Section 3: Fingerprinting and Photographs .....	27
Section 4: Formal Cautions .....	33
Summary .....	35
Progress Check .....	36
Overview of the NPA Process .....	40
The Definitive Guide to NPA Documentation .....	41

## Introduction

NPA Documentation is the means whereby convictions of offenders apprehended by members of the Post Office Security Profession are recorded on to the Police National Computer.

There are several forms involved in this procedure and, in certain circumstances, contact is necessary with the Police to arrange for fingerprints and photographs to be taken of offenders.

In this module the various forms are described, along with an explanation of the actions necessary to obtain Police assistance for the fingerprinting and photographing.

## How to use this Workbook

This workbook has been designed to enable you to work at your own pace. Give yourself time to think about the topics covered in each section before going on to the next one. At various points in the workbook you will be asked to take part by completing an Activity. The workbook is for you to keep, so you should write your answer to each Activity in the space provided.

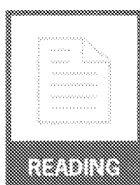
Activities will be identified by the following symbols in the margin.



*You will be asked to carry out a variety of activities throughout this workbook. These will help you to explore issues and check your understanding.*



*This will give the answer to, or information about, the activity you have just completed. Feedback is given for you to check your own ideas and responses.*



*You will be asked to read sections of certain documents before continuing.*



*A set of self-check questions or activities will appear at the end of the workbook. These will help you to assess your understanding of the complete workbook.*



*These will help you to check your answers to the Progress Check questions. If your response does not match the answer given, you should go back over the relevant part of the workbook to re-check your understanding of it.*

This workbook should take you between 1-2 hours to complete.

## Introduction: How to use this Workbook

### Support

If you have any difficulty understanding the material in this workbook, you should first contact your Line Manager for advice.

If you need additional advice or guidance, please contact the Security Training Centre by e-mail at:

Security Training Centre: [GRO](mailto:GRO)

Alternatively you can contact us by telephone Monday to Friday, 08.30 to 20.00 hours, on [GRO](tel:GRO) or write to:

Security Training Centre  
Impact House  
2 Edridge Road  
Croydon  
CR9 1PI

Our aim will be to respond to all requests for support within 24 hours of receipt of your enquiry (Monday to Friday).

## Introduction: Objectives

After completing this workbook you will be able to:

- state the purpose of the NPA documentation;
- complete all the NPA documentation;
- explain the procedures for obtaining fingerprints and photographs of offenders.

SECURITY FOUNDATION PROGRAMME

Notes



## Section 1: The NPA System

What does NPA stand for?

The initials NPA stand for **Non-Police Prosecuting Agencies**.

NPA Documentation was introduced by the Home Office to standardise the procedures for recording details of offenders apprehended by Law Enforcement Agencies, other than the Police, on to the Police National Computer (PNC). Examples of these organisations are Customs and Excise, Benefits Agency and, of course, The Post Office.

**In fact, any Non-Police Agency which carries out private prosecutions uses this documentation.**

The Home Office have also stipulated that each Agency using these forms should have one central point of contact. Within The Post Office that role is undertaken by SIS Operational Support Group (OSG).

The Phoenix System

The NPA forms were designed to be compatible with the Phoenix National Criminal Justice Record Service, which is the full title of the system used by the Police to record offender's details. It is commonly known simply as the Phoenix system.

Why is the NPA System needed?

Before the NPA documentation was introduced, the procedures for recording details of Post Office offenders (and those of other similar Agencies) were inadequate and relied on local Police inputting information provided to them. It was inevitable that some details were never entered on to the PNC.

**It is vital that details of all offenders are recorded on the PNC to assist in investigations should they commit further offences.**

# SECURITY FOUNDATION PROGRAMME

## Section 1: The NPA System

### What forms are used?

The same three forms are used by all the Non-Police Prosecuting Agencies. These are:

- NPA 1 – Source Input Document
- NPA 2 – Continuation Sheet for additional offences
- NPA 3 – Notification of result of case

Examples of all these forms can be found on the following pages:

- NPA1 – side A           Page 9
- NPA1 – side B           Page 10
- NPA2 – side A           Page 11
- NPA2 – side B           Page 12
- NPA3                    Page 13



Spend a few minutes reading through these forms now, just to start familiarising yourself with their content and layout. We shall look at how to complete the details required, in the next section of this module.

NSL/CU FOUNDATION PROGRAMME

# Section 1: The NPA System

NON-POLICE AGENCIES (Notification of Proceedings to Police)		NPA1
AGENCY NAME:	AGENCY REF. No:	
ADDRESS:	☎:	
OFFICER IN CHARGE OF CASE:	SIGNATURE: _____	
For Police Use Only A/O Reference Number		PNC Court Case Reference Number
PNC ID Number		CRD Number
Entered on PNC by		Date
Name Charged/Summoned		
Surname		Forename(s)
Alias	Nickname	
Date of Birth	Sex	Colour
1 9	M F	White Non White
Height (Imperial) or metric		
ft in		m
Place of Birth	Nationality	Driver Number
Process Stage	Reported	Arrested
	Charged	Date
		Time
Photograph	Taken	Not Taken
Fingerprints	Not Taken	Taken
DNA Sample	Taken	Not Taken
	Mouth	Hair
	ID Number	
Prosecuting Agents		
Offence (in plain language, include Act & Section of Offence.)		
Offence Start Date/Time		
Offence End Date/Time		
Address/Location of Offence		
County		Postcode
<b>Method used in Offence</b> (Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)		
***** FOR ADDITIONAL OFFENCE(S) USE A SEPARATE FORM NPA 02 *****		
Continuation form(s) NPA 02 attached Yes <input type="checkbox"/> No <input type="checkbox"/>		
Charged/Summoned on date	Court Date	Time
Court Name		
Cautioned on date	Cautioning Officer	Rank
Name Cautioned	Surname Forename(s)	



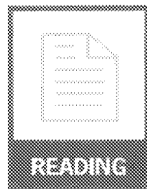






SECURITY FOUNDATION PROGRAMME

# Section 1: The NPA System



There is no formal Feedback to this Activity.

Before we go on and practise completing the forms, please read Appendix 15 of the Investigation Policies headed 'Reporting of Criminal Offences to Police'. This includes a section entitled 'The Guide to Completing NPA Forms'.



## Section 2: Completing the NPA Forms

### Completion of forms

Of the forms introduced in Section 1, Security Managers are only required to complete the NPA1 and NPA2 forms. The NPA3 form is completed by SIS OSG.

### The NPA1 Form

The NPA1 form is **partially completed at the end of an interview with a suspect offender**. You will need to complete various parts of the NPA1 form at this time. You have already looked at one of the forms and will have seen that, whilst the front of the form has space for some personal information, it is mainly used for recording details of the actual offences and charges. As far as the:

- **front** of the form is concerned at this stage, you just complete the personal details of the suspect and the method of the offences.
- **rear** of the form is concerned you complete **all** of Side B (Side B deals with the identification details of the suspect).

### CS033 Antecedents Form

At the end of the interview you also need to complete a CS033 form. This is an antecedents form which records other details leading up to the offence being committed, such as home conditions, domestic circumstances, main employments, etc.

An example of a CS033 Antecedents form is provided on the following page, have a look at it now.

SECURITY FOUNDATION PROGRAMME

# Section 2: Completing the NPA Forms

## THE POST OFFICE

### ANTECEDENTS

To enable this form to be microfilmed it **MUST** be typed.

\*No known previous convictions

\*List of previous convictions attached.

- 1 FULL NAME C.R.O. No.
- 2 Address
- 3 Age 4 Date of birth 5 Place of birth 6 Nationality
- 7 Date of 1st entry into U.K. 8 Occupation
- 9 Education
- 10 Home conditions, domestic circumstances and financial commitments.
- 11 MAIN EMPLOYMENTS during last 5 years (show dates, places and positions held, reasons for leaving and in the case of present employment-wages).
- 12 Outstanding matters (e.g. breach of suspended sentence, probation order, conditional discharge, on licence from prison, on bail for other offences, 'Totting up', driving disqualification).
- 13 Any other useful antecedent information. (show brief summary of convictions when used as a Court antecedent form).

Committed for *trial/sentence at	Court	Officer in Case
for offence(s) of (briefly)		Office
Date of Arrest	*IN CUSTODY/ON BAIL	Tele. No. <span style="float: right;">Date</span>
*delete as appropriate		Supervising Officer

CS033

# SECURITY FOUNDATION PROGRAMME

## Section 2: Completing the NPA Forms

### When to complete the forms

Although the NPA1 and CS033 forms are partially completed at the end of an interview, it is perfectly acceptable for the Security Manager to start completing them as the interview progresses. You will see from the forms that some of the required information, such as name, some identification details, etc, will already be known or will be obvious to you.

Q1. Complete the blank forms NPA1 and the CS033 in this Workbook for the Case Study below. This activity should be carried out on the basis that you have just finished an interview with a suspect offender on today's date. The CS033 form will therefore be completed in full, but the NPA1 form will only contain the personal details.

If you have any difficulty in the completion of the NPA forms 'The Definitive Guide' at pages 41-43 of this module explains the requirements for each section.

*You have interviewed Mr Brian Allan Moore, DOB*  
**GRO** *POB Midtown, ICI, a Postman at Midtown Delivery Office and he has admitted theft of 2 test credit cards from the post today. The tests were first handled by him at 06.00hours this morning. The two cards were found opened in his wallet at 11.00hours. The Case numbers are 01/CO/999/000. Your office is in Hightown Mail Centre HT1 1AA. He is a*

**GRO**

*Mr Moore's home address is* **GRO**  
**GRO** *He lives with his wife*  
**GRO** *in local authority accommodation and he pays all normal domestic bills by standing order at*  
**GRO** *He has been a postman for the last 20 years, since leaving school* **GRO**

**GRO**

*matters outstanding.*

You will find the partly completed NPA1 and the CS033 forms over the next 3 pages. Check your completed versions with these.



SECURITY FOUNDATION PROGRAMME

# Section 2: Completing the NPA Forms

**NON-POLICE AGENCIES** NPA1  
(Notification of Proceedings to Police)

AGENCY NAME: **THE POST OFFICE** AGENCY REF. No. 01/CO/999/000

ADDRESS: **HIGHTOWN MAIL CENTRE HT1 1AA** ☒: **GRO**

OFFICER IN CHARGE OF CASE: *Your name* SIGNATURE: *Your Signature*

<small>For Police Use Only (No Return) Number</small>	<small>PNC Court Case Reference Number</small>
<small>PNC ID Number</small>	<small>CRO Number</small>
<small>Entered at PNC by</small>	<small>Date</small>

# GRO

(part played by any ACCOMPLICE showing name and address where known.)

*Whilst employed as a Postman he stole mail containing Credit Cards to which he had access*

\*\*\*\*\* FOR ADDITIONAL OFFENCE(S) USE A SEPARATE FORM NPA 02 \*\*\*\*\*

Continuation form(s) NPA 02 attached Yes  No

Charged/Summoned on date  Court Date  Time

Court Name

Cautioned on date  Cautioning Officer  Rank

Name Cautioned  Surname  Forename(s)

## Section 2: Completing the NPA Forms

**GRO**

SECURITY FOUNDATION PROGRAMME

# Section 2: Completing the NPA Forms

**THE POST OFFICE**

**ANTECEDENTS**

To enable this form to be microfilmed it **MUST** be typed. \*No known previous convictions  
\*List of previous convictions attached.

1 FULL NAME **Brian Allan MOORE** C.R.O. No. No Trace

2 Address 

**GRO**

3 Age 

GRO

 4 Date of birth 

GRO

 5 Place of birth 

GRO

 6 Nationality 

GRO

7 Date of 1st entry into UK **N/A** 8 Occupation **Postman Royal Mail**

9 Education  
**Standard Secondary School Education no qualifications**

10 Home conditions, domestic circumstances and financial commitments.  

**GRO**

11 MAIN EMPLOYMENTS during last 5 years (show dates, places and positions held, reasons for leaving and in the case of present employment-wages).  
  
**Employed as a postman for the 20 years since leaving school. His take-home pay as a postman was £285.00 per week.**

12 Outstanding matters (e.g., breach of suspended sentence, probation order, conditional discharge, on licence from prison, on bail for other offences, 'Totting up', driving disqualification).  

**GRO**

13 Any other useful antecedent information. (show brief summary of convictions when used as a Court antecedent form).  

**GRO**

Committed for *trial/sentence at _____ Court _____  for offence(s) of (briefly) _____  Date of Arrest _____ *IN CUSTODY/ON BAIL  *delete as appropriate	Officer in Case Yourself _____ Office <b>Hightown Mail Centre HT1 1AA</b> Tele. No. <div style="border: 1px dashed black; padding: 2px; display: inline-block;"><b>GRO</b></div> Date Today _____ Supervising Officer <b>Your Line Manager</b>
---	---

CS033

## Section 2: Completing the NPA Forms

### What happens next?

Following the interview:

- the Antecedent form CS033 is placed in the case papers for the attention of Legal Services;
- the form NPA1 is either retained locally or placed in the case papers.

The case study of Mr Moore we have just looked at is based on a voluntary interview where the suspect has been suspended from duty, but not arrested and/or charged.

### The question of prosecution?

No further action is taken with the NPA documentation at this stage as Legal Services, and your Business Unit, have to decide whether legal proceedings are to take place. **If no action is taken against the suspect then the NPA documentation is not used.**

We shall now continue on the basis that a prosecution is authorised and agreed. The procedure is different if the suspect is arrested and/or charged or if he is subsequently formally cautioned. These procedures will be explained later in the module.

### Prosecution authorised

If a prosecution is authorised then the remainder of form NPA1 should be completed when a summons has been obtained. The remaining sections to be completed are all on the front of the form NPA1 and concern details of the charges and the planned court appearance. An example of the wording shown on the Schedule of Charges used to notify you of the charges being brought is provided below:

THE POST OFFICE v BRIAN MOORE

#### SCHEDULE OF CHARGES

- 1 "FOR THAT YOU Brian Moore on the (the date of the test) stole 2 credit cards from the Midtown Sorting Office belonging to the Post Office".

(Contrary to Section 1 of the Theft Act 1968)

## Section 2: Completing the NPA Forms



Q2. Please now return to your own partially completed NPA1 form and fill in the remaining sections. Use the Schedule of Charges details provided on the previous page, and assume you served the summons on Mr Moore 4 weeks after the offence and the case will be heard at Midtown Magistrates' Court at 10.00hours, 8 weeks after the offence.

When you complete the paperwork, you should quote the exact wording of the charges as advised by Legal Services in the case papers.

You will find completed examples of both the NPA1 and the CS033 forms over the next 3 pages. Check your forms with these versions.

SECURITY FOUNDATION PROGRAMME

# Section 2: Completing the NPA Forms

NON-POLICE AGENCIES (Notification of Proceedings to Police)		NPA1
AGENCY NAME: THE POST OFFICE		AGENCY REF. No: 01/CO/999/000
ADDRESS: HIGHTOWN MAIL CENTRE HT1 1AA		☒: <b>GRO</b>
OFFICER IN CHARGE OF CASE: <i>Your name</i>		SIGNATURE: <i>Your Signature</i>
For Police Use Only (NPA Reference Number)		PNC Court Case Reference Number
PNC ID Number		CRC Number
Entered on PNC		Date
Name Charged/Summoned		
Surname	Forename(s)	
MOORE	Brian Allan	
Alias	Nickname	
None	None	
GRO		
FOR ADDITIONAL OFFICER(S) USE A SEPARATE FORM NPA 02		
Continuation form(s) NPA 02 attached		
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Charged/Summoned on date	Court Date	Time
4 WEEKS	8 WEEKS	1000hrs
Court Name		
Midtown Magistrates' Court		
Cautioned on date	Cautioning Officer	Rank
Name Cautioned		Forename(s)
Surname		

## Section 2: Completing the NPA Forms

Ethnic Appearance	<h1>GRO</h1>												
Build													
Shoe Size													
Eye Colour(s)													
Glasses													
Hair													
Facial Hair													
Accent													
Marks/Scars/Abnormalities													
Description (describe tattoo or other details)													
T A T T O O S	Picture of a Swallow 10cm in diameter												
Home Address(es)	<h1>GRO</h1>												
Other Address(es)													
Identity Numbers (DSS/Net, Insurance etc.)													
Occupation	POSTMAN, ROYAL MAIL												
Habitual Dress	T O D A Y												
Jewellery Worn	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Bracelet</td> <td>Brooch</td> <td>Earring</td> <td>Neck chain</td> <td>Pin</td> <td>Ring</td> </tr> <tr> <td>Watch</td> <td>Pendant</td> <td>Other</td> <td></td> <td></td> <td></td> </tr> </table>	Bracelet	Brooch	Earring	Neck chain	Pin	Ring	Watch	Pendant	Other			
Bracelet	Brooch	Earring	Neck chain	Pin	Ring								
Watch	Pendant	Other											
State if work permanently and body position	NONE												
Habits/Mannerisms	NONE												
Special skills	NONE												

SECURITY FOUNDATION PROGRAMME

# Section 2: Completing the NPA Forms

## THE POST OFFICE

### ANTECEDENTS

To enable this form to be microfilmed it MUST be typed.

\*No known previous convictions  
\*List of previous convictions attached.

1 FULL NAME Brian Allan MOORE C.R.O. No. No Trace

2 Address GRO

3 Age GRO 4 Date of birth GRO

7 Date of 1st entry into UK. N/A 8 Occupation Postman Royal Mail

9 Education  
Standard Secondary School Education no qualifications

10 Home conditions, domestic circumstances and financial commitments.

GRO

11 MAIN EMPLOYMENTS during last 5 years (show dates, places and positions held, reasons for leaving and in the case of present employment-wages).

Employed as a postman for the 20 years since leaving school. His take home pay as a postman was £285.00 per week.

12 Outstanding matters (e.g., breach of suspended sentence, probation order, conditional discharge, on licence from prison, on bail for other offences, 'Totting up', driving disqualification)

GRO

13 Any other useful antecedent information. (show brief summary of convictions when used as a Court antecedent form).

GRO

Committed for \*trial/sentence at Midtown Magistrates' Court  
for offence(s) of (briefly) Theft Section 1 of the Theft Act 1968  
Date of Arrest N/A \*IN CUSTODY/ON BAIL  
\*delete as appropriate

Officer in Case Yourself  
Office Hightown Mail Centre HT1 1AA  
Tele. No. GRO Date Today  
Supervising Officer Your Line Manager

CS033



## Section 2: Completing the NPA Forms

### Why is an NPA2 Form needed?

Having looked at the completion of the:

- NPA 1 form
- CS033 Antecedents form

we shall now move on to look at the completion of the NPA2 form.

Only one charge can be shown on the NPA1 form. If the suspect is charged with more than one offence, details of the second and subsequent charges are shown on the form NPA2. (Remember, a sample of the form, sides A & B, is on pages 11 & 12.)

The NPA2 form is, in effect, a continuation sheet. Each charge must be written out in full, even if they are similar offences.

**When a suspect is prosecuted with just one charge, the NPA2 form is not used.**

Any offences which Legal Services suggest are "Taken into Consideration" (TIC) are not entered on any of the NPA documentation.

You should then submit the **completed** NPA1 and NPA2 forms to SIS OSG, keeping copies yourself and also placing a set in the case papers.

### The NPA3 Form

A sample NPA3 form is on page 13 of this module for you to examine. As stated earlier, Security Managers do **not** complete this form.

It is the responsibility of Legal Services to notify SIS OSG once the sentence has been passed, and OSG then complete the form NPA3.

This is then reported to the relevant Police Authority for the details to be included on the PNC.

If the suspect is acquitted the NPA3 form is not used.

SECURITY FOUNDATION PROGRAMME

# Section 3: Fingerprinting and Photographs

## Background

As stated earlier, the procedures covered so far in this module all involve a suspect who has not been in Police detention at any stage of the investigation. If the suspect is successfully prosecuted the NPA documentation will enable details of his offences to be recorded. However, it is also necessary for his fingerprints and photograph to be taken to complete the full information required on the PNC.

## Requesting fingerprints and photographs prior to prosecution

If a prosecution is to take place, Security Managers should write to the appropriate Police Station with a letter based on form CS040B, which is a typist's draft.

This letter gives the Police notification of the pending prosecution and asks them to be ready to arrange for the suspect's fingerprints and photographs to be taken **after** conviction. At this stage the letter is no more than an advance warning. An example of a CS040B is provided below:

(HEADED PAPER)

The Superintendent  
Police Station

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date & Court of Hearing: \_\_\_\_\_

The person detailed above is to be prosecuted by The Post Office in connection with the following offence(s):

As the offence(s) is / are included in the National Identification Bureau Schedule of reportable offences, the form NPA 01 was sent by the Post Office Operational Support Group, Room 420, Impact House, 2 Edridge Road, Croydon, CR9 1PJ to your Force Identification Bureau for the creation/inclusion on the Police National Computer.

The current contact is \_\_\_\_\_ Tel: **GRO**  
Fax: \_\_\_\_\_

I would be grateful if you could make arrangements for Mr/Mrs/Ms \_\_\_\_\_ to attend your Police Station for photographs and fingerprints to be taken as required for records held on the PNC should he/she be convicted. I will notify you of any conviction in order that this can be done.

Thank you for your assistance.

Yours faithfully

CS040B



## Section 3: Fingerprinting and Photographs

### Notifying the result of a prosecution

If the prosecution is successful a further letter is sent to the Police based on form CS040C. This letter informs the Police of the result of the prosecution and asks them to then deal with the fingerprinting and photographs.

An example of a CS040C is provided below:

(HEADED PAPER)

The Superintendent  
Police Station

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date & Court of Hearing: \_\_\_\_\_

Further to my earlier letter dated \_\_\_\_\_ I can now confirm that the person detailed above appeared at Court on \_\_\_\_\_ where he/she was convicted on the following charge(s):

\_\_\_\_\_

\_\_\_\_\_

I would be grateful if you will now make the arrangements for him/her to attend your Police Station for photographs and fingerprints to be taken as required for records held on the PNC.

It would also assist this office if you could inform our Operational Support Group, Room 420, Impact House, 2 Edridge Road, Croydon, CR9 1PJ when this matter has received attention, so that the PNC and our records can be updated. A prepaid, addressed envelope is enclosed for your convenience.

Thank you for your assistance.

Yours faithfully

CS040B

### Authority for fingerprinting and photographs

Section 27 of PACE allows for the compulsory taking of fingerprints and photographs within one month of conviction **provided the offender has not been in Police detention at any stage in that investigation**. The one-month period starts on the date of conviction, not after sentence has been passed.

## Section 3: Fingerprinting and Photographs

### Main points

It is important to stress the following points:

- This procedure only applies to cases where interviews have been conducted on a voluntary basis, not if someone was arrested.
- The suspect must not have been in Police detention at any time.
- The Police are given advance warning of the request, and then it is confirmed to them immediately after conviction.
- The fingerprints and photographs must be taken within one month of conviction. After conviction offenders are often remanded for several weeks before sentence is passed. That is too late.
- Section 27 of PACE provides the authority, and the offender cannot refuse to comply. The Police are empowered to arrest the suspect and take the fingerprints and photographs if necessary.

### What if someone is charged at a Police Station?

If a suspect offender is arrested during or after an interview, and then charged at a Police Station, the procedure for obtaining fingerprints and photographs is different.

**Anyone who is charged at a Police Station has their fingerprints and photographs taken at the time of being charged. In those circumstances there is clearly no need for the letters based on forms CS040B/C to be sent after the offender has been prosecuted.**

## Section 3: Fingerprinting and Photographs

### Suspects on bail

Quite often a suspect who has been arrested and interviewed at a Police Station is released on Police bail to return at a later date, rather than being charged on that day. This procedure allows Legal Services to consider the evidence more fully before deciding whether to prosecute.

If the suspect is then prosecuted, they would normally be charged when they return to the Police Station to answer their bail. In those circumstances the fingerprints and photographs would still be dealt with at the Police Station, on the day they are charged.

It is important to note that the NPA documentation should still be completed in the same way if an offender is charged at a Police Station.

Section 27 of PACE only applies if someone has not been in Police detention at any time. If a suspect is arrested, released without being placed on bail and then summonsed in the future, they **cannot** be forced under Section 27 of PACE to have their fingerprints and photographs taken. In those circumstances you would have to invite the suspect to voluntarily attend the Police Station for the procedures to be carried out.

### Phoenix forms

When you interview a suspect at a Police Station it sometimes happens that the Custody Officer will ask you to complete the Phoenix documentation for the recording of the offender's details. This is the Police version of the NPA documentation and has the same purpose of recording details of convictions on the PNC.

If you are asked to complete the Phoenix paperwork, explain to the Custody Officer that, if a prosecution results from the inquiry, it would be conducted by the Post Office and, as such, you would normally complete the Home Office issued NPA documentation.

However, if the Custody Officer insists that the Phoenix paperwork is used then you must comply with that request. Although the forms are different, you will have no difficulty in completing them if you are familiar with the NPA documentation.

## Section 3: Fingerprinting and Photographs



Check your understanding of what we have just covered by answering the following questions:

Q3. What is the purpose of writing to the Police using the CS040B draft letter?

Q4. Which Section of PACE allows for the compulsory taking of fingerprints and photographs?

Q5. List 3 of the 5 main points relating to the Section of PACE referred to in Q4 above.

## Section 3: Fingerprinting and Photographs



Check your answers with the following:

Q3. What is the purpose of writing to the Police using the CS040B draft letter?

*The purpose of writing is to notify the Police that a prosecution is pending, and to warn them that fingerprints and photographs will be required, thus giving them advance warning.*

Q4. Which Section of PACE allows for the compulsory taking of fingerprints and photographs?

*Section 27 allows for the compulsory taking of fingerprints and photographs.*

Q5. List 3 of the 5 main points relating to the Section of PACE referred to in Q4 above.

*Your answer should have included 3 of the following:*

- \* This procedure only applies to cases where interviews have been conducted on a voluntary basis, not if someone was arrested.*
- \* That the suspect must not have been in Police detention at any time.*
- \* That the Police are given advance warning of the request and then it is confirmed to them immediately after conviction.*
- \* The fingerprints and photographs must be taken within one month of conviction. After conviction offenders are often remanded for several weeks before sentence is passed. That is too late.*
- \* Section 27 of PACE provides the authority, and the offender cannot refuse to comply. The Police are empowered to arrest the suspect and take the fingerprints and photographs if necessary.*

## Section 4: Formal Cautions

Formally cautioning offenders as a means of finally disposing of a case will be dealt with in the Prosecution Process module later in your Training, and does not form part of this Security Foundation Programme.

**However, it is important to realise at this stage that the word “caution” in this context is entirely different to when it is used to advise a suspect of their right of silence.**

In this context it means that the offender is effectively ‘warned’ about their future conduct, and that warning is recorded for a limited period. The offence for which they were formally cautioned can be held against them if they re-offend within that period.

Until 1999, Security Managers also had to involve the Police when an offender was formally cautioned so that the details could be recorded. The Police no longer record details of cautions issued by non-Police Agencies such as The Post Office. However, this information is input direct to the PNC by OSG, who have a connection to the Phoenix terminal.

### Procedure with NPA documentation when someone is cautioned

When someone is cautioned, the NPA1 form is eventually completed differently, to reflect that a caution has been administered, and then submitted in the normal way.

Initially, however, the NPA1 and CS033 forms are always completed in the way described, at the end of an interview with a suspect, because at that stage you do not know what the final outcome of the case will be.

## Section 4: Formal Cautions

When someone is cautioned:

- the NPA1 form is completed;
- forms NPA2 and NPA3 are not used.

This is because the:

- NPA2 form is only ever used to show additional charges;
- NPA3 form is only used to advise the final outcome of a court case.

Neither applies when someone is cautioned.

Once **completed**, the NPA1 form should be submitted to SIS OSG, and a copy kept in the case papers.

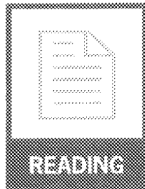
## Summary

In this module we have explained how the NPA documentation is completed. It is important that Security Managers have a full understanding of this procedure, as it is essential that offender's details are recorded on the PNC.

Compared with other tasks a Security Manager has to undertake, dealing with the NPA documentation is not particularly complicated, once the basic procedures have been learnt.

Nonetheless, it is important to maintain a high standard with the completion of the forms, to ensure accuracy in the records entered on the PNC.

On page 40 of this module you will find a process map. This provides an overview of the process and of the actions you have to take with the NPA documentation.



# Progress Check



To check your understanding of the complete module please answer the following questions.

Q1. What is the purpose of the NPA documentation?

Q2. What are each of the three forms in the NPA documentation used for?

Q3. Who completes each of the three NPA forms and when?

## Progress Check

Q4: You have interviewed a suspect offender on a voluntary basis, and he was suspended from duty. The suspect has not been in Police detention and is to be prosecuted. Describe the complete procedure by which his fingerprints and photograph can be taken, and quote the relevant legislation.

Q5: If someone is charged at a Police Station, how are their fingerprints and photograph taken?

Q6: If a Post Office offender is cautioned, how are their details entered on the Police National Computer?

# Progress Check



Check your answers with the following:

Q1. What is the purpose of the NPA documentation?

*To ensure that offender's details are recorded on the Police National Computer.*

Q2. What are each of the three forms in the NPA documentation used for?

*NPA1. To record the identification details of the offender and details of the first charge. The form also shows what court the prosecution is to take place in, and the method of the offences.*

*NPA2. Is used to record details of the second and subsequent charges. Not used if there is only one charge.*

*NPA3. To record the final outcome of the prosecution.*

Q3. Who completes each of the three NPA forms and when?

*NPA1. Is completed by the Security Manager. It is part completed at the end of an interview with a suspect offender. It is then finalised when the decision has been made to prosecute and charges advised, or alternatively when a caution is issued.*

*NPA2. When the NPA1 is finalised, but only if there is more than one charge. Also completed by the Security Manager.*

*NPA3. Completed by SIS/OSG when a successful prosecution has been completed.*

## Progress Check

- Q4. You have interviewed a suspect offender on a voluntary basis, and he was suspended from duty. The suspect has not been in Police detention and is to be prosecuted. Describe the complete procedure by which his fingerprints and photographs can be taken, and quote the relevant legislation.

*When summons have been obtained you write to the Police with a letter based on form CS040B. This gives them a warning about the possibility that a request will be made for the fingerprints and photographs to be taken. If the prosecution is successful you then write a further letter, based on CS040C, asking for the request to be actioned.*

*Section 27 of PACE authorises the Police to take fingerprints and photographs of anyone convicted, provided that they are carried out within one month of conviction, not sentence. The offender can be arrested if they do not comply. This legislation does not apply if the offender has been in Police custody at any time.*

- Q5. If someone is charged at a Police Station, how are their fingerprints and photographs taken?

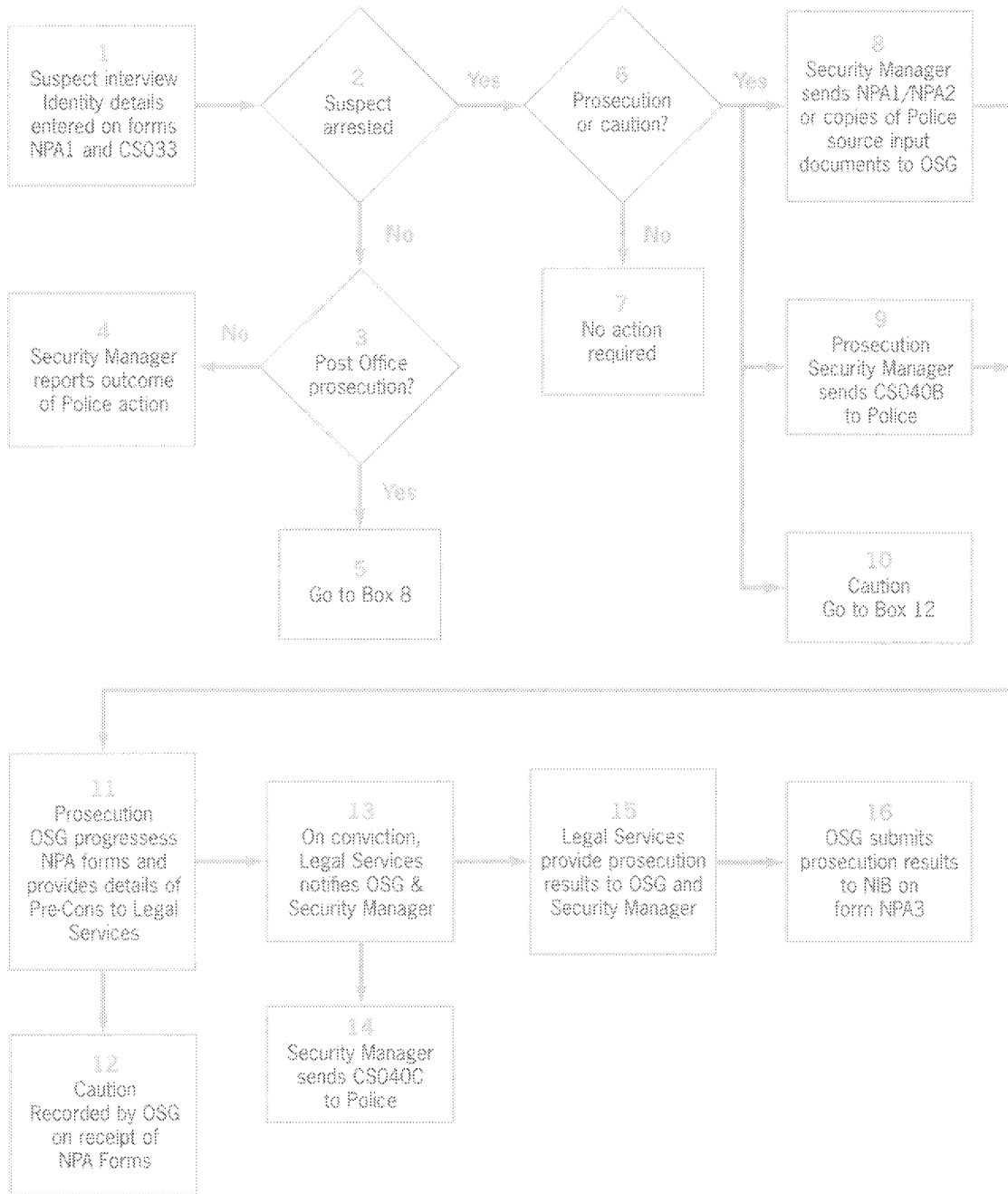
*They are automatically taken at the Police Station at the time the offender is charged.*

- Q6. If a Post Office offender is cautioned, how are their details entered on the Police National Computer?

*SIS/OSG enter the details directly onto the Phoenix Terminal using information supplied by the Security Manager on a completed form NPAL.*

SECURITY FOUNDATION PROGRAMME

# Overview of the NPA Process



## SECURITY FOUNDATION PROGRAMME

## The Definitive Guide to NPA Documentation

This guide has been produced to assist you in the completion of forms NPA1 and NPA2. It is essential that this guide is followed and the forms completed correctly, as failure to do so will result in them being returned to you. The completed forms should be submitted to OSG as soon as possible after a summons has been served or the Offender has been charged or cautioned.

## FORM NPA1

AGENCY NAME:	This should read The Post Office
AGENCY REF No:	Case Paper Numbers
ADDRESS:	This is your Office Address
TELEPHONE NUMBER:	This is your Telephone Number
OFFICER IN CHARGE OF CASE:	Your name goes here
SIGNATURE:	You sign the form
NAME CHARGED:	Surname and full Forenames of Offender
ALIAS NAMES:	Should include maiden names of Married women and those that have changed their name by deed poll
DATE OF BIRTH:	Enter date of birth of offender
SEX:	Tick for either Male or Female
COLOUR:	Tick for either White or Non White
HEIGHT:	Height of the Offender
PLACE OF BIRTH:	Place of Birth of the Offender
NATIONALITY:	Nationality of Offender
PROCESS STAGE:	If you have caught the Offender, tick the reported box and enter the date you made the initial report after interview. If the Offender was caught by the Police enter the date of arrest or charge.
PHOTOGRAPH:	Was the Offender photographed or not
FINGERPRINTS:	Was the Offender fingerprinted or not
DNA SAMPLE:	Was a DNA Sample of the offender taken or not. If yes enter ID Number.
PROSECUTING AGENTS:	In most cases should always read Post Office Legal Services

## SECURITY FOUNDATION PROGRAMME

## The Definitive Guide to NPA Documentation

## FORM NPA1 (continued)

OFFENCE:	This should read something like Theft, Section 1 Theft Act 1968
OFFENCE START DATE / TIME:	The Offence date is MOST important and guidance should be taken from the charges advised by Legal Services
OFFENCE END:	Again guidance from the charges will assist you
ADDRESS/LOCATION OF OFFENCE:	The office where the Offender worked. Full postcode should also be entered
METHOD USED IN OFFENCE:	A précis of how the offender committed the Offence, i.e. whilst on delivery failed to deliver all of his mail.
CONTINUATION FORMS:	Where more than one charge has been advised a form NPA02 must be completed. There is space for four additional charges on each form, 2 on the front and 2 on the back.
CHARGED/SUMMONSED:	The date that the Offender was charged if dealt with in a Police Station or the date that you served the Summons
COURT DATE:	The date the Offender is summonsed to appear at Court
TIME:	Time that the Court sits
COURT NAME:	Full name of the Court

If the Offender has been cautioned complete the form as above but enter the caution date and your details plus the Offender's details and continue with the form as below.

On the reverse of the form the following are most important and must be completed:

ETHNIC APPEARANCE: EYE COLOURS: Marks / Scars: Abnormalities:

HOME ADDRESS: Include the full postcode

OCCUPATION: This is the Occupation at the time the offence/s were committed

DATE: Again this is when the Offence/s were committed

The other boxes should be completed in detail, so far as possible. However, it is important to note that the description of any Marks/ Scars/ Abnormalities are very important



SECURITY FOUNDATION PROGRAMME

# Notes