

INVESTIGATION AND PROSECUTION POLICY	
1.	<p>PURPOSE</p> <p>The aim of this policy is to set out the criteria against which Consignia investigates crimes and suspect crimes committed against the Businesses and also define when actions proceed under criminal law.</p>
2.	<p>LINK TO ACCOUNTABILITIES</p> <p>Security Managers</p>
3.	<p>POLICY</p>
3.1	<p>INTRODUCTION</p> <p>Consignia's business and reputation depend on the integrity of its employees and its procedures. It has rules and processes designed to enable it to meet its obligations to protect the items and resources entrusted to it and, where crimes or suspected crimes are committed against these, its policy is to investigate them and take appropriate action.</p>
3.2	<p>REPORTING OFFENCES</p> <p>Crimes or suspect crimes against the following must be reported to the Security and Investigation Services or the appropriate Business Security and Investigation Unit, for investigation or liaison with the police:</p> <ul style="list-style-type: none"> • Consignia's property, cash and revenue • Its employees in the course of business • Mail in course of transmission by post • Customers whilst their transaction documents are in the custody or control of Consignia e.g. pensions and allowance books, TV Licences. • Organisations or individuals by misuse of Consignia services e.g. fraudulent mail redirection or PO Box used for unlawful purposes. • The relevant procedures may be found in Consignia Standards and Operating Protocols.
3.3	<p>Each case will be dealt with on merit and action taken (if any), will be in accordance with the disciplinary code of the business.</p> <p>Where evidence of a crimes committed by a Consignia employee against Consignia or its customer is established, the offending employee may also be dealt with in accordance with criminal law. The prosecution guidelines of the business will be used in making any decision to proceed under criminal law, in consultation with SIS and the Legal Services Criminal Law Division where appropriate.</p>
3.4	<p>INTERFACE WITH LAW ENFORCEMENT AGENCIES</p> <p>The main Consignia interface with other agencies e.g. police, customs, Interpol, DWP etc., is SIS. There are occasions where a SIS investigator or an investigator within a Business Unit will necessarily hand an offender into Police custody. In these cases the decision to instigate prosecution is made by SIS.</p>

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4.	Links to other reference material (policies, processes and procedures, etc.)					
4.1	Title	Author	Located	Version	Type	Policy No.
5.	Document details					
5.1	Author :	Law & Legislation Programme Manager				
5.2	Owner :	Head of Corporate Security Programme				
5.3	Audience:	Security Community				
5.4	Enquiry point :	Programme Manager, Law & Legislation, Corporate Security, 4 th Floor, Impact House, 2 Edridge Road, CROYDON, CR9 1PJ				
5.5	Effective from :	July 2002				
5.6	Review date :	July 2003				
5.7	Last updated :	June 2002				
6.	Assurance Details:					
6.1	Name:	Garth McCarron/Paul H Woods/Rob G Wilson				
6.2	Business Unit:	Service Delivery/SIS/Legal Services				
6.3	Assurance Date:	June 2002				
7.	Final Review					
7.1	Approved by	Paul A Booth				
7.2	Documented (Hard Copy)	YES/NO	Location:			
7.3	“ (Electronic)	YES/NO	Location:			