



Royal Mail Internal Information  
Criminal Investigation Team

## 8.6 Written Record of Tape Recorded Interviews

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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

# Written Records of Tape Recorded Interviews

## 1. Introduction

1.1 In most circumstances following a tape recorded interview with a suspect an Investigator will be required to prepare a written record detailing what occurred during the interview. The purpose of the record is to:

1.1.1 Provide a balanced, accurate and reliable record or summary of the interview.

1.1.2 Identify possible lines of defence and mitigation.

1.1.3 Assist Casework Management (CWM) to decide if a case should be forwarded to the

Criminal Law Team (CLT) or in Scotland and Northern Ireland the appropriate Prosecutor.

1.1.4 Assist the CLT or Prosecutor to decide whether a criminal prosecution should proceed and, if so, what charges and mode of trial are appropriate.

1.1.5 Enable the CLT or Prosecutor to comply with "Advance disclosure".

1.1.6 Assist the prosecution, the defence and the court in the conduct of the case. (This is only where the written record of interview has been accepted by the defence).

1.2 A written record will be required in respect of every interview that Investigators conduct with

suspects except:

1.2.1 Where the case is deemed suitable for a Simple Caution.

1.2.2 Where there is to be no prosecution. (Cases where no further action is to be taken or the interviewee is returned to duty to be dealt with under the conduct code).

1.3 Investigators must seek agreement of the CWM in their business unit before the decision not to produce a written record of interview is taken. Once it is agreed, the pertinent facts of the interview should be included in the Suspect Offender Report in accordance with P & S Docs 8.2 and 8.3 Guide to the Preparation of Suspect Offender Reports.

1.4 There are two types of written record of taped interview and these are;

1.4.1 Taped Interview Summary - to be used when paragraph 2.1 applies.

1.4.2 A Full Taped Interview Transcript - to be used when paragraph 3.1 applies.

1.5 The lead interviewing Investigator is responsible for ensuring that the written record of interview is accurate.

1.6 All written records of interview should be recorded on form GS015 "Record of Tape Recorded Interviews" and the continuation form GS015A. The preamble of the form should be completed in full in all written records.

## 2. Taped Interview Summary

- 2.1** A Taped Interview Summary should be produced in all cases where it is appropriate to complete a written record of interview and a full taped interview transcript is not required. (See paragraph 1.4 above and section 3 below).
- 2.2** Each Master Tape and each Taped Interview Summary must be produced as individual exhibits in the lead interviewing Investigator's witness statement. The second interviewing Investigator will merely state that they were present at the interview and will make reference to the tape exhibits(s) in their witness statement.
- 2.3** The Taped Interview Summary will include aspects which should be recorded verbatim and other aspects which may be summarised. The following should be recorded **verbatim**.
- 2.3.1 Admissions.** All admissions, whether partial, ambiguous or qualified, and the questions leading up to them. (Ambiguous or qualified admissions may well include defences to the offence(s) and these should also be recorded verbatim).
- 2.3.2 Reference to bail and alternative pleas or charges.** These should not be discussed during the interview. However, if this is raised by the suspect their questions and the replies should be recorded verbatim.
- 2.3.3 Details of Special Warnings (if given by a Constable), or the failure or refusal by the suspect;**
- a.** To account for any object, substance or mark which was found at the time of his apprehension, either on his person; or in or on his clothing or footwear; or otherwise in his possession; or in the place where he was apprehended.
- b.** To account for his presence on apprehension at the same place, and at or about the same time, which the alleged offence occurred.
- c.** To answer questions whether adequately or not at all, which deal with a material part of the allegation.
- 2.4** Wherever verbatim direct speech is referred to in the Taped Interview Summary the tape counter time should be recorded at the start of the direct speech in the relevant column. The identity of the speaker should also be recorded in the second column by using their initials.
- 2.5** The following points may be **summarised**.
- 2.5.1 Denials.** Details of offences that the suspect is denying.
- 2.5.2 Description of exhibits.** Details of items of evidence shown to the suspect during the interview, including the item reference number.
- 2.5.3 Aggravating Factors.** For example, the defendant was stealing from a charity, or very personal items. It would also include such things as previous warnings about relevant previous behaviour. If the suspect was shown a P13 this should also be included.
- 2.5.4 Mitigating Circumstances.** Any circumstances which might tell in favour of the suspect must be included. Examples of which could be illness, sincere regret, attempt to repay etc. Care must be taken however to distinguish between mitigation and lines of defence. If a line of defence is offered then these should be recorded verbatim as in paragraph 2.3.1 above.
- 2.5.5 Any other relevant point which has not already been included.** These are other matters not detailed above which are

considered important and relevant and should be included to effectively describe the circumstances of the case.

**2.5.6 Events in the Interview.** Such as periods of significant silence, changing the tapes or breaks in the interview.

**2.6** When Investigators summarise parts of the interview they should do so in reported speech in the third person. Additionally, they should record the start time on the tape counter of the information summarised.

### 3. Full Taped Interview Transcript

**3.1** Full Taped Interview transcripts are to be produced in the circumstances detailed below;

**3.1.1** In all cases being referred to the CLT for advice where the suspect offender has declined to answer any, or the majority of questions put to them.

**3.1.2** The CLT (or the prosecutor) requests a full transcript due to the complex nature of the investigation.

**3.1.3** An Investigator requests transcripts due to significant operational commitments or the complex nature of the enquiries.

**3.2** Post Office Ltd has its own arrangements for producing Full Taped Interview Transcripts, details of which can be obtained from their CWM. Royal Mail Security and PFWW Investigators should follow the process detailed in 3.3 to 3.8 below.

**3.3 No Comment Interviews.** Copies of the "working" tape(s) to be transcribed should be forwarded to the Prosecution Support Office (PSO) along with a completed form GS108. (The original "working" tape(s) should be retained with the file).

**3.4 Requests by the CLT or Prosecutor.** Following a request the PSO will obtain from the Investigator a copy of the working tape(s) and a completed form GS108.

**3.5 Requests from an Investigator.** The Investigator must in the first instance make a request to CWM. If it is agreed that a transcript should be prepared the Investigator must complete form GS108 and send it with copies of the working tape(s) to the PSO.

**3.6** The PSO will then send the tapes to the external supplier; The Essential Secretary. The completed tape transcript will be returned by email to the PSO who will forward it to the Investigator by the next working day. Once checked and amended as necessary the Investigator is required to return a copy of it to the PSO, who will send it by email to the CLT. Where the PSO is in possession of the case file, a copy of the transcript will be paginated in and a further copy placed in Appendix B. Investigators will do the same if they hold the file.

**3.7 Important Note.** Case files should not be delayed merely to await the Full Tape Transcript. They should be forwarded as normal but commenting in the report that the transcripts will be associated as soon as practicable.

- 3.8** Any copies of the "working" tapes submitted for transcripts to be prepared must be hand-delivered or sent to the PSO by Special Delivery.

## Change Control

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## Authorisation

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## Glossary

Abbreviation or Term	Meaning
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CWM	Casework Management
CLT	Criminal Law Team
PSO	Prosecution Support Office

### Document Summary

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