



Royal Mail Internal Information  
Criminal Investigation Team

# Appendix 1 to 8.2 Suspect Offender Reports, Preamble Guide, England, Wales and Northern Ireland

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**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 |

## 1. Preamble Template

|  |                          |
|--|--------------------------|
| Royal Mail Security - Investigations<br><b>SUSPECT OFFENDER REPORT</b> | Case Ref: (As per label) |
|--|--------------------------|

|                                |  |
|--------------------------------|--|
| <b>SUSPECTED OFFENCE (S) :</b> | Use <b>only</b> the <b>primary</b> (most serious) offence identified, i.e. Theft/Intentional Delay should read ' <b>Theft</b> '. If external and offence relates to 'Streetcrime' follow offence by the word 'Streetcrime' |
|--------------------------------|--|

|              |                               |               |                |
|--------------|-------------------------------|---------------|----------------|
| <b>Name:</b> | In full (Surname in CAPITALS) | <b>Title:</b> | Mr/Mrs/Miss/Ms |
|--------------|-------------------------------|---------------|----------------|

|               |               |
|---------------|---------------|
| <b>Alias:</b> | State if none |
|---------------|---------------|

|             |            |             |            |
|-------------|------------|-------------|------------|
| <b>Age:</b> | ?? (Years) | <b>DoB:</b> | dd/mm/yyyy |
|-------------|------------|-------------|------------|

|                   |          |                     |              |
|-------------------|----------|---------------------|--------------|
| <b>NI Number:</b> | If known | <b>Ethnic Code:</b> | Use IC1 to 7 |
|-------------------|----------|---------------------|--------------|

|                        |                     |
|------------------------|---------------------|
| <b>Place of Birth:</b> | <b>Nationality:</b> |
|------------------------|---------------------|

|                      |                    |
|----------------------|--------------------|
| <b>Home Address:</b> | Including postcode |
|----------------------|--------------------|

|                       |   |
|-----------------------|---|
| <b>HRSC Printout:</b> | Refer to being associated at Appendix 'B' along with form GS208 |
|-----------------------|---|

|                 |            |                       |            |
|-----------------|------------|-----------------------|------------|
| <b>Service:</b> | ?? (Years) | <b>Date of Entry:</b> | dd/mm/yyyy |
|-----------------|------------|-----------------------|------------|

|               |                    |
|---------------|--------------------|
| <b>Grade:</b> | <b>Pay Number:</b> |
|---------------|--------------------|

|                |                                 |
|----------------|---------------------------------|
| <b>Office:</b> | Full address including postcode |
|----------------|---------------------------------|

|                        |   |                          |                 |
|------------------------|---|--------------------------|-----------------|
| <b>Name of Agency:</b> | For agency casualls only. State if not applicable | <b>Panel Accredited:</b> | Yes/No If known |
|------------------------|---|--------------------------|-----------------|

|                   |  |
|-------------------|--|
| <b>Work Area:</b> | <b>Select one from:</b><br>Delivery/Collections/Processing/Other |
|-------------------|--|

|   |   |  |                                     |
|---|---|--|-------------------------------------|
| <b>Product Affected:</b><br>The product being the primary focus of the offender should be listed first with other products following. | <b>Select from:</b><br>Normal Mail Items<br>Greetings Cards<br>D2D<br>PFWW Products<br>Special Delivery<br>Finance (Plastics)<br>Finance (Instruments of Payment)<br>Government Products<br>Home Shopping | <b>Recovered (No/£)</b><br>Show quantity against product<br>If property recovered state 'property' | <b>1200</b><br><b>2</b><br><b>5</b> |
|---|---|--|-------------------------------------|

|                        |  |                     |       |
|------------------------|--|---------------------|-------|
| See example page below | Telecoms   | If money state '£'  |       |
|                        |  | If stamps state '£' |       |
|                        | Revenue<br>Compensation<br>Other (Cash/Property) | See Section 2 below | £1200 |

|  |  |
|--|--|
| <b>Clients Affected:</b><br>The Client being the primary focus of the offender should be listed first with other clients following.<br><br>See Section 3 below | <b>Select from:</b> (Client Affected Selection List below) |
|--|--|

|                                      |  |
|--------------------------------------|--|
| <b>Primary Investigation Source:</b> | <b>Select one from:</b><br>Info from Police<br>Info from RM Employee<br>Info from Other<br>Loss Diagnostics/Analysis |
|--------------------------------------|--|

|                              |   |
|------------------------------|---|
| <b>Investigation Led By:</b> | <b>Select one from:</b><br>Royal Mail Letters Security<br>Police<br>Other (Specify) |
|------------------------------|---|

|                     |                    |
|---------------------|--------------------|
| <b>Interviewed:</b> | On (Date) by (IIC) |
|---------------------|--------------------|

|                    |                              |
|--------------------|------------------------------|
| <b>Admissions:</b> | Yes/No (No details required) |
|--------------------|------------------------------|

|                              |  |
|------------------------------|--|
| <b>Suspended - Resigned:</b> | On the authority of (Name/Position/Contact Number) or resignation offered and accepted by (Name/Position/Contact Number) |
|------------------------------|--|

|                                   |                              |
|-----------------------------------|------------------------------|
| <b>Business Decision Manager:</b> | Name/Position/Contact Number |
|-----------------------------------|------------------------------|

|                               |                                      |
|-------------------------------|--------------------------------------|
| <b>Prosecution Authority:</b> | Royal Mail<br>CPS<br>Other (Specify) |
|-------------------------------|--------------------------------------|

|   |   |
|---|---|
| <b>Court Jurisdiction:</b>  | Magistrates Court with jurisdiction   |
| <b>Local Police Station:</b>  | Name of Police Station local to offenders H/A. Info required by PSO for fingerprints etc. after conviction. |
| <b>Location of Copy Reports and Tape Summaries:</b>   | In Appendix A   |
| <b>If Arrested:</b> (if section does not apply, highlight this and subsequent rows and select Table-Delete-Rows.) |   |
| <b>Arrested:</b>  | At (Time) on (Date) by (Name, Collar Number)  |
| <b>Handed into Custody:</b>   | At (Name of Police Station)   |
| <b>Bailed:</b>  | To appear at (Time) on (Date) at (Location)   |
| <b>Charged:</b>   | Details of charges or refer to copy of charge sheet at Appendix 'C'   |

## 2. Product/Client Affected Examples

| Initial Information   | Enquiry Outcome  | Product Affected Entry  | Recovered No/£'s Entry | Clients Affected Entry  |
|---|--|---|------------------------|---|
| Investigation into the theft of American Express credit cards | 15 Credit cards recovered (10 Barclays, 3 HBOS and 2 Alliance & Leicester). Also 5 cheque books (3 RBOS and 2 HBOS) and 650 items of delayed social mail | Finance (Plastics)<br>Finance (Instruments of payment)<br>Normal Mail Items | 15<br>5<br>650         | American Express<br>Europe<br>Barclays<br>HBOS<br>RBOS<br>Alliance & Leicester<br>MoP |
| Mail found dumped   | 25,000 mail items recovered of which 20,000 are D2D leaflets. Nothing has been violated  | Normal Mail Items<br>D2D  | 5,000<br>20,000        | MoP   |
| Britannia Music losses  | Recovered 53 CD/DVD's of which 30 originate from Play.com and the balance from Britannia. Also found 5 BT mobile phones                                  | Homeshopping<br>Telecoms  | 53<br>5                | UMI (Britannia)<br>Play.com<br>BT   |
| Theft of Greetings cards                                      | Recovered 20 violated cards, £100 in cash, 4 Lloyds TSB credit cards and 300 other mail items (not violated)   | Greetings cards<br>Finance (Plastics)<br>Normal mail items                  | 20<br>4<br>300<br>£100 | MoP<br>Lloyds TSB   |
| Special Delivery Losses affecting Travelex                    | Suspect caught on test with Travelex item. Recovered from home further 20 Travelex items, 2 SD's originating from  | Special Delivery<br>Other (Cash)  | 23<br>£100k            | Travelex<br>Barclays  |

|  |                            |  |  |  |
|--|----------------------------|--|--|--|
|  | Barclays and £100k in cash |  |  |  |
|--|----------------------------|--|--|--|

### 3. Client Affected List

| Product          | Client Affected   |
|------------------|-------------------|
| Normal Mail      | <b>IRRELEVANT</b> |
| Greetings Cards  |                   |
| D2D              |                   |
| PFWW             |                   |
| PFWW             |                   |
| Special Delivery |                   |
| Special Delivery |                   |
| Special Delivery |                   |
| Finance          |                   |
| Finance          |                   |
| Finance          |                   |
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| Finance          |                   |
| Finance          |                   |

| Product       | Client Affected   |
|---------------|-------------------|
| Government    | <b>IRRELEVANT</b> |
| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
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| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
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| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
| Home Shopping |                   |
| Telecoms      |                   |
| Telecoms      |                   |
| Telecoms      |                   |
| Telecoms      |                   |
| Telecoms      |                   |
| Telecoms      |                   |
| Revenue       |                   |
| Revenue       | Meters            |
| Revenue       | Accounts          |
| Compensation  | Royal Mail Group  |
| Other         | Royal Mail Group  |
|               |                   |
|               |                   |
|               |                   |

## Change Control

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|------------------|---------------|
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## Authorisation

| Title    | Name      | Signature | Date      |
|----------|-----------|-----------|-----------|
| Security | Ray Pratt |           | June 2011 |

## Distribution List

| Name  | Version | Date      |
|---|---------|-----------|
| All Royal Mail Security via Security Sharepoint | V1      | June 2011 |
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|-----------------|-------------------|
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## Glossary

| Abbreviation or Term | Meaning |
|----------------------|---------|
|                      |         |
|                      |         |
|                      |         |
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### Document Summary

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