

**POST OFFICE LIMITED**  
**INTERNAL PROTOCOL**  
**FOR CRIMINAL INVESTIGATION AND**  
**ENFORCEMENT**



## **INTRODUCTION**

This Protocol describes how POL ensures that all enforcement decisions arising from criminal investigations are taken in accordance with POL's Enforcement and Prosecutions Procedure.

## **PURPOSE**

The purpose of this Protocol is to specify the role of the POL's Enforcement and Prosecutions Procedure ("EPP") in the making of enforcement decisions by POL.

The EPP sets out the principles to be applied when determining what enforcement action to take in response to identified criminal offences. Fundamental is the principle that enforcement should be proportionate to the alleged offence and its seriousness.

## **SCOPE**

This Protocol applies to all staff within POL and POL agents engaged in the investigation of criminal offences to which POL will then consider any criminal enforcement action. Relevant staff and agents include:

- POL investigations and security team
- POL specialist financial investigators
- POL surveillance operatives
- Any external investigators or surveillance operatives engaged by POL
- POL legal team
- POL legal agents

## **DEFINITION**

In this Protocol, **enforcement** means all dealings with staff, sub postmasters or other members of the public that results in the provision of written or oral advice or warnings, issuing of simple cautions, prosecution and commencement of confiscation proceedings.

## **ROLES AND RESPONSIBILITIES**

**Staff making enforcement decisions** must be familiar with the EPP and the detailed application of that document within the context of all relevant supporting documentation and must apply the EPP's principles whenever they make an enforcement decision for which they have the authority and formally record the outcome and rationale/ reasoning.

**Line Managers** must:

- Ensure staff are competent to make enforcement decisions within the limits of their authority, in accordance with and through the appropriate application of the EPP;
- Ensure the EPP is applied

## **PROCEDURE OVERVIEW**

An overview of the procedure is provided in the **attached flowchart at Appendix A**

## **MONITORING**

Line Managers should ensure compliance with this procedure when reviewing the progress of investigations, prior to the approval of all prosecutions and, where appropriate, any other enforcement decisions within the scope of this procedure.

