



Royal Mail Internal Information
Criminal Investigation Team

Appendix 10 to 7.4 Interviewing Suspects in Prison

Version 1.0 Final

March 2011

Review Date: March 2013

Ray Pratt
Head of Investigations Policy & Standards
Royal Mail Security
Mobex

GRO

Mobile

GRO

Contents

Key Accountabilities	3
1. Establishing the Location of a Prisoner	4
2. Obtaining the Permission of the Governor	4
3. Interviewing in Prison Hints & Tips	4
Change Control	5
Glossary	6

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

Interviewing Suspects in Prison

1. Establishing the Location of a Prisoner

- 1.1 **England & Wales.** In order to establish or confirm the location of a prisoner enquiries should be made by speaking with HM Prison Service Inmate Location on [GRO], they will ascertain in which establishment the inmate is imprisoned.
- 1.2 **Scotland.** Investigators should make contact with National Intelligence Bureau of the Scottish Prison Service on [GRO] or email [GRO]
- 1.3 **Northern Ireland** Investigators should contact the Prison Intelligence Office, Northern Ireland which is in the Headquarters of the Police Service of Northern Ireland on [GRO] ext [GRO].

2. Obtaining the Permission of the Governor

- 2.1 In England and Wales obtaining the permission of the Prison Governor can be facilitated by the Prison Intelligence Officer. (Each prison has a Police Officer attached to them as a Prison Intelligence Officer). Contact should be made with them as they will guide Investigators through the requirements of the particular prison establishment. In Scotland the National Intelligence Bureau and in Northern Ireland the Prison Intelligence Office will assist investigators in obtaining the permission of the Governor.
- 2.2. Investigators should note that some prison establishments do have tape recording facilities which are appropriate for interviews under caution. Nevertheless Investigators should establish exactly what is available at the prison as some of the recording equipment may fall short of what is required for a suspect interview. (Namely the facility to record dual tapes and put a time stamp on them). If appropriate equipment is not available then Investigators will have to gain permission of the Governor to take recording equipment into the prison establishment.
- 2.3. All three jurisdictions will require a written request detailing brief circumstances of the reason for interview and the fact that it will be conducted under caution. Form GS092 Prison Interview Letter should be used as guide for the written communication.

3 Interviewing in Prison Hints & Tips

- 3.1 When interviewing in prison the inmate is entitled the same rights as if they were not in prison, including the right to have a solicitor present and if it applies an appropriate adult and interpreter. As such prior to the interview and to prevent a wasted visit it is worth ascertaining if the inmate wishes to have a solicitor present and if so make arrangements for them to attend. Investigators should also establish if an appropriate adult or an interpreter will be required and again make necessary arrangements.
- 3.2 If the inmate refuses to be interviewed then the Criminal Law Team should be consulted on the necessity to conduct the interview, bearing in mind that the inmate will probably refuse to answer questions. Investigators should note that the police can require an inmate to remain at an interview, as if they were under arrest at a police station, if they are being interviewed about an offence which may result in charges. As such a suspect can be compelled to remain at an interview with RMG Investigators if a Police Officer is present. Of course the inmate can always refuse to answer all questions.

- 3.3 Should the Prison Governor refuse to allow an interview in the prison and it is thought necessary to conduct one then liaison should be established with the police. The police can arrange for the inmate to be produced from prison custody into custody at a police station.
- 3.4 If the prisoner admits a criminal offence and Royal Mail Group Ltd or other body later decides not to institute criminal proceedings the Prison Governor must be informed without delay by letter. It should embody a request that the prisoner be informed of the decision.

Change Control

Status	Final
Version	1.0
Owner	Ray Pratt
Author	Michael F Matthews
Release Date	March 2011
Document Privacy	Internal

Authorisation

Title	Name	Signature	Date
Security	Ray Pratt		March 2011

Distribution List

Name	Version	Date
All Royal Mail Security via Security Sharepoint	V1	March 2011

Documentation History

Issue	V.1				
Status	Final				
Release Date	Mar 2011				
Effective From	Mar 2011				

Document Change History

Issue / Version	Summary of Change
V1	Document Prepared in RM Layout.

Glossary

Abbreviation or Term	Meaning

Document Summary

If you have any queries please contact:

Mick F Matthews
Royal Mail Security
6A Ecclestone Street
LONDON
SW11 9LT

Postline:

STD:

Email

GRO
GRO
mick.f.matthews@GRO