



**Royal Mail Internal Information
Criminal Investigation Team**

9.4 Magistrates' and Crown Court Procedures

Version 1.0 Final

May 2011

Review Date: May 2013

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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 |

Magistrates' and Crown Court Procedures

1. Introduction

- 1.1 These procedures detail in general terms how Magistrates' and Crown Courts operate in respect of adult offenders and how Royal Mail Group (RMG) Ltd, Criminal Law Team (CLT), prosecute adult offenders and suspected offenders in England and Wales. There are separate rules in respect of the prosecution of offenders under the age of 18 and advice on these rules can be sought from the CLT if required. In Scotland prosecutions are conducted by the Crown Office and Procurator Fiscal Service (COPFS) and in Northern Ireland the Public Prosecution Service (PPS).
 - 1.1.1 Advice on how Criminal Courts operate in Scotland can be found on the COPFS website by following this link; Home - Crown Office and Procurator Fiscal Service
 - 1.1.2 Advice on how Criminal Courts operate in Northern Ireland can be found on the PPS website by following this link; Home - Public Prosecution Service Northern Ireland

2. Getting the case to the Magistrates' Court

- 2.1 All adult criminal cases in England and Wales commence proceedings in the Magistrates Court. There are two ways to get a case before the Magistrates' Court. The first is for the Police to charge the suspect with an offence(s) following their arrest. The second is to obtain "summons" from a Magistrates' Court. A summons is a written order directing the defendant to attend a Magistrates' Court at a certain time and date to answer a criminal charge(s).
- 2.2 **Police Charging Suspects.** Following a person's arrest and subsequent interview under caution the Investigator in the Case (IIC) should discuss the future conduct of the investigation with the Custody Officer. The Custody Officer is responsible for the final decision and has the following options available. The suspect may be;
 - 2.2.1 Charged with a criminal offence(s) and remanded in custody to attend a Magistrates' Court at the next hearing.
 - 2.2.2 Charged with a criminal offence(s) and bailed on either "conditional" or "unconditional" bail to appear at a Magistrates' Court, normally within a few days. For a defendant to be remanded in custody or granted conditional bail the Custody Officer must have substantial grounds to believe that the defendant may;
 - a) **Fail to surrender to bail.** The defendant's domestic/personal circumstances may influence this or they may have indicated they intend to abscond.
 - b) **Obstruct the course of justice and/or interfere with witnesses.** Has the defendant threatened to interfere with witnesses (or has a history of such behaviour) or will they hinder the recovery of property?
 - c) **Commit offences on bail.** Is it thought that the defendant will commit further offence(s) whilst on bail?
 - d) **Be at risk of harm.** Is there a threat to the defendant or are they suicidal, have a drug habit or mental disorder etc? Special consideration should be given to the welfare of young persons. If the IIC knows of any such issues they should make the Custody Officer aware.
 - 2.2.3 Released on police bail to return to the police station at a particular time and date;
 - 2.2.4 Released from custody and informed the case may proceed by "obtaining summons";

- 2.2.5 Released from custody and informed that no further action will be taken.
- 2.3 If, because of the available evidence, the Custody Officer decides that either of the courses of actions detailed in 2.2.1 or 2.2.2 above are appropriate, the IIC should make contact, (out of hours if necessary) with the CLT, in order that advice can be sought on the appropriate charges. The out of hours CLT contact number is GRO or GRO GRO. In addition the Investigator must request that the case is not referred to the Crown Prosecution Service (CPS) as it is preferred that the Royal Mail CLT will prosecute. To facilitate this it is the normal practice for Investigators to sign the charge sheet and retain the CPS copy.
- 2.4 **Proceeding by Summons.** If the suspect is not charged by the Police and it is thought that there is a case to answer then the CLT will advise if there is sufficient evidence to prosecute and whether, in their view, the suspect offender should be prosecuted. If appropriate they will also prepare a "Schedule of Charges". The investigation file along with the CLT advice will then be forwarded to the relevant Business Unit Decision Maker who will decide if it is in the public interest to prosecute. Further details on this can be found in P&S 9.2 Prosecution Decision Making Process.
- 2.5 **Obtaining Summons.** If the decision is taken to prosecute, the Prosecution Support Office (PSO) will make an application to the appropriate Magistrates' Court for summonses for each of the charges advised by the CLT. When they are received by the PSO they will be served on the defendant by means of Special Delivery. If the summonses do not get delivered or they are not collected from the Delivery Office then the PSO will notify the IIC in the case who should collect them from the Delivery Office and serve them by hand.

3 Actions to be Undertaken Before the First Hearing in a Magistrates' Court

- 3.1 In order to ensure that cases can be dealt with expeditiously at the Magistrates' Court Investigators must ensure that the CLT have the necessary information and documents to enable the case to progress at the first hearing. This is particularly so if a guilty plea is anticipated. Investigators must therefore ensure that the following information and completed documentation are supplied to the CLT in good time before the first hearing.
- 3.1.1 **Advance Information.** The CLT are required to serve "Advance Information" on both the Magistrates' Court and the defence. Advance information details the facts of the case and is normally prepared by the CLT from the suspect offender case file, where one is available. However in RMG Ltd cases, where the Police have charged a suspect with an offence(s) and the Investigator has not had time to submit a suspect offender case file, the Investigator must ensure that the CLT are provided with a written report detailing the facts of the case.
- 3.1.2 **Financial Loss and Recovery Information Form GS103.** Investigators must ensure that the GS103 is completed in sufficient substantive detail to allow the prosecutor (this will either be the CLT or "Agents" instructed by CLT to prosecute on behalf of RMG Ltd), to make informed applications in respect of compensation and costs. If the case proceeds to Magistrates' Court by means of summons then PSO will forward the GS103 to the Investigator two weeks prior to the first hearing. This must be returned to the PSO within seven days in order that the PSO can forward the appropriate request for compensation, along with investigation costs to the prosecutor. If

however the case proceeds directly to the Magistrates' Court, following a police charge, then the Investigator must ensure that the information and the investigation costs (available from the PSO) are submitted directly to the CLT, copying any such information to the PSO. Further information on completing the GS103 can be found in P&S 9.6 Recovery of Property Obtained Dishonestly, Compensation, Costs and Final Disposal of Case Exhibits.

3.1.3 Offences Taken into Consideration Form GS018. Investigators must supply the CLT with an electronic copy of a completed Offences Taken into Consideration form GS018 with details of any other offences in the case, which are not the subject of formal charges.

3.1.4 Antecedents Form GS033 and Previous Convictions. Finally, Investigators must submit to the CLT a completed Antecedents form GS033 and ensure that the PSO has provided the prosecutor with printouts of the defendants' previous convictions and cautions from the Police National Computer (PNC).

4 Hearings in the Magistrates Court

4.1 Magistrates' Court. Hearings in a Magistrates' Court are normally before 3 Magistrates (but it can be 2), or by a single District Judge. The presiding Magistrates' or District Judge are commonly referred to as the "Bench". Magistrates and District Judges are always assisted by a professional legal adviser who is referred to as the Justices' Clerk. It is their responsibility to ensure that correct procedures are adhered to and that the Bench is properly directed as to the law and their powers. (The roll of the Justices' Clerk is far more significant where Magistrates are presiding as they are not legally trained, whereas District Judges are.)

4.2 Offences Triable Either Way. Criminal Offences in England and Wales are categorised as either;

4.2.1 Summary Only Offence. These are criminal offences which are only triable in the Magistrates' Court. These are the least serious offences. An example of a "summary only" offence is the Postal Services Act (PSA) 2000 offence under Section 84, Interfering with the Mail: General. This is the "interference" offence which deals with offenders who are **not** employed by a postal operator. The maximum sentence for the offence is 6 months imprisonment and a level 5 fine.

4.2.2 Indictable Only Offence. These are criminal offences which are triable only in the Crown Court. These are the most serious offences such as murder.

4.2.3 Either Way Offence. These are indictable offences which may be heard in either the Magistrates' or Crown Court. The majority of offences investigated by RM Investigators are triable either way. These include the following offences;

| Act | Section | Offence |
|--------------------------|------------|--|
| Postal Services Act 2000 | Section 83 | Interfering with the Mail: Postal Operators, (Intentional Delay and Opening) |
| Theft Act 1968 | Section 1 | Theft |
| | Section 17 | False Accounting |
| Fraud Act 2006 | Section 2 | Fraud by False Representation |
| | Section 3 | Fraud by Failing to Disclose |

| | | |
|----------------------------|-------------|--|
| | Section 4 | Fraud by Abuse of Position |
| Proceeds of Crime Act 2002 | Section 327 | Money Laundering by Concealing etc |
| | Section 328 | Money Laundering by Making Arrangements |
| | Section 329 | Money Laundering by Acquisition, Use or Possession |
| Criminal Damage Act 1971 | Section 1 | Damage or Destroying Property |

4.3 Plea before Venue and Mode of Trial. If a defendant has been charged or summoneds with an offence triable either way an early plea may be taken at the first hearing.

4.4 Guilty Plea. If guilty pleas are made by the defendant and the significant facts in the case are agreed by prosecution and defence, (if not see **Newton Hearings** at section 5 below) then the Bench will consider the appropriate venue for sentence. This normally depends on the seriousness of the offence as the sentencing powers at the Magistrates' Court are;

4.4.1 To maximum of six months imprisonment and a fine of £5,000 for one offence, or;

4.4.2 To a maximum of 1 year imprisonment if the defendant is convicted of two or more offences.

Should the bench feel that they have insufficient powers to sentence the offender appropriately then they can send the case to Crown Court for sentence, (see paragraph 4.6 below). If it is agreed that the case can be dealt with in the Magistrates' Court then they will move to sentence.

4.5 Not Guilty Plea or No Plea entered. If a not guilty plea or no plea is entered the Bench will consider if the appropriate venue to hear the case is in the Magistrates' Court or the Crown Court. The yardstick is whether the Bench think that they have sufficient powers to deal with the case in accordance with their sentencing powers detailed in 4.4.1 and 4.4.2 above. If not arrangements will be made to commit the defendant to the Crown Court. **It is worthy of note that the Bench can agree to hear the case in the Magistrates' Court on the caveat that if, after hearing the full circumstances of the case, they feel the matter is more serious than initially thought, they can send the defendant to the Crown Court for sentencing, (again see Paragraph 4.6 below).**

4.6 Committed to Crown Court for Sentence. If the offender pleads guilty or is found guilty and the case is committed to the Crown Court for sentence then the Investigator should ensure that they have discussed with the prosecutor the service of the GS018 Offences Taken into Consideration form on the offender. In normal circumstances the Prosecutor will have sufficient documentation at this stage to deal with the sentencing hearing in the Crown Court. However, the Investigator should be prepared to deal with any requests from the Prosecutor for further information.

4.7 Mode of Trial. If a not guilty plea or no plea is entered and the Bench have decided that the Magistrates' Court is the appropriate venue for the Trial then the defendant is given the opportunity to elect the Mode of Trial. That is to say does the defendant wish to be tried in the Magistrates' Court by the Magistrates' or the District Judge, or do they want to be tried in a Crown Court before a Judge and Jury of 12 peers.

4.8 Elects Trial in either a Magistrates' or Crown Court. If the defendant elects trial in either the Magistrates' or Crown Court then normally the case will be adjourned in order that the prosecution can submit;

4.8.1 Trial papers in the event of a trial in the Magistrates' Court,
or

4.8.2 Committal papers in the event of trial in the Crown Court. (See section 6 below).

The make up of trial papers and committal papers is exactly the same. Procedures & Standards 9.5 Committal and Trial Papers and Processes fully detail the requirements of such papers. Investigators should note, however, that in some circumstances the Magistrates may set the trial date before trial papers have been prepared on the understanding that the prosecution can apply to vacate the fixed date(s) should prosecution witnesses not be available to attend court and give evidence.

4.9 Trial in the Magistrates' Court. If the trial date has not been previously fixed in accordance with Paragraph 4.8 above and having allowed time for the preparation of the trial papers, there will be a hearing in the Magistrates' Court to decide the date of trial and which witnesses will be required to attend. The Investigator must ensure that the Witness Non-Availability form GS010 is updated to reflect the dates and reasons why witnesses in the case will not be available to attend Court. The PSO can assist the Investigator in obtaining the witnesses dates of non-availability but it remains the responsibility of the Investigator to ensure it is completed.

4.10 When the trial date is fixed the PSO will write to the witnesses who are required to attend to inform them of the location, date and time that they will be required. The PSO will also forward to the witnesses a Witness in Court Form GS042. This form gives witnesses information about how courts work. Investigators should make contact with the witnesses who are required to attend court prior to the hearing to ensure that they are able to get to court on the relevant date.

4.11 Trials in Magistrates' Court. The actual trial processes in the Magistrates' Court are the same as in the Crown Court with the exception that the verdict is arrived at by the Bench and not a jury. Trial processes are described in Section 6 below.

5. Newton Hearings

5.1 Put simply, a Newton Hearing takes place following a guilty plea where there is a factual dispute between the prosecution and defence versions of the case, which are so different that it affects the appropriate sentence. A court hearing must be arranged (and this can be in either the Magistrates' Court or the Crown Court) to hear evidence on the disputed points. The onus is on the defence to make it clear which facts that they dispute. For example, in RMG Ltd cases the defendant may be disputing how many postal packets or how much money they stole.

5.2 The Newton Hearing is similar in form to a mini-trial. The prosecution is first required to call evidence in relation to the matters in dispute, and the defence will then call evidence to support its version of the facts. The burden of proof lies upon the prosecution, which must prove its assertions of fact beyond reasonable doubt.

5.3 If the defendant declines to call evidence, the court is entitled to reject the mitigation and sentence on the prosecution's version of events.

- 5.4 If a case goes to a Newton Hearing then the CLT will advise on which evidence they wish to rely on to prove the prosecution case and advise the Investigator accordingly.

6. Committed to the Crown Court for Trial

- 6.1 This section deals with cases where the defendant pleads not guilty or offers no plea and has requested Crown Court as the mode of trial. In such cases the Magistrates' Court will grant an adjournment in order for time to be given for the preparation of "Committal Papers". For full details on the preparation of committal papers see Procedures and Standards 9.5 Committal & Summary Trial Papers & Processes. The next hearing in the Magistrates' Court is known as the "Committal Hearing". This is where the case will be committed to the Crown Court for trial. At this hearing the prosecutor should be in possession of the original statements in order that they can be lodged with the Court. In addition the prosecution must comply with any directions given by the Magistrates' Court in respect of the committal.

- 6.2 **Plea and Case Management Hearing.** Normally the first hearing in the Crown Court will be a Plea and Case Management Hearing (PCMH). If the defendant has not yet entered a plea then they must expect a plea to be taken. If this cannot be taken for any reason they must expect to give an indication of plea. If a not guilty plea is given or anticipated then the real issues in the case should be decided upon. This will include which evidence is agreed and which is not and as such which witnesses' attendance will be required at Court. The Court will also give directions as to the future conduct of the case and could set a date for the trial.

- 6.3 **Guilty Pleas at the PCMH.** If the defendant pleads guilty at the PCMH the case can move to sentence. Accordingly Investigators must ensure that the prosecutor is in possession of an up to date completed Other Offences Taken into Consideration form GS018, an Antecedents form GS033 and full details of any previous convictions or cautions of the offender.

- 6.4 **Dates.** Courts have great difficulty in accurately estimating how long particular trials will take. This is quite understandable as a defendant may change their mind and plead guilty on the first morning, or at any time during the trial. Additionally it is difficult to accurately estimate how long the jury will take to arrive at their verdict. Accordingly, and to make best use of Crown Court resources, a case may be listed as either "**warned**" or "**fixed**".

- 6.4.1 **Warned List.** This means that all parties are warned that the case may be heard at any time over a period of the following three weeks. When on the warned list all parties may be advised to attend the court complex at a particular time and date. This may be because the case has been allocated a particular courtroom when the trial can commence or it may be that the case has been allocated as a "floater". This means that a courtroom will be allocated as soon as one is available. Normally the CLT receive a message from the court on an afternoon stating that the case is listed for the next day. In such circumstances Investigators will have to contact their witnesses at short notice to ensure their attendance.

- 6.4.2 **Fixed List.** This means that all the witnesses have to attend the court complex at a particular time and date. Again in some cases the trial will have been allocated to start in a particular courtroom, in other cases it may be designated as a "floater". Again, as in the paragraph above a courtroom will be allocated as soon as one is available.

7. The Trial Process

7.1 Trials in the Magistrates' and Crown Court follow basically the same processes. The main difference however, as stated above, in the Crown Court the case is before a Judge and jury and in the Magistrates' Court the case is before the Magistrates or a District Judge.

7.2 The Jury are "Sworn In". The first thing to happen in a Crown Court trial is that the jury are "sworn in". This is when they swear to listen carefully to the case and arrive at a verdict based on the evidence that they hear. They are also informed what is expected of them during the trial.

7.3 The Prosecution Case. The prosecution then present their case. This can be by either reading out witness's statements and producing the evidence referred to in those statements or by calling witnesses in person to give their evidence. Prosecution witnesses are generally not allowed to hear other prosecution witness's evidence before they have given their own evidence. Occasionally however the Court will allow the IIC to be the Exhibits Officer in Court and as a consequence they may well hear other prosecution witnesses before giving their evidence.

7.4 Swearing an Oath or Affirming. When it is time for a witnesses to give their evidence they will be called by the Court Usher and directed to the witness box. The Usher will establish whether the witness wishes to either; swear an oath (making a promise to their God to tell the truth), or affirm (promising to tell the truth without reference to God).

7.4.1 Swearing an Oath. The witnesses places their right hand on their religious text and states;
"I swear (or the person taking the oath may promise) **by Almighty God** (or the person may name a God recognised by his or her religion) **that the evidence I shall give shall be the truth, the whole truth and nothing but the truth**".

7.4.2 Affirming. The witness will say, "I solemnly and sincerely declare and affirm that the evidence I shall give shall be the truth, the whole truth and nothing but the truth"

7.5 Giving Evidence. When witnesses give evidence their evidence is broken down into three stages as follows;

7.5.1 Examination-in-Chief. This is when the witness giving evidence is questioned by the lawyer for their side of the trial e.g. when Investigators give evidence as a prosecution witness their "examination-in-chief" is when they are being questioned by the lawyer representing RMG Ltd. Similarly, a defendant who gives evidence would be asked questions initially by the defence lawyer and that would be their "examination-in-chief".

7.5.2 Cross-Examination After the examination in chief the lawyer representing the other side questions the witness about the evidence given. This is called cross-examination.

7.5.3 Re-Examination After cross-examination their own lawyer can ask a witness further questions. This is called re-examination and is not to be confused with the cross-examination referred to above. Re-examination is further questions put by the lawyer representing your own side, cross-examination is questions by the lawyer for the other side. In addition, if the Magistrates or Judge have questions they may be put to the witness at this stage.

7.6 After you have given evidence you may be told you are released. This means that you can leave the Court. Sometimes you might have to stay

after giving evidence. This can happen when something new has come up while you were giving your evidence.

- 7.7 The Defence Case.** After all the prosecution evidence has been given in the case it is the turn for the defence to give their evidence. Sometimes the defence, after hearing all the prosecution evidence make an application to the Judge that there is no case to answer as they feel the prosecution have not proved the case beyond reasonable doubt. This is rare in RMG Ltd cases as careful consideration will have been given to the strength of the evidence before the case comes before the Court. The defence then go through the process of introducing their evidence and calling their witnesses, who are examined as in paragraph 7.5 above.
- 7.8 Summing Up.** When the defence has presented their case the prosecution are given the opportunity to "sum up" their evidence. Summing up reminds the jury of the prosecution evidence they have heard. Following the prosecution the defence sum up. Finally the Judge sums up the prominent evidence that has been heard and directs the jury on the law that they must apply.
- 7.9 The Verdict.** The Jury are then invited to retire to arrive at a verdict. For a jury to arrive at a verdict, whether that is guilty or not guilty, all twelve of the jury have to agree. This is known as a unanimous verdict. If they cannot all agree a verdict then the Judge can give a direction that the Court will accept a majority verdict. In a majority verdict at least ten of the twelve members of the jury have to agree the verdict. If the Jury cannot agree a verdict then this is known as a hung jury. In such cases the Judge will require the prosecution to come to a decision as to whether they want a re-trial or whether a not guilty verdict should be entered.
- 7.10 The Sentence.** If a defendant is found guilty by the jury then the judge will move to sentence. The Judge can sentence immediately or adjourn the case for pre-sentence reports prior to sentencing.

8. Guide to giving Professional Evidence

- 8.1 The following is a guide on giving professional evidence. Investigators should;**
- 8.1.1 Be suitably dressed to create a good impression to the Court.**
 - 8.1.2 Be confident and look confident.** This can be achieved by having thoroughly in mind the matters about which they are going to give evidence.
 - 8.1.3 Have a good understanding of relevant Codes of Practice.**
 - 8.1.4 Always refresh their memory of the evidence they are due to give.** Before their appearance in Court Investigators should refresh their memory from their witness statement. (The IIC should have a copy of the witness statements of all the prosecution witnesses giving evidence. All witnesses should be invited to read their statement before giving evidence). Although there are exceptions, generally speaking a witness cannot read their evidence from their witness statement whilst giving evidence.
 - 8.1.5 Understand when they will be able to refer to items of evidence.** During the process of giving evidence witnesses will produce items of evidence as detailed in their witness statements. Once these items of evidence have been formally produced in evidence then Investigators may ask to refer to them.
 - 8.1.6 Understand when they can refer to notes made.** Witnesses are normally allowed to refer to notes made at the time of events or whilst the events to which the notes refer were fresh in their

memory. This includes such things as notebook entries or other rough notes. However the Investigator must ask permission of the Court before referring to such notes.

- 8.1.7 Relate their evidence in ordinary language.** This should be from their own knowledge of what was seen, heard etc., confining themselves to the facts and avoiding any reference to personal opinions or beliefs.
- 8.1.8 Give their evidence in a clear and loud voice in a logical sequence of events.**
- 8.1.9 Not be afraid to say they don't know the answer to a question.** Investigators should not attempt to offer what they think to be the required answer.
- 8.1.10 Be frank, if they cannot remember then they should say so.** Do not be drawn into agreeing with propositions put to them in cross-examination unless able to do so with truth and accuracy.
- 8.1.11 Listen carefully to every question.** Making sure they understand it before replying.
- 8.1.12 Never lose their temper.** This is regardless of how offensive they consider the question to be.
- 8.1.13 Speak in a clear and accurate manner, addressing their replies toward the Jury or presiding Magistrates.**
- 8.1.14 Give evidence fairly and impartially.** Whether this is in favour or against the accused.
- 8.1.15 Be careful to request advice if questioned about Confidential Sources or CHIS.** Investigators should ensure that they do not reveal the identity of confidential sources (registered on the Intelligence Source Register or Covert Human Intelligence Sources without first requesting to seek legal advice from the prosecutor.

9. General

- 9.1 Investigators Attendance at Court.** The IIC must attend **all** hearings in the Crown Court and any trial or Newton hearing in the Magistrates Court, unless excused by the CLT. In addition they must attend any other hearing if their attendance is requested by the CLT.
- 9.2 Addressing the Court.** The following table describes how Magistrates and Judges should be addressed.

| Magistrates Courts can be presided over by: | Correct Address in Court: |
|--|-----------------------------------|
| Magistrates Normally sitting in threes. | Sir, Madam or Your Worship |
| District Judge Will normally sit alone and deal with the more difficult cases. | Sir or Madam |
| Crown Courts can be presided over by: | Correct Address in Court: |
| Recorder This is normally a part time Judge who is experienced lawyer and has the powers of a Circuit Judge. They generally sit as a Judge between 15 and 30 days a year and wear a black gown and wig. They tend to deal with the least serious matters in Crown Court. | Your Honour |
| Circuit Judge These judges are sometimes known as "purple" judges on account of their dress robes. | Your Honour |
| High Court Judge These judges are sometimes known as "red" | My Lord or My Lady |

| | |
|---|--|
| judges again on account of their dress robes. These will hear the more serious matters in the Crown Court | |
|---|--|

- 9.3 Technical equipment and Interpreters etc.** Investigators must ensure that if technical equipment is needed to play back CCTV footage, or an interpreter is required to translate, (in Wales the prosecution need to establish if the trial is to be heard in Welsh or English before the case started), or witnesses have special care needs then such arrangements must be put into place before the trial starts.
- 9.4 Voire-Dire.** This is Latin meaning in effect a "trial within a trial". Normally this is a discussion about a point of law during a trial at which the jury are not present. An example would be regarding the admissibility of an interview where the defence alleged that the interview had been oppressive. The matter would be heard in the absence of the jury and might involve witnesses being called to give their evidence in the normal way, except it would only be in front of the Judge, not the jury. The Judge would then give his decision on the admissibility and if ruled it was admissible the evidence would then be heard again in front of the jury. This can mean that you give evidence in front of the Judge and later the same day repeat the evidence with a jury present.
- 9.5 Witness Expenses.** The IIC must ensure after witnesses have given evidence the deal with Witnesses Expenses in accordance with Procedures and Standards 5.4.3 Appendix 3 to P&S 5.4 Witness Expenses.

Change Control

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

Authorisation

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

Distribution List

| Name | Version | Date |
|--|---------|----------|
| All Royal Mail Security via Security Sharepoint | V1 | May 2011 |
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Documentation History

| | | | | | |
|----------------|----------|--|--|--|--|
| Issue | V.1 | | | | |
| Status | Final | | | | |
| Release Date | May 2011 | | | | |
| Effective From | May 2011 | | | | |

Document Change History

| Issue / Version | Summary of Change |
|-----------------|-------------------|
| V1 | Document Produced |
| | |
| | |
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| | |

Glossary

| Abbreviation or Term | Meaning |
|----------------------|--|
| RMG Ltd | Royal Mail Group Ltd |
| CLT | Criminal Law Team |
| COPFS | Crown Office and Procurator Fiscal Service |
| PPS | Public Prosecution Service |
| IIC | Investigator in the Case |
| CPS | Crown Prosecution Service |
| PSO | Prosecution Support Office |
| PNC | Police National Computer |
| PSA 2000 | Postal Services Act 2000 |
| CHIS | Covert Human Intelligence Source |
| PCMH | Plea and Case Management Hearing |
| CCTV | Closed Circuit Television |

Document Summary

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