



**Royal Mail Internal Information**  
**Criminal Investigation Team**

# **8.7 Casefile Construction**

## **England, Wales and Northern Ireland**

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## Contents

Key Accountabilities	3
1. Introduction	4
2. File Jacket	4
3. Casefile Contents	4
4. Appendices – General	4
5. Appendix A	4
6. Appendix B	5
7. Appendix C	5
8. Further Advice	5
Change Control	6
Glossary	7

## 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

# Casefile Construction, England, Wales and Northern Ireland

## 1. Introduction

- 1.1 The aim of this document is to provide Investigators within the Royal Mail Group, with clear guidance concerning the required Procedures and Standards in relation to the above subject.  
It describes the standards expected for the construction of case files.

## 2. File Jacket

- 2.1 The details to include are:
- 2.1.1 Full case reference (i.e. NTH/project number/11-12)
  - 2.1.2 All transfers (name/date)
  - 2.1.3 Casefile label automatically generated and attached to file when submitted to the  
Prosecution Support Office (PSO)

## 3. Casefile Contents

- 3.1 The required contents are:
- 3.1.1 Suspect Offender Report
  - 3.1.2 Tape summary or transcript
  - 3.1.3 Typed copy statements
  - 3.1.4 Casework Manager memo to Criminal Law Team (CLT)
  - 3.1.5 CLT advice and subsequent memos between CLT, Casework Team, Business Unit and  
Investigator.
  - 3.1.6 Case closure form (GS111)
  - 3.1.7 Appendices, A, B and C (Appendix C only required when statements are provided)
  - 3.1.8 Plastic bag containing working copy tapes behind appendices
- 3.2 General requirements are that all enclosed documents, including copy reports etc in appendices, to  
bear the Header and Footer 'Royal Mail - Confidential'

## 4 Appendices – General

- 4.1 General advice regarding Appendices is given below:
- 4.1.1 Appendices must bear the full case reference number
  - 4.1.2 Appendices must be marked 'Royal Mail - Confidential' at the top and bottom
  - 4.1.3 All items in the appendix should be detailed on the front and if appropriate refer to the  
item/exhibit reference
  - 4.1.4 Items should be placed in appendices in the order they are listed

## 5 Appendix A

- 5.1 The required contents of Appendix A are:
- 5.1.1 Schedule of evidence
  - 5.1.2 Photocopies of evidence (ref. number in top right hand corner)
  - 5.1.3 Absence/Access analysis
  - 5.1.4 Test records
  - 5.1.5 Copy of signed applications/reviews/cancellations under RIPA
  - 5.1.6 Copy of signed PORA documentation
  - 5.1.7 GS001
  - 5.1.8 GS003

- 5.1.9 GS008 A, B and C
- 5.1.10 Search forms
- 5.1.11 Copy notebook entries
- 5.1.12 PNC results (enclosed in sealed envelope marked In Confidence)
- 5.1.13 Other documents with potential to become an exhibit

## **6 Appendix B**

- 6.1 The required contents of Appendix B are:
  - 6.1.1 Copy of SIMS Event
  - 6.1.2 Local reports
  - 6.1.3 Intelligence check forms/results
  - 6.1.4 HRSC printout and form GS208
  - 6.1.5 NPA forms
  - 6.1.6 Antecedent form
  - 6.1.7 Copy custody/bail records
  - 6.1.8 Copy charge sheet/summons
  - 6.1.9 Debarment notice (external offenders)
  - 6.1.10 Formal caution forms
  - 6.1.11 2 x copy offender reports (BUDM/CLT)
  - 6.1.12 1 x copy tape summaries
  - 6.1.13 1 x copy of Executive Summary

## **7 Appendix C**

- 7.1 The required contents of Appendix C are:
  - 7.1.1 1 x copy of original statement (side A and B)
  - 7.1.2 1 x typed copy of statement (side A)

## **8 Further Advice**

- 8.1 Further advice is given below:
  - 8.1.1 Where necessary, continuation appendices should be used
  - 8.1.2 For non-offender case files only one appendix should be used
  - 8.1.3 The above lists are not exhaustive and consideration should be given to the appropriate appendix to use for documents not referred to above.

**Change Control**

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**Glossary**

Abbreviation or Term	Meaning
PSO	Prosecution Support Office

CLT	Criminal Law Team

### Document Summary

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