

OFFENDER REPORTS	
1.	<b>PURPOSE</b>  The aim of this policy is to enable standard formatting of reports by investigators.
2.	<b>LINK TO ACCOUNTABILITIES</b>  Security Managers
3.	<b>POLICY</b>
3.1	<b>PREAMBLE</b> <ul style="list-style-type: none"> <li>Title: <i>(e.g. Theft From The Post)</i></li> <li>Name: <i>(Forenames in full then surname)</i></li> <li>Rank: Identification Code:</li> <li>Office:</li> <li>Age: DOB:</li> <li>Service: Date Service Commenced</li> <li>Personnel Record at: Appendix .</li> <li>Nat Ins No:</li> <li>Home Address:</li> <li>Suspended from duty/Interviewed: <i>(Date)</i></li> <li>Court Jurisdiction:</li> </ul> <p><u>Where an offender is handed into custody, the preamble should continue as follows:-</u></p> <ul style="list-style-type: none"> <li>Handed into custody: <i>(Date &amp; name/rank of authorising officer)</i></li> <li>At: <i>(Name of Police Station)</i></li> <li>Charged: To appear at <i>(time)</i> on <i>(date)</i> at <i>(Court)</i></li> <li>To be Prosecuted by: Consignia/Crown Prosecutor <ul style="list-style-type: none"> <li>For Sub Postmasters - use 'Position' instead of 'Rank' and 'Contract for services suspended' instead of 'Suspended from duty'.</li> <li>For Non-Consignia Offenders, amend headings accordingly</li> <li>CRO details should be placed in a sealed envelope and enclosed in an Appendix.</li> </ul> </li> </ul>

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3.2	<b>STANDARD REPORT FORMAT</b> <ul style="list-style-type: none"><li>• Particulars of the suspected offence/incident and how it came to notice. In unusual cases the <u>actual</u> operational procedures in force at the office should be described for the benefit of Legal Services. Avoid unexplained acronyms and jargon.</li><li>• Details of enquiries conducted including loss analysis, observation etc.</li><li>• Details of any testing operation to include basis for suspicion, testing authority given, record of tests and results of testing operations.</li><li>• Details of suspect’s interview to include specific admissions/denials, total amounts and period of offences.</li><li>• Give an assessment of the evidence available to support charges. If this information is sensitive it should only appear in a confidential report rather than a standard investigation report which is liable to be disclosed to the offender under the conduct code procedure.</li><li>• Provide details of domestic circumstances and finances, if known. Give any mitigating circumstances which may need to be considered when deciding legal action.</li><li>• Detail failures in security, supervision of procedures which were established during the interview to be a contributory factor to the commission of the offence/s. (i.e. the suspect volunteers knowledge of the failure and admits taking advantage)</li><li>• Report amount of any loss to Consignia funds, incurred as a result of admitted offences and how calculated, and detail any money or property recovered during the enquiry. Other losses than those to Consignia (i.e. members of the public) should be detailed so that compensation can be considered.</li><li>• Report any outstanding accounting aspects; amounts to be made good; compensation to be paid; moneys, documents or other articles due to be returned to owners or other departments when the case has been finalised.</li><li>• Any other matters not listed above which are substantiated and relevant to the case but which are not sensitive. Any sensitive matters should appear in the confidential report.</li></ul>					
4.	<b>Links to other reference material (policies, processes and procedures, etc.)</b>					
4.1	<b>Title</b>	<b>Author</b>	<b>Located</b>	<b>Version</b>	<b>Type</b>	<b>Policy No.</b>
4.2						
4.3						
4.4						
5.	<b>Document details</b>					
5.1	Author :					
5.2	Owner :	Head of Corporate Security				
5.3	Audience:	Security Community				
5.4	Enquiry point :	Programme Manager, Law & Legislation, Corporate Security, 4 <sup>th</sup> Floor, Impact House, 2 Edridge Road, CROYDON, CR9 1PJ				
5.5	Effective from :	March 2000				
5.6	Review date :					
5.7	Last updated :	March 2000				

<b>6.</b>	<b>Assurance Details:</b>		
<b>6.1</b>	Name:		
<b>6.2</b>	Business Unit:		
<b>6.3</b>	Assurance Date:		
<b>7.</b>	<b>Final Review</b>		
<b>7.1</b>	Approved by		
<b>7.2</b>	Documented (Hard Copy)	<b>YES/NO</b>	Location:
<b>7.3</b>	“ (Electronic)	<b>YES/NO</b>	Location: