

**ROYAL MAIL GROUP SECURITY  
INVESTIGATION GUIDELINES**

**GROUP SECURITY INVESTIGATION CIRCULAR 5-2008**

**Date:** 20 November 2008  
**Issued to:** All Royal Mail Group Security Investigators  
**SUBJECT:** WRITTEN RECORDS OF TAPE RECORDED INTERVIEWS

In line with reducing bureaucracy the Procedures and Standards (P&S) on the subject of Summarising Tape Recorded Interviews has been reviewed and rewritten. The new P&S are titled "Written Records of Tape Recorded Interviews" and they introduce the process of Short Descriptive Notes (SDN). SDN will much reduce the time required to produce a Written Record of Taped Interview in appropriate cases. Examples of SDN have been produced and can be found in an appendix associated with the P&S. The P&S can be found on the Group Security Database under Criminal Investigations, Investigations Procedures & Standards, Casework Reporting & Records of Interview, 8.3 Written Records of Tape Recorded Interviews.

In addition a new form, GS015 Written Record of Taped Interview has been produced which is again on the Group Security Database. This form should be brought in to immediate use.

A Worktime Time Learning (WTL) presentation has been prepared in respect of the P&S and this will be forwarded to appropriate Line Managers.

**For further information or queries about the content of this circular please contact:**

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