

POST OFFICE *LTD* INVESTIGATION TEAM

POST OFFICE *LTD* INVESTIGATION CIRCULAR 2002/08

Issued to: All Post Office *Ltd* Investigation Staff
Internal Crime and Investigation Manager

SUBJECT: Submission of Cases to Legal Services and Tape Summary Preparation

Reference(s) (Tape Summary Preparation) : Interviewing,
Appendix 1 (Policies, Investigation, Corporate Security
Database)

The following standards of preparation of case files and tape summaries should be applied with immediate effect.

1. Submission of Cases to Legal Services

At recent meetings with representatives from Legal Services, it was agreed that the inclusion of large tape summaries and in some cases transcripts in Investigation files and the subsequent reading of those documents by the reviewing solicitor was both, time consuming and costly, adding little to the quality of the subsequent advice, regarding the further conduct of the case. In order to streamline the process somewhat and give a better return for expenditure, it has therefore been agreed, that the process will alter immediately as follows.

At the completion of the interview stage of each investigation, when the offender reports are being prepared, consideration should be given by the investigator in the case, as to the severity of the offence and whether an official caution or less would be the likely advice of any solicitor reading the case file.

If it is considered that the outcome of such a review by a solicitor would be to issue a formal caution, or that they would suggest no further action, then it is no longer a requirement for a tape summary to be included in the papers. Instead a fuller description of the interview, should be included in the offender reports and copies of the tapes included in the papers, in order that the solicitor dealing might listen to the interview. The fuller description should include tape timings as to where salient admissions/denials/key points of interview can be found.

If the investigator is in any doubt as to whether a tape summary should be prepared, then advice should be sought from the Investigation Team Manager and if necessary the case discussed verbally with a solicitor.

1. Tape summary format

As of 8 October 2002, the policy on preparation of Tape summaries has been amended. This circular is being issued as a reminder of the need; when a tape summary is required, to complete "verbatim" the preamble to any tape-recorded interview, up to, but not including the offer of a friend at interview. The new policy reads as follows

"The summary of interview or transcript must include a verbatim record of the preamble up to the point where the 'friend' is offered. It will also include the fact that the suspect was reminded of his legal rights upon recommencement of interview after a break. The explanation of the legal rights on tape must be set out in full on a summary of the interview. It is no longer sufficient just to say "Rights explained CS001 completed"."

This policy should be complied with during the completion of all tape summaries.

This circular will be posted on the PO Ltd S&A Library site.

Any questions regarding this circular should be directed to Tony Utting,
Internal Crime Policy and Standards Manager, Post Office Limited
Investigation Team on Mobex GRO or Mobile GRO

Tony Utting
Internal Crime Policy and Standards Manager
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