

OFFENDER REPORTS	
1.	PURPOSE The aim of this policy is to set out the standard format for offender reports by Security Managers.
2.	LINK TO ACCOUNTABILITIES Security Managers
3.	POLICY
3.1	PREAMBLE <div style="text-align: right;">(SIMS project/investigation numbers)</div> <div style="text-align: center;"><u>OFFENCE (specify)</u></div> <ul style="list-style-type: none"> Name: <i>(Forenames in full then surname)</i> Identification Code: Rank: Office: FAD Code: (Post Office Ltd. cases only) Age: DOB: Service: Date Service Commenced: Personnel Record: At Appendix (B or C) . Nat Ins No: Home Address: Suspended from duty/Interviewed: <i>(date)</i> on the authority of (managers name) Court Jurisdiction: <p><u>Where an offender is handed into custody, the preamble should continue as follows:-</u></p> <ul style="list-style-type: none"> Handed into custody: <i>(Date & name/rank of authorising officer)</i> At: (Name of Police Station) Charged: To appear at <i>(time)</i> on <i>(date)</i> at <i>(Court)</i> To be Prosecuted by: Royal Mail Group (including Post Office Limited) /Crown Prosecutor Designated Prosecution Authority: (Full name, position and address of manager responsible for authority) Discipline Manager: (Full name, position and address of manager responsible for conduct)

	<ul style="list-style-type: none"> For Sub Postmasters - use 'Position' instead of 'Rank' and 'Contract for services suspended' instead of 'Suspended from duty'. For Non-Royal Mail Group or Post Office Limited Offenders, amend headings accordingly CRO details should be placed in a sealed envelope and enclosed in an Appendix.
3.2	STANDARD REPORT FORMAT <ul style="list-style-type: none"> The offender report must be addressed to our Legal Services. This will ensure Client Confidentiality status. The header and footer must read CONFIDENTIAL (preceded by relevant BU – eg. ROYAL MAIL CONFIDENTIAL). Particulars of the suspected offence/incident and how it came to notice. In unusual cases the actual operational procedures in force at the office should be described for the benefit of Legal Services. Avoid unexplained acronyms and jargon. Details of enquiries conducted including loss analysis, observation etc. Details of any testing operation to include basis for suspicion, testing authority given, record of tests and results of testing operations. Details of suspect's interview to include specific admissions/denials, total amounts and period of offences. Give an assessment of the evidence available to support charges. Provide details of domestic circumstances and finances, if known. Give any mitigating circumstances, which may need to be considered when deciding legal action. 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) Report amount of any loss to Royal Mail Group/Post Office Limited 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 Royal Mail Group/Post Office Limited (i.e. members of the public) should be detailed so that compensation can be considered. 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. Any other matters not listed above which are substantiated and relevant to the case but which are not sensitive.
4.	Links to other reference material (policies, processes and procedures, etc.)
4.1	Title
4.2	Author
4.3	Located
4.4	Version
	Type
	Policy No.
5.	Document details

5.1	Author :	Corporate Security
5.2	Owner :	Head of Policy & Performance, Corporate Security
5.3	Audience:	Security Community
5.4	Enquiry point :	Programme Manager, Law & Legislation, Corporate Security, 4th Floor, Impact House, 2 Edridge Road, CROYDON, CR9 1PJ
5.5	Effective from :	March 2003
5.6	Review date :	February 2004
5.7	Last updated :	February 2003
6.	Assurance Details:	
6.1	Name:	Tony Utting
6.2	Business Unit:	Post Office Limited
6.3	Assurance Date:	February 2003
7.	Final Review	
7.1	Approved by	John Messenger
7.2	Documented (Hard Copy)	YES/NO Location:
7.3	“ (Electronic)	YES/NO Location: