

NON-POLICE AGENCIES
(Notification of Proceedings to Police)

AGENCY NAME: Royal Mail Group (Post Office Ltd)

AGENCY REF. **GRO**ADDRESS **GRO****GRO**

OFFICER IN CHARGE OF CASE: Lisa ALLEN

SIGNATURE: _____

For Police Use Only A/S Reference Number

PNC Court Case Reference Number

PNC ID Number

CRO Number

Entered on PNC by

Date

Name Charged/Summoned

Surname PALMER

Forename(s) SUZANNE LESLEY

Alias Name(s)

Nickname

Date of Birth

Sex

Colour

Height (Imperial)

or Metric

GRO

M

F

X

White

X

Non White

GRO

m

Place of Birth

GRO

Nationality

GRO

Driver Number

Process Stage

Reported

X

Arrested

Charged

Date

2

0

0

2

2

0

0

6

Time

Photograph

Taken

Not Taken

X

Fingerprints

Not Taken

X

Taken

DNA Sample

Taken

Not Taken

X

Mouth

Hair

ID Number

Prosecuting Agents

Royal Mail Group Legal Services

GRO

Offence (in plain language, include Act & Section of Offence.)

.False Accounting

(Contrary to section 17 (1) (a) of the Theft Act 1968)

Offence Start Date/Time

1

8

0

1

2

0

0

6

Offence End Date/Time

Address/Location of Offence

GRO

County

Essex

Post Code

GRO

Method used in Offence

(Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)

Mrs Palmer inflated the cash on hand figure to cover up for an error notice that she had put through the system. The cash on hand figure was also inflated to cover the amount of cash used to replenish a private ATM machine. Additionally the Camelot scratchcards were inflated. The total amount owed to Post Office Ltd was £14,700.

***** FOR ADDITIONAL OFFENCE(S) USE A SEPARATE FORM NPA 02 *****

Continuation form(s) NPA 02 attached

Yes

X

No

Summoned on date

0

5

0

4

2

0

0

6

Court Date

2

4

0

4

2

0

0

6

Time

10:00am

Court Name

Southend Magistrates Court

Cautioned on date

Cautioning Officer

Rank

Name Cautioned

Surname

Forename(s)

SIDE 2

Ethnic Appearance	GRO							
Build	GRO							
Shoe Size	British		GRO		or		Metric	
Eye Colour(s)	GRO							
Glasses	GRO				Handed		GRO	
Hair	Type		Colour (1)		Dyed/Greying		Colour (2)	
							Features	
	GRO							
Facial Hair								
Accent	GRO							
Marks/Scars/Abnormalities	TATT MARK LACK SCAR PRCD PECU	Tattoo Lacking Scarred Pierced Peculiar	R L C U W	Right Left Centre Upper Lower	SCAL(Scalp) EYES LIPS NECK BACK ARMS	LEGS GAIT BROW EARS TEET(Teeth) CHES(Chest)	GENI(Genitals) HAND FEET SPEE(Speech) FACE NOSE	CHIN ABDO(Abdomen) BUTT (Buttocks) FING (Finger) TOES TONG (Tongue)

[illegible]

Home Address(es)	GRO		Postcode	GRO				
Other Address(es)			Postcode					
Identity Numbers (DSS/National Insurance etc.)	Type	Number						
	NINO	GRO						
Occupation	Subpostmistress			Date				
Habitual Dress	GRO							
Jewellery Worn								
State if worn permanently and body position								
Habits/Mannerisms								
Special skills								