

About this guidance

Using the manual of quidance and MG forms

The MG forms

This guidance tells Criminal Investigation Officers working in Immigration Enforcement about the forms they need to complete when preparing a case for prosecution.

The National Police Improvement Agency (NPIA) produced the manual of guidance and a series of forms to provide standard procedures and forms for prosecution files across a number of agencies. The NPIA was dissolved on 7 October 2013 and replaced by the College of Policing, see related link.

This guidance tells you how:

- the manual of guidance is set out
- to use the manual of guidance
- to use the series of MG forms linked to the manual of guidance

If you want to go straight to the MG forms, see the link on the left: The MG forms

Changes to this guidance - tells you what has changed since previous versions of this guidance.

Contact - tells you who to contact for help with a specific case if your manager can't answer your question.

Information owner - This page tells you who the information owners are and tells you how the guidance can be updated.

In this section

Changes to this guidance

Contact

Information owner

External links

College of Policing

Changes to this guidance

Using the manual of guidance and MG forms	This page lists changes recent at the top.	Related links	
The MG forms	Date of the change	Details of the change	See also
	14 April 2015	Change request:	Contact
		 Page 'Forms for first referral to CPS for charging' – change to the forms used for MG11 – witness statements row of the table. Added new document 'Witness advice section' 	Information owner Links to staff intranet removed
	06 March 2015	Change request: • minor housekeeping changes	Tomevou
		For previous changes to this guidance you will find all earlier versions in the archive. See related link: Manual of guidance - archive	

Guidance - Manual of guidance and MG forms - v8.0

Using the manual of guidance and forms

About this guidance

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This section tells you about the manual of guidance and what you use it for.

If you work in Scotland or Northern Ireland you must use the procedures currently in place in those locations.

Who has prepared and agreed the manual of guidance

The Association of Chief Police Officers (ACPO), the former UK Border Agency (now the Home Office) and the Crown Prosecution Service (CPS) agreed the contents of the manual of guidance, which introduced a 'national file standard' for prosecution files.

It tells you how to prepare, process and submit prosecution files and how to use the forms prepared by the National Police Improvement Agency (NPIA) for use by:

- Home Office
- National Crime Agency (border officers)
- police officers
- police staff
- CPS prosecutors

You must always follow the advice given in the manual when you prepare a case for prosecution.

How the manual of quidance is set out

The manual of guidance contains 3 main sections:

Section	What the section contains	
Section 1	This section tells you:	
	 how to build a case file, including: what MG forms to include in the file how to get CPS charging advice 	

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Protective marking and unique reference numbers

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Downloads

Links to staff intranet removed

Section 2	This section tells managers:	
	 how to supervise case files, including: which forms they must sign their responsibility for checking details (quality assurance) 	
Section 3	Provides the MG forms in numerical order, and:	
For more detailed in	explains what each form is used for gives you advice on how to complete each form formation see related link: Manual of guidance July 2011.	

Protective marking and unique reference numbers

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This page tells you about the government protected marking scheme (GPMS) for documents and MG forms and using unique reference numbers (URNs) in prosecution cases.

Why you need to protectively mark documents

You must protectively mark documents containing sensitive or personal information to make sure the information is only released to those with the authority to see that information.

MG forms

All the MG forms:

- are numbered
- have MG at the beginning of the form name
- have a GPMS marking of 'official', 'official sensitive', 'secret' or 'top secret'

For more information see related link: New security classifications.

For more information on what you use each form for, see link on left: The MG forms.

URN for case files

You must give each case its own URN. You must also put this number on each MG form you use. It is used to track and monitor cases where possible.

For all immigration enforcement investigations, you must get the URN from the custody sergeant at the police station where the suspect is detained or charged.

The Crown Prosecution Service will not give written advice unless you give them a URN for the case.

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Related links

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Requesting a change to the MG forms

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This page tells you how to request a change to an MG form (used in criminal investigations) you are using.

The standard MG forms

The National Police Improvement Agency (NPIA) produced the series of MG forms to standardise their use in criminal investigation work across the law enforcement agencies. MG forms are used by:

- · many different police forces
- the Home Office
- other agencies, such as the Department for Work and Pensions

Requesting a change to an MG form

You may need to make a slight amendment to some of the forms so they are more relevant to your use. You may also use a separate case handling system to automatically produce the MG forms.

The NPIA have approved some variations to the series of MG forms the Home Office uses.

You must send all your requests for variations to the Home Office single point of contact (SPoC).

You must never alter the forms without first contacting the SPoC.

Official - sensitive - do not disclose - start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

In this section

Protective marking and unique reference numbers

External links

Links to staff intranet removed

Official - sensitive – do not disclose – end of section For more information on what you use each form for, see link on left: The MG forms.

The MG forms

About this guidance

Using the manual of guidance and MG forms

The MG forms

This section tells you about each of the MG forms and what you use them for in a criminal investigation.

Following an update in 2011 the MG1, MG13 and MG17 are no longer used. The MG forms still in use are set out in the pages in this section. These are the most current versions of the forms, you must make sure you use these versions and not any older versions saved on your computer.

The forms are split up into the stages when you are most likely to use them during an investigation, and those forms you use less often:

- forms used for first referral to Crown Prosecution Service (CPS)
- forms used for preparing your file for court
- other MG forms

You must prepare each case individually and use the appropriate forms.

Although these forms are mainly used during particular stages in your investigation you can use them at other times, if necessary, depending on what is happening in your investigation. Also you may not need to use every form suggested.

The manual of guidance tells you in more detail how to complete each form. For more information see related link: Manual of guidance July 2011.

In this section

Forms for first referral to CPS for charging

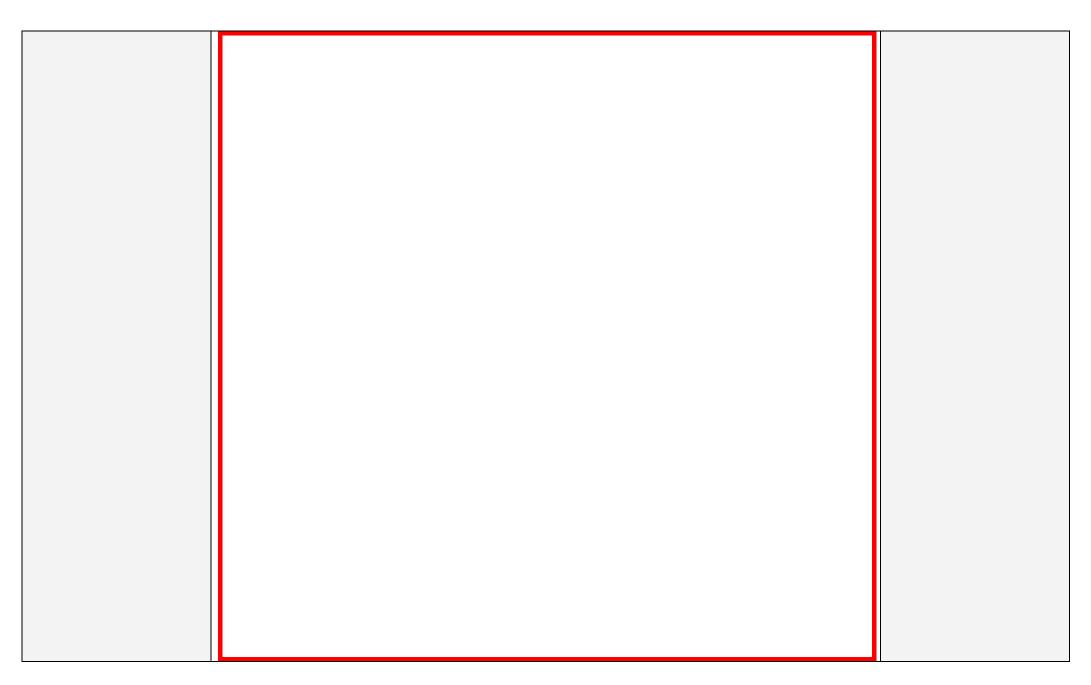
Forms for preparing your file for court

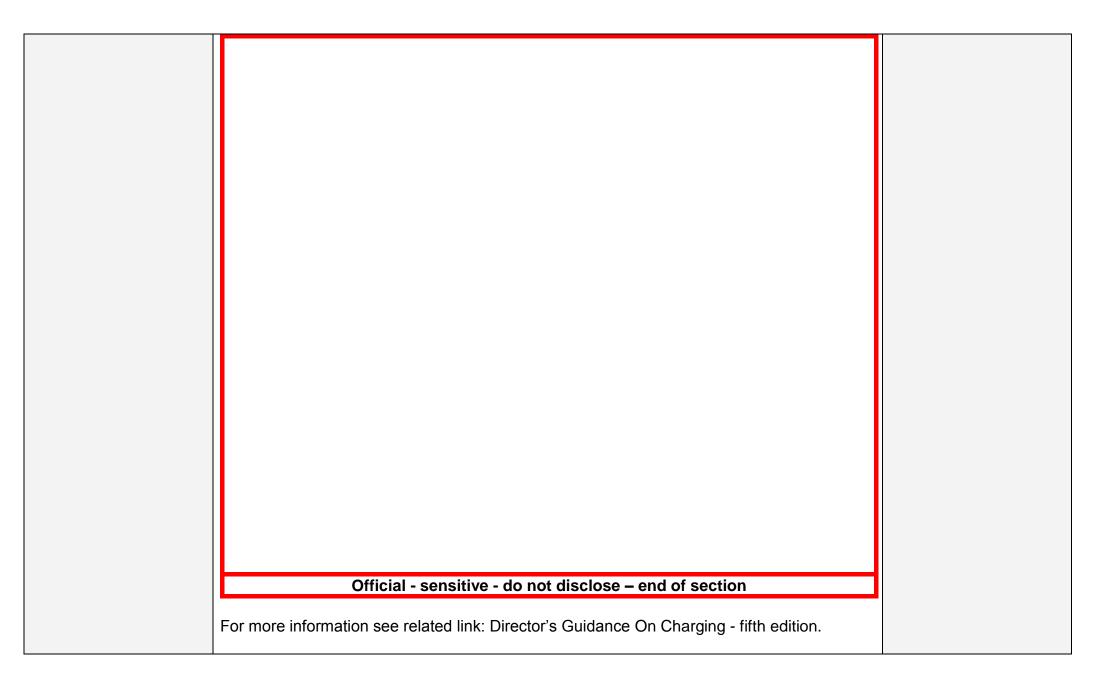
Other MG forms

DownloadsLinks to staff intranet removed

Forms for first referral to CPS for charging

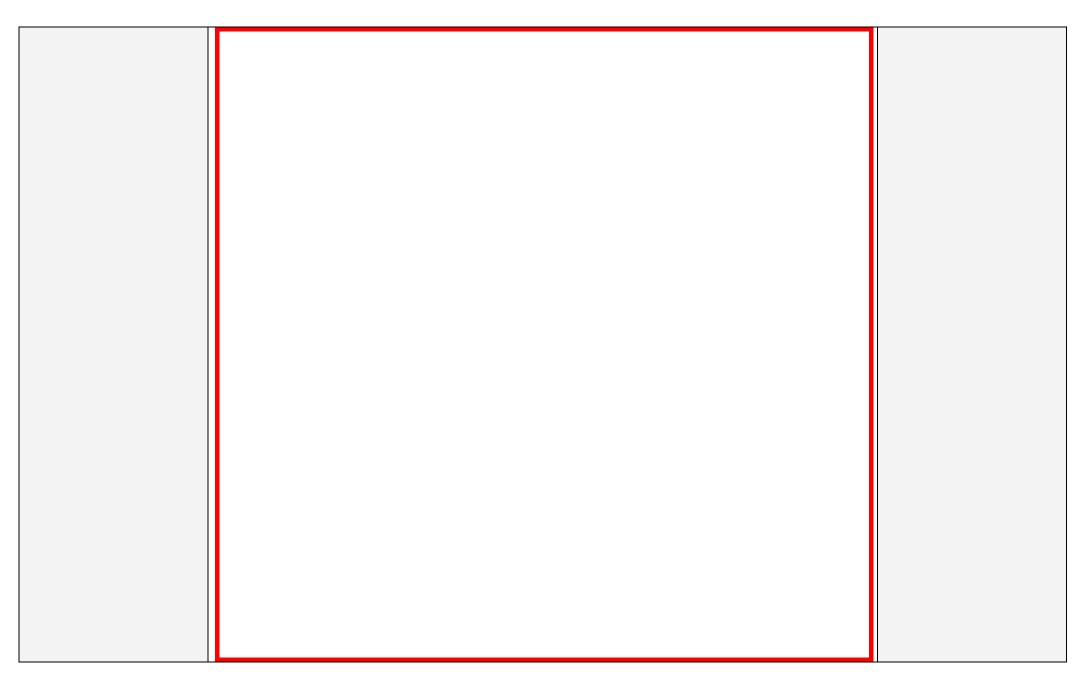
About this guidance This page tells you about the forms you are most likely to use when making your first referral In this section to the Crown Prosecution Service (CPS) for charging advice, receiving that advice and Forms for preparing your file for court Using the manual of charging your suspect. guidance and MG forms Although these forms are mainly used for this purpose you can use them at other times, if Other MG forms appropriate, depending on what is happening in your investigation. The MG forms **External links** Director's Guidance On Official - sensitive - do not disclose - start of section Charging - fifth edition The information in this page has been removed as it is restricted for internal Home Office use only. **Downloads**

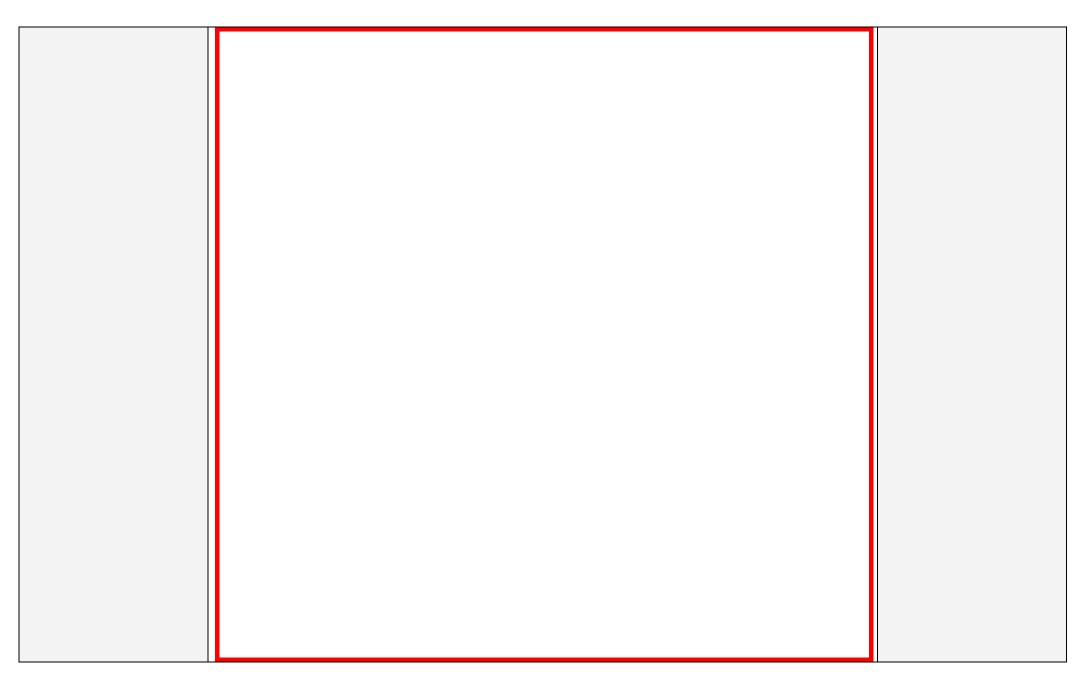


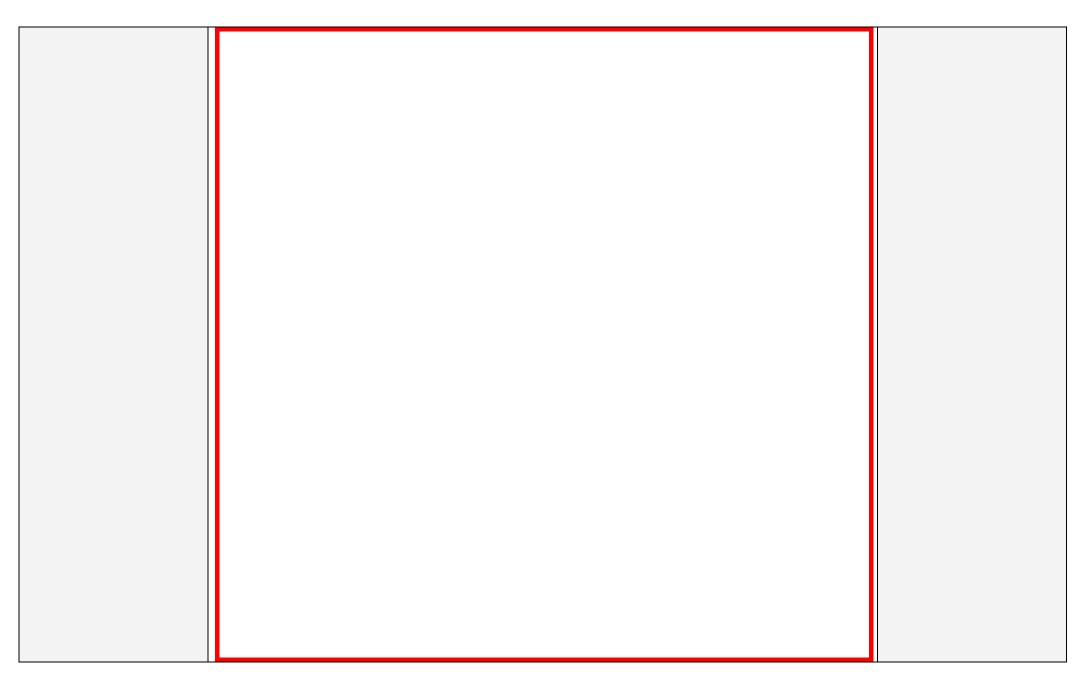


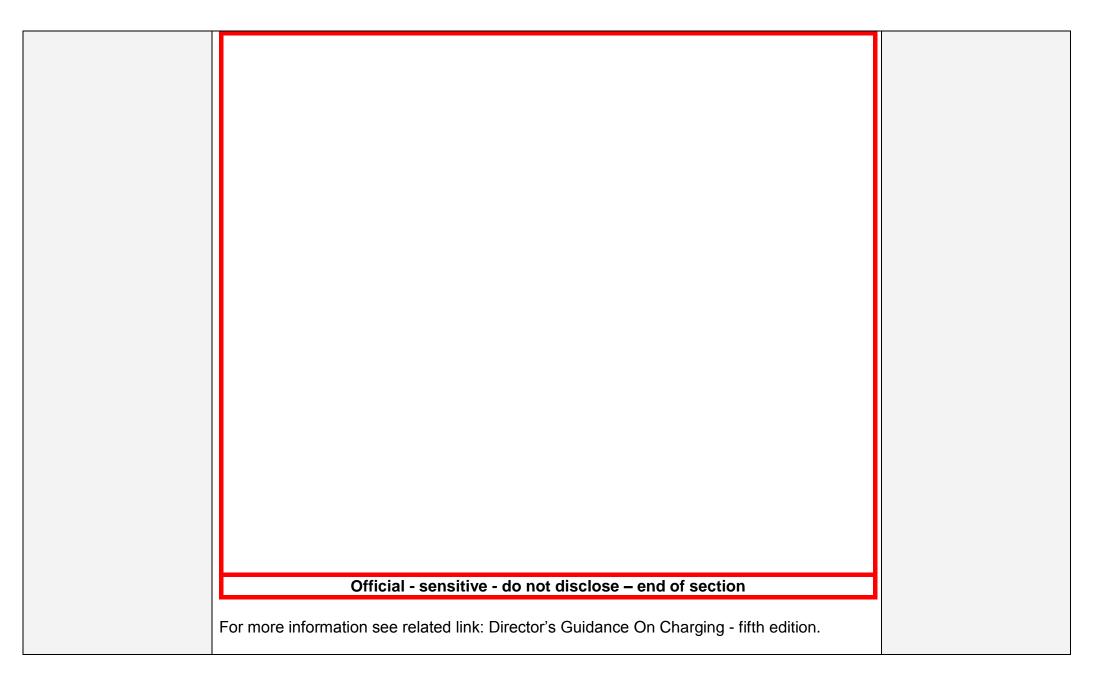
Forms for preparing your file for court

About this guidance This page tells you about the forms you must complete after charging a suspect when you In this section are continuing your investigation and preparing your file for court. Forms for first referral to **CPS** for charging Using the manual of guidance and MG forms Although these forms are mainly used for this purpose you can use them at other times, if appropriate, depending on what is happening in your investigation. Other MG forms The MG forms **External links** Official - sensitive - do not disclose - start of section Director's Guidance On The information in this page has been removed as it is restricted for internal Home Office Charging - fifth edition use only. **CPIA** Code of practice **Downloads** Links to staff intranet removed



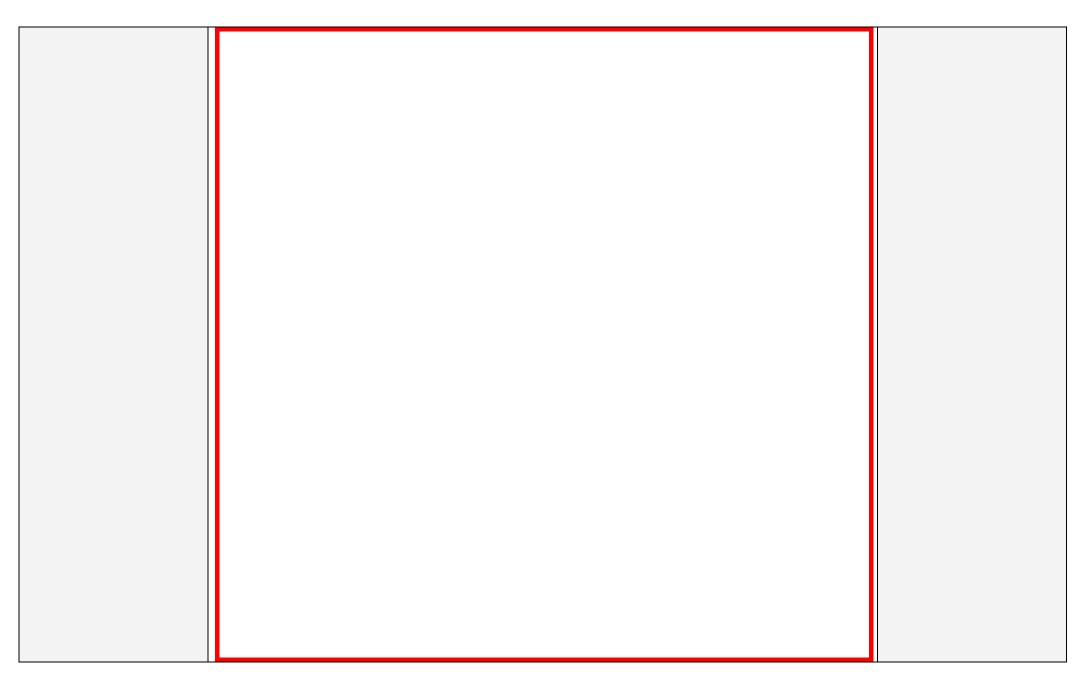


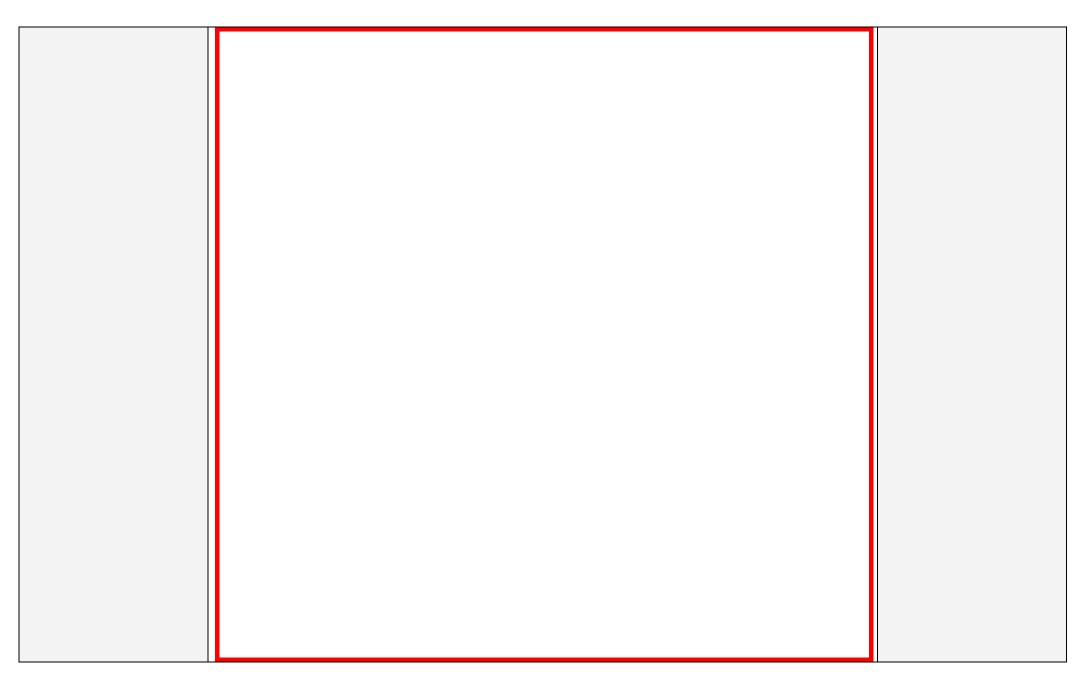


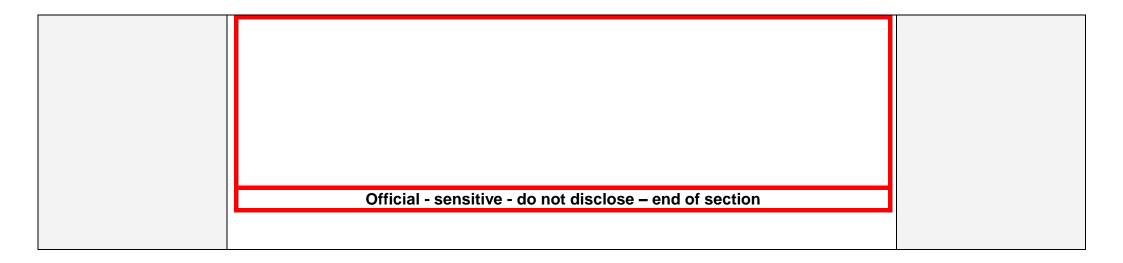


Other MG forms

About this guidance This page tells you about the forms you will use less often, or are normally only used by In this section police officers, when preparing your case. Forms for first referral to **CPS** for charging Using the manual of guidance and MG forms You can use these forms at other times, if appropriate, depending on what is happening in your investigation. Forms for preparing your file for court The MG forms Official - sensitive - do not disclose - start of section **Downloads** The information in this page has been removed as it is restricted for internal Home Office Links to staff intranet use only. removed







Contact

About this guidance

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This page explains who to contact if you need more help with a question about the manual of guidance and series of MG forms.

If you have read this guidance and still need more help, you must first ask your line manager.

If you need further help you may contact:

Official - sensitive - do not disclose - start of section

The information in this page has been removed as it is restricted for internal Home Office use.

Official - sensitive - do not disclose - end of section

Changes to this guidance can only be made by the guidance, rules and forms team (GRaFT). If you think the policy content needs amending you must contact the criminal investigation operational guidance team, using the related link, who will ask GRaFT to update the guidance, if appropriate.

GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Guidance, rules and forms team.

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Changes to this guidance

<u>Information owner</u>

External links Links to staff intranet

removed

Information owner

About this guidance

<u>Using the manual of</u> guidance and MG forms

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This page tells you about this version of the 'Manual of guidance and MG forms' guidance and who owns it.

Version	8.0
Published for Home	14 April 2015
Office on	·
Guidance owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Clearance date	8 August 2012
This version approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	13 April 2015

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You can also give feedback on the manual of guidance and MG forms that is specific to the crime directorate. You can send this to the SPoC. For SPoC contact details, see related link: Contact.

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External links Links to staff intranet removed