Home Office

Manual of guidance and MG forms

Manual of guidance and MG forms

About this guidance

Using the manual of guidance 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. For more information on the NPIA, see related link. This guidance tells you how: • the guidance is set out • to use the manual of guidance, and • 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 Links to staff intranet removed

Manual of guidance and MG forms

Changes to this guidance

Using the manual of guidance and MG forms

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This page lists changes to the manual of guidance and MG forms with the most recent at the top.

Date of the change	Details of the change

19 August 2013	Six month review by the modernised guidance team:
	
	• Requesting a change to the MG forms:
	  ○ amendment to restricted text
	• Forms for first referral to CPS for charging:
	  ○ amendment to sixth row of restricted text
	  ○ updates to downloads referred to in that row
	• Contact:
	  ○ restricted text, change to final sentence
	• Information owner:
	  ○ in table, 'Guidance owner' changed
	• Minor housekeeping changes.

1 July 2013	Change request:
	
	• Forms for first referral to CPS for charging:
	  ○ all forms updated
	  ○ removed the fifth row of restricted text
	• Forms for preparing your file for court:
	  ○ all forms updated
	  ○ added new second row in restricted

Related links

Requesting a change to the MG forms

Forms for first referral to CPS for charging

See also

Contact

Information owner

Links to staff intranet removed

			text
			• Other MG forms:
			  ○ all forms updated
			  ○ added new fourth row in restricted text
			• Minor housekeeping changes.		

			For previous changes to this guidance you will find all earlier versions in the archive. See related link: Manual of guidance - archive		

Manual of guidance and MG forms

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 UK Border Agency 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, and
- CPS prosecutors.

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

How the manual of guidance is set out
The manual of guidance contains three main sections:

Section	What the section contains

In this section

Protective marking and unique reference numbers

Requesting a change to the MG forms

Links to staff intranet removed

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

Section 2	This section tells managers:
	
	• how to supervise case files, including:
	  ○ which forms they must sign, and
	  ○ their responsibility for checking details (quality assurance).

Section 3	Provides the MG forms in numerical order, and: • explains what each form is used for, and • gives you advice on how to complete each form

For more detailed information 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 that 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, and
- have a GPMS marking of ‘restricted’ or ‘confidential’.

For more information see related link: 1. Categories of protective marking.

For more information on what you use each form for, see link on the 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. The unique reference number is issued in one of two ways:

Restricted – 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
Requesting a change to the MG forms

Related links
Links to staff intranet removed

	The information in this page has been removed as it is restricted for internal Home Office use only. Restricted – do not disclose – end of section • For all other Home Office 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.	

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, and
- 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.

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In this section

Protective marking and unique reference numbers

Links to staff intranet removed

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

Manual of guidance and 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 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. 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, and • 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 Links to staff intranet removed

Forms for first referral to CPS for charging

About this guidance

Using the manual of guidance and MG forms

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This page tells you about the forms you are most likely to use when making your first referral to the Crown Prosecution Service (CPS) for charging advice, receiving that advice and charging your suspect.

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.

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Forms for preparing your file for court

Other MG forms

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For more information see related link: Director's Guidance on Charging - fifth edition.

Forms for preparing your file for court

About this guidance

Using the manual of guidance and MG forms

The MG forms

This page tells you about the forms you must complete after charging a suspect when you are continuing your investigation and preparing your file for court.

Although these forms are mainly used for this purpose you can use then at other times, if appropriate, depending on what is happening in your investigation.

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Forms for first referral to CPS for charging

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For more information see related link: Director's Guidance on Charging - fifth edition.

Other MG forms

About this guidance

Using the manual of guidance and MG forms

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This page tells you about the forms you will use less often, or are normally only used by police officers, when preparing your case.

You can use these forms at other times, if appropriate, depending on what is happening in your investigation.

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Forms for first referral to CPS for charging

Forms for preparing your file for court

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Contact

About this guidance

Using the manual of guidance and MG forms

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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:

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Changes to this guidance can only be made by the modernised guidance team. If you think the policy content needs amending you must contact the policy team, using the related link: Email CI inbox who will ask the modernised guidance team (MGT) to update the guidance, if appropriate.

The MGT 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: Modernised guidance team.

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Changes to this guidance

Information owner

Links to staff intranet removed

Manual of guidance and MG forms

Information owner

About this guidance

Using the manual of 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	4.0
Valid from date	19 August 2013
Guidance owner	Dave Magrath
Cleared by director	David Pennant Sonia Dower
Director's role	Director – crime directorate Director – strategy and intelligence directorate
Clearance date	8 August 2012
This version approved for publication by	Jan Hunter
Approver's role	Acting grade 7, modernised guidance team
Approval date	15 August 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the policy team, using the related link: Email CI inbox who will ask the modernised guidance team (MGT) to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

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.

In this section

Changes to this guidance

Contact

Links to staff intranet removed