

8 October 2025

FOI Ref 21842

Request - You asked us the following:

IN 2024 what was the Force Policy in relation to issuing a Postal Requisition to a suspect for alleged offences?

In 2024 what was the police procedure in force to issue a postal requisition to a suspect for an alleged offence?

In 2024 what was the police procedure, process and policy in respect of service of a postal requisition on a suspect?

In 2024 what was the effective date that issuance of a postal requisition on a suspect became effective?

Since 2024 have there been any changes made to the postal requisition procedure, and if so, what have they been?

We received your request on 10/09/2025 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

Staffordshire Police holds/does not hold the requested information.

- IN 2024 what was the Force Policy in relation to issuing a Postal Requisition to a suspect for alleged offences? – **Partially disclosed, please see the accompanying file titled 'FOI 21842 Postal Requisition Policy and Procedure Data.xlsx'.**
- In 2024 what was the police procedure in force to issue a postal requisition to a suspect for an alleged offence? – **Partially disclosed, please see the accompanying file titled 'FOI 21842 Postal Requisition Policy and Procedure Data.xlsx'.**
- In 2024 what was the police procedure, process and policy in respect of service of a postal requisition on a suspect? – **Partially disclosed, please see the accompanying file titled 'FOI 21842 Postal Requisition Policy and Procedure Data.xlsx'.**
- In 2024 what was the effective date that issuance of a postal requisition on a suspect became effective? – **Unknown*. Please see below.**
- Since 2024 have there been any changes made to the postal requisition procedure, and if so, what have they been? – **Disclosed, this has been recently reviewed with no changes made.**

The following exemption has been applied:

In accordance with Section 17(1) of the Freedom of Information Act, this letter represents a refusal notice for parts of this particular request.

- Section 31 (1) (a) (b) - Law Enforcement.

Information is exempt from disclosure under S31 (1) (a) (b) where the release of Information would, or would likely to, prejudice the prevention and detection of crime and/ or the apprehension or prosecution of offenders. This exemption is qualified and prejudice-based and, as such, we are required to evidence the harm in disclosure and apply the public interest test.

Harm:

To provide the operational procedures for postal requisitions could undermine existing or future investigations, operations and police tactics. It would allow those with ill intent to cause disruption to operational policing and prejudice the prevention and detection of crime.

Public Interest Test

Factors favouring disclosure under Section 31(1)(a)(b)

To disclose this information would adhere to the basic principle of being open and transparent, it would also lead to a better public awareness of the workings of the police force and the communications used with operations and during routine policing.

Factors favouring non-disclosure under Section 31(1)(a)(b)

Releasing such data would give those individuals with the intent to do so, the intelligence required to disrupt police activity. Any disclosure of information which is likely to undermine the ability to serve the public in preventing and detecting crime can only be considered as being harmful to the public.

Balance test

When considering whether disclosure is appropriate, we must weigh the strongest reason for disclosure against the strongest reasons for non-disclosure. In this case, whilst the factors favouring disclosure are important in that it would adhere to the basic principle of being open and transparent, we believe when weighed against the risk of disclosure undermining our ability to prevent and detect crime and hindering our ability to protect the public, then non-disclosure takes precedence.

Please be advised that all Freedom of Information request responses are published on the Staffordshire Police website although personal details are not included.

Advice and assistance

Section 16 of the Act places an obligation upon the Authority to provide advice and assistance, in order to comply with this obligation please see below.



*In relation to question 4, we have made numerous exhaustive attempts to obtain the data you have requested from the relevant data holders within the force. However, following all attempts, we have been unable to receive a satisfactory response from the data holder with which to provide a response to your request. If you are dissatisfied with the handling of your information request, you can make an appeal to the Information Commissioner's Office (ICO). The easiest way to lodge your appeal is via their website: www.ico.org.uk/foicomplaints

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Staffordshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

foi@staffordshire.police.uk

Or by Post to:

Information Access Team
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Information Access Team within two months of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by a Supervisor who is independent from the original Decision Maker. The Information Access Team will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Supervisor will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Supervisor will reply to the appellant with the result of the review. If the appellant is still dissatisfied following the review they should contact the Information



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Commissioner to make an appeal. The Information Commissioner can be contacted via the following link:
<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Information Access Team