



# Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking in the Workplace Policy

## Policy

### 1. Introduction

1.1 The Surrey Police Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking in the Workplace Policy will be underpinned by external and internal procedures that will seek to robustly address issues of these offences and related matters that are experienced by our personnel. This is not limited to current Surrey Police officers and staff (hereafter referred to as Individuals); it also includes individuals who have retired or have left any UK Police Force. The safety and welfare of victims of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking will be our priority and we will be compassionate and understanding of the needs of victims and their families.

1.2 The offences listed in this Policy include Violence Against Women and Girls (VAWG) which is a term used to describe a wide range of gender-based crimes. It includes rape and serious sexual offences, domestic abuse, stalking, harassment, honour-based abuse - these crimes have unimaginable psychological, emotional, physical impact on those subjected to them. They are life-changing. See our Violence Against Women and Girls (VAWG) strategy to find out more about what we are doing to prevent these crimes happening in Surrey.

The areas of policy in this document are in addition to and should be read in conjunction with the main Surrey Police Domestic Abuse Policy and the Violence Against Women and Girls (VAWG) strategy, the Stalking and Harassment Policy and the Rape and Serious Sexual Assault Investigation Policy

As per the other policies this focuses both on the gender base to these offences whilst also recognising that there are female perpetrators, male victims and includes gender diverse communities too.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND IN THE POLICY AND PROCEDURE AREA ON THE INFORMATION HUB.

### 2. Statement

2.1 It should be understood that for some victims there are many barriers to Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking and there are still high levels of under-reporting. This is particularly pertinent to police personnel for a variety of reasons. These may include:

- A fear that their colleagues might discover their situation.
- Fear that the investigating officer will be known to them or the perpetrator.
- Embarrassment and concern that line managers and others will see them as people who make poor decisions.
- Where the perpetrator is also an employee, fear that they might access reports or other information.
- Fear of repercussions if the perpetrator is convicted and loses their job and pension rights.
- There may also be additional barriers for LGBTQ+, male and disabled victims.
- Black, Asian, and Minority Ethnic men, women and girls may face additional barriers in reporting. It is known that migrant survivors and women with No Recourse to Public Funds (NRPF), in particular, may be facing increased barriers to accessing support. <https://www.imkaan.org.uk/>
- Difficulties in initial reporting - many victims describe intimidation by their partners to deter them from reporting. Typically, their partners claim that their role as a police officer or member of police staff means that they would be believed and the victim would be disbelieved. They stress that they would be protected by the system they work in.
- If the perpetrator is an officer or member of staff there may be concerns around using their police knowledge, status and powers.
- Improper manipulation of police processes – as highlighted in the Centre of Women’s Justice super complaint (Centre for Women’s Justice ) and concerns around the perpetrator if a police officer or staff will be helped behind the scenes to use dishonest manipulation or police resources to protect officers who have been reported for abuse.

This list is not exhaustive.

2.2 Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking can have a devastating effect on a victim's personal life. The effects of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking do not stay at home when a victim comes to work. It is possible for perpetrators to use workplace resources such as NICHE, other databases, phones, e-mail and other means, to threaten, harass or abuse their current or former partner.

2.3 There is a real cost to employers in terms of lost hours, ineffective productivity, mistakes, etc. coupled with the effect on colleagues who may also fear for their safety, be protective of victims, or fail to understand the reasons for increased absenteeism.

2.4 Surrey Police as a responsible employer will ensure an effective and supportive response to personnel who may be experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking in order to prevent and reduce occurrences in addition to supporting the victims and their families. We will ensure that decisions are properly documented and that risk assessments occur at relevant stages within the investigative process.

2.5 It is essential to employ workable and confidential solutions which encourage the reporting of information or intelligence relating to suspected incidents of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking by members of Surrey Police, giving due regard to the victims' and any children's continued welfare, safety, general wellbeing and human rights.

### 3. Policy Statement

3.1 Aims of Surrey Police will be to:

- Support Surrey Police personnel that disclose they are experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking in a sensitive and effective manner.
- Surrey Police will take a trauma informed approach to supporting any member of Surrey Police who discloses Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking understanding that their experiences may have had a serious impact upon their emotional and physical health.
- We will also be mindful of the fact that for a member of the police force to be arrested, investigated or charged has significant consequences and therefore increases the risks not only to their partner and family but also themselves. We will therefore risk assess the impact their position has on the abuse and their mental health.
- Work with partners to reduce the number of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking incidents and increase the quality of service and support to victims through positive action. This will include information sharing protocols in place with partner agencies and co-operation in cases in where Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking occurs and, in such cases, for instance, where a member of Surrey Police personnel is the perpetrator.
- Secure inter force arrangements relating to investigations, information sharing or victim support. Referring a victim to specialist abuse services in Surrey (please see procedure section 15)
- Establish and maintain a professional approach when dealing with incidents of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking as outlined in our external and internal procedures being aware of the risks involved and undertaking the necessary risk assessments.
- Have support systems to encourage partners, relatives and colleagues of police personnel perpetrators of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking to notify the police ensuring where necessary confidentiality.
- Respond to police personnel who commit Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking related criminal offences in order:
  - a) to **protect** adult and child victims, potential future victims, members of the public, agencies/organisations and police personnel from further violence, serious injury and homicide (this includes psychological harm);

- b) to ensure that police personnel who commit Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking related criminal offences are **held accountable** through the Criminal Justice System (CJS) and are dealt with appropriately through internal misconduct procedures; and
- c) to ensure the maintenance of **public confidence and the confidence of victims** in the policing of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking and the integrity of the police service.
- Ensure that appropriate measures are in place to deal with police personnel who are arrested and detained in order to safeguard the integrity and effectiveness of the investigation and ensuring the involvement of the Professional Standards Department (PSD). Where guilt is established, there will be a presumption of dismissal.
  - Reassure victims and their families by providing information that all reported domestic incidents will be investigated in a positive, sensitive, and supportive manner in order to secure a safe environment for those affected.
  - Signpost the individual (victim or perpetrator) to specialist officers within Surrey Police as well as support groups. This should include a welfare officer. See sections 12 and 15 of the procedure.
  - Undertake where necessary Community Impact Assessments and identify those incidents which are critical.
  - Make full use of all current and relevant legislation when required and provide the necessary links between related policies, procedures, guidance, and protocols.
  - Help to eliminate discrimination, harassment and victimisation whilst advancing equality of opportunity as outlined in the Equality Act 2010.
  - Ensure that actions taken are justified, strictly proportional to and the least intrusive and damaging option to the achievement of the organisations' legitimate aims.
  - Gather, secure, and preserve all available evidence in order that offenders can be placed within the CJS.
  - Employ common sense and discretion in decision making and ensure such decisions are always documented.
  - Robustly assess all available and relevant information and feasible options and ensure actions are monitored and reviewed and lessons learned.
  - Ensure that our employment and vetting processes are orientated towards screening those individuals who may have a previous history of Domestic Abuse, Sexual Abuse, Violence, Harassment or Stalking.

## Procedure

This procedure is set out in the following sections and is to be used in conjunction with the Domestic Abuse Procedure

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## **1. Introduction**

1.1 This procedure applies to all members of staff irrespective of gender, age sexuality, race, faith, religion, culture, or disability. This procedure follows the aims of the Surrey Police Domestic Abuse Sexual Abuse, Violence, Harassment and Stalking Policies. Surrey Police recognises that every member of staff who is experiencing or has experienced this abuse has the right and confidence to raise and discuss the issue with their manager and/or other departments which can lend support and advice, in the knowledge that the matter will be dealt with in an empathetic, sensitive, non-judgmental, confidential, and effective manner. The organisation will regularly monitor and evaluate its performance to ensure compliance with this procedure.

## **2. What support is available to police officers/staff disclosing or reporting Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking?**

Surrey Police recognises that for some members of Surrey Police there may be significant barriers to disclosing

In order to support staff in overcoming any barriers and provide confidence to enable them to disclose Domestic Abuse, Sexual Abuse, Violence, Harassment or Stalking Surrey Police would encourage them to consider all the following options. We are also increasing the internal specialist support training;

2.1 Reporting Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking as a crime – you can speak to any member of Surrey Police.

2.2 Reports can be made to PSD if you are a victim or you have witnessed Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking or if you are concerned that a colleague may be a victim or perpetrator of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking.

2.3 Reporting anonymously – Crime Stoppers can be contacted 24/7 by phone: 0800 555 111 or online [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

2.4 Alternatively, if you don't feel ready or able to involve Surrey Police you can talk to the specialist Outreach Services in Surrey in confidence. They are totally independent from the police and can provide advice, advocacy, and support. They will also be able to help you decide whether you wish to report abuse to us and support you to report if you wish but they will not ask you to make any decisions you aren't comfortable with. (See section 15 for contact details.)

### **3. Identifying the Problem**

3.1 It is unlikely, in the first instance, that staff who experience Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking will approach their manager to discuss their concerns

It is far more likely that the manager will become aware of the situation through associated issues such as:

- Sickness
- Absence monitoring
- Poor performance, including behaviour and language used
- Disclosure from a colleague
- Disclosure by a colleague or the perpetrator
- Police incident
- Intelligence

3.2 As with other welfare issues, identifying that a member of staff is experiencing difficulties at an early stage will lead to appropriate help being offered and allow that member of staff to deal with their situation far more effectively.

### **4. Signs and symptoms**

4.1 It may be hard for victims of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking to separate home and work issues if they are experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking and this may impact greatly on their working lives. Where both survivor and perpetrator are employed by the same force the perpetrator may also use the workplace as somewhere to perpetrate abuse and specifically target the victim's career and work reputation. The effects of experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking may manifest into physical and/or psychological symptoms and line managers must be alert to the following possible signs and symptoms:

- Changes in character, for instance members of staff who are normally outgoing may become introvert or reserved.
- They may display a lack of participation with a reduction in normal performance.

- A change in the quality of work/performance
- Visible bruising or the wearing of clothing not appropriate to weather conditions to cover injuries, excessive use of make-up to hide injuries may be indications of physical abuse.
- Uncharacteristic lateness, last minute requests for time off or annual leave, regular periods of self-certified sick leave.
- The receipt of repeated upsetting telephone calls, messages, or e-mails
- They may be nervous about getting off a shift late
- They may be reluctant to attend work social events and/or their partner may interrupt these occasions

This list is not exhaustive and there will be some victims who do not display signs of coercive control, violence, or abuse. However, where line managers fear that a member of staff is displaying signs they should sensitively enquire as to their well-being and offer support and advice where appropriate.

4.2 There may be other occasions where an individual will voluntarily advise their line manager or other member of staff that they are experiencing abuse and advice on how these may be dealt with is contained in this procedure.

## 5. Manager/Supervisor role

5.1 Research has shown that whilst victims of Domestic Abuse and Sexual Abuse in particular, may be reluctant to disclose what is happening to them, often they are also hoping that someone will realise that something is wrong and ask them about it. Managers should therefore offer staff the opportunity to discuss personal issues which may be affecting their health, performance at work etc.

5.2 If a line manager has just cause and reason based on intelligence or observations made to raise the subject of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking with an individual, the line manager needs to take the earliest opportunity to have that conversation with them in a private and confidential one to one meeting.

5.3 Managers must be non-judgemental - a member of staff may need some time to decide what to do. They should in no way feel pressured to take action as this could have serious implications for their safety. However, positive action must always be considered where appropriate, in line with the Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking Policy. **It is a mandatory requirement that a crime report be recorded to comply with Home Office Counting Rules (HOCR).**

- Take the member of staff seriously. Listen and believe what is being said regardless of whether the threshold for criminal investigation has been reached
- Ensure that any discussion with a member of staff about their circumstances takes place in private
- Respect confidentiality as far as possible - the consequences of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking are serious and managers and colleagues need to respect this

- Understand that the member of staff may not wish to discuss any details with their line manager and may prefer to involve a third party such as a colleague, another officer, trade union representative or specialist Support Services ( see section 15)
- Find out what the member of staff wants and whether a manager, another officer or another agency can help them achieve it
- The views and wishes of the victim will be considered throughout the investigation
- Be honest about what can be offered
- Be aware of any additional issues faced by the member of staff, because of their protected characteristics such as age, gender, sexuality, ethnic background or, disability etc.
- Be aware of what support is available and explore these options with the member of staff. Ensure that staff are offered a referral to the appropriate support Services and that they are made aware that as a serving member of Surrey Police they can access Outreach services regardless of whether their home address is outside of Surrey and also, they can access any of the four community-based services i.e., they may not be comfortable accessing the same service that covers their borough so they are welcome to access an alternative. With perpetrators make them aware of RESPECT services (Respect Helpline)
- You must ensure appropriate recording of the incident/situation on Surrey Police systems in line with crime recording standards is adhered to in order to maintain records of disclosures.
- Under no circumstances will line managers conduct mediation between the victim and perpetrator. Line managers must also bear in mind that they are not required to undertake a role of counsellor or Outreach Worker. This must be left to trained counsellors or DA specialist services.

5.4 When suspecting, becoming, or being made aware of a case of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking the manager may wish to seek help and advice from a People Services Business Partner/People Services Assistant Business Partner, PSD, Occupational Health Unit (OHU), the Domestic Abuse Team (DAT), the Child Abuse Team (CAT), the Sexual Offences Investigation Team (SOIT) or CID.

5.5 All such matters must be referred to PSD and the NICHE occurrence must be endorsed by PSD with the identity and contact details of that person. PSD should be updated with an outcome of the investigation.

5.6 The DAT/CAT/SOIT/CID can provide advice to the individual on the law and potential prosecution and how police forces deal with reported incidents of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking. They can also liaise with other forces on the individual's behalf if the incidents take place out of the Surrey Police force area. Managers must contact the Detective Inspector (DI) in the first instance for advice. If an individual does not want to make a complaint against an alleged perpetrator of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking consideration will need to be made for a Multi-Agency Risk Assessment Conference (MARAC) in high-risk cases or a Professionals Meeting. Contact information in relation to the support mechanisms and Independent Domestic Violence Advisers are also available from the DAT. The individual should be consulted as to whether they have any concerns with the DI of the relevant Specialist Department being informed. There may be links (previously worked together) between the perpetrator and the DAT DI. So, this may be a barrier for the individual.

5.7 The OHU can provide support in relation to the individual's fitness for work, well-being and can arrange for in-house or external counselling. Surrey Support Services are specialists in this area and may be able to provide more appropriate tailored support.

5.8 The line manager must liaise with the Central Public Protection Superintendent Lead for Domestic Abuse and Sexual Abuse in the Central Public Protection Command and PSD if the alleged perpetrator is a member of Surrey Police.

5.9 People Services can give advice to line managers and individuals in relation to temporary/permanent change of role, working hours, base of work, special leave and other related terms and conditions.

5.10 Where the perpetrator is identified as a police officer the relevant matter must be brought to the relevant SMT who need to consider whether the formation of a Gold Group is necessary.

## **6. Colleagues**

6.1 In some instances, police personnel may be advised by a colleague that they are suffering Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking or may have suspicions that it is taking place. Whilst colleagues may be able to lend support to the individual concerned, the importance of disclosing the information to a line manager cannot be over-estimated. Section 8 (Confidentiality) outlines the situations where confidentiality may be broken.

## **7. Victim Safety**

7.1 Employers, staff and others have responsibility for the health, safety and welfare of persons at work as defined by the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

7.2 Managers may have to consider additional factors if incidents involve Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking. Such incidents may involve violent partners or ex-partners visiting the workplace, abusive phone calls, intimidation, or harassment of members of staff by the alleged perpetrator. These issues could be addressed by the following measures:

- improving security measures such as changing keypad numbers or ensuring that access to buildings is open to authorised staff only
- general reminders to staff not to divulge information about staff, especially personal details such as addresses, telephone numbers or shift patterns (disclosing personal data is likely to lead to disciplinary action).
- Offering temporary or permanent changes in the workplace, work times and patterns, helping to make the staff member less at risk at work and on their journeys to and from work. This could include changes to the office layout, to ensure that the staff member is not visible from reception point or from ground floor windows

- Offering changes in specific duties, such as answering phones or working in reception or in exceptional circumstances, redeployment to another post.
- Agreeing what to tell other staff and how they should respond if the abuser rings or calls at the workplace. Providing colleagues with a photograph of the abuser and other relevant details such as car registration numbers, which may help to maintain security in the workplace
- Making sure that the systems for recording staff whereabouts during the day are adequate. If the work requires visits outside the office, considering how risks can be minimised (e.g., changing duties or allowing another colleague to accompany them on certain journeys)
- Recording any incidents of violence in the workplace including persistent phone calls, e-mails, or visits to a member of staff by their partner/ex-partner. Details of any witnesses should also be recorded. These records could be used as evidence in subsequent proceedings.

7.3 Whilst an initial approach to a line manager could be seen or viewed as a help-seeking process, managers must still act in their role as a police officer or member of police staff. Therefore, in the interest of safety and justice, complainants must be informed that a crime report will be recorded in accordance with HOCR. Where there is a believed or identified risk of imminent harm to the victim, children, or another party or property then immediate action must be taken to protect all parties or property that are believed or identified to be at risk.

7.4 The safety of the victim, their children and any other person must be paramount. There may be additional barriers to reporting for partners of staff and further pressures for victims who are staff members; this must be borne in mind when considering safety measures. Be mindful of the possibility of access to records and databases relating to Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking and take steps to restrict, sanitise or otherwise ensure confidentiality for the victim.

7.5 Disclosure or information sharing must only be conducted with the full knowledge and consent of the victim except in relation to child protection matters or high risk of harm or death to the victim or any other identified person e.g., current partner, relative, witness. This information is police information as defined by Management of Police Information (MoPI) and is required to be protectively marked (e.g. Official Sensitive) and is likely to be personal/sensitive personal data as defined by the Data Protection Act 2018 and UK GDPR (General Data Protection Regulation). For all these reasons information security measures must be in place for its collection, processing, exploitation, movement, storage, and disposal.

## **8. Confidentiality**

8.1 Confidentiality must be afforded to the individual in line with the Data Protection Act 2018 and UK GDPR Regulation (EU) 2016/679), (subject to the requirements of child and adult protection) and where the options are provided and a decision made by the victim not to pursue an allegation or support an investigation, a full risk assessment will be conducted by the line manager. In response to the risk, plans to keep the victim safe en route to work, whilst at work and when off duty will be discussed.

8.2 This is intended to manage the risk posed by the perpetrator and not for sharing information on the victim. It should not be necessary to disclose the victim's identity for this purpose, even when seeking general advice from departments such as People Services and DAT/CAT/SOIT/CID and may even be prejudicial, particularly where the parties are in an LGBTQ+ relationship but have not disclosed their LGBTQ+ status to their colleagues or family members.

8.3 Confidentiality can only be broken in the following circumstances:

- With the consent of the individual.
- If disclosure is clearly in the individual's interest but it is not possible or is undesirable to seek consent.
- If it is required by law.
- If it is unequivocally in the public interest, where a failure to disclose information may expose the individual, or others, to risk of death or serious harm. In such circumstances you should disclose information promptly to an appropriate person or authority.
- If it will prevent a serious risk to public health and serious crime.
- If a child is involved, see below.

An exception to confidentiality may arise if the member of staff indicates that their children are also experiencing abuse. In these circumstances the manager must inform the member of staff that they will be referring the matter in accordance with the Surrey Child Protection Procedures.

8.4 You must take the necessary steps to ensure confidentiality for the victim at all times and keep the victim informed throughout in accordance with the Victims Charter.

8.5 Any recorded domestic incident or incident relating to violence against women and girls concerning Surrey Police officers or staff on NICHE must only be accessed by those investigating the matter and therein for a policing purpose. It should be noted that any member of staff accessing the record will leave a footprint and maybe required to justify the reason for accessing the record.

8.6 Please see 10.1 and 10.4 for further considerations.

## **9 Welfare and Support**

9.1 The needs of police personnel experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking will be varied. There might be concerns in relation to child contact, financial implications or accommodation issues that will require that the victim be present at solicitors' meetings, court hearings etc. In addition, where criminal proceedings are pending there may be demands on them to comply with requests for statements, photographs, medical examinations, or attendance at court.

9.2 Police personnel must be afforded flexibility with requests for time off, varied duties, annual leave, compassionate leave, or other requests to enable them to attend appointments in particular to attend Outreach/ counselling sessions. It may be necessary to adjust

workloads. Reasonable requests for alternative or temporary postings, particularly where the perpetrator is also a member of Surrey Police should be considered. Decisions must be made on the basis that the victim has a fundamental right to be believed and matters of safety and work-life quality are addressed.

9.3 Victims may benefit from or require the confidential services of the OHU for advice or counselling. Line managers or investigating officers should make a referral by contacting the OHU on the individual's behalf with the consent of the member of staff. Please note - if victims engage with Outreach, they can work through housing options with them

9.4 For support in other areas assistance may be available from the Police Federation, the Superintendents' Association, Unison, or the force welfare fund (if the individual is a welfare fund member).

9.5 Contact numbers and website addresses of support agencies are shown in section 15, and the DAT/CAT/SOIT/CID can assist in making contact on behalf of the individual if preferred. Please also see 7.2 and 15

9.6 In cases where a member of Surrey Police is the victim of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking and needs emergency accommodation in order to safeguard and protect themselves and their children, an officer of the rank of Inspector or above can authorise accommodation for up to 3 nights.

9.7 This provision is to ensure the safety of our staff and to allow them to seek appropriate support from partner agencies, family, and friends. Any variance to these terms will require the authorisation of an DAT/CAT/SOIT/DCI (senior review officer).

**In cases where a member of Surrey police is a victim of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking, but is not in a position to make an official report to police regarding their situation. If they require emergency accommodation (welfare support provision), they can contact ESDAS (only) on 01737 771350 or see section 15 for contact details. It is only ESDAS that can authorise accommodation and they will ensure that the provision is made available to that person who will remain anonymous to Surrey Police.**

## **10 Special Leave and Other Supportive Measures**

10.1 Command Teams will give consideration and view sympathetically requests for special leave for staff who have disclosed they are experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking. These requests could include, but are not limited to:

- Appointments with support agencies such as Surrey DA Services, social workers, or counsellors
- Medical appointments
- Arranging re-housing
- Meetings with solicitors
- Making alternative childcare arrangements, including meetings with schools

- Court proceedings involving incidents of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking
- Assisting with any police investigation, which should not occur in the workplace

10.2 Managers should explore other supportive measures, such as a temporary change in hours, where requested by staff who are experiencing Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking

10.3 A member of staff leaving a partner may face considerable financial hardship or have concerns about finding suitable accommodation for themselves and their family. Managers should consider approving a salary advance if needed (e.g., to move house or to make other significant financial outlay). Additionally, consideration should be given to changing the method of salary payment if a member of staff has disclosed that their partner has access to their finances or is exerting financial pressure upon them.

10.4 As previously stated, it may be appropriate to refer the individual to the OHU for professional support.

## **11 Investigation**

11.1 In instances of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking involving members of the organisation the entire investigation must be dealt with by a different Division from that of the party/parties involved with an SRO appointed to provide the management oversight. The SRO will be a Detective Chief Inspector (DCI) from DAT/CAT/SOIT the force Central Public Protection Domestic Abuse and Sexual Abuse Lead to ensure fair conduct and accountability of the investigation. We will ensure that there will be no investigation by someone personally connected to the victim. (See link to SRO role SRO Guidance Sheet)

11.2 The role of the SRO is to provide an independent overview and oversight of the investigation. They must deal with any disagreements and act as the ultimate decision maker in regard to the investigation. The SRO must also have regard to the welfare and wellbeing of any members of staff involved.

11.3 When considering the welfare of the victim and/or witnesses, the SRO must identify any concerns that the victim and/or witnesses may have in relation to their return to work. Consideration should be made in relation to appointing a welfare officer to discharge this duty. Discussions around when to return to work and how to return to work are important as they will help to alleviate any potential anxiety. The SRO should consider that the victim and/or witnesses may be traumatised and whether they need any time off work. In addition to this, the SRO should consider whether there are any reasonable adjustments which could be made in order to reduce any potential difficulties. For example, this could include colleagues starting their shift at different times. Witnesses may also have concerns or questions about their role as a witness versus their role as a police officer. These issues must be considered at an early stage and addressed accordingly.

11.4 An Internal Investigation Staff Disclaimer must be signed by officers/staff concerned in the investigation of all cases where individuals from any Force is the complainant or perpetrator. This is to confirm whether they have any association with the parties concerned in the investigation and this is to include social connections such as social media. The signed form must be uploaded to the NICHE investigation occurrence This form can also be found on the intranet and on the Domestic Abuse Intranet page.

11.5 DASH and Safeguarding templates must be completed and reviewed by Supervisors. The RARA model must be used when completing Safeguarding templates for victims. With specific reference to the 15 risk indicators.

11.6 A decision by an individual to make an official report to police will not have been made lightly. In the case of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking it is likely that they would have experienced several incidents and may have taken advice or sought help through other avenues e.g., civil remedies, prior to informing the police.

11.7 Police personnel reporting Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking must be afforded all the support and protection provided to the general public and must be aware that positive action will apply in relation to the arrest of the perpetrator where criminal offences are alleged. However due regard will be given to the increased risks posed by dealing with a perpetrator who has a unique insight into policing and policing tactics and who is used to being in a position of power.

11.8 Investigators must give consideration to the fact that the victim may work in the locality where the incident occurred and may not want to attend the local police station. The perpetrator may be employed in the locality where the incident occurred, and the victim may wish to avoid contact with them or their colleagues. The varying circumstances are too many to list, but it is important that in all cases the needs of the victim and their protection is a priority, and every effort must be made to prevent contact with the perpetrator or to allay any embarrassment to them.

11.9 You must ensure that intelligence in relation to risk assessment and risk management is imparted to those persons who might be part of the safety planning process. This may include line managers, work colleagues, Heads of Service Area etc. However, blanket sharing of this information should be avoided at all costs. Again, the wishes of the victim in relation to information sharing will be paramount except in relation to child protection matters or high risk of harm or death to the victim or any other identified person e.g., current partner, relative, witness. Any Intelligence reports should be sanitised and passed through PSD.

11.10 Where another Force is investigating a case where the victim is a member of Surrey Police the following must take place. The line manager or other notified member of staff, supporting the victim in the workplace, and where appropriate, has contact with the investigating officer regularly ensure that there is holistic support for the victim and that issues of risk management are addressed throughout the criminal justice process.

11.11 Surrey Police have a duty to maintain a secure environment for all staff. When they become aware that one of their members of staff is a victim of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking it may be easier to maintain the secure working environment if all members of staff within a particular area are aware of the problem and the potential risks. It is, however, essential that the manager agrees with the member of staff concerned how much and what information, if any, other members of staff will be told.

11.12 Managers must remind their members of staff that any information must remain confidential and that any unauthorised breaches of this information could result in disciplinary action being taken. This is important, as the consequences of breaching confidentiality could have serious effects for the member of staff experiencing Statistics have shown that the risk of more serious assaults, permanent injury and homicide take place when a victim of abuse decides to confide in others, decides to leave or leaves the relationship or immediately after leaving. It is therefore important that the manager and other members of staff do not underestimate the dangers or assume that the fear of abuse by the member of staff is exaggerated.

## **12. If a Member of Police Personnel is a Perpetrator of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking ;**

12.1 Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking is unacceptable behaviour and will therefore not be tolerated by Surrey Police.

12.2 When a member of police personnel is a perpetrator of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking the following should be considered:

- Any Surrey Police officer or staff arrested in connection with a Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking related offence should not be taken to a custody suite covering their place of work, or where the victim works, or where the integrity of the investigation will be at risk. (Unless for safety reasons). Where more appropriate this should be a custody suite outside of the Surrey Force area if this is deemed more suitable by the Duty Officer. If required, this will need to be escalated to Force Gold.
- Perpetrators who are arrested must be given the Respect Postcard that gives details of support services they can access.
- A welfare officer must be appointed with careful consideration to their role. This should be noted with rationale as to the suitability of this officer.
- When implementing disciplinary measures, it is essential that the safety of the victim and their children is not compromised.
- A DA flag / Stalking flag must be applied to nominal records. The record must then be restricted.
- You must ensure confidentiality is afforded to the perpetrator unless strictly necessary to disclose information.
- You must consider the officer/employee current role and the likelihood of their contact with the victim if they are also Surrey Police employees. The protection of the victim is essential.
- You must ensure any officer engaged in the investigation is not known personally to the victim or perpetrator.
- You must ensure no police mediation is undertaken on behalf of victims and perpetrators.

12.3 Surrey Police will robustly investigate allegations of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking in line with the Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking policies. Perpetrators who are found guilty in subsequent criminal and disciplinary proceedings of such offences will be dismissed from the service.

12.4 In the absence of a criminal conviction, disciplinary proceedings may still take place, with the full range of disciplinary sanctions being available, including dismissal.

### **13. Investigation Outcome Decision**

13.1 A DASH risk assessment must be reviewed when a case of Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking towards police personnel leads to prosecution of the alleged perpetrator.

13.2 In line with the DA force policy, where the evidential threshold has been met a charging decision must be sought from the CPS. If the evidential threshold has not been met and before any other outcome is considered i.e. NFA etc. a Senior Responsible Officer (SRO = See 12.1 - DCI from DAT/CAT/SOIT or Force deputy lead for Domestic Abuse, Sexual Abuse, Violence, Harassment and/or Stalking) must be consulted, and asked to consider whether, based on the available information, there are additional lines of enquiry available or there is insufficient to evidence to consult the CPS.

13.3 In all cases where there are no further obvious lines of enquiry, the SRO will make a decision to take no further action and their rationale must be fully documented. Should a suspect be of a similar rank, or senior to the SRO, the matter should be escalated to a more senior Department/ Division Head for review.

13.4 The CPS Policy on prosecuting cases of domestic violence recognises that sometimes victims will ask the police not to proceed any further with the case and say that they no longer wish to give evidence. There may be a number of explanations for this including continued coercion by the perpetrator, friends, family, and concerns that the perpetrator will lose their job etc. This does not mean that the case will be automatically stopped. Managers must take into account the issues involved in this and ensure that supportive measures remain in place and the risk assessment is regularly reviewed.

13.5 Surrey Police will still consider use of disciplinary proceedings against staff who are alleged to have committed domestic violence and violence against women and girls even if a criminal prosecution is not pursued. Again, risk assessment measures must be reviewed by the line manager, and in conjunction with the PSD.

### **14. Raising Awareness**

14.1 Surrey Police is committed to promoting zero tolerance of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking against and by its entire staff. It is therefore essential that the working environment promotes the view that domestic abuse / violence against any person is unacceptable and that such abuse / violence will not be condoned or made the subject of jokes or graphics.

14.2 Surrey Police will aim to raise awareness through the following means:

- Publicising its policy and procedures on dealing with Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking and notifying staff of changes via Routine Orders
- Including issues relating to Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking in relevant in-house training sessions
- Enabling staff to attend Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking awareness training
- Posting information on the Force Intranet and Internet
- Publicising the internal support services available
- Publicising Local Support Agencies

## 15 Local and National Support Agencies

15.1 There are a number of Local and National Support Agencies for victims of Domestic Abuse, Sexual Abuse, Violence, Harassment and Stalking

- East Surrey Domestic Abuse Services: 01737 771350 (Serving Reigate and Banstead, Mole Valley and Tandridge including Salfords, Dorking, Leatherhead and Oxted)
- Your Sanctuary: 01483 776822 (Serving Woking, Runnymede and Surrey Heath including Chertsey, Addlestone, Egham and Byfleet)
- North Surrey Domestic Abuse Services: 01932 260690 (Serving Epsom and Ewell, Elmbridge and Spelthorne including Cobham, Oxshott, Staines and Ashford)
- South West Surrey Domestic Abuse Services: 01483 898884 (Serving Guildford and Waverley including Godalming, Farnham and Merrow)
- The Solace Centre SARC offers free support and practical help to anyone in Surrey who has experienced sexual violence and/or sexual abuse.  
To book an appointment call 0300 130 3038 or email [surrey.sarc@nhs.net](mailto:surrey.sarc@nhs.net)
- Karma Nirvana can help those experiencing Honour Based Abuse or facing a forced marriage call their UK Helpline 0800 5999 247
- Forced Marriage Unit [fm@fcdo.gov.uk](mailto:fm@fcdo.gov.uk) Telephone: 020 7008 0151 From overseas: +44 (0)20 7008 0151 Monday to Friday, 9am to 5pm Out of hours: 020 7008 5000
- Your Sanctuary Surrey-wide helpline on 01483 776822, 9.00am to 9.00pm, 7 days a week.
- National Domestic Violence 24hr Helpline - 0808 2000 247 (run by Refuge)
- Women's Aid – national charity working to end domestic violence against women and children [www.womensaid.org.uk/](http://www.womensaid.org.uk/)
- Refuge – national charity working to end domestic violence against women and children. [www.refuge.org.uk/](http://www.refuge.org.uk/)
- Galop is the UK's only specialist LGBT+ anti-violence charity - [www.galop.org.uk](http://www.galop.org.uk) 0800 999 5428

- Men's Advice Line – support for male victims of domestic violence Tel 0808 801 0327 [www.mensadvice.org.uk/](http://www.mensadvice.org.uk/)
- The Mankind Initiative – support for male victims of domestic abuse and domestic violence. Tel 01823 334244 [www.mankind.org.uk/](http://www.mankind.org.uk/)
- Respect - Specialist referral & support service for anyone concerned about being abusive to their partners. Useful website which also provides advice and information to professionals. Helpline 0808 802 4040 [www.respectphoneline.org.uk/](http://www.respectphoneline.org.uk/)
- NSPCC – national charity working to end child cruelty. Helpline 0808 800 5000 <http://www.nspcc.org.uk/>
- Citizen's Advice National Line – 03444 77 20 20
- NATIONAL STALKING HELPLINE – 0808 802 0300 Suzy Lamplugh Trust
- PALADIN – 02038664107
- Samaritans – 116 123
- RASASC (Rape and Sexual Abuse Support Centre) 0800 0288022 or 01483 568000 – [admin@rasasc-guildford.org](mailto:admin@rasasc-guildford.org) – [www.rasasc.org](http://www.rasasc.org)