



## Domestic Abuse Workplace

### Supporting Documents

- [APP - Domestic Abuse](#)
- [Domestic High Risk Indicators](#)
- [Intimate Partner Femicide Timeline](#)
- [Domestic Abuse Policy and Procedure.](#)
- [DASH](#)
- [DVD's](#)
- [DA Internal Domestic Abuse Disclaimer form](#)
- [Stalking Policy](#)
- [Stalking Protection Orders](#)
- [Honour Based Abuse and Forced Marriage](#)
- [Useful Contacts](#)
- [Victims Charter](#)
- [Community Impact Assessments Procedure](#)

## Policy

### 1. Introduction

1.1 The Surrey Police Domestic Abuse Workplace Policy will be underpinned by external and internal procedures that will seek to robustly address issues of Domestic Abuse (DA) and related matters that are experienced by our personnel. The safety and welfare of victims of DA will be our priority and we will be compassionate and understanding of the needs of victims and their families.

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 [Procedure](#).

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

## 2. Statement

2.1 It should be understood that for some victims there are many barriers to reporting DA and / or rape and serious sexual assault 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.
- BAME – Black, Asian, and Minority and Ethnic men and women, and girls may face additional barriers in reporting and 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, and stress that they would be protected by the system they work in.
- If perpetrator is an Officer or member of Staff 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](#)), 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 DA and rape and serious sexual assault can have a devastating effect on a victim's personal life. The effects of DA 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 DA or may have experienced rape / serious sexual

assault, 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 DA 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 DA, in a sensitive and effective manner.
- Surrey Police will take a trauma informed approach to supporting any member of Surrey Police who discloses DA 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 being 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 DA incidents and increase the quality of service and support to victims through positive action, such as information sharing protocols in place with partner agencies and co-operation in cases in where DA 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 domestic abuse services in Surrey (please see procedure [section 15](#))
- Establish and maintain a professional approach when dealing with incidents of DA 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 DA to notify the police ensuring where necessary confidentiality.
- Respond to Police personnel who commit DA 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 DA 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 DA 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, ensuring the involvement of the Professional Standards Department (PSD), and where guilt is established a presumption of dismissal.
  - Reassure victims and their families, by providing informative 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 DA.

## Procedure

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

1. [Introduction](#)
2. [What support is available to Police Officers/Staff disclosing or reporting DA?](#)

3. Identifying the Problem
4. Signs and Symptoms
5. Manager/Supervisor Role
6. Colleagues
7. Victim Safety
8. Confidentiality
9. Welfare and Support
10. Special leave and Other Supportive Measures
11. Investigation
12. If a Member of Police Personnel is a Perpetrator of Domestic Abuse
13. Investigation Outcome Decision
14. Raising Awareness
15. Local and National Support Agencies

## 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 Workplace Policy. Surrey Police recognises that every member of staff who is experiencing or has experienced DA 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?

Surrey Police recognises that for some members of Surrey Police there may be significant barriers to disclosing [DA](#).

In order to help support staff in overcoming any barriers and provide confidence to enable them to disclose DA Surrey Police would encourage them to consider all the following options. We are also increasing the internal specialist support training;

2.1 Reporting DA 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 DA or if you are concerned that a colleague may be a victim or perpetrator of DA.

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 DA 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 DA will approach their manager with problems.

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 behavior 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 DA to separate home and work issues if they are experiencing DA 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 DA 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 conducive to weather conditions to cover injuries, excessive use of make-up to hide injuries may be indication 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, e-mails or faxes
- 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 to 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 domestic 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 DA 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 to 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 DA with an individual, that that 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 When dealing with situations of this nature, managers should develop a sensitive and non-judgmental approach for further guidance. This approach is important, as victims of DA often feel ashamed, humiliated and frightened and prone to blaming themselves for the situation. When dealing with any member of staff who is experiencing or has experienced DA, the manager should therefore:

- 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 privacy
- Respect confidentiality as far as possible - the consequences of DA 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 from Surrey Domestic Abuse 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
- 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.
- You must be non-judgmental – the 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 DA Policy.
- 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 Surrey DA Services and that they are made aware that as a serving member of Surrey Police staff 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's services.

5.4 When suspecting, becoming or being made aware of a case of DA, 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) or the Safeguarding Investigation Unit (SIU).

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 SIU can provide advice to the individual on the law and potential prosecution and how police forces deal with reported incidents of DA. 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 DA, the SIU will consider the need for a Multi-Agency Risk Assessment Conference (MARAC) in high risk cases. Contact information in relation to the support mechanisms and Independent Domestic Violence Advisers are also available from SIU. The individual should be consulted as to whether they have any concerns with the SIU DI being informed. There may be links (previously worked together) between the perpetrator and the SIU 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 Domestic Abuse Services are specialists in this area and may be able to provide more appropriate tailored support.

5.8 The line manager must undertake DASH risk assessment processes and liaise with a senior manager in the Public Protection Support Unit 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 DA, 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 DA. 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 key pad 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, and 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, emails 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 An initial approach to a line manager should be viewed as a help-seeking process rather than a request for them to act in their capacity as a police officer or member of police staff. However, in the interest of safety and justice, victims should be encouraged to report officially such abuse. Where there are serious risks of harm to the victim or protection issues in relation to children, there will be no alternative but to report officially. In all cases a report, in confidence, will be delivered directly to the Senior Manager of the SIU and will not be subject

to discussion with other colleagues except those involved in the safety plan. The victim will be informed of this action. Line managers must be sympathetic to victims and non-judgmental in their approach.

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 DA, rape or sexual offences 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 1998 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 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 make an official report to police, 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 SIU 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 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 DA 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 SIU 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 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.

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 SIU DCI (senior review officer).

Accommodation must be arranged using [REDACTED] using budget code: [REDACTED]. Once the booking has been made you must email [REDACTED] [with the relevant booking details](#).

## 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 DA. These requests could include, but 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
- Assisting with any police investigation, which should not occur in the work place

10.2 Managers should explore other supportive measures, such as a temporary change in hours, where requested by staff who are experiencing DA.

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 Disputes /abuse 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 SIU or the force DA support lead to ensure fair conduct and accountability of the investigation.

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 regards to the investigation. The SRO must also have regard to the welfare and wellbeing of any members of staff involved. 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 regards to the investigation. The SRO must also have regard to the welfare and wellbeing of any members of staff involved.

- 11.3 An Internal Domestic Abuse Investigation Staff Disclaimer must be signed by officers/staff concerned in the investigation of all DA investigations where a member of Surrey Police (staff or Officer) 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
- 11.4 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](#).
- 11.5 A decision by an individual to make an official report to police will not have been made lightly. In the case of DA, 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.
- 11.6 Police Personnel reporting DA, 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.
- 11.7 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.
- 11.8 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 mangers, work colleagues, Heads of Service Area, 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.

- 11.9 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.
- 11.10 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 DA, 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.
- 11.11 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 DA. 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**

- 12.1 DA is unacceptable behavior and will therefore not be tolerated by Surrey Police.
- 12.2 When a member of police personnel is a perpetrator of DA, the following should be considered:
- Any Surrey Police Officer or Staff arrested in connection with a DA 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 must be applied to nominal records, ensuring that this record is 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 Sussex 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 DA in line with the Domestic Abuse [Policy](#) and 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 DA 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 SIU or Force second lead for DA) 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. In 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.

13.3 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.

13.4 Surrey Police will still consider use of disciplinary proceedings against staff who are alleged to have committed domestic violence 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 DA against and by its entire staff. It is essential therefore, 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 and notifying staff of changes via Routine Orders
- Including issues relating to DA in relevant in-house training sessions
- Enabling staff to attend DA 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 The Local Council maintains a current DA directory giving information about local and national support agencies:

During office hours: If you need to talk to someone Monday – Friday 9am - 4pm see numbers below.

- 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)

Outside these hours you can call the following

- 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/>

**Team:** Central Public Protection