



# Suffolk Constabulary Policies & Procedures

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### DOMESTIC ABUSE

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## **1. Introduction**

- 1.1 This procedure includes information on the reporting of Domestic Abuse and sets out the processes and guidelines for responding to and investigating Domestic Abuse incidents. It also contains information about the role of the Domestic Abuse Team, as well as guidance on dealing with Domestic Abuse incidents involving police personnel.
- 1.2 Crimes involving Domestic Abuse are serious crimes. The fact that the crime is committed within a domestic setting should be considered an aggravating factor and should be reflected in the response to it. The seriousness of Domestic Abuse is reflected in the Police and Crime Commissioners Police and crime Plan and the leadership provided by Chief Officers.
- 1.3 The Constabulary is committed to dealing effectively with Domestic Abuse incidents, by giving appropriate support to their personnel. Suffolk Constabulary is committed to a positive and consistent response to all Domestic Abuse incidents.
- 1.4 Positive action by police will ensure that best evidence is collected and that offenders are held to account and challenged about their behaviour.

This procedure has been developed in line with the College of Policing [Authorised Professional Practice \(APP\)](#) on Domestic Abuse, along with the HMIC recommendations.

## **2. Definition**

- 2.1 Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those **aged 16 or over** who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

- 2.2 Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of

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support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

- 2.3 Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
- 2.4 This definition includes so called 'honour' based abuse (HBA), female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group. See 'Honour Based Violence, Force Marriage and Female Genital Mutilation' procedure – available on the Policies and Procedures section of the Intranet.
- 2.5 It is the responsibility of all police personnel to ensure that for victims of Domestic Abuse under 18 years, a Child Protection Investigation is recorded on Athena, with full completion of the PVP 'Child' Protection tab, along with the 'register and investigation tab', as referral to the Multi-Agency Safeguarding Hub (MASH) must be made.
- 2.6 The definition of domestic abuse includes a wide range of relationships within the family context. Collectively, these relationships can be categorised as either intimate or non-intimate (familial) relationships.
- 2.7 Intimate relationships can be between heterosexual and same-sex partners, as well as those involving a transgender partner or partners. Former partners are also included in the definition.
- 2.8 With regards to non-intimate or familial abuse, the term family member includes:
  - Mother
  - Father
  - Daughter
  - Son
  - Brother
  - Sister
  - Grandparents
  - In-laws
  - Step family
- 2.9 Consideration should be given to crimes that may fall outside of this definition but clearly are 'domestic related' e.g. where a parent acting on behalf of a spouse or partner commits criminal acts against the

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other party. Whilst a DASH may not be required it will be important for crimes of this nature to be appropriately marked as DA related so that risk can be assessed appropriately. If there is any ambiguity regarding the relationship between the victim and perpetrator as to whether it should be recorded as a domestic incident and a risk assessment completed, seek the advice of a Detective Inspector.

- 2.10 Through speaking to the victim, a history/background can and should be obtained to assess the family make up and severity of the incident. This will enable an assessment to be made considering any escalation of previously reported crimes/incidents resulting in a well-informed, accurate risk assessment.
- 2.11 On occasions it will not be clear which party is the victim or the offender. Care must be taken to identify where allegations are made by the abusive party in furtherance of coercive control. It may not be the case that the party making the first allegation is the victim. Appropriate investigation and risk assessment must be used to identify victim and offender.

### **3. Purpose**

3.1 Compliance with this procedure will lead to:

- A prompt and efficient response, offering care, reassurance and support to victims;
- Safeguarding of victims and other vulnerable family members, including children;
- Robust management of risk;
- Thorough investigation of Domestic Abuse incidents, ensuring perpetrators are held to account for their actions through the Criminal Justice process;
- Reduced repeat victimisation;
- Enhanced multi-agency co-operation to support victims and vulnerable family members, including children;
- Increased public confidence in police, encouraging reporting of Domestic Abuse incidents;
- Accurate recording to assist appropriate targeting of resources; and
- Improved quality of service to all victims of Domestic Abuse regardless of age, gender, education, income, disability and ethnic, social, religious background or sexual orientation, according to their individual needs.

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## **4. Duty of Positive Action**

- 4.1 It is essential that officers take positive action to protect the victim and any children from further harm. Very often domestic abuse incidents result in criminal offences. It is important that they are dealt with accordingly and not minimised because they occur in a domestic context. There is a need to fully record and preserve evidence and to carry out a thorough investigation taking into account the views of the victim.
- 4.2 The fact that an initial complaint may not subsequently be pursued is irrelevant. It will not affect the action taken or the manner in which the victim is dealt with. The responsibility is on the police and not the victim to identify and secure evidence.
- 4.3 Under the European Convention on Human Rights (ECHR), victims of domestic abuse will benefit from the positive obligations placed on public bodies, including the requirements to offer effective deterrence against violence and to maintain a proper and effective system for the investigation of crime. Domestic Abuse has been held to be inhuman and degrading behaviours under Article 3 ECHR.
- 4.4 Positive Action will generally mean the arrest and interview of the suspect, where necessary and proportionate. There will be rare occasions when arrest of the suspect might be prejudicial to the ongoing safeguarding of the victim and vulnerable family members but these cases will be judged on their own merits, against the appropriate risk assessment process, usually in conjunction with supervisory personnel. There is a need to balance the interests of protection from harm, preventing further offences and the interests of the suspect.
- 4.5 Where either the victim or suspect has a disability, consideration must be given to assessing the impact of this disability on the presenting behaviour of either party.
- 4.6 Where an arrest is not made, the reasons for this will be recorded and endorsed by a Supervisor. Where a supervisor believes an arrest should have been made then steps must be taken to effect this arrest.

## **5. Training**

- 5.1 The Constabulary provides training to frontline and support personnel covering Domestic Abuse awareness, risk assessment using the

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Domestic Abuse, Stalking and Honour Based Abuse (DASH) model and positive action.

- 5.2 All first responders receive 'Domestic Abuse Matters' training, which covers coercive control, attitudes and behaviour. This training is delivered in partnership with Safe Lives and the College of Policing.
- 5.3 A selection of officers across Suffolk receive further training as Domestic Abuse Champions. They are trained to debrief incidents, along with conducting secondary risk assessments and investigation audits.

## **6. Processes Involved in Domestic Abuse Allegation**

- 6.1 The flowchart on the following page shows the processes involved in relation to an allegation of domestic abuse. Detailed information is included in the subsequent parts of this Procedure.

### Third Party Referrals

- 6.2 A Safeguarding referral will go through to the Multi-Agency Safeguarding Hub (MASH) from professionals outside of the police who have been made aware of a disclosure of domestic abuse.
- 6.3 As per National Crime Recording Standards, an investigation is recorded and forwarded on to the Domestic Abuse supervisor to review and allocate. The Domestic Abuse Officers make contact with the initial referrer to complete the risk assessment.

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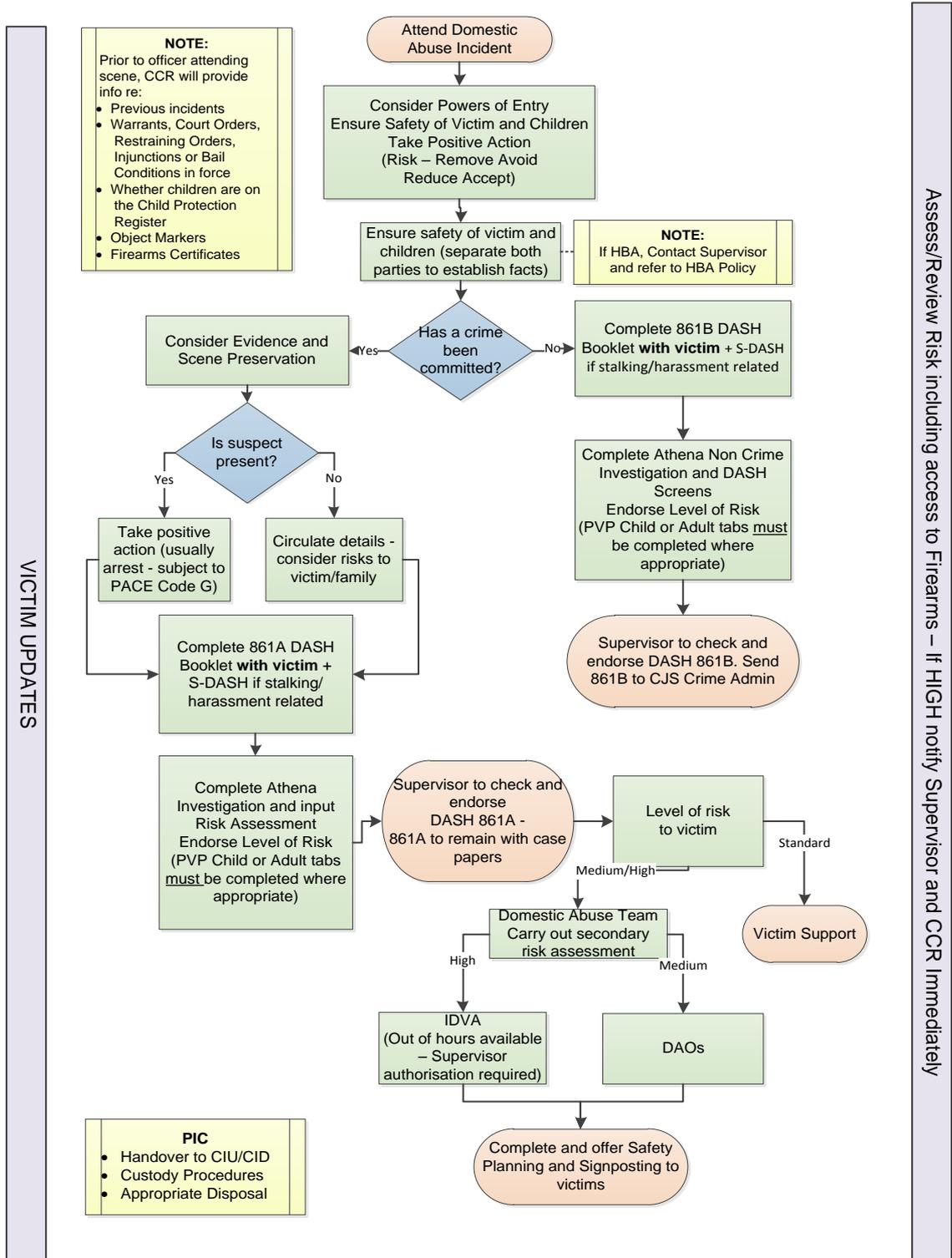
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### RESPONSE TO DOMESTIC ABUSE INCIDENT



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## **7. Contact and Control Room (CCR)**

7.1 The Contact and Control Room (CCR) is responsible for the initial handling and management of all 999/101 calls, therefore in the majority of cases CCR personnel will act as the first point of contact in Domestic Abuse cases.

7.2 Call Takers and Controllers will ensure actions are put in place to:

- Identify the risk posed to any victim and provide immediate advice to help reduce the threat present;
- Assess the level of risk and ensure that the police response is appropriate in terms of grade and resources dispatched;
- Secure evidence and develop intelligence which will help in both the risk assessment process and support subsequent investigations; and
- Provide reassurance to the victim.

### Risk Assessment and Information Gathering

7.3 Each call will be risk assessed in accordance with the THRIVE model and graded in line with the information provided. To assist call takers in gathering information with regards to incidents of Domestic Abuse, CCR personnel are provided with a list of suggested points that they should aim to obtain from the caller/victim. In addition, CCR personnel will make use of available technology and intelligence systems to assist with additional identification of risk.

### Standard Operating Procedures (SOP)

7.4 A joint Domestic Incident SOP has been created in partnership with Norfolk CCR. This SOP will activate at any time that a Domestic Incident STORM CAD is created. The SOP provides CCR personnel with basic information around grading and information gathering and is intended to act as a guide for CCR personnel.

### Response

7.5 All reports of domestic abuse will be the subject of an incident record on the STORM command and control system. The Force Grading Policy will be applied to the circumstances and will dictate the priority to be given to the incident. An officer will always be despatched to deal

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with the matter personally as incidents will not be suitable for telephone resolution. The current grading policy is:

- **Grade A (15 mins Urban/20 mins Rural)**  
CCR will grade on-going incidents where the suspect is either present or likely to pose an immediate threat (return to address etc), or where the incident is recent and the victim is distressed, as a Grade A response.
- **Grade B (Next available unit up to 60 mins)**  
If the victim is “safe” but distressed police will attend on a Grade B.
- **Grade C (Scheduled attendance up to 48 hours)**  
Where the victim and other vulnerable family members are at a safe location and no risk of harm and victim is not distressed, police will attend via a Grade C response. These incidents would not normally sit within CCR, but be re-directed towards the ICMH (Incident Crime Management Hub).

## Review and Closure of Domestic Abuse Incidents

7.6 Each CAD (Computer Aided Dispatch) created is reviewed at the earliest opportunity by either the CCR Supervisor or CCR Inspector to allow a review of the risk assessment to take place. If necessary the grading may be increased to provide a quicker response. There is an expectation that prior to closure of a recognised domestic incident a relevant record has been created, i.e., Crime Investigation / non-crime domestic record etc, and a CAD will not be closed unless this is documented. This is checked through the CCR National Crime Recording Standards/NCIR review and audit process and fed back to the CCR on a case by case basis.

## **8. Initial Response and Risk Management**

8.1 To ensure both the safety of victims and children and to preserve evidence, on arrival at the scene officers should:

- Request appropriate checks on the suspect and household, including warrants, bail conditions, civil orders, and children who are subject of a protection plan, if not already done;
- Re-assess victim and officer safety, including immediate risk, particularly in respect of access to firearms and weapons. Make an immediate assessment of the need for first aid or other medical assistance such as an ambulance (this should include the needs of

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- the victim, any children, any other vulnerable persons, witnesses and the suspect);
- Establish who is or was at the scene, including any children;
  - Separate the suspect from the victim and any children present;
  - Confirm the identity of the suspect. If no longer at the scene circulate a full description via the radio system;
  - Investigate and secure all available evidence. This will include:
    - Officer's statement (covering injuries seen/demeanour)
    - Photographs/Video/Body Worn Camera Footage
    - House to House
    - Victim's Account
    - Any significant statement by suspect
    - Witness accounts
  - Make accurate records of significant/unsolicited comments made by the suspect, victim and any witnesses, including children (N.B. this needs to be recorded verbatim in the Officer Statement, as new hearsay rules may make this admissible);
  - Secure the safety of victims in their home. If this is not possible then, with the victim's consent, consideration should be given to taking them to another place of safety, e.g. the home of a relative or a refuge (this should be done according to local arrangements for housing and refuge provision);
  - Consider Police Protection Powers under Section 46 of the Children Act 1989;
  - Complete Domestic Abuse Crime Booklet (861a) or Domestic Abuse Risk Assessment Booklet (861b) providing victim with tear-off page containing useful contacts and numbers;
  - Where a victim refuses to assist in completing the DASH, this should be endorsed as such. The officer's professional judgment on the situation must be recorded and a risk assessment provided based upon that;
  - Officers are required to record on Athena that the victim has declined to assist in the DASH questions;
  - Obtain consent of victim in respect of the information sharing section in the DASH;
  - Where children are resident or ordinarily resident with either party, referral to the Multi-Agency Safeguarding Hub (MASH) must be made by creating a Child Protection Investigation on Athena;

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- Consider seizure of any weapons/firearms/ammunition or certificates, as appropriate, particularly where there may be an immediate risk;
- Record the demeanour of the suspect, victim and any other witnesses, including children;
- Take steps to ensure that the scene of any alleged abuse is not contaminated;
- Check with the victim to see if there is a Non-Molestation Order in place. Where there are reasonable grounds to suspect that there has been a breach an arrest will normally be appropriate (subject to the usual necessity and proportionality tests);
- Ensure compliance with Joint NPCC (National Police Chiefs Council) and Crown Prosecution Service (CPS) Evidence Checklist.

**NB** - Officers providing a fast track or first response should note that other crimes often occur in conjunction with Domestic Abuse incidents, such as 'Honour' Based Abuse, child abuse or sexual abuse, but these types of offences are not always immediately apparent. Officers attending the scene who identify such matters should seek advice from a Supervisor or the Domestic Abuse Team.

## **9. Recording Incident**

- 9.1 A Non-Crime Domestic Abuse Investigation (NC/11 – NCI/27) (Primary or Included classification depending on whether there is also a crime) **MUST** be created on Athena.
- 9.2 If the investigation has an identified crime then the Primary classification will be the criminal offence, with the included classification as the Domestic Abuse reference.
- 9.3 If the investigation is a 'Domestic Incident – Non-crime' record only, then this should be recorded as such as the Primary Classification.
- 9.4 Supervisors must check each primary risk assessment and also endorse the DASH booklet prior to submission or handover.

### Athena Victim Tab

- 9.5 In 'Person Details', and 'Contact Details', from the 'Involvement' box, select SAFEST CONTACT from the drop down list. When putting in the person's safe number, only include digits.

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### Victim Contact

- 9.6 The box indicating the victim consents to Victim Support defaults to 'Yes'. Extra care must be taken to select 'No' if the victim opts out of further contact.
- 9.7 Where a child is present or usually resident with either party, it is the responsibility of all police personnel to ensure that a Child Protection Investigation (NC/12 – NCI/28) is recorded as an Included Classification on Athena, with full completion of the PVP 'Child' tab AND Child Risk Assessment, along with register 'Interest in Investigation' to the MASH.
- 9.8 This also applies where any female party is pregnant. Officers must also add a 'warning marker' to the female's record indicating that she is pregnant.
- 9.9 A PVP Domestic Abuse Tab and DASH risk assessment must be completed.
- 9.10 If any party to the incident is the holder of a firearms certificate, notify the Firearms Licensing Department, by registering an interest through Athena to 'Firearms Licensing'.
- 9.11 If there is any indication that the offender is in a notifiable occupation (i.e. working or volunteering with children, vulnerable adults, national security or probity of justice) the details of the incident must be emailed to the generic 'Disclosure' email address to notify the Disclosure and Barring Team. Similarly, if the victim has a home-based occupation involving children and/or vulnerable adults (e.g. a child minder or foster carer) or the incident has occurred at an address where this activity takes place, an email must also be sent.
- 9.12 If the suspect has a BBR (Building Better Relationships) marker on Athena then the Domestic Abuse Team must be notified.
- 9.13 Linked Athena records must always be researched.

### Intelligence Reports

- 9.14 All police personnel must consider creating a Police Information Report (PIR) on Athena where there is additional intelligence to be recorded.

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## **10. Investigation**

- 10.1 The investigation of Domestic Abuse offences will sit with the most appropriate department taking account of the circumstances of the allegation.
- 10.2 Full completion of the DASH will ensure the most accurate information is made available for those who will assess any subsequent risk, e.g. Custody Investigation Unit (CIU) staff, Custody Officer and Domestic Abuse Team.
- 10.3 Supervisory staff will ensure that there is a review of the initial risk assessment via the DASH matrix, endorsing both the DASH booklet for any 'prisoner handover' and the Athena record since this is the primary system used by all to record and adjust the risk assessment.
- 10.4 Investigating officers will draw any high risk cases or cases where there are significant complexity to the attention of a Supervisor for further assessment and agreement about investigation plan and any immediate safeguarding measures which may need to be implemented ahead of securing any evidence.
- 10.5 Detective Inspectors will assess Domestic Abuse crimes following initial report to ensure an appropriate investigator is allocated depending upon nature of offence, risk assessment, seriousness of injuries and complexity.
- 10.6 All High Risk cases will be reviewed at the Area Daily Management Meeting (ADMM) to ensure that there is appropriate ownership of the investigation. This is for cases where an offender is outstanding or has been arrested.
- 10.7 In High Risk cases where an offender remains outstanding then these will be raised at the Force Daily Management Meeting (FDMM).
- 10.8 Locality/Duty Inspector and/or Detective Inspectors should consider Threat to Life procedures to manage wider risk to victim and family, in conjunction with the Domestic Abuse Team.
- 10.9 The statement from the officer attending the scene is critical, particularly where there is no formal statement of complaint. Guidance for this is available via the Collaboration Portal.

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10.10 Investigators will explore all options for securing evidence other than from the victim such as:

- Early crime scene investigation advice and preservation of forensic evidence (scene, victim and offender)
- House to house enquiries
- Use of photography/video/Body Cam footage
- 999 call recording
- Review of previous calls to Police
- CCTV
- Medical records evidence
- Evidence from partner agencies

10.11 Investigators should take into account that, although the victim may be making an initial report to police, they are likely to have been a previous victim of previously unreported domestic abuse incidents.

## Management of Perpetrator

10.12 Operation Comfort is the name given to overarching county wide initiative to manage High Risk Domestic Abuse Cases. Offenders adopted onto Operation Comfort are considered in respect of a range of disruption tactics.

10.13 Offenders can be put forward for consideration for operation Comfort by the DAT team, through the MARAC process, by partners or by any officer/PCSO. Names will be considered by the Operation Comfort meeting and those adopted will be forwarded to Area TTCG meetings to be managed.

10.14 Where an alleged perpetrator has not yet been arrested then they will be subject to discussion Area Daily Management Meeting (ADMM) process on each Strategic Policing Command. Where the perpetrator is deemed High Risk they will be subject to discussion at the Force DMM where consideration will be given to placing the individual will be placed on the Operation VIPER list system and tasked locally

## Definition of Victims

10.15 Vulnerable or Intimidated victims are victims who fall into one or more of the following definitions and are entitled to enhanced services under the Victim's Code of Practice. Definitions are based on the criteria set

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out in Sections 16 and 17 of the Youth Justice and Criminal Evidence Act 1999.

10.16 A vulnerable victim is eligible for enhanced services if:

- Under the age of 18 at the time of the offence;
- The service provider considers that the quality of evidence given by the victim is likely to be diminished by reason of:
  - Suffering from mental disorder within the meaning of the Mental Health Act 1983
  - having a significant impairment of intelligence and social functioning
  - having a physical disability or suffering from a physical disorder

10.17 An intimidated victim is eligible for enhanced services if:

- The service provider considers that the quality of evidence given by the victim will be affected because of fear or distress on the part of the victim about testifying in court.

10.18 Victims of the most serious crime include a close relative bereaved by criminal conduct, domestic violence victims, victims of hate crime, terrorism, sexual offences, human trafficking, attempted murder, kidnap, false imprisonment, arson with intent to endanger life and wounding or causing grievous bodily harm (GBH) with intent.

10.19 Persistently targeted victims are defined as victims who have been targeted repeatedly as a direct victim of crime over a period of time, particularly if they have been deliberately targeted or are victims of a sustained campaign of harassment or stalking.

10.20 Victims may be entitled to enhanced services under more than one category at the same time, for example, a domestic violence victim is eligible as a "victim of the most serious crime" but may also qualify as a vulnerable or intimidated victim.

10.21 The final decision on whether a victim falls into one or more of the categories is the responsibility of the relevant service provider.

10.22 Officers must deal with the victim in accordance with the Victim's Code of Practice, agree a Victim Contract, and must always consider risk in

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accordance with the National Decision Model (NDM). If the assessment identifies a risk of harm, it is never appropriate to do nothing.

10.23 Athena investigations should make clear the classification of victims under the Victim's Code of Practice.

10.24 A victim's needs may change during the course of the investigation. The victim's status should therefore be reviewed if their circumstances change.

10.25 The police have the discretion to offer an enhanced service to any other victim of crime as appropriate.

### Updating the Victim

10.26 Once an officer has made an arrest in connection with domestic abuse or has been allocated the investigation, it remains the responsibility of that officer (unless otherwise agreed via supervisors and recorded on Athena) to ensure timely updates to the victim are provided in accordance with the Victim Contract. Where Domestic Abuse Officers or Independent Domestic Violence Advisors (IDVAs) engage with the victim around safety planning or because of High Risk assessment, the Domestic Abuse Officer/IDVA will agree with the officer in the case about who will take primacy for updating the victim about the case as it progresses. A similar discussion will take place with Witness Care Unit staff, where a matter moves to criminal court proceedings. This will be recorded on Athena.

10.27 The overriding principle is that, unless otherwise agreed and recorded, it is the responsibility of the investigating officer to update the victim.

10.28 Victims must be updated when a perpetrator is released from custody as soon as possible. The Victim's Code states this must be within one working day, but on occasions it is not appropriate to wait that long. Every effort must be made to ensure the victim is updated quickly and aware of the release, or pending release, of the perpetrator in order to maximise safeguarding opportunities.

### Primary Risk Assessment and Review

10.29 One of the most important areas for effectively managing cases of Domestic Abuse investigations is the primary risk assessment process.

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10.30 This is the responsibility of the officer who engages with the victim (although the inputter may be different) and must be carried out in accordance with the DASH booklet indicators, assisted by professional judgement.

10.31 Supervisors are required to review this Primary Risk Assessment and endorse it.

### Initial Supervision of Investigation

10.32 Supervision and accountability is key to effective investigation; this is particularly important when reviewing an officer's decision not to arrest. Supervisors are reminded that one of the principle aims is to ensure the safety of the victim and any other vulnerable family members. Sergeants and Inspectors must ensure that officers have complied with guidance, particularly in relation to effective evidence-gathering, positive action, risk assessment and intervention. Consideration should be given to attending scenes, where appropriate, to oversee investigations. See Supervisor's Check List at Appendix A.

10.33 All Domestic Abuse crimes and non-crimes must be subject to timely supervision. This should be within that shift.

### Allocation and Management of Investigation

10.34 The allocation of domestic abuse investigations must be based on the level of threat, harm and risk and not predicated on the seriousness of injury alone.

10.35 Where the allegation has been assessed as High Risk then there should be an assumption that the Criminal Investigation Department (CID) will undertake the investigation. It may well be appropriate, when an offender is arrested, that the investigation is progressed by the CIU. This must be agreed through discussion by a CID supervisor and CIU supervisor. Any disagreement must be escalated to the Duty Detective Inspector.

10.36 Each case will be judged on an individual basis to assess the most appropriate investigative response. This will also take into consideration the threat, harm and risk to the victim and other vulnerable persons. The complexity of the investigation will also be taken into account. Investigations that are both complex and high risk will usually be investigated by CID.

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10.37 Stalking offences that are domestic in nature must also be allocated to a CID officer.

Domestic Abuse detainees arrested for Section 18 or Section 20 GBH

10.38 CIU will deal with any domestic abuse detainee arrested for Section 18 or Section 20 Grievous Bodily Harm (GBH) unless agreement has been reached with the CIU Supervisor that CIU will undertake the investigation.

10.39 Where any domestic abuse detainee is in custody for either Section 18 or Section 20 GBH and the associated domestic abuse issues are assessed as being High Risk, the investigation will be managed by CID.

Domestic Abuse detainees arrested for other domestic abuse related offences where the risk assessment level is either Standard or Medium

10.40 CIU will deal with detainees for domestic abuse related offences which are likely to be charged as Common Assault, Actual Bodily Harm (ABH), Harassment or Criminal Damage etc. which are assessed as either Standard or Medium Risk. Where the CIU do not have the capacity to undertake the investigations then discussions will take place between the CIU supervisor and relevant Police Sergeant/Detective Sergeant as to ownership of the investigation.

Allocation of Investigations Where No Arrest Has Been Made

10.41 Where there has been no arrest then the principles above as to how investigations are allocated will be followed. Those allegations with high levels of threat, risk and harm, those that are complex in nature and those involving serious injuries will be allocated to CID investigators and will be overseen by a Detective Supervisor.

10.42 Stalking offences will be allocated to a CID Investigator.

No Further Action (NFA) Decisions

10.43 All decisions to take No Further Action (NFA) will be defined by risk and in which case will be ratified as follows:

High Risk cases to be ratified by the CIU Supervisor or a Detective Sergeant

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Medium and Low risk cases to be ratified by Evidence Review Officers (EROs).

### Handover to CIU/CID

- 10.44 Where an alleged suspect has been arrested, and it is likely the matter will be dealt with by the CIU/CID, a comprehensive handover package must be completed. The CIU handover procedure is contained within the Domestic Abuse Crime Booklet 861a which must be fully completed.
- 10.45 The handover package must be reviewed and signed off by a Supervisor before being submitted to the CIU/CID.
- 10.46 All domestic abuse related detainees will be discussed at the CIU Daily Management Meeting and any issues regarding the investigation will be recorded in the CIU Return for inclusion in the Force Daily Management Meeting. All High Risk cases will also be highlighted through this process.

## **11. Custody Investigation by CIU/CID**

- 11.1 Safety of the victim and any other vulnerable persons must be of paramount importance throughout the investigation. This will necessitate ongoing contact with the victim, at each stage of the investigation, and identification and recording as to whose responsibility this is. Early contact should be made with the Domestic Abuse Team to ensure that there is effective join up with the support provided to the victim.
- 11.2 Investigators should look to build a case that does not rely solely on the victim's account. It is not the role of the victim to provide the evidence for the investigation; this is the role of the police. Careful consideration must be given to identifying evidence from other sources, and from the suspect interview itself. Investigators must ensure they are familiar with the Joint NPCC and CPS Evidence Checklist.
- 11.3 Where a victim does not support the investigation this should not be seen as preventing the successful building of a case against the perpetrator and every opportunity to identify and secure evidence must be taken.
- 11.4 Investigators must review the custody record for any relevant information not recorded as part of the handover document.

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- 11.5 Investigators must take time to ensure they plan the suspect interview and consider the use of Bad Character evidence within the interview.
- 11.6 In the majority of cases a summary of the suspect's interview will be contained within the case file attached to the Athena record.
- 11.7 If any new information comes to notice regarding a child or vulnerable adult, the investigator will ensure that a PVP Investigation is created on Athena, with full completion of the 'Child' or 'Adult' tab and register 'Interest in Investigation' to the MASH, e.g. an adult who is clearly vulnerable due to age/mental illness or a detainee who discloses she is pregnant.
- 11.8 In conjunction with the Custody Officer, always consider appropriate bail conditions for domestic abuse cases and investigators will ensure that the victim is kept updated, particularly if/when the suspect is released from police custody.
- 11.9 The use of domestic violence protection notices/orders should be considered at an early opportunity whilst the perpetrator is in custody. This should not be left until after a charge has been sought from CPS.
- 11.10 Where it has been identified that children are living, or routinely reside, at the address relating to the victim or perpetrator, consideration should be given to informing the MASH and or Children and Young People Services before the perpetrator is released from police custody with bail conditions.
- 11.11 Court papers must indicate clearly that the case is Domestic Abuse related for the information of the court and the CPS. The case category in Athena must be set appropriately, e.g. Domestic Violence/Honour based crime. Multiple case categories can be set.

## **12. Custody**

### Detention

- 12.1 When authorising detention, interview or considering bail, custody officers will take into consideration aspects concerning previous history, risk assessment, any Victim Personal Statement in addition to *prima facie* and corroborative evidence.
- 12.2 Positive action in support of victims in relation to domestic abuse perpetrators will not be effective without the full support of custody

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officers. The detention of domestic abuse suspects is essential to ensure a prompt and effective investigation of the offence. In addition, the victim or other vulnerable persons may be at risk of further offending if the suspect is not detained.

### Custody Records

- 12.3 Custody Sergeants must ensure the Domestic Abuse Flag is added onto the Athena Custody Record. The behaviour of the suspect, unsolicited comments and suicide/homicidal threats must also be recorded. It will be necessary to supply an MG11 to CPS in relation to any such behaviour or comments if not produced in evidence elsewhere.

### Detaining a Domestic Abuse Suspect

- 12.4 When detaining a domestic abuse suspect, custody personnel should:
- Consider the suspect's right to a telephone call and assess the potential to harass and intimidate the victim, other vulnerable persons in particular children, family members and potential witnesses;
  - Ensure any telephone calls are supervised;
  - Record if a suspect threatens to commit suicide, and include this within the Custody risk assessment process for the care of the suspect in police detention and in the domestic abuse risk assessment process;
  - Consider suicide threats by the suspect as a risk factor relating to further harm being caused to the victim and other vulnerable persons, and include as part of any decision-making process for police bail;
  - Record significant statements on the custody record and invite the suspect to sign and verify them;
  - Record injuries to the suspect;
  - Arrange for the Force Medical Examiner to examine the suspect and record any injuries on the custody record;
  - Document on the custody record, any intimidating, aggressive or threatening behaviour exhibited by the suspect.

### Positive Action

- 12.5 Custody officers should continue to apply positive action and where appropriate, allow continued detention for the purpose of effective

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investigation. The interview of alleged perpetrators should be authorised regardless of the admissibility of a victim's statements or willingness of victim to support an allegation. In addition, the decision to charge rests with the CPS based on the evidential and public interest tests, not the victim. Legal advice on detention where a victim wishes to withdraw is available on the Collaboration Portal.

## Foreign National Pre-convictions Checks

- 12.6 The Officer in the Case is responsible for completing the appropriate Foreign National Pre-convictions request form and submitting to Police National Computer (PNC) when dealing with Foreign Nationals.

## Disposal Decisions

- 12.7 Custody Officers must be aware of the CPS policy in relation to the prosecution of domestic abuse cases and give due consideration to issues relating to independent prosecution when consulting on charges and prosecution. The decision to charge or caution should not be based solely on the victim's reluctance to support a prosecution or attend court.
- 12.8 If the suspect is in custody the disposal decision will be made by the Custody Officer, following discussion with the Officer in the Case and CIU Supervisor/DS.
- 12.9 The Joint NPCC and CPS Evidence Gathering Checklist must be completed by the Officer in the Case prior to seeking a disposal decision in domestic abuse cases. This is regardless of whether or not the case is being considered for No Further Action. In addition to the Checklist, officers are required to complete an additional Force Checklist – see Appendix B.
- 12.10 A full debrief of the suspect interview should be given to the Supervisor along with the completed forms. The Custody Officer is responsible for determining whether the case meets the Threshold Test, where the suspect is in police detention. If the case does meet the Threshold Test, and the circumstances and suspect do not meet with guidance on Simple Cautioning, then CPS will be consulted for charge authority. Where bail is deemed appropriate then the case must meet the full code test before submission to CPS.
- 12.11 Supervisors must ensure they update Athena with their rationale for NFA decisions. Any CPS charging decisions will record which charging

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code test they are applying and, if it fails, why. If a case has been created and a NFA decision made by a police decision maker, the decision should be added as a case note and also to the relevant investigation, either to the enquiry log or as a supervisory review.

12.12 A Police decision to Caution should be added to the same fields.

12.13 A Police decision to refer to CPS should be recorded on the investigation with a full rationale for referral covering evidential and PI tests added to 'Reviewer Review' task when sending to CPS through Athena.

12.14 If the evidential stage of the [Full Code Test](#) is satisfied, it will rarely be appropriate to deal with a domestic abuse case by way of a simple caution. However, where a positive action policy has been adhered to, the complainant does not support a prosecution, and the available evidence (including any additional evidence adduced) would only disclose a very minor offence, the police will consider a simple caution in preference to a decision to take no further action.

## Restorative Justice

12.15 Currently it is national policy that restorative justice should never be used in cases of domestic abuse. Where there is no intimate partner relationship or history of such, and offences do not include violence, stalking, harassment or sexual offences, restorative justice may be considered if certain criteria are met:

- The victim is fully supportive of its use, and the offender has admitted the offence and is showing remorse
- The incident is an isolated one and there is no previous history or concern
- The incident is extremely low level such as minor criminal damage or theft
- Restorative justice should only be considered after cases have been subject to thorough risk assessment by a domestic abuse officer
- The decision to use restorative justice must be authorised by a Detective Inspector or above within PVP

12.16 In the case of first time perpetrators under 18 years of age, restorative justice may also be considered for cases of common assault where injuries are very minor and youth justice and domestic abuse specialists agree upon restorative justice as an effective intervention.

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- 12.17 Such cases must be subject to thorough risk assessment and any case with a history of intimate partner violence, or adolescent to parent violence should not be considered appropriate.
- 12.18 Community resolutions that have no enhanced restorative justice elements will very rarely be appropriate. In cases of domestic abuse, any consideration of their use will require prior discussion with a PVP Detective Inspector.

### Bail

- 12.19 Any decisions relating to bail should be made in accordance with the Bail Act using all the information available. If bail is appropriate, short bail will always be preferable in domestic abuse cases, as the alleged perpetrator will often have the ability to re-victimise or use other methods to dissuade the victim from supporting any future prosecution.
- 12.20 Consideration must be given to the risk identified with the suspect as well as the likelihood of reoffending/interference with witnesses before the granting of bail. Where alleged perpetrators are released from custody, victims must be informed immediately by the investigator and a record made of this, (or efforts to ensure it has happened) on Athena.
- 12.21 In determining bail conditions, Custody Officers should be mindful when imposing restrictions on entering certain areas that there needs to be clarity. Marked maps may assist in giving clear definition of the area not to be entered and if this is done legible copies of any marked maps must be provided to the CPS with the MG7. Care must be taken not to highlight the victim's location if this is not known to the suspect.

### **13. Domestic Violence Protection Notices/Orders (DVPN/DVPO)**

- 13.1 Officers should consider Domestic Violence Protection Notices (DVPN) and Domestic Violence Protection Orders (DVPO) at an early stage following a domestic abuse incident as part of their duty. These notices and orders may be used following a domestic incident to provide short-term protection to the victim when arrest has not been made but positive action is required, or where an arrest has taken place but the investigation is in progress. This could be where a decision is made to caution the perpetrator or take no further action, or when the suspect is bailed without conditions. They may also be considered when a case is referred by Multi-Agency Risk Assessment Conference (MARAC). Please see College of Policing [Authorised Professional Practice](#) for further information and guidance.

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13.2 The decision to issue a DVPN must be made by the Authorising Officer who is an officer of Superintendent rank or above.

### **14. Specialist Domestic Violence Court (SDVC)**

14.1 The Specialist Domestic Violence Court (SDVC) is situated in Ipswich. Custody officers will release charged domestic abuse suspects to appear before the next available SDVC, subject to remand in custody applications.

14.2 Linked to the SDVC, the Constabulary has Independent Domestic Violence Advisors (IDVAs) situated at Bury St Edmunds, Ipswich and Lowestoft. (See separate section on IDVAs)

### **15. Repeat Victimisation**

15.1 The national definition of a Repeat Victim “is someone that has reported two incidents or more to the police within a 12 month period (accepting that could be incident/and or crime.)”

15.2 The Constabulary defines a repeat victim of domestic abuse as any person who has been the victim of domestic abuse on any previous occasion. This can be with the same partner or with different partners.

15.3 Many victims of domestic abuse are likely to have been victims of either the same or a previous perpetrator of domestic abuse before there is ever any overt disclosure to police. Unlike other crime areas where there are proscribed definitions of repeat victimisation within timescales, it is important for all to understand that there are no time limits or frequency requirements for domestic abuse victims to be recognised as repeat victims. In this area, it should be measured by the responses from the victim to the relevant questions within the DASH booklet.

15.4 This makes the requirement for researching and linking of previous offences on Athena all the more important, to provide a complete picture of the victim’s history of domestic abuse.

### **16. Incidents Involving Rape or Serious Sexual Assault**

16.1 Where victims of Domestic Abuse disclose to police that they have been raped or seriously sexually assaulted this should be dealt with in compliance with the Rape Investigation Process.

16.2 The response to the rape or serious sexual assault allegation will usually take precedence over the domestic abuse matters, subject to

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the needs of the victim where there are injuries requiring more urgent medical treatment.

16.3 Victims of rape or serious sexual assault should be taken to the Sexual Assault Referral Centre (SARC) known as the Ferns, in Ipswich.

16.4 The SARC is a partnership project between Suffolk NHS, Norfolk and Waveney NHS, Suffolk Constabulary and other voluntary and statutory sector partner agencies. It is for all victims of rape or serious sexual assault, of all ages and regardless of gender or sexual orientation.

16.5 It is a client-focused, 'one-stop' location where victims of rape or serious sexual assault can receive medical care, access to a high standard of forensic examination and follow-on support. Services include:

- Early forensic evidence collection
- Medical examination
- Referral for sexual health screening and services
- Referral for counselling
- Self-referral facility for victims who do not wish to make a formal report to police

## **17. Multi-Agency Safeguarding Hub (MASH)**

17.1 Currently, the involvement with domestic abuse in the MASH is limited to referrals when children are present or usually resident with either of the parties involved and referrals for vulnerable adults. MASH is a forum for information-sharing with partner agencies, predominantly Social Care Services and Health.

17.2 Suffolk County Council has a MASH and the police form part of this process alongside colleagues from Health, Social Care, Education, Probation and other agencies. In due course the MASH will deal with domestic abuse referrals.

## **18. Domestic Abuse Team**

18.1 Domestic Abuse Officers will:

- Secondary risk assess all high and medium domestic abuse incidents following the initial completion of the DASH risk assessment by attending/investigating officers;

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- Complete safety planning for medium cases and referrals to other support agencies;
- Provide on-going support, guidance and direction to investigating officers;
- Refer High risk cases to the Multi-Agency Risk Assessment Conference (MARAC) and to the county IDVA service unless it is necessary for Police to continue with support;
- Where possible, obtain a Victim Personal Statement or withdrawal statement from domestic abuse victims with whom they have been working;
- Issue victims with TecSOS phones;
- Provide support and engage with victims of Honour Based Abuse;
- Standard risk cases are referred to Victim Support, who receives data via automatic transfer. The Domestic Abuse team will forward all reclassified standard risk crimes and incidents directly to Victim Support.

## Domestic Violence Disclosure Scheme

18.2 The Domestic Violence Disclosure Scheme (DVDS) was introduced to increase protection for domestic abuse victims. It establishes recognised procedures for disclosing information to enable new or existing partners of previously violent individuals to make informed choices about how and whether they take forward that relationship.

18.3 The scheme is not based on any single piece of legislation. It formalises processes, based on common law powers to protect people, to be followed when considering potential disclosure of information to individuals at risk of domestic violence. For further information please see [Home Office Domestic Violence Disclosure Scheme Guidance](#).

## Multi-Agency Risk Assessment Conferences (MARAC)

18.4 The Suffolk Multi-Agency Risk Assessment Conferences (MARACs) are risk management meetings where professionals share information, (in accordance with an Information Sharing Agreement), on high risk cases of domestic abuse and put in place a risk management plan. The aim of the meeting is to address the safety of the victim, children and agency staff and to review and co-ordinate service provision in high risk domestic abuse cases.

18.5 The aims of the MARACs are to:

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- Share information to increase the safety, health and well-being of victims, including adults and their children;
- Determine whether the perpetrator poses a significant risk to any particular individual or to the general community;
- Jointly construct and implement a risk management plan that provides professional support to all those at risk and that aims to reduce the future risk of harm;
- Reduce repeat victimisation;
- Improve agency accountability; and
- Improve support for personnel involved in high risk domestic abuse cases.

18.6 There are three MARACs in Suffolk which are based on geographical locations. Each MARAC is held on a monthly basis at main venues across Suffolk. The three MARACs consist of the Southern MARAC which is based in Ipswich, the Northern MARAC which is based in Lowestoft and the Western MARAC which is based in Bury St Edmunds.

18.7 The MARACs in Suffolk follow the guidance from the Home Office approved charity Safe Lives.

### **19. Independent Domestic Abuse Advisors (IDVAs)**

19.1 IDVAs work alongside the police and other criminal justice agencies, other statutory agencies and the voluntary sector, independently of any one agency, to provide support to victims of domestic abuse and assist in providing positive outcomes.

19.2 They are universally recognised to be an effective form of support for victims and IDVAs work primarily with people at high risk of domestic abuse, to secure their safety and that of their children.

19.3 All Suffolk High Risk cases are referred to IDVAs (HBA cases currently are referred to the Domestic Abuse Teams in the first instance). The staff work with Domestic Abuse SPOCs, OICs, along with attending and contributing to MARACs, as required. They are often the main point of contact and work to assess level of risk, discuss options and develop safety plans, alongside the police.

19.4 IDVAs do not take victim personal statements/withdrawal statements.

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19.5 They are co-located at Rowan House, The Beeches and the MASH (based at Landmark House). IDVAs are vetted and have access to Athena and Suffolk police e-mails.

19.6 This is not a face to face system, however, telephone consultations are available for officers in cases where the victim won't engage or to obtain advice around safety planning and support.

IDVA service available 24hrs, 7 days a week

ON CALL IDVA – 01473 228 280

(Approval from a Supervisor/Sergeant should be sought prior to calling an on-call IDVA)

## **20. Withdrawal of Victim's Statement/Complaint**

20.1 Any officer can take a withdrawal statement. However, where a Domestic Abuse Officer is working with the victim, the person allocated to take a withdrawal statement should consult with the Domestic Abuse Officer, about who is best-placed to complete this task.

20.2 Prior to taking the statement, the victim must be informed that the CPS has the power to compel the attendance of the victim to court, and under [section 23 of the Criminal Justice Act 1988](#), to continue the case on the basis of the victim's statement and other supporting evidence.

20.3 The victim must also be reassured that the withdrawal of a complaint will not affect the future police response to any further incidents of domestic abuse.

20.4 It should be noted that if the alleged perpetrator threatens or otherwise attempts to persuade the victim to withdraw his/her support for the prosecution or incites others to do so, the offender commits a further offence and will be liable for further proceedings or review of any bail conditions.

20.5 The withdrawal statement, which will **always** be taken in the absence of the defendant, should follow the original statement being read to the victim, and include:

- The nature of the original allegation;
- The victim's reasons for wishing to withdraw the complaint;
- Confirmation as to whether the victim is claiming the offence did not occur, i.e., that a false account was given in the original statement

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to Police, or that they no longer wish the investigation or prosecution to continue; care must be given to managing potential offences of wasting police time.

- Whether any pressure (directly or otherwise), has been placed on the victim to withdraw;
- With whom they have discussed the case;
- Whether any civil proceedings have been or are likely to be instigated;
- The impact on the victim's life and that of any children if the case is continued;
- Whether there is a fear of reprisals;
- Victims views if the case was to proceed, i.e., would they attend court if compelled;
- Details of any person with whom the victim has discussed their decision, e.g. Solicitor; and
- Any other relevant information.

20.6 A covering report should also be forwarded to the CPS incorporating the views of the Officer in the Case and those of the officer obtaining the statement (if different), about the reasons for withdrawal.

20.7 Points covered in the report should include comments from the officer about :

- The veracity of reason(s) given
- How case should be dealt with
- How the victim may react to being compelled to attend court
- The safety of victim and any children
- Injuries to victim (including psychological)

## **21. 'Honour' Based Abuse**

21.1 Crimes of honour are categorised as violence against women motivated, justified or mitigated by the perpetrator's perspective of 'honour', thus a range of abuses are considered, including forced marriage, female genital mutilation and 'honour killings'. This is predominantly a crime against women however there are some male victims, and it is not restricted to any particular religious or ethnic group. Further guidance is available in the Honour Based Abuse, Forced Marriage and Female Genital Mutilation procedure, available on the Policies and Procedures section of the Intranet.

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21.2 Perpetrators can include immediate and extended family members, community members or other parties, therefore care should be taken when allocating an interpreter, if required. Officers should guard against accepting the assistance of other family or community members and, where possible, give the victim the opportunity to specify the gender of the interpreter. See Translation and Interpreters policy available on the Intranet under Policies and Procedures.

### **22. Forced Marriages**

22.1 A Forced Marriage is where a marriage is conducted without the valid consent of both parties where duress is a factor, such as blackmail (including emotional blackmail), physical violence, and intimidation. It should not be confused with an arranged marriage, which has the consent of both parties.

22.2 Further guidance is available on the Protecting Vulnerable People section of the Intranet.

### **23. Stalking and Harassment**

23.1 There are close associations between stalking, harassment and domestic abuse. Many offences of stalking and harassment are perpetrated against partners from a previous intimate relationship.

23.2 Officers will work through the DASH booklet and complete the relevant sections relating to stalking in addition to a domestic abuse 'only' case. Additional DASH Risk Assessment and relevant Athena screens must be completed.

23.3 The DASH booklet must be endorsed by a Supervisor.

23.4 For further guidance see Stalking and Harassment Policy, available on the Policies and Procedures section of the Intranet.

### **24. Coercion and Control**

24.1 Section 76 of the Serious Crime Act 2015 introduced an offence of coercive and controlling behaviour in intimate and familial relationships.

24.2 It is important to recognise that offences under this Act do not relate to single incidents but a purposeful pattern of behaviour over time.

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24.3 It is unlikely that victims will point out these offences and it is through sensitive and appropriate dialogue, and the use of DASH, that a perpetrator's behaviour of coercion and control will be identified.

24.4 Where coercion and control is identified, officers must record Home Office code 08/67 "Engaging in controlling/coercive behaviour in intimate/family relationship" on Athena.

24.5 Safeguarding considerations for the victim and their family must be considered where coercion and control is identified.

### **25. Domestic Abuse Involving Police Personnel**

25.1 Domestic abuse incidents involving police personnel, including those from other Constabularies, should not be dealt with initially any different from one involving members of the public. However, the following additional guidelines should be followed:

- CCR personnel should consider the most appropriate person to attend (wherever possible this should be a Supervisor).
- Where an arrest is made, consideration should be given to which Police Investigation Centre the member of police personnel should be taken to in order to avoid unnecessary embarrassment to the employee or colleagues.
- Notification should be made to their Supervisor (if not already aware), the relevant Inspector and the on duty/call Superintendent.
- The Superintendent will decide who should inform the Professional Standards Department or, the on-call Professional Standards officer.
- Any CAD or Athena record should be flagged as secure to maintain confidentiality.
- In conjunction with the relevant Superintendent and Professional Standards Officer, identify an Investigating Officer (normally of a higher rank) from a different area to where the person usually works.

25.2 The Investigating Officer should:

- Liaise with PSD who will provide the appropriate contact with the Police Federation / Unison;
- Ensure a DASH booklet has been completed and liaise with the Domestic Abuse Team Supervisor to allocate support for the victim; and

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- Inform PSD when a case is referred to CPS and again when CPS have made a decision.

25.3 All misconduct related issues, including support and organisational liaison with any suspended personnel, will be the responsibility of the Professional Standards Department.

### **26. Court Orders**

26.1 Police may arrest a person who is in breach of a Court Order/ Injunction, which has a power of arrest attached. Copies of relevant Orders/Injunctions are usually provided to the Constabulary's Intelligence Directorate, which arranges for copies to be locally held. Where such Orders/Injunctions permit, a proactive approach should be adopted in respect of a respondent who has breached the Order/ Injunction, i.e., the person should be located and brought before the relevant court before another breach/offence is committed by them.

26.2 The power of arrest does not extend to a preparatory act, or threatened breach; there must have been an actual breach of the Order/ Injunction as described above.

26.3 Officers should still arrest where a Court Order has been breached on those occasions where the victim appears to no longer support the requirements of the order, e.g. a victim who has a Non-Molestation Order in place but appears to support the perpetrator moving back to the home. It is for the court to adjudicate on the issue and for representations to be made by the parties involved for any change to be made to the order.

26.4 Where, during the course of the breach of a Court Order, a criminal offence has also been committed, initial arrest will be made for the criminal offence. That person should then be further arrested under the terms of the Order. The Court Order must take precedence in respect of any subsequent court hearing.

### **27. Domestic Homicide Review**

27.1 Where a domestic homicide occurs, a multi-agency process will usually be commenced after liaison between senior Protecting Vulnerable People Directorate Managers and the Senior Investigating Officer. For further guidance see:

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- Suffolk Community Safety Partnerships '[Conducting a Domestic Homicide Review Protocol and Guidance](#)'; and
- Home Office [Multi-Agency Statutory Guidance for the Conduct of Domestic Homicide \(2013\)](#).

<b>Department:</b>	Protecting Vulnerable People Directorate
<b>Authorised by:</b>	Head of Protecting Vulnerable People Directorate
<b>JNCC Approved:</b>	06.12.16
<b>Author:</b>	Detective Chief Inspector Protecting Vulnerable People Directorate
<b>Date Created:</b>	April 2000
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<b>APP Checked:</b>	01.08.16

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### Domestic Abuse Supervisor's Checklist

#### Victim

<ul style="list-style-type: none"> <li>• Immediate safeguarding completed?</li> </ul>	Record details of any safety advice given. Plans made.
<ul style="list-style-type: none"> <li>• Children present or linked to case?</li> </ul>	Record if any children connected to parties or household. Welfare established? Child Referral Tab/Child risk assessment to be completed on Athena (before end of duty). Remember unborn children and DOBs; add as involved parties on Athena record. Register interest of MASH.
<ul style="list-style-type: none"> <li>• Threat to life?</li> </ul>	Escalate to DMM if necessary. If evening/night time hours contact Duty Inspector/Detective Inspector.
<ul style="list-style-type: none"> <li>• <u>DASH completed in full on Athena, before the end of a duty.</u></li> </ul>	Completed DASH book added to Documents on Athena? If victim declines DASH or cannot be completed for other reasons then Officers <b>must</b> complete it based on what they know from attendance, observations and professional judgement. <b>A risk level must be set.</b>
<ul style="list-style-type: none"> <li>• Does the victim consent to their details being referred to other agencies?</li> </ul>	<b>This must be recorded on Athena Enquiry Log for Domestic Abuse Team information.</b>
<ul style="list-style-type: none"> <li>• Has IDVA been considered for High risk victims that will not engage with police?</li> </ul>	IDVA CONTACT NUMBER BELOW. CCR HAVE NUMBER FOR OUT OF OFFICE HOURS.
<ul style="list-style-type: none"> <li>• Victim updated?</li> </ul>	Who will update the victim further? Please remember Victims Code. UPDATE the victim in full, whatever the outcome, if NFA – why. Victims may feel let down at this point, try to rebuild their trust and confidence.
<ul style="list-style-type: none"> <li>• Consider liaising with the DA team and IDVA prior to taking a withdrawal statement.</li> </ul>	DA Team/IDVA may be working with victim already.
<ul style="list-style-type: none"> <li>• Consider special measures?</li> </ul>	Advise victim of potential for special measures application.

#### Location

<ul style="list-style-type: none"> <li>• Is a marker required on the address?</li> </ul>	DA Team can assist with Object, or contact CCR if High risk or immediate assistance.
<ul style="list-style-type: none"> <li>• ANPR flag?</li> </ul>	On suspects' vehicle?
<ul style="list-style-type: none"> <li>• Response plan required?</li> </ul>	Consider early completion and flag to DA team.
<ul style="list-style-type: none"> <li>• Address secure?</li> </ul>	Flag to DA Team for assistance; <b><u>please do not make promises of alarms/TecSOS phones.</u></b> Contact TSU for further assistance with panic alarms (x3812). Liaise with local

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	authorities/housing associations; can they assist in making secure?
<ul style="list-style-type: none"> <li>• <b>Threat of arson?</b></li> </ul>	Safeguard the victim and flag to DA team for liaison with fire service to consider Fire Safety Survey. If immediate risk, consider relocation of victim/liase with fire service via switchboard or during office hours for urgent situations call 01473 260588.

**Offender**

<ul style="list-style-type: none"> <li>• <b>DVPN necessary?</b></li> </ul>	Useful in a number of circumstances, consider early consultation with a Superintendent.
<ul style="list-style-type: none"> <li>• <b>Suspect arrested or outstanding?</b></li> </ul>	Consider DMM and Red Viper - Are there already Bail conditions/Restraining/Non Molestation orders in place?
<ul style="list-style-type: none"> <li>• <b>Partner agencies may know where to find the suspect.</b></li> </ul>	Liaise with DA team to link into partners, and identify BBR (Probation) & MARAC nominals.
<ul style="list-style-type: none"> <li>• <b>Admissions?</b></li> </ul>	Record <b>significant statements</b> and ask for suspect to sign.
<ul style="list-style-type: none"> <li>• <b>Is the suspect injured?</b></li> </ul>	Ensure they are examined in custody.
<ul style="list-style-type: none"> <li>• <b>Suspect history and previous history; is a disclosure under the domestic violence disclosure scheme required?</b></li> </ul>	Clare's Law - Remember Right to know / Need to know. Liaise with the DA team.
<ul style="list-style-type: none"> <li>• <b>Op Comfort flags</b></li> </ul>	Liaise with the DA team to add to Comfort list, update TABS if required.
<ul style="list-style-type: none"> <li>• <b>Who else is at risk?</b></li> </ul>	Other partners or family members?

**Investigation**

<ul style="list-style-type: none"> <li>• <b>Has the Eight point plan been adhered to?</b></li> </ul>	Yes
<ul style="list-style-type: none"> <li>• <b>Statement from victim – ABE?</b></li> </ul>	Consider Coercive control. If victim not willing to give statement - consider victimless prosecution? Medical consent signed?
<ul style="list-style-type: none"> <li>• <b>Victim Personal Statement</b></li> </ul>	Include - Restraining order required? Safety of victim and children, child contact? Other exclusion addresses? Impact Physically, Financially, Emotionally and Psychologically.
<ul style="list-style-type: none"> <li>• <b>Witness statements from all parties</b></li> </ul>	Don't forget children (ABE/Statement), safe contact, addresses and DOBs.
<ul style="list-style-type: none"> <li>• <b>Officer statement</b></li> </ul>	Describe injuries, demeanour of victim; children and suspect, signs of struggle/tidying up? Damage.
<ul style="list-style-type: none"> <li>• <b>Photos of injuries</b></li> </ul>	Did victim visit GP/A&E?
<ul style="list-style-type: none"> <li>• <b>Photos of scene</b></li> </ul>	Make best use of DA camera/body camera.
<ul style="list-style-type: none"> <li>• <b>CCTV?</b></li> </ul>	Some CCTV is quickly over written particularly local authority/pubs; it should be

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	secured at the earliest opportunity.
<ul style="list-style-type: none"><li>• <b>ANPR BOF</b></li></ul>	ANPR office in Suffolk staffed 8am-10pm. Suffolk x8283/2670. Norfolk can be contacted on 041333 or submit PIR in if not urgent.
<ul style="list-style-type: none"><li>• <b>999 call?</b></li></ul>	Reviewed & exhibited if applicable.
<ul style="list-style-type: none"><li>• <b>Previous history?</b></li></ul>	DA incidents, bad character, bail history, breach of orders, MARAC history, PND. Family tree, child protection proceedings, European pre-cons, Check both suspect & victim.
<ul style="list-style-type: none"><li>• <b>H2H completed?</b></li></ul>	Relevant witness statements taken.
<ul style="list-style-type: none"><li>• <b>PIR submitted?</b></li></ul>	Before end of duty.
<ul style="list-style-type: none"><li>• <b>Disclosure?</b></li></ul>	Who else holds records, IDVA service, Social services etc. Notifiable occupations?
<ul style="list-style-type: none"><li>• <b>Has there been a counter - allegation</b></li></ul>	What are the circs? Have both parties been arrested? DASH is required for both if 2 crimes recorded.

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### Domestic Abuse Evidence Review Checklist

This checklist outlines some potential evidence sources which need to be considered and reviewed for all DA cases and before considering for NFA. In signing this form, you will be confirming that you have established that the points below have been considered and that you recommend that this case be allocated for further work or indeed in some cases; NFA.

	Yes	No	Comment
Follow up contact made to the victim to allow for further disclosure?	<input type="checkbox"/>	<input type="checkbox"/>	
DASH risk identification booklet completed with outcome recorded (i.e. MARAC case, high risk, medium risk, standard risk)	<input type="checkbox"/>	<input type="checkbox"/>	
999 Tapes obtained and reviewed, BT call recording obtained and reviewed in cases where call to emergency service is terminated.	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs; of disturbance/damage at <b>scene and injuries</b> taken including follow up CSI photographs of victim injuries	<input type="checkbox"/>	<input type="checkbox"/>	
Officer Statement detailing IP injuries/ demeanour	<input type="checkbox"/>	<input type="checkbox"/>	
Serious cases – CSI requested and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
Admissions including record of unsolicited comments recorded, signed and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Evidence (if available at the time); signed consent form; medical exhibits i.e. Paramedics/GP/Hospital	<input type="checkbox"/>	<input type="checkbox"/>	
Victim statement (include reference to previous domestic abuse- if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	
Victim contacted to ensure full disclosure/history obtained	<input type="checkbox"/>	<input type="checkbox"/>	
Other statements – neighbours following house to house enquiries, children, attending officer (to include visible injuries, signs of struggle, disposition of victim/offender, IDs of other persons present) and any other witnesses.	<input type="checkbox"/>	<input type="checkbox"/>	
CCTV/ Head or Body Camera footage (if relevant/available & checked)	<input type="checkbox"/>	<input type="checkbox"/>	
Searches if relevant conducted	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile phone seized	<input type="checkbox"/>	<input type="checkbox"/>	
Early Evidence Kit used (in cases of sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	
All relevant exhibits seized PSE No(s) for all property seized -			
<b>Is there relevant information from Police Records?</b>			
Bail history and any breach orders (including civil)	<input type="checkbox"/>	<input type="checkbox"/>	
Previous Domestic abuse incidents history researched (including against other victims)/call outs/pre-convictions – for defendant and victim/witnesses. (CIS/PNC/DV Databases via the MASH)	<input type="checkbox"/>	<input type="checkbox"/>	
Bad Character evidence established and presented in interview	<input type="checkbox"/>	<input type="checkbox"/>	
Suspect(s) intelligent checks/access to firearms) include details	<input type="checkbox"/>	<input type="checkbox"/>	
Any civil orders/proceedings and whether there has been previous breaches	<input type="checkbox"/>	<input type="checkbox"/>	
Any previous allegations (with URNs) and how these allegations were concluded (if the case did not proceed, why not?)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Information regarding the victim and/or incident</b>			
Whether victim has been contacted by suspect/friends/family	<input type="checkbox"/>	<input type="checkbox"/>	

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Relationship status and history (to include domestic arrangements), Police view on future relationships and likelihood of recurrence/any threats	<input type="checkbox"/>	<input type="checkbox"/>	
Counter allegations/defence	<input type="checkbox"/>	<input type="checkbox"/>	
Is the victim supported by a specialist IDVA or ISVA service	<input type="checkbox"/>	<input type="checkbox"/>	
Ability/willingness of victim to attend court, give evidence any and any specialist considerations	<input type="checkbox"/>	<input type="checkbox"/>	
Special measures needed? And type (views of victims and IDVA/ISVA Specialist support service) need to complete an MG2	<input type="checkbox"/>	<input type="checkbox"/>	
Has the victim retracted their statement? Have they previously retracted? Officers statement on retraction and views on witness summons (include victim/IDVA/ISVA specialist support service views)	<input type="checkbox"/>	<input type="checkbox"/>	
Safety of victim (victims views and IDVA/ISVA specialist support service views)	<input type="checkbox"/>	<input type="checkbox"/>	
Restraining Order – does the victim want a RO and if so with what terms?	<input type="checkbox"/>	<input type="checkbox"/>	
Victim Personal Statement – has one been obtained post incident?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Information in relation to Children</b>			
C39d / 848 submitted - Whereabouts of children during incident (include relation to victim/defendant, age and <b>remember the unborn child</b> )	<input type="checkbox"/>	<input type="checkbox"/>	
CATS check completed	<input type="checkbox"/>	<input type="checkbox"/>	
Child protection proceedings; include whether referral/research was made through MASH / CRTU Child Safeguarding to Children Services/EDT	<input type="checkbox"/>	<input type="checkbox"/>	
Safety of children (police and victims views)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Supervision Review – if Police decision is NFA or simple caution</b>			
Supervisor review of MG5 regarding interview contents	<input type="checkbox"/>	<input type="checkbox"/>	
The case has been presented to CPS	<input type="checkbox"/>	<input type="checkbox"/>	
There is a follow up referral to MASH / CRTU and Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	
If detainee is to be released on bail or NFA then ensure a <b>RELEASE STRATEGY</b> is in place to risk manage the safety of the victim	<input type="checkbox"/>	<input type="checkbox"/>	

**\* IMPORTANT – THE VICTIM MUST BE CONTACTED PRIOR TO THE RELEASE OF OFFENDER AND NOTIFIED OF THE INTENDED DISPOSAL \***

<b>Details of Officer presenting and certifying as true and correct:</b>	
Name	Signed
Date / Time	

<b>Detective Inspector / Detective Sergeant / Custody Investigation Unit Supervisor</b>	
Name	Signed
Date / Time	
DECISION:	

**Supervisors must ensure they have updated CIS with their rationale, which charging code test they are applying and if it fails why.**

Threshold test: [http://www.cps.gov.uk/publications/code\\_for\\_crown\\_prosecutors/threshold.html](http://www.cps.gov.uk/publications/code_for_crown_prosecutors/threshold.html)

Full code test: [http://www.cps.gov.uk/publications/code\\_for\\_crown\\_prosecutors/codetest.html](http://www.cps.gov.uk/publications/code_for_crown_prosecutors/codetest.html)

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