



Date: 03/02/2026  
Our ref: 01/FOI/25/015952/F

**FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/25/015952/F**

I write in connection with your request for information dated 02/12/2025, received by Greater Manchester Police (GMP) for the following information:

*We would be grateful if you could provide the following information:*

- 1. Which unit or units in your force are responsible for investigating cases of intimate partner sexual violence (i.e. cases where the sexual offences occurred within a context of domestic abuse from an intimate partner and/or where a victim has reported both domestic abuse and sexual offences by the same perpetrator)?*
- 2. If the answer to question 1 is more than one unit, how are cases allocated between units?*
- 3. Please provide a copy of any internal force policy relating to the issues in questions 1 and 2.*
- 4. Does your force currently have:*
  - a) a dedicated RASSO unit*
  - b) a dedicated domestic abuse unit*
- 5. Please could you provide answers to questions 1 to 4 above on the arrangements within your force in January 2022.*

**Result of Searches**

Following receipt of your request searches were conducted within Greater Manchester Police to locate information relevant to your request. I can confirm that the information you have

requested is held by Greater Manchester Police. However, I am not obliged to supply all the information you have requested as exemptions apply.

When refusing to provide such information because an exemption applies, Section 17(1) of the Freedom of Information Act 2000 requires GMP, to provide you - the applicant - with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

Some of the information requested in question 3 is exempt under **Section 21 – Information accessible to applicant by other means**. Our [Domestic Abuse Policy and Procedure](#) and our [Domestic Abuse in the Workplace Policy and Procedure](#) have both previously been disclosed in response to other Freedom of Information Requests.

Where redactions have been made within the attached documents, this information is exempt from disclosure by virtue of one of the following exemptions: **Section 40(2) - Personal Information** and **Section 31(1)(a)(b)(c) - Law Enforcement**.

Section 40 is an absolute exemption with no requirement to complete a public interest test.

Section 31 is a prejudice based qualified exemption and therefore subject to a harm based public interest test.

## **Harm**

To disclose the redacted information within the attached policy would compromise the efficient and effective conduct of the Force. Resulting in safety implications for the public, consequently creating extra strain on police resources. Furthermore, disclosing such information has the potential to seriously undermine effective law enforcement and policing strategies. Therefore, GMP will not disclose information that would prejudice our ability to prevent or detect rape and sexual offences.

## **Factors in favour of disclosure**

Disclosure of the redacted information would allow for a better-informed public, helping to build public confidence and allow a better understanding of how GMP investigates rape and sexual offences. This would encourage more individuals to speak to the police, whether this be as a victim or witness to an incident, to assist with an investigation or provide intelligence.

## **Factors against disclosure**

To disclose the redacted information would hinder the prevention or detection of crime, the efficient and effective conduct of the force and has the potential to seriously undermine the effective law enforcement tactics in how GMP deals with these specific crime types, allowing potential offenders to use the information to their advantage. The safety of the public is of paramount importance to the force and a major part of the policing purpose, therefore GMP will not disclose information which could risk lives or be detrimental to our policing role of enforcing the law and protecting people.

## Balancing Test

When balancing the public interest test GMP must consider whether the information should be released into the public domain. Arguments need to be weighed against each other. The most persuasive reason for disclosing the information would be the enhanced public confidence. This needs to be weighed against the strongest reason for non-disclosure, which, in this case is the fact that individuals may be placed at risk, as potential offenders may use this information to their advantage to adapt the way in which they commit such criminal acts. Therefore, having considered all the factors for and against disclosure it is the decision, at this time, to maintain the above exemption and withhold the redacted information from disclosure

- 1) Such crimes would be investigated by a combination of the Domestic Abuse Team and Criminal Investigation Department (CID) at the relevant district.
- 2) It is a command decision made by the Senior Leadership of both units.
- 3) Please see the attached, redacted copies of the Non-Contact Sexual Offences Policy and Procedure and the Rape and Serious Sexual Offences (TALON) Policy and Procedure. The Domestic Abuse Policy and Procedure and the Domestic Abuse in the Workplace Policy and Procedure are exempt under Section 21, see above.
- 4)
  - a. No.
  - b. Yes, the Domestic Abuse Team.
- 5) Please see attached version 2.1 of the Domestic Abuse Policy and Procedure that was in place in January 2022. The Domestic Abuse in the Workplace was a new policy in August 2022. The Non-Contact Sexual Offences was a new policy implemented in December 2025. The current version of the Rape and Serious Sexual Offences (TALON) Policy and Procedure was also in place in January 2022.

# **Domestic Abuse**

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## **Policy & Procedure**

**Greater Manchester Police**

**May 2015**



**POLICY & PROCEDURE IMPLEMENTED:** May 2015

**REVIEW DATE:** May 2018

**POLICY & PROCEDURE OWNER:** Safeguarding Vulnerable Persons Unit, Public Protection Division

**APPROVED BY:** [REDACTED]

**PROTECTIVE MARKING:** Restricted

**IS THE POLICY & PROCEDURE?** ☐ New ☒ Revised

**IF REVISED, PLEASE COMPLETE TABLE BELOW**

| VERSION NO | DATE     | SUMMARY OF CHANGES                                                                            | AUTHOR(S)  |
|------------|----------|-----------------------------------------------------------------------------------------------|------------|
| 0.10       | 26/04/10 | Original policy                                                                               | [REDACTED] |
| 0.11       | 8/11/12  | Content reduced, updated and put into corporate template as part of Force wide policy review. | [REDACTED] |
| 0.12       | 20/11/12 | Paragraph added to 8.5 on investigative bail.                                                 | [REDACTED] |
| 0.13       | 07/12/12 | CPS/ACPO Evidence Checklist added as Appendix M                                               | [REDACTED] |
| 0.14       | 21/03/13 | New definition of Domestic Abuse – procedures changed accordingly                             | [REDACTED] |
| 0.15       | 01/08/13 | Second paragraph added to 5.13                                                                | [REDACTED] |
| 0.16       | 26/06/14 | Amendment to section 5.18                                                                     | [REDACTED] |
| 2.0        | 10/2014  | Extensive revisions to the policy                                                             | [REDACTED] |
| 2.1        | 05/2015  | Further revisions made following consultation.                                                | [REDACTED] |

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## 1. Policy Statement

In the twelve months to September 2014, Greater Manchester Police received over 67,000 reports of domestic abuse.

In partnership with the Police and Crime Commissioner, Greater Manchester Police has identified that tackling domestic abuse is the number one priority for the Force.

Greater Manchester Police recognises the impact that domestic abuse has on the lives of individuals and families, and that their suffering is often hidden from view.

Greater Manchester Police will work in partnership with external agencies to safeguard the victims of domestic abuse, their children and any other vulnerable family member, whilst holding offenders accountable for their actions.

Greater Manchester Police recognises that safeguarding is everyone's responsibility.

### 1.1 Aims

The purpose of this policy is to ensure that within Greater Manchester Police all police officers and members of staff who are engaged in the safeguarding of individuals and their families understand their own responsibilities towards domestic abuse, in order to reduce the likelihood of future harm to victims.

#### **This will be achieved by:**

- Front-line professionals adopting a multi-agency approach in order to identify the risk of domestic abuse from the outset;
- Responding to all reports of incidents and crimes of domestic abuse appropriately and investigating these effectively in a professional manner and to a high standard;
- Taking appropriate action at all incidents to ensure victims and their families are safeguarded, with offenders being challenged, held accountable for their actions and where appropriate, brought to justice; and
- Giving victims the confidence in Greater Manchester Police to report any incidents, and access support networks to keep themselves and their families safe from harm.

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## 2. Scope

This policy and the accompanying procedure of investigating domestic abuse will also apply to any adult victim of Forced Marriage (FM), Honour Based Violence (HBV) or Female Genital Mutilation (FGM), recognising the fact that victims are not confined to a specific gender or ethnic group.

This policy applies to all police officers and members of police staff dealing with incidents of domestic abuse.

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### 3. Terms and Definitions

#### 3.1 Domestic Abuse

##### **The definition of Domestic Abuse (DA) is;**

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.

The definition treats people aged 16 or over as adults, and DA and HBA incidents involving 16 and 17 year olds will be recorded on our systems as a DA/HBA incident. These cases are also Child Protection matters, where relevant procedures should be followed under Section 17 and 47 of the Children's Act (Child in Need or Child at Risk of Significant Harm). Incidents involving victims of forced marriage, honour based violence or female genital mutilations, who are under 18, will also be considered a child protection matter.

As per the definition, DA can occur between family members (which include mother, father, sister, son, daughter, brother and grandparents, whether directly related, in-laws or step family) and intimate partners defined as those who are or have been in a relationship with each other with some degree of continuity and stability. The relationship must also have, or have had, or be reasonably supposed to have had, a sexual aspect. They need not be living together on a full time continuing basis and need not ever have done so.

A victim or perpetrator of DA can be of any gender, age, sexuality and ethnic origin and each victim should be treated fairly, offered safeguarding measures and officers should be sensitive to the factors that may affect their reporting of DA.

This can encompass but is not limited to the following types of abuse:

- a. **Psychological abuse** - Any harm deliberately or recklessly inflicted on another person's wellbeing.
- b. **Physical abuse** - Any offence of violence, including common assault, grievous bodily harm or actual bodily harm.
- c. **Sexual abuse** - Rape, sexual assault and other sexual offences.
- d. **Financial abuse** - The abuse of power in a relationship where one partner maintains control over the other's money or financial circumstances.
- e. **Emotional** - Any harm deliberately or recklessly inflicted on another person's wellbeing.

## 3.2 MARAC

Every high risk case must be referred to MARAC. The MARAC is a Multi-Agency Risk Assessment Conference for the highest risk victims of domestic abuse. In a single meeting, MARAC combines up to date risk information with a timely assessment of a victim's needs and links those directly to the provision of appropriate services for all those involved in a domestic abuse case: victim, children and perpetrator. The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety. Full guidance is contained in the multi-agency MARAC Operating Protocol.

The objectives of the MARAC are:

- To share information to increase the safety, health and wellbeing of victims – adults and their children;
- To determine whether the perpetrator poses a significant risk to any particular individual or to the general community and to address the behaviour of the perpetrator;
- To construct jointly and implement a risk management plan that provides professional support to all those at risk and that reduces the risk of harm;
- To reduce repeat victimisation;
- To improve agency accountability; and
- Improve support for staff involved in high risk Domestic Abuse case

Victims should always be advised that their case is being referred to MARAC and their consent to share information must be sought. In cases where the victim is unwilling to consent the victim must be advised that the case will be referred to the MARAC irrespective.

### Repeat MARAC referrals

A repeat MARAC case is one which has been previously referred to a MARAC within the same local authority area and at some point in the twelve months from the date of the last referral a further incident is identified.

Any agency may identify this further incident (regardless of whether it has been reported to the police).

A further incident includes any one of the following types of behaviour, which, if reported to the police, would constitute criminal behaviour:

- Violence or threats of violence to the victim (including threats against property), or
- A pattern of stalking or harassment, or
- Rape or sexual abuse.

Where a repeat victim is identified the case should be referred back to the MARAC regardless of whether the behaviour experienced by the victim meets the referral threshold of visible high risk, escalation or professional judgement.

## External Referrals

MARAC referrals made by external agencies are processed by the MARAC Coordinators Team.

If there is an existing PPI the team will change the risk level to high, note the details of the referral on the journal and send an action for the PPI Supervisors to review the case in the light of the raised level of risk and take such safeguarding actions as are deemed to be necessary.

If there is no PPI the team will create one, note the details of the referral on the journal; and send an action for the PPI Supervisors for the case to be reviewed. The risk to the victim must be considered and any actions for immediate safeguarding as may be necessary must be taken.

In every instance where there is an external referral actions should not be delayed by waiting for the case to be heard at the MARAC. In cases not reported to police (if the victim is willing) a police intervention should also be initiated.

## MARAC Actions

All GMP MARAC actions agreed at the meeting must be recorded on the PPI and carried out as quickly as possible and, in any event, within the timescale agreed at the meeting. The outcome and date of completion of the action must also be recorded on the PPI.

If it is not possible to complete a MARAC Action for any reason, this should be recorded on the PPI and the MARAC Chair should be notified.

It is critical to any risk management process that identified actions volunteered by individual agencies are completed otherwise the process becomes a meaningless exercise. This becomes doubly important within a process that does not advocate automatic review of cases unless a repeat incident is reported.

## 3.3 Controlling Behaviour

**Controlling behaviour** is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of 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. This therefore makes the victim completely dependent on the perpetrator, unable to do things without the perpetrator's permission. This is achieved by the perpetrator chipping away at the victim's emotional and physical wellbeing, distorting their belief into being unable to do anything without the perpetrator.

## 3.4 Coercive Behaviour

**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. The abuser can often use coercion to make a victim do things they would not normally do including criminal acts. If a victim does not do as they are told there will be consequences and it is these consequences that ensure compliance. This includes honour based violence (HBV), forced marriage (FM) and female genital mutilation (FGM).

### 3.5 Positive and Appropriate Action

The duty of police officers when attending the scene of domestic abuse is to protect the victim, children and any other vulnerable person from risk of harm. Any action must be necessary, proportionate and justifiable.

Positive action is about doing something to actively manage risk and should be considered on a case by case basis

Where a power of arrest exists, the most common option to remove the risk is to arrest the offender. The necessity for this may be influenced by the circumstances and legislation, i.e. Code G PACE.

GMP takes a victim centric approach. It is important that officers speak directly with the victim to ascertain their views; however they should not base a decision to arrest or not to arrest on the willingness of a victim to engage. Officers need to be clear that the decision to arrest rests with them, and any decisions to arrest should be balanced with the views of the victim and our duty to protect vulnerable people. There must be no on-going risk to the victim or vulnerable person at the scene. Vulnerabilities of the suspect must also be considered when making a decision to delay dealing with the incident.

Decisions not to arrest must be discussed with a supervisor following consultation with the victim. Supervisors must review the circumstances and provide a clear recorded rationale for their decisions.

Offences of Stalking & Harassment, Honour based abuse and FM should be carefully considered due to the on-going risks to the victim. Officers and supervisors should consider the use of the National Decision Making Model (NDM) when making decisions around the necessity to arrest for these cases. A full rationale must be recorded for decisions not to arrest.

Officers must record their rationale for decisions made on the crime report or Public Protection Investigation (PPI) record using the RARA risk assessment model.

### 3.6 Repeat Victims

If a victim reports an incident of Domestic Abuse to the police on more than one occasion they will be considered a repeat victim. This is regardless of whether the incidents reported involve the same or different perpetrators

Victims who report multiple episodes of abuse for the first time may also be treated as a repeat victim.

Officers need to review previous safeguarding measures and utilise the RARA model to consider increasing or adapting existing safeguarding measures and referrals or signposting to partner agencies for intervention to prevent the victim suffering further abuse.

### 3.7 Repeat Perpetrators

Someone who has been reported to the police as having committed or threatened domestic abuse on more than one occasions will be considered a repeat perpetrator.

This is regardless of whether the incidents reported involve the same or different victims.

### 3.8 Serial and Serious Perpetrators

Someone who has committed domestic abuse against three or more different partners or an offender who has committed five or more DA offences against one partner.

In these circumstances officers should utilise the PPI and FIS system to identify additional risk factors to a victim and consider use of the Domestic Violence Disclosure Scheme. Consideration should be given to flag the perpetrator via the FIS OPUS system as 'Domestic Abuse Serial Perpetrator'.

### 3.9 Domestic Violence Disclosure Scheme (DVDS)

Clare Wood was murdered in 2009 by her ex-partner who had a history of Domestic Abuse. At the inquest, the Coroner said women in abusive relationships should have the right to know about the violent past of the men they are with.

The DVDS, also known as Clare's Law, was introduced in 2013. The scheme allows disclosure of police information in order to protect a person from risk of harm.

There are two ways in which disclosure may be given;

1. **The Right to Ask:** A victim or someone on their behalf can ask the police for information about the history of the person they are in an intimate relationship with. The disclosure of information will only be made to the victim and/or a person able to protect someone at risk.
2. **The Right to Know:** Police may receive information or recognise that a person is at risk from a violent individual who they are in a relationship with. That person may be unaware of the risk or may not have recognised the risk. Police may disclose information to enable the victim to make an informed choice about safeguarding and support required to protect themselves and their family.

If an officer attends a DA incident where they believe a victim is at risk and may benefit from disclosure, they:

- Must not disclose police information at the scene without authority and a full PPI risk assessment being completed;
- Should complete the PPI recording their concerns about the violent history of the perpetrator and requesting consideration for DVD be given; and
- Must set the risk level to at least Medium Risk to ensure that a PPIU officer reviews the circumstances and request.

The disclosure of police information is regulated. There is a specific protocol for DVD. Any disclosure must be lawful, necessary and proportionate to protect a potential victim from further harm.

Full DVDS guidance is available on the GMP intranet site

### **3.10 Domestic Abuse, Stalking and Harassment and Honour Based Abuse (DASH 2009) Risk Model**

The DASH model is a national risk identification document that can be used by professionals to identify and assess risk to victims of domestic abuse. A series of questions form the basis for the risk assessment on a scoring system, however, professional judgement of the assessing officer or other factors (for example, previous incidents or escalation), can also be used when making the decision on risk faced by the victim.

### **3.11 RARA Risk Assessment**

The RARA risk assessment is a structured method of recognising and recording what action has been taken to deal with any identified risk faced by a DA victim. Officers must understand and use this model when dealing with DA incidents.

- Remove Risk
- Avoid Risk
- Reduce Risk
- Accept the Risk

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## **4. Roles & Responsibilities**

The minimum standards are detailed below.

### **4.1 Divisional SLT**

All divisional SLT members have the responsibility to:

- Provide visible leadership and ensure clear operational priorities in support of a victim-focused approach to Domestic Abuse.
- Represent GMP at strategic level for multi-agency partnership working.
- Challenge poor performance and recognise good performance.
- Implement Force policy to ensure a consistent approach to tackling DA.
- Drive performance improvements through effective governance.
- Analyse Force data to identify repeat victims and implement effective measures for early intervention.
- Ensure risk assessments are quality assured and effective planning is in place to mitigate risk.
- Ensure that all staff on the division have received relevant and adequate training in order to deal with DA.
- Resolve divisional issues in relation to DA, including engagement with partners to address specific issues.
- Ensure effective supervision of all incidents of DA.
- Ensure effective management of DA perpetrators, including processes to minimise the risk of reoffending.
- Ensure DVPNs are applied for in every relevant case and ensure resources are allocated for compliance checks.

- Review at Pacesetter, proposals for the issue of Police Information Notices (PIN) to domestic abuse perpetrators
- Ensure thorough investigation and prosecution of domestic abuse incidents
- Ensure that NFA decisions are reviewed and challenged when appropriate.
- Ensure priority is given to locating and arresting outstanding perpetrators of domestic abuse and escalating this via the Force Pacesetter where required.

## 4.2 OCB Supervision

OCB Supervisors are required to provide visible leadership in support of a victim-focused approach to Domestic Abuse, emphasising each officer's responsibility to safeguarding.

Supervisors are to refer to and follow the procedures and guidelines set out in the OCB Response to Domestic Abuse Incidents for Supervisors and Radio Operators (May 2014). This includes:

- Ensuring that all DA incidents are graded 2 unless an immediate response is required. Prior to any re-grading of the incident supervisors must take into consideration all relevant issues reported by the caller and available information, such as intelligence on Police systems. It is not appropriate for domestic abuse incidents to be allocated to CSD for resourcing.
- Ensuring the incident is attended within the time limit of the allocated grade. If this is not possible, the reasons for this should be recorded on the FWIN and escalated to the divisional inspector for a resource plan to be formulated.
- Authority to re-grade should be as per the Incident Response Policy and FWIN Escalation Policy with rationale endorsed on the FWIN.
- Ensuring that all call handling and radio staff adhere to the roles and responsibilities outlined and follow the minimum standards outlined in their training and on Sherlock.
- Reviewing all FWINS of DA to ensure compliance with the Force Domestic Abuse Policy.

## 4.3 Call Handlers

When a call from a victim or third party of a domestic abuse incident is received, call handlers should remain sympathetic, reassuring and calm. They must seek to establish and record accurately the minimum standards required for any incident (see Sherlock).

Call handlers will identify any incident of Domestic Abuse by using the stated definition.

- Each incident that is identified as a DA incident must be opened on opening code D05 (can also be opened on a C01 if mention of assault, as the crime code would always take precedent) and created on a grade 2 unless an immediate response is required. (Incidents that do not fit the domestic definition should be opened with a more suitable code (e.g. C01/Concern).

- Ensure that immediate safeguarding advice is given to the caller (going to a place of safety/securing the premises).
- Identify whether the caller is a repeat victim or the address is a repeat location, record on the FWIN and ensure radio operators are made aware.
- If the victim is injured, obtain details of the injury, record on the FWIN and if necessary call an ambulance

• [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### 4.4 Radio Operators

- The priority of the police in responding to a domestic abuse incident is to protect the victims and any other persons at risk including children and any vulnerable person.
- Operators are to ensure that all DA incidents are graded a minimum 2.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### 4.5 Response and INPT Inspector

When officers are dealing with a domestic abuse incident, it is the Inspector's responsibility to:

- Provide visible leadership in support of a victim-focused approach to Domestic Abuse.
- Ensure all officers are aware of the importance of safeguarding all victims, their family and any other vulnerable person at risk of DA.
- Ensure Sergeants and Constables follow the roles and responsibilities set out for them in this policy.
- Ensure all officers are appropriately trained.
- Support the OCB radio operator by ensuring the availability of resources is reviewed and a resource plan applied to ensure the timely attendance of a patrol at DA incidents.

- Ensure divisional procedure is followed for outstanding DA offenders and ensure arrest plans are adhered to and prioritised.
- Consider requests for Emergency Charging Decisions.
- Review all requests for a police decision to NFA a DA suspect by considering all available evidence and information and record the rationale for any decision made on the crime report.

██████████ Inspectors should use the National Decision Making Model (NDM) as a format to evidence their decision making.

- If appropriate challenge CPS decisions to NFA a DA suspect by contacting a Level D lawyer at CPS Direct or the CPS Daytime Charging Scheme.
- Consider use of DVPN in all DA cases with an NFA or Caution outcome.
- For all NFA decisions (police or CPS), instruct the OIC to review the risk to the victim and action further referrals.

#### **4.6 Response and INPT Sergeant**

A Sergeant's role in relation to all DA incidents is to ensure that officers have explored all investigative opportunities at the scene, conducted a full risk assessment and have considered (and where necessary implemented) safeguarding measures for victims and those at risk of harm.

It may assist officers attending the initial scene to consider:

- Has the victim, any children or unborn child been made safe?
- Is there a proportionate safety plan in place?
- Has everyone who needs to be informed been told?

The actions listed below are the expectations required of a Supervisor. Reasonable justification will need to be recorded if the actions are not necessary, proportionate or achievable.

- Ensure Officers who attend the scene follow the guidance for Attending Officers as per this policy, especially the routine use of Body Cams.
- Ensure officers are given the required support and time at a DA incident to complete a thorough primary investigation, risk assessment (DASH) and implement effective safeguarding measures at the scene.
- At each DA incident contact the officers at the scene to gain an overview of the incident, review the action taken by the officers and if necessary offer guidance. This includes the officer's risk assessment, (RARA), and safeguarding action(s). The review of this is to be documented on the FWIN and/or PPI.
- If Sergeants are unable to speak to the officer at the scene, review the incident prior to the end of the officer's tour of duty and record the review on the FWIN and/or PPI.
- Ensure that officers have completed and submitted the DASH risk assessment on OPUS prior to the end of their tour of duty.
- Ensure all DA incidents are NCRS compliant, including details from FWIN and DASH.
- When management of an incident is handed over from one team to another, the Sergeant must ensure that outstanding safeguarding issues are identified and addressed.
- If a DA Crime has been recorded Sergeants must review the quality of all suspect handover packages, ensuring all evidential requirements have been

satisfied (both pre and post arrest). Discrepancies in evidence must be highlighted and addressed.

- Effectively manage arrest enquiries and efforts to trace outstanding offenders by setting a clear investigation plan and deploying appropriate resources.
- Ensure victim contact is maintained and recorded (as per minimum standards guidance).
- If a response officer continues with the case (interviewing the offender and preparing the file for prosecution), ensure they follow the guidance for Prisoner Processing including the use of DVPNs.
- Ensure that all requests to NFA a DA suspect are referred to the duty Inspector.
- Identify areas for officer improvement or good work and provide feedback and praise where necessary.

#### **4.7 Public Enquiry Counter**

When a victim enters the police station it may be their first encounter with the police. Staff should remain sympathetic, reassuring and calm.

Safeguarding advice can be given to the victim with the following guidelines:

- The victim should be given the opportunity to speak in private, where it can be established what response is required. If appropriate, contact the OCB and create a FWIN for officer allocation.
- Identify if there are any other persons at risk (children/vulnerable adults) or concerns about FM/HBV which may affect the grading of the incident by the OCB.
- Record the information provided by the victim.
- Ensure that immediate safeguarding advice is given to the victim.
- If the victim is injured, obtain details of the injury, and if necessary call an ambulance.
- [REDACTED]

#### **4.8 Attending Officer**

It is the responsibility of the officer who attends the scene of a Domestic Abuse incident to safeguard the victim, children and any other vulnerable person.

It may assist officers attending the initial scene to consider:

- Has the victim, any children or unborn child been made safe?
- Is there a proportionate safety plan in place?
- Has everyone who needs to be informed been told?

Officers who respond to a reported incident of domestic abuse must complete a comprehensive primary investigation. The actions listed below are the expectations required of the officer attending the incident. Reasonable justification will need to be recorded if the actions are not necessary, proportionate or achievable.

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#### **4.9 Other Police Staff (PCSOs / Special Constables)**

Police staff have an important role within their community in respect of public protection. This includes:

- If a DA incident occurs which the member of police staff is unable to deal with directly, they should call for a police officer to attend making sure that the radio operator is aware that the incident is domestic related to ensure an appropriate response. Detailed information relating to the incident should be passed over the radio until the officer arrives. The member of police staff may then be required as a professional witness to the incident and should record details in either their PNB or on a statement.
- Any information which would lead a staff member to believe any person is at risk of DA or is living in a household and is affected by DA, must submit all details via intelligence and select the option from the drop-down menu of 'Domestic Abuse' for review by the PPIU DAI.
- Engage in local initiatives to re-visit victims of DA in their community after appropriate training has been given.

#### **4.10 Public Protection SLT**

- Provide a force wide strategic delivery plan for DA and Honour based Abuse
- Take Strategic responsibility for GMPs DA policy and procedures.
- Provide leadership and direction for specialist officers within PPIUs dealing with domestic abuse.
- Provide the link between divisional tactical delivery and strategic oversight and governance.
- Analyse force data and produce a monthly TCG document to ensure PPIUs are effectively managing risk and complexity
- Drive performance improvements through the DA governance meeting chaired by ACPO.
- Ensure all staff within the PPIUs have received relevant and adequate training to deal with DA.

- Engage with partners at a strategic level across GM working in partnership with the OPCC office to improve outcomes for victims of DA.
- Have strategic representation at GM Public sector reform task and finish group to ensure DA is a focus in transforming service delivery.
- Provide strategic responsibility for the development and delivery of MARAC, ensuring that the chairs and MARAC coordinators receive relevant and adequate training.

#### 4.11 Public Protection Division Inspectors / Chief Inspectors

In addition to the roles and responsibilities of a Detective Inspector, a Detective Inspector in the PPIU should:

- Attend, chair and oversee the MARAC process.
- Ensure staff adhere to the Domestic Abuse Policy and procedures and highlight any non-compliance with the relevant line manager.
- Review any high risk cases where there has been an NFA decision by CPS and raise any non-challenges with peers.
- Consider requests for Emergency Charging Decisions.
- Oversee and authorise the DVDS process with consideration for disclosure under 'Right to Ask' and 'Right to Know'.
- Advise where a Restorative Justice disposal is proposed for a DA related crime and conduct a regular review of RJ disposals.
- Advise Divisional SLT on the appropriate use of a Police Information Notice, (PIN).

#### 4.12 Public Protection Division Sergeants

In conjunction with standard roles and responsibilities of a Supervisor, PPIU Supervision will:

- Oversee the OPUS queues
  - Oversee high risk investigations and allocate accordingly. Record a suitable investigation plan for the allocated officer to complete on the PPI or record of crime.
  - Raise issues with the Detective Inspector where appropriate.
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- Complete ongoing reviews of investigations within the PPIU.
  - Oversee and finalise adequately completed PPIs in line with this policy. Ensure that police officers or staff who are authorised to complete standard risk PPIs are fully aware of their responsibilities. Any deficiencies in standards which are brought to their attention must be dealt with immediately to maintain a robust risk assessment and recording process.
  - Review MARAC cases where all Police actions are completed or reasonable attempts have been made to complete those actions.

- Ensure staff comply with Domestic Abuse Policy and highlight any non-compliance to their line Manager.
- Comply with the minimum standards for safeguarding and ensure PPIU staff comply with their responsibilities (Appendix A)

#### 4.13 Domestic Abuse Investigator (DAI)

The role of the DAI is to provide specialist advice to divisional colleagues, review and risk assess incidents in OPUS PPI, provide on-going safeguarding to victims where relevant and DAI officers will investigate high risk or complex investigations where the skills of a specialist officer are required.

Core duties will include:

- Triage new DA incidents present on the PPI OPUS queue  
[REDACTED]
- Action appropriate referrals including those to MARAC and Children's Social Care
- Safeguard the victim. For high risk cases the victim must be seen in a safe environment as soon as possible. For medium risk victims visit where it is necessary to action safeguarding or make telephone contact. For standard risk incidents where a crime has been recorded, telephone contact should be made to the victim to offer support.
- Comply with minimum standards for safeguarding (see Appendix A).
- Record all safeguarding action taken on the PPI including any decisions not to contact the victim (for example where this may put them at further risk), and confirm what other plans are in place to safeguard them.
- Where a crime has been recorded and an officer outside of the PPIU is dealing with the prisoner, liaise with that officer to discuss the risk assessment, victim contact and safety measures, including the wording of any Restraining Order for the victim.  
[REDACTED]
- Comply with prisoner processing as at section 5.6.
- Ensure victim and witness evidence is obtained following best evidence guidelines, including a victim personal statement and including consideration of special measures.
- Monitor Crimes for high risk victims to confirm on-going arrest enquiries and keep victim updated as per the Victim Charter. Record contact on the crime.
- On-going assessment of risk using the RARA model at key events during the investigation or victim contact. Record same.
- Where the offender for a recorded crime is outstanding, the DAI must liaise with the Division to ensure any relevant intelligence from victim contact is brought to the attention of the divisional arrest team.
- Consider the Domestic Violence Disclosure Scheme, (DVDS), at the earliest opportunity where deemed appropriate, and liaise with the PPIU DI ('Right to Know').

- Obtain withdrawal statements from victims and further risk assess in accordance with section 5.6
- Complete research and attend MARAC or MAPPA when required and progress any allocated actions.
- Attend Child Protection Case Conferences where necessary.
- Manage long term safety plans for the high risk victims (including the use of Prisoner Information Notification and the IDVA).
- Update Force intelligence systems with any new information and where relevant share with partner agencies.
- If victim or perpetrator moves addresses, follow guidance (section 5.21) and if required task co-ordinating processes to assist.
- Foster relationships with local multi-agency partners.
- Assist in multi-agency training for partners where appropriate.
- Share information within GMP and other Force areas where high risk victims or perpetrators move address, assess associated risk, make referrals where appropriate and document action taken on the PPI.

#### **4.14 Crime Manager**

Crime Managers are to review all recorded crimes of Domestic Abuse and ensure these are flagged as a DA crime and that Victim Code of Practice (VCOP) is adhered to following the guidance set out in this policy.

#### **4.15 Missing From Home Investigator/SPOC**

There is a potential link between missing persons and Domestic Abuse. Identifying a missing person as a potential victim or offender of DA could have an effect on any investigation. In these cases, the officer should be aware the abuser may be attempting to locate the victim by reporting them missing. In circumstances where the officer believes that DA plays a part in the investigation of a missing person they are to speak with the DI in the PPIU and follow the Missing Person Policy and Procedure.

#### **4.16 Custody**

When dealing with DA suspects in custody, in addition to following the Custody Operating Policy, custody officers are responsible for the following:

- Record detainee's demeanour and behaviour.
- Request Authorised Medical Personnel body map any injuries that may be relevant to the case and record on custody record.

■

- Monitor phone call requests made by the detainee to ensure there is no potential to harass and intimidate the victim, children or family members.
- The OIC is to identify at the earliest opportunity, cases where they may seek a DVPN, inform the custody officer who will record this consideration on the custody record.
- Ensure all cases of domestic abuse are referred to CPS where there is evidence of an offence.

- There are circumstances where it is appropriate for the police to make a decision to NFA an investigation. This should not be a custody officer, but an officer of Inspector rank or above.
- Engage in post arrest management of suspects and ensure the DASH Risk assessment is reviewed. Identify whether bail would be appropriate in respect of risk to the victim, children or other vulnerable person.



- When releasing on pre or post charge bail, Custody officers must document their rationale for use (or not) of conditions.
- Custody officers must ensure there is a plan by the officer in the case to update the victim of the detainee's release, prior to release, and record the name of the person who is responsible for contacting the victim on the custody record.
- Ensure completion of Custody Release Risk assessment as per authorised professional practice and feedback any relevant information to PPIU.
- Where the offence is indictable only and is considered appropriate for caution, the police must refer the case to the CPS before a caution can be given and officers are to follow the Home Office guidance on Simple Cautions.

## 5. Procedure

Officers involved in any reported incident of DA are to refer to the roles and responsibilities outlined above and the procedural guidelines below.

### 5.1 Domestic Abuse, Stalking and Harassment and Honour Based Violence (DASH 2009) Risk Model

A DASH risk assessment must be completed at each DA incident that fits within the definition. This will assist to identify the risk to the victim, children and any other vulnerable persons. Once the risk is known it can be managed by effective safety planning.

There are three parts to the DASH:

1. Initial risk identification by the attending officer after completing the DASH and having regard to the circumstances. Officers should attempt to elicit the answers to the DASH questionnaire through normal conversation with the victim as opposed to a sterile tick-box interaction.
2. PPIU will further review the risk for high and medium risk incidents; assess suitable risk management and intervention plans.
3. PPIU will continue risk management and safeguarding for high and medium risk incidents.

There are three categories of risk:

1. High (indicating factors of serious harm or homicide which could happen at any time and the impact would be serious);
2. Medium (indicating factors of serious harm but not thought to be imminent unless there is a change in circumstances); and
3. Standard (no indicating factors of serious harm).

**Regardless of the category of risk the responsibility for immediate safeguarding action to protect the victim is that of the attending officer and their supervision** (see Roles and Responsibilities 4.5, 4.6 & 4.8 and DA minimum standards of safeguarding).

The risk process is dynamic and must be continually reviewed as events and circumstances change ('key events'). It is the responsibility of the OIC to ensure the risk is continually reviewed.

Should a victim refuse to answer the DASH or provide personal details, the OIC must apply their professional judgement in order to make an assessment of risk, and must utilise all information available to them. Officers should include on the DASH report their opinions regarding the demeanour of the victim when they refuse to answer any question (for example whether they appear distressed, upset or frightened; this is a source of important information despite the unwillingness of the victim to engage at that particular time).

## 5.2 Victim Contact

It is essential that the victim of any crime is kept updated throughout each stage of the investigation and in accordance with the Victim Code of Practice. This is to be overseen by a crime manager.

## 5.3 Children or Vulnerable People and Domestic Abuse

Domestic Abuse impacts all people within the home. Officers need to consider the welfare of any child or vulnerable person who resides at an address where DA has taken place, irrespective of whether that person has been present at the time of the incident. These vulnerable people can suffer abuse (emotional, physical, ill-treatment, sexual, financial and neglect) directly, or by witnessing DA within their household.

### Risks to children

A **child** is any person who has not yet reached their 18th birthday.

There are a number of possible ways in which a child can be affected by Domestic Abuse which warrants different responses:

1. The definition of DA now includes a young person aged 16 or 17 years old. A child may be a victim of DA within their own intimate relationship or from other family members. If this is the case, the DASH risk assessment must be completed with the child in order to assess the risk and consider appropriate safeguards for that child. Any FWIN should be closed with the D62 closing code.
2. A child under 16 years of age who is the victim of DA either within an intimate relationship or from other family members must be treated as a victim for

immediate safeguarding. This is a Child Protection concern and any FWIN must be coded G07. (This is a non-ACPO domestic incident and closing code D63 may also be applied).

3. Where there is a risk of children being exposed to DA within their home environment either (i) when a DA incident occurs and they are present but not directly involved, or, (ii) when a DA incident occurs and the child ordinarily resides there but was not present, we need to consider immediate risks to the child and what intervention is appropriate to safeguard them. All FWINs for DA incidents where children are present but not directly involved must be coded D61. In these circumstances the DASH report completed with the victim will provide information about the risks that the child is living with but it is **not** a risk assessment for children. The presence of children increases the risk of DA and step-children are particularly at risk.

A **vulnerable adult** is a person who is 18 years or over and is or may be in need of services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or be able to protect themselves against significant harm or exploitation.

**Attending officers who know that a child or vulnerable adult resides at the scene of a domestic incident must:**

- Physically search the home for all parties and check on their welfare and the suitability of that home in the circumstances.
- Speak to the child or vulnerable person (if appropriate), to ensure their welfare and any account they can provide regarding the incident. In respect of children, no appropriate adult needs to be present if there is a child protection concern. The views of the child or vulnerable person need to be obtained where possible and recorded (PNB / OPUS DASH).
- Take necessary safeguarding measures to protect the child or vulnerable person.
- Consider the use of Police Protection Powers, (authority of an Inspector), if they believe a child is at immediate risk of harm. Remove them from the address to a place of safety and contact Children's Social Care (or the Emergency Duty Team if out of hours).
- Remain at the scene, liaise with supervision and contact adult social care (or the Emergency Duty Team if out of hours), for appropriate advice if they believe a vulnerable adult is at immediate risk of harm.
- Establish the details and whereabouts of any child who ordinarily resides at the address but is **not present** during the incident and make a judgement as to whether they need to be physically seen for a welfare check.
- Establish details of all people who are present at the scene. Ensure that these details are updated on PPI OPUS with relationships added.
- If there are any urgent referrals to be made to external agencies they are to be completed before the end of the officer's tour of duty. If not urgent, ensure the FWIN is coded appropriately to allow the PPIU to complete any necessary referral.

#### 5.4 Markers on Addresses



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## 5.5 Restorative Justice (RJ)

**Until such time as alternative disposals for offences of domestic abuse have been thoroughly evaluated, restorative justice should not be used as an alternative to prosecution.**

However, in cases 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 three key elements for RJ disposal are:

1. A crime has been committed;
2. The suspect admits the offence and shows remorse ; and
3. The victim agrees to this course of action.

It should only be used as an **exception**, where the call is in isolation and there is no previous history or concern. The incident should also be extremely low level, such as minor criminal damage or theft. In the case of first time perpetrators under eighteen 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. 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.

RJ is not suitable where the victim is so vulnerable they require ongoing safeguarding support, or the suspect poses a risk to that victim.

RJ should only be considered for standard risk DA incidents where that risk has been reviewed by a PPIU specialist.

When an officer considers using RJ in a DA crime incident this must not be done until they have first discussed it with their immediate supervisor and it has also been reviewed by the PPIU Detective Inspector.

If the RJ process has been used and a further crime related DA incident is reported, the RJ disposal must not be used again as this would be considered escalation. Other options to deal with the suspect must then be used.

Officers should have received training in DA and in how to administer the RJ outcome and this includes mediation between the parties. It is the need for mediation which renders this process generally unsuitable for intimate partners.

Cases disposed of by RJ should be regularly reviewed by the PPIU Detective Inspector.

## **5.6 Prisoner Processing**

See Roles and Responsibilities (section 4) and Minimum Standards (Appendix A).

There are different stages to the processing of a prisoner from the initial arrest enquiries to the disposal decision. These are 'key' events and officers dealing with DA cases must review risk at each stage regardless of the risk category.

### **(i) Interviewing Suspects**

When interviewing for a suspected domestic-related offence, the following points need to be considered in the preparation for, and to use (where applicable) during, the interview.

When interviewing a DA suspect, ensure the following is considered for use during questioning. The information should be recorded with the file:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



## **(ii) Case Build**

All cases of domestic abuse should be referred to CPS where there is evidence that an offence has taken place. This includes where the victim declines to assist the case but other evidence exists to support the offence for which the suspect has been arrested (for example 999 call, Body Cam footage, PNB entry, other witness statements).

When building a case the officer must:

- Create an ICIS file type “SP-DV-Stat Charge Report” which indicates that this is a DA case and also creates the DV checklist on the case tree.
- Consider at the earliest review the use of a DVPN. Preparation needs to be done at the early stages of the case if the suspect is in custody, as there can be no delay in custody detention to prepare, obtain authorisation by a Superintendent and serve a DVPN. Record on the record of crime all action taken in respect of this.
- The DV checklist must be completed for the case file to be reviewed by CPS.
- Where the offence is indictable only and the suspect is considered appropriate for a caution, the police must still refer the case to CPS for written advice before a caution can be given.
- Include all relevant information for the CPS review including information gathered during the interview preparation stage above and key witness statements. The risk assessment is important when the CPS is considering remand requests.
- Follow the Domestic Violence Service Level agreement between GMP and CPS for all cases of Domestic Abuse to ensure minimum standards are met.

## **(iii) Disposal Following Arrest**

There are a number of potential outcomes for a suspect following arrest and interview.

### **CAUTION**

Cautions are rarely appropriate in domestic abuse cases, as cases coming to police attention are not usually the first offence and the nature of such offences tends to constitute a breach of trust. When a caution is being considered the following guidance must be adhered to:

- The suspect must fully admit the offence to be eligible to receive a caution.
- The views of the victim must be sought before a caution is given.
- The defendant has no previous police record for violence.
- There is some evidence that it is a first DA offence and there have been no other reports or intelligence of previous abuse in respect of the suspect.
- Where the offence is indictable only and at the conclusion of the investigation the suspect is considered appropriate for caution, the police must refer the case to the CPS and obtain written advice before a caution can be given.
- Conditional caution cannot be given for DA offences.
- Simple caution can be authorised by an inspector for summary only offences.
- Domestic Violence Prevention Notice (DVPN) should be considered as a safeguarding measure after initial review of the circumstances if the use of a caution is a probable outcome. The OIC must follow the Domestic Violence Protection Notices & Orders – Procedure (see [Intranet](#)).

## **NFA**

- Pre charge advice must be obtained from CPS in all DA cases unless the Threshold Test is not met i.e. there is no evidence to base a reasonable suspicion that the suspect has committed the offence. The CPS will consider whether to proceed with the case having reviewed the evidence and circumstances. The CPS may make the decision to take NFA and will provide a written rationale for this decision on the PCD response (MG3) of the ICIS case tree.
- If, at the conclusion of the investigation, the case appears appropriate for police to make a decision not to proceed, the Custody Officer should not make this decision. (See Roles & Responsibilities of Inspectors and PPIU Inspectors section 4.5 & 4.10 respectively).
- A Domestic Violence Prevention Notice (DVPN) should be considered in all cases as a safeguarding measure for the victim. The OIC must follow the Domestic Violence Protection Notices & Orders Procedure (see [Intranet](#)).
- Prior to any decision to release or bail the suspect from custody, the victim must be contacted to ascertain their views and any further information which may impact on this decision.
- Officers must ensure there is a plan to update the victim prior to release of the suspect to review safety planning and comply with VCOP.

## **DOMESTIC VIOLENCE PREVENTION NOTICE / ORDER (DVPN / DVPO)**

A DVPO is a civil order that provides emergency protection to a victim of DA by placing prohibitions and restrictions on the perpetrator. The restrictions can include removal from a stated address (even if they are the owner or tenant of the property), non-contact with the victim or people specified and not attending addresses where they know or believe the victim to be.

The original notice known as the DVPN is issued to the perpetrator by the police. It must be authorised by a Superintendent prior to being issued. A DVPN does not need the consent or support of the victim, and the perpetrator will be aware it is a police decision. Use of a DVPN allows the police to take appropriate safeguarding measures where it is believed that the victim remains at risk from the perpetrator.

The DVPN remains in force until the application for a DVPO is heard at the Magistrates Court, which must be within 48 hours of the DVPN being issued. There is a power of arrest for any breach of a DVPN. Following a breach, the offender will be brought before the Magistrates to hear the application for the DVPO. The evidence for the breach is completed on the original ICIS case file.

Once granted, the DVPO conditions remain in force for the number of days specified (not exceeding 28). Breaches carry a power of arrest (breach of civil court order non-recordable), and the penalty is up to 6 weeks imprisonment.

The DVPN / DVPO allow the victim to seek support from partner agencies and break the cycle of control.

A victim must be made aware that a DVPN has been issued and that the DVPO application will be made. The OIC must ensure the victim is informed as soon as the notice has been served and the detail of the prohibited conditions. The victim should be encouraged to report any breaches of the conditions to the police. GMP may consider compliance checks.

Some victims do not support the application for a DVPO. Police must consider proactive compliance checks as it is unlikely that the victim will report any breaches in these circumstances.

## **BAIL (WITH / WITHOUT CONDITIONS)**

Pre charge advice must be obtained from the CPS in all DA cases unless the Threshold Test is not met i.e. there is no evidence to base a reasonable suspicion that the suspect has committed the offence (refer to the NFA section above). Following a CPS review, or after review by the custody officer, it may be appropriate to bail the suspect pre or post charge.

- A suspect granted investigative bail should be bailed for no longer than is reasonably required to complete the investigative action and, unless it is a protracted investigation, the period should be no more than three weeks.
- Custody officers must document their rationale for use (or not) of bail conditions regardless of whether this is pre or post charge.
- Prior to any decision to release or bail the suspect from custody, the victim must be contacted to ascertain their views and any further information which may impact on this decision.
- A Domestic Violence Prevention Notice (DVPN) can be considered as a further safeguarding measure for a DA victim if a suspect is bailed pre-charge. These cases will be medium or high risk cases where there has been violence or a threat of violence and stringent safeguarding measures are required. The DVPN/DVPO has a power of arrest for any reported breach and it is a criminal matter which the Court will then deal with separately. As a DVPO will last for 28 days, this course of action will only be suitable for suspects with a short bail date. The authorising Superintendent must outline in the application, why a DVPO is sought in preference to police bail conditions.
- Any bail conditions must take wording or conditions of existing Civil or Criminal Orders into account to avoid conflict.

- Officers must ensure there is a plan to update the victim prior to release of the suspect to notify them of any bail conditions and encourage breaches to be reported, review safety planning and comply with VCOP.
- When alleged perpetrators are not charged, consideration must be given to their welfare. Where appropriate, signpost them to voluntary support groups. This process must be done with consent of the person.

## CHARGE

- Where the Threshold Test is met for CPS review, all cases must be sent for review and charge decision.
- The safety of the victim is paramount. In all high risk cases, or where there is a risk to the victim, remand in police custody must be sought.

## 5.7 Withdrawal of Complaint

In many cases victims of domestic abuse choose not to support a prosecution, or withdraw their support after the investigation has commenced. In all cases the victim should be informed that making a withdrawal statement does not automatically mean that the case will be discontinued and they may still be required to attend court. In some cases the violence used or threatened is so serious, or previous history shows a real and continuing danger to the victim, children or other person, that the public interest in going ahead with a prosecution has to outweigh the victim's wishes. The police and CPS will consider all options fully before making a decision on how the case will conclude.

Any withdrawal statement should prompt a revised risk assessment and safety planning. When a withdrawal statement and accompanying risk assessment is completed it must be in accordance with the Service Level Agreement that exists between the Police and the CPS.

If a victim withdraws their statement and states that their first account was untrue, officers must not make decisions to arrest or summons for offences, or issue a penalty notice for Wasting Police Time without consultation with a supervisor from the PPIU.

### (i) Domestic Violence Crown Prosecution Service - Service Level Agreement (DV CPS SLA)

A withdrawal statement will include:

- Why the victim has withdrawn support;
- The course of action is through their own free will and not as a result of being pressured by the alleged perpetrator or any other person;
- Confirmation of whether the original statement given to the police was true;
- Nature of the original allegation (if not fully covered in a previous statement);
- If the case has been discussed with anyone – particularly anyone who has advised them (a solicitor, for example);
- Whether any civil proceedings have been, or are likely to be, instigated; and
- Impact on the victim's life and that of any children if the case is continued.

The officer who completes the statement will prepare a background report (on the MG6 of the case file) to include:

- Why the victim is withdrawing;
- Police comments on the veracity of the reasons given;
- An assessment of the state of fear of the victim;
- A revised risk assessment and the level of risk posed to the victim, children and other relevant people from the suspect;
- Details of support available to the victim and whether it has been offered e.g. IDVA;
- Likely impact on the victim and any children of proceeding, or not proceeding with the case including mental health or any other vulnerability of the victim; and
- Any other relevant information, for example, in appropriate cases, how the complainant might react to being compelled to give evidence.

The circumstances where a withdrawal statement may be taken include:

**(ii)Victim refuses to provide a statement on initial attendance**

**Injury:** Where the victim has an injury consistent with the initial report, or which is unexplained, the matter should be referred to the CPS with other supporting evidence (for example Body Cam footage, PNB account, attending officer's statement, witnesses to the offence or 999 call). The CPS will make a decision on whether a case should proceed, and whether this would be in the best interest of the victim.

**No Injury:** In cases where there is no injury, officers need to consider all other available evidence (for example Body Cam footage, PNB account, attending officer's statement, witnesses to the offence or 999 call), to support the suspicion that the victim has been a victim of crime in order to proceed further.

**(iii)Suspect has been arrested but not charged**

- In High or Medium Risk cases a DAI will take a withdrawal statement and complete a further risk assessment.
- In Standard risk cases where the original offence was Stalking or S4 Harassment a DAI will take a withdrawal statement and complete a further risk assessment.
- DAI will take a withdrawal statement and complete a further risk assessment in any case where it has been recognised that disclosure to the victim under the "Right to Know" category of the Domestic Violence Disclosure Scheme is appropriate and has been authorised.
- In all other standard risk cases the investigating officer will obtain the withdrawal statement and complete a risk assessment for the victim.

**(iv) Suspect has been arrested and charged**

DAI will take withdrawal statement and complete further risk assessment for the Court for all risk category crime incidents.

## 5.8 Specialist Domestic Violence Courts (SDVC)

A SDVC is a Magistrates Court where DA In-Custody Remand cases or trials are heard by specially trained Judges, Magistrates and legal advisers who understand the dynamics of DA. This enables a consistent approach to bail, provides more effective case management and encourages early guilty pleas due to the improved processes in dealing with DA cases. This approach is designed to provide a better service for the victims of DA.

Within Greater Manchester there are a number of SDVC; however there are plans to integrate these to Manchester and officers should check their local arrangements.

## 5.9 Offender Management

Due to the dynamics of DA and the continued risk to victims, GMP recognises there is an on-going duty to safeguard victims by managing the perpetrators following their disposal from court or a custodial sentence. GMP actively participates in a Multi-Agency approach to the management of DA perpetrators.

- MARAC meetings are held regularly on each Division to manage the risk for high risk victims of DA, and agree suitable interventions to reduce the risk to the victim, their children and any other vulnerable person associated with them. The Divisional PPIU Inspector chairs the MARAC process and the management of the administration is done centrally by the Public Protection Division MARAC coordinators.
- MAPPA (Multi Agency Public Protection Arrangement) meetings are held monthly chaired by the Probation Service. These meetings review violent and sexual offenders. The Divisional INPT Inspector attends these meetings. If a DA offender is being reviewed a DAI will also attend. This joint agency assessment and management enables GMP to ensure the risk of the offender becoming a serial perpetrator is identified and managed. It enables any necessary safeguarding measures to be addressed.
- Dangerous offenders who do not meet the criteria for MAPPA can be considered for referral as a Potentially Dangerous Person. The management of this process should be agreed between PPIU and Division.
- DA features within the GMP Integrated Offender Management Programme ('SPOTLIGHT'). This proactively manages high risk offenders by robust intervention and disruption tactics to prevent repeat offending.

## 5.10 Civil Orders

There are various Orders that can be accessed by DA victims to safeguard themselves and their families. Officers should be aware of what the Orders are in the instance of any reported breach or to offer advice to victims of DA.

### Civil Orders – Criminal Breach – Power of Arrest – Recordable Offence

- **Non-Molestation Injunction.** This prevents a person pestering, harassing, intimidating someone or using or threatening to use physical violence. The offender is required to be interviewed about any reported breach. To prosecute for a breach it must be evidenced that the Order was served on the suspect ('Certificate of Service'). Details of the Order will be on PNC once it

has been served. It is also updated on the perpetrator nominal 'Orders' tab in OPUS. This information can be obtained from the Criminal Records Bureau.

- **DVPO.** This has various conditions specified restricting contact and location for the suspect. This is a temporary measure lasting up to 28 days.

### **Civil Orders – Civil Breach – Power of Arrest – Non-Recordable Offence**

- **Restraining Order.** This is a protective order preventing an offender from doing certain acts. It can include a provision for the offender to attend certain places, or remain a certain distance from the victim or specified places where the victim resides or regularly visits. The offender is required to be interviewed about any reported breach. To prosecute for a breach it must be evidenced that the Order was served on the suspect ('Certificate of Service'). If the Restraining Order is issued by a criminal court on conviction, details will be on PNC as it will have been 'served' whilst the perpetrator is present in the issuing court. Otherwise PNC will be updated once the Order has been physically served. It is also updated on the perpetrator nominal 'Orders' tab in OPUS.

### **Civil Orders – Civil Breach – No Power of Arrest (unless specified within the Order) – Non-Recordable Offence**

These orders are issued by the Civil Court. Generally the police do not receive details as a matter of course. A victim should be advised to retain any copies of civil orders, and can be asked for a copy if required. Types of orders include:

- **Occupation order:** This removes a perpetrator from the home and prevents them from returning within a specified distance (this can be useful for those where the house is on a joint mortgage or tenancy).
- **Prohibited steps order:** This prevents a child from being removed from the country without authority from the court.
- **Residence order:** This specifies with whom the person/persons a child is to live.
- **Contact order:** This specifies the method and details of any child contact.
- **Exclusion order:** This is an emergency protection order which excludes a person entering a dwelling in which a child lives to prevent the child from suffering significant harm.

### **Breach of Civil Orders**

Where there is a power of arrest the offender must be arrested, evidence must be obtained and the victim safeguarded.

1. Record all details of the incident
2. Complete a DASH risk assessment and set appropriate risk level
3. Safeguard the victim and their family
4. Obtain all evidence of the breach
5. Confirm the service of the order to ensure it is valid

6. Consider all other offences that may also have been committed (for example Harassment)
7. Make immediate arrest attempts

If a DA victim reports a breach of a civil order and there is no power of arrest specified within the order, and it is not a recordable offence, an attending officer must:

8. Record all details of the incident
9. Complete a DASH risk assessment and set appropriate risk level
10. Safeguard the victim and their family
11. Check all evidence of the breach/order
12. Consider possible offences that may have been committed (for example Harassment)
13. Advise the victim to return to their solicitor and report the breach.

### **5.11 Interpreters**

Greater Manchester Police work in partnership with accredited interpreter services to assist in communicating with people who do not speak English or where English is not their first language.

At the scene of a DA incident where English is not the first language of parties involved, Language Line must be used to communicate and identify any safeguarding issues. In some extreme circumstances family or acquaintances may interpret, however, caution needs to be exercised considering potential HBV, Forced Marriage, Trafficking or any other undue influence that person may have with the victim. If an officer makes the decision to use someone other than Language Line to interpret they must record the rationale for their decision on the PPI. It is never appropriate to use children to interpret.

For further evidential purposes (statements, visually or audio recorded interviews, identification procedures etc), officers must use an accredited interpreter. Information and PIN codes can be found on the intranet.

Police officers and Police staff cannot be used to interpret for evidential purposes. However if officers speak the same language as the victim/witness and waiting for an interpreter would delay safeguarding and or cause further distress , it is appropriate for officers to converse in the language common to the victim. Officers should ensure they acquire an interpreter at the earliest opportunity.

### **5.12 Immigration Status**

Any person with a valid visa, who has entered the country as a married or civil partner to someone settled in the UK (if entry clearance has been met), can stay for the period specified on the visa. If an application is made to remain in the UK after the visa expires the person may be granted a probationary period of 2 years provided that relevant conditions are met, the marriage or partnership is still on-going and they intend to reside permanently with one another. Following the probationary period the person can apply for Indefinite Leave to Remain (ILR) in the UK. Once ILR has been granted the person is able to claim benefits within the UK.

If during the 2 year probationary period domestic abuse has caused the relationship to break down, the victim can still apply for ILR providing they can evidence they are

victims of DA during this period (for example, reports of crime, police incidents, hospital reports or civil orders).

The insecure immigration status of a victim or their family can act as a barrier to reporting DA for fear they may be deported. The victim may also have no recourse to public funding which acts as a further barrier to reporting incidents of DA, especially if they have to leave their home. In these circumstances they should be encouraged to contact the Home Office for assistance or contact an immigration solicitor to assist with the ILR application.

If a victim reports DA in these circumstances their safeguarding is still the priority and the incident should be dealt with in the same way as if that person had secure immigration status. Where children are involved and there is a Child Protection issue, especially if there is a risk of them being homeless, Children's Social Care have a duty to protect the child and should be the first point of contact.

### 5.13 Intelligence Systems

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### 5.14 Domestic Homicide

All Domestic Homicide incidents within GMP will be led by an SIO PIP Level 3 accredited in accordance with ACPO (2006) murder investigation Manual.

Specialist Domestic Abuse staff should assist the SIO with obtaining history and liaising with partner agencies.

### 5.15 Domestic Homicide Reviews

Domestic Homicide Reviews (DHR) were established on a statutory basis under S9 of the Domestic Violence, Crime and Victims Act (2004). The aim of a review is to identify the lessons to be learnt from the death of a person aged 16 or over who has, or appears to have, resulted from violence, abuse or neglect by:

- A person to whom they were related or they had been in an intimate personal relationship with; or
- A member of the same household as themselves.

Greater Manchester Police will fully participate in this process, understand and accept the recommendations made. The head of the Public Protection Division is responsible for ensuring a process is in place to disseminate learning to officers and partner agencies where appropriate. Any changes to roles, responsibilities, policy or procedure as a result of the recommendations will be implemented in a timely manner.

## **5.16 DA Incidents and Firearms Certificate**

GMP officers or staff members responsible for granting firearm and shotgun certificates should follow the guidance on firearms licensing issued by the Home Office.

Any GMP officer who attends a Domestic Abuse incident involving the holder of a firearms or shotgun certificate must make reference to that fact on the FWIN and:

- If an officer believes one of the parties involved in a Domestic incident is a certificate holder they are to complete a PNC check where this can be confirmed.
- Officers at the scene are to obtain as much detail as possible relating to the circumstances of that incident and alert their supervision and the OCB and record this on the FWIN.
- The National Firearms Licensing Management System (NFLMS) can then be accessed in order to gain further information about the certificate holder, the weapons they hold and where they should be stored. NFLMS checks are made through the Firearms Licensing Department or through the Radio Operator.
- A referral is to be made to the Force Duty officer who will ensure a risk assessment is conducted which in high risk incidents may result in an emergency revocation of the licence or the holder will be approached to voluntarily surrender their certificate in order for further enquiries to be completed. In these cases and if the holder is to keep his certificate the rationale behind all decisions is to be recorded on the FWIN and a FIS entry submitted and the firearms licensing team made aware.
- The PPIU are to be liaised with when any risk assessment is completed as they may hold further information and are to be updated with the outcome of the incident.
- The PPIU should make contact with the Firearms Licensing Department and consider if multi-agency liaison is necessary to properly assess whether the applicant can hold a firearm or shotgun without danger to public safety or the peace.
- 
- The above is to be followed whether the holder is arrested or not and in all cases where their suitability to hold the certificate is brought in to question.
- Following any actions taken officers ensure safeguarding measures have been considered in case there are any repercussions for the revocation of a firearms or shotgun certificate.

## 5.17 Stalking and Harassment (and use of Police Information Notices PIN)

Stalking and/or Harassment are clear indicators of future harm to a victim.

Officers who attend a report of stalking and harassment are to follow these guidelines:

### Harassment

If a course of conduct is pursued on two or more separate occasions officers are to consider offences under the Protection from Harassment Act 1997 (S2 or S4). This must be recorded as a crime and dealt with as a criminal investigation.

### Stalking

An offence of stalking should be considered if individual is fixated and/or obsessed with another person, (victim), and exhibits a pattern of persistent and repeated contact or attempted contact with that person.

If either stalking or harassment is disclosed the attending officers must:

- Complete the further 11 stalking and harassment questions on the DASH risk assessment;
- Set the risk level to **at least** medium (to ensure review by the DAI);
- Complete immediate safeguarding for the victim; and
- Record as a crime.

### Issuing a PIN – Decision Making

- If an offender on one occasion demonstrates conduct amounting to harassment, officers are to consider issuing a PIN. Officers are to obtain a statement from the victim and obtain their views.
- If this is a single reported incident officers should also consider other possible offences, for example malicious communications.
- A PIN can only be considered in a standard risk case.
- Officers must consider the nature of the act reported and any relevant PPI or crime history, intelligence or warning markers on the OPUS record of the named perpetrator, before any decision about a PIN is made.
- Attending officers must ensure appropriate safeguarding for the victim is completed as there may be a time delay in waiting for the PIN decision to be made and for it to be issued.
- Consideration for a PIN should be discussed and authorised by the SLT at the divisional Pacesetter meeting. In the event that the PIN is to be issued immediately the PACE inspector can authorise it having reviewed all of the facts above. The issued PIN will still be discussed at the morning Pacesetter meeting.
- The victim must be informed when the PIN has been issued and be advised to report any further incidents immediately.

Officers can obtain further guidance from the Stalking and harassment Policy on the Force [intranet](#).

### **5.18 Forced Marriage (FM) and Honour Based Violence (HBV)**

Forced Marriage and Honour Based Violence are serious criminal offences. DA may be the only opportunity to help the victim and their family who may be at risk of HBV and FM. Officers must consider that the victims may be children and if this is the case multi-agency child protection proceedings need to be initiated.

It is important officers understand the difference between an arranged marriage and a forced marriage. A forced marriage is a marriage that takes place without the full and free consent of both parties

HBV relates to an act which has, or may have been, committed to protect or defend the honour of the family and/or community members. Safeguarding measures must take into account from whom the violence is being threatened as there are much wider considerations when safeguarding for these incidents. Mediation between parties should never be attempted without a full risk assessment having been completed. What may be reported as a seemingly minor 'transgression' (for example wearing makeup) can result in severe violence being used or threatened against some victims.

If an officer identifies a potential HBV or FM incident in addition to their previously listed responsibilities they must:

- Follow GMP Forced Marriage and 'Honour' Based Violence Policy and Procedure;
- Code any FWIN C59;
- Update Supervision immediately and PPIU (if available);
- Seek support from partner agencies if applicable in these circumstances; and
- Record any offences disclosed.
- Refer the case to MARAC.

There is further guidance on the Force intranet for officers under the Domestic Abuse section.

### **5.19 Female Genital Mutilation**

Female Genital Mutilation (FGM) is a harmful and long established practice among communities in certain areas of Africa, Asia and the Middle East. It involves the partial or total removal of the female genitalia. FGM mostly takes place on young girls between infancy and 15, and sometimes on adult women. It is often the victims' parents, or extended families, who are responsible for arranging FGM.

This is a complex cultural issue. Officers can seek further guidance at the DA website.

In 2003 the Female Genital Mutilation Act was brought in to force which affirms that it is illegal for FGM to be performed, and that it is also an offence for UK nationals or permanent UK residents to carry out, or aid, abet, counsel or procure the carrying out

of FGM abroad on a UK national or permanent UK resident, even in countries where the practice is legal.

Any concerns regarding FGM must be immediately referred to the PPIU. Any FWIN must be coded G07 where the victim is a child and D62 where the victim is an adult.

## **5.20 Domestic Abuse related Rape and Serious Sexual Offences**

Sexual offences which occur within a relationship may be reported directly by the victim or indirectly via the DASH process linked to another DA incident. In either case the offence must be recorded by the attending officer.

Unless otherwise directed, all reports of rape will be investigated by the Serious Sexual Offences Unit (SSOU). Where there is a report of attempted rape the SSOU should be notified. Reports of other sexual assaults can be investigated by a member of INPT or the DAI depending on the risk and circumstances of the case. There must be negotiation between PPIU and INPT supervision to identify the most suitable member of staff to take ownership of the investigation. In some cases it may be appropriate to conduct a joint investigation.

Any report of sexual abuse on any person under the age of **18 years** is to be investigated within the PPIU unless otherwise specified by supervision. In these cases a strategy meeting under s47 of the Children Act should be requested to agree a joint investigation plan and safeguarding of the victim and siblings. If the incident comes to the attention of the police out of PPIU working hours, the attending officer must liaise with INPT. Consideration must be given to having a strategy discussion or meeting with Children's Social Care (Emergency Duty Team) at the earliest opportunity to agree appropriate safeguarding action for the victim and siblings. It must be recorded that this has taken place.

The reporting officer must complete safeguarding measures at the scene and liaise with the SSOU/INPT or PPIU. It is the responsibility of the investigating officer to liaise directly with the PPIU who will then manage on-going safeguarding where appropriate.

Risk is dynamic and the OIC must maintain contact with the PPIU to keep them updated at key events in the investigation.

For complex and serious cases referrals can be made to the Sexual Violence MARAC via the SSOU.

## **5.21 Cross Border DA**

Intelligence sharing is vital in order to identify the true level of risk faced by victims of DA. GMP recognises it is important to share this information both internally and externally to partnership agencies and other police forces.

### **Divisional Movement**

- If an attending officer for a DA incident/crime is or becomes aware that the victim or perpetrator is moving to another address within the Greater Manchester area they must record this information on the PPI submission and this will part of their initial risk assessment.

- If an OIC for Standard or Medium Risk DA crime becomes aware that the victim or perpetrator is moving to another address within GMP they should submit intelligence for that person, linking the new address and Division where the new address is located. This must be submitted under the subject category of 'Domestic Abuse' to be reviewed by the intelligence officer and a specialist officer in the PPIU on the new Division.
- If an officer becomes aware that a High Risk DA victim or perpetrator is moving addresses within GMP they must notify the PPIU (if not a PPIU officer) with the details. The PPIU will notify the relevant Division with details, update the PPI record, (and FIS if appropriate), send any appropriate referrals as necessary and consider re-referral to the MARAC on the new Division.
- When notification is received that a DA victim or perpetrator now resides on their Division, consideration must be given to reviewing the previous risk assessment and implementing any appropriate safety measures. For High Risk victims, safety planning must be reviewed and recorded on the PPI record. For offenders, consideration must be given to appropriate compliance checks, CIA or informing INPT as appropriate.

### **Cross Border Movement**

- If a High Risk victim of DA is moving from GMP to another force area the GMP DAI must contact the relevant DAI in that Force and notify them directly. Any relevant information can be shared. Consideration must be given to referral to MARAC. This must be recorded on the PPI record.
- If GMP are notified that a High Risk victim of DA has moved from another Force area into GMP, a DAI from the PPIU where the victim now resides must make contact with the notifying Force and obtain all relevant information. A PPI record must be created and appropriate safety planning and risk assessment completed. Consideration must be given for MARAC referral.
- If a High Risk DA perpetrator moves to another Force area the OIC must submit intelligence with the relevant details and request that this is forwarded to the relevant Force.
- If an officer is aware, other than via the GMP intelligence system, that a High Risk DA perpetrator has moved to GMP from another area, they should submit a new intelligence entry under the subject category 'Domestic Abuse'.

## **5.22 Internal Reporting – Domestic Abuse and the Workplace**

### **Victims**

Greater Manchester Police has a responsibility to provide all officers and staff with a safe and effective working environment. For some officers and staff, the workplace is a safe haven and the only place that offers routes to safety.

It should be noted that incidences of domestic abuse may specifically affect the work of an officer or member of staff.

Possible signs of domestic abuse include:

- changes in behaviour including uncharacteristic depression, anxiety, distraction or problems with concentration
- changes in the quality of work for no apparent reason
- arriving late or leaving early
- poor attendance or high presenteeism without an explanation

- needing regular time off for appointments
- inappropriate or excessive clothing
- frequent changes in role.

Line managers may consider offering a broad range of support to officers and staff experiencing domestic abuse including:

- annual leave, flexi-time or lieu time for relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare, and for court appointments.
- special leave provisions (e.g. compassionate leave or unpaid leave) where the officer or member of staff's annual leave entitlement has been exhausted.
- temporary or permanent changes to working times and patterns using existing procedures i.e. flexible working.
- changes to specific duties, for example to avoid potential contact with the perpetrator in a customer facing role.
- measures to ensure a safe working environment, for example blocking emails / screening telephone calls; alerting reception / security if the perpetrator is known to come to the workplace; and ensuring arrangements are in place for safely travelling to and from work.
- redeployment or relocation.
- with the officer or member of staff's consent:
  - advise colleagues on a need-to-know basis and agree a response if the perpetrator contacts the workplace.
  - provide a photograph of the perpetrator to line management, security staff and reception.
  - review the security of personal information held, such as temporary or new address and bank details.

The right of officers and staff to make their own decision about the course of action at every stage will be respected. It is recognised that an officer or member of staff may need some time to decide what to do and may try different options during this process. The officer or member of staff must be made aware that if any criminal offences are disclosed, these will be recorded. The views of the victim will be considered in conjunction with any necessary safeguarding action.

Whilst sensitivity and confidentiality are important, GMP has a responsibility to act in accordance with our policy for investigating Domestic Abuse and Crime Recording. Transparency in this process will protect all members of staff concerned. Line managers who are not police officers should seek advice as to whether a crime needs to be recorded.

### **Perpetrators**

Domestic abuse perpetrated by officers and staff will not be condoned under any circumstance nor will it be treated as a purely private matter. Conduct outside of work may lead to disciplinary action being taken against an officer or member of staff.

- Allegations against Greater Manchester Police staff and officers which are reported to the police will be dealt with in the first instance in the same manner as would a complaint against any member of the public.

- Decisions as to whether to arrest perpetrators at the scene should not be influenced in any way by the fact that the person works for Greater Manchester Police or for another force.
- The duty Inspector should be informed immediately upon receiving any allegation of domestic abuse against Greater Manchester Police staff or officers. Upon receipt of any allegation, immediate advice should be sought from Professional Standards Branch through the on call system if out of hours.
- Where an arrest has been made, appropriate custody provision should be considered – if the perpetrator works at the nearest station they should be taken to another custody suite unless this is impracticable.
- The division will assume responsibility for the investigation of allegations of domestic abuse occurring within their area, including those perpetrated by members of the organisation or another force. If the location of the incident differs from the home address of the victim then the investigation should normally take place in the area where the offence has been committed, safeguarding will be managed by the division where the victim lives (including out of Force area)
- Once the criminal investigation has been finalised, Professional Standards will review the case and instigate misconduct proceedings where appropriate.

There is a positive requirement on all members of Greater Manchester Police to report any disclosures made to them in relation to domestic abuse incidents being committed by members of the organisation. For police officers, this includes disclosures made to them when both on and off duty. Such information must be referred at once to a supervising officer, normally of the rank of Inspector or above, and, in any event, within 24 hours.

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## 6. Associated Documents

- ACPO Murder Investigation Manual (2006)
- Civil Protection Act (2007)
- CPS and ACPO evidence checklist
- CPS code
- Criminal Justice Act 2003
- Domestic Violence Disclosure scheme procedure
- Domestic Violence, Crime and Victims Act (2004)
- DPP guidance on charging
- DVPN/DVPO procedure
- Female Genital Mutilation Act (2003)
- Forced Marriage and Honour Based Violence Policy and Procedure
- FWIN escalation procedure
- GMP and CPS service level agreement (SLA)
- Incident response policy
- Initial investigating officer guidelines
- MARAC Operating Protocol
- Missing persons Policy and Procedure
- OCB DA guidance for Radio Operators and supervisors
- PPIU handbook
- Sherlock DA minimum standards
- Sherlock guidance on closing codes
- Stalking and Harassment Policy and Procedure
- The Children's Act 1989

- The Family Law act 1996
- Victim/witness statement guidelines
- Victims Code of Practice

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## **7. Consultation & Statutory Compliance**

### **7.1 Statutory Compliance**

#### **7.1.1 Equality Act 2010**

GMP's Domestic Abuse Policy has been developed taking cognisance of all groups represented within the community and workplace.

GMP recognises that some members of the community under-report such issues for numerous reasons including language barriers. A recent HMIC inspection observed incidents where officers did not use interpreter services and instead requested family members to interpret. This policy is explicit in outlining circumstances when officers should use the services of interpreters. The policy has also been amended to allow for circumstances where officers speak the same language as the victim/witness, instructing them to use the common language rather than delay and wait for an interpreter, which may cause more distress to a victim. An accredited interpreter must be used for evidential purposes.

The policy now reflects the new ACPO definition amended in 2014 and 2015, which includes young people aged 16 and over. The definition previously referred to domestic abuse being an offence committed to adults aged 18 years and over. GMP has amended the age of victims to reflect this in the Forced Marriage and Honour Based Violence Policy. The amendment also legislates for controlling and coercive behaviour; this again is reflected in the Forced Marriage and Honour Based Violence Policy. Honour-based abuse is referred to in the policy, and guidelines have been given to front-line responders. This is to ensure that victims and witnesses from communities who may not ordinarily wish to report matters to the police are cared for appropriately.

GMP has explicitly described what the Force means by a 'repeat victim'. The definition has been extended to allow a victim to report that they have previously been a victim, regardless of whether they have reported those incidents to the police. This is a more inclusive definition and is victim-centric, as opposed to being police defined. This ensures that vulnerable victims are being perceived as repeat victims correctly, and that risk management plans can be tailored accordingly.

The policy also defines children and vulnerable people and what additional considerations and actions should be taken. It is important that GMP identifies vulnerable people that may have protected characteristics at the earliest point of contact, to ensure that their needs are met. Domestic abuse should not be dealt with in isolation on an incident basis; it should be investigated in a holistic way considering the risk and needs to all parties. This is also covered in the response training for officers.

### 7.1.2 Data Protection Act (1998)

The policy was assessed by Ben Goddard in the Information Compliance & Records Management Unit and found to be compliant with the Data Protection Act

### 7.1.3 Freedom of Information Act (2000)

This policy is marked as Restricted and therefore should not be published externally in its entirety as it contains policing practices and information about vulnerable people who are often manipulated by offenders.

## 7.2 Consultation

The following parties have been consulted on this policy and their views taken into account:

| Department                                 | Comments                                                         |
|--------------------------------------------|------------------------------------------------------------------|
| Police Federation                          | Feedback provided and incorporated where relevant.               |
| UNISON                                     | Feedback provided and incorporated where relevant.               |
| Superintendents Association                | No issues                                                        |
| Disability Staff Network                   | Feedback provided by [REDACTED] and incorporated where relevant. |
| Black & Asian Police Association (BAPA)    | Feedback provided by [REDACTED] and incorporated where relevant. |
| Change and Transformation Branch           | Feedback provided by [REDACTED] and incorporated where relevant. |
| HR Branch                                  | No issues                                                        |
| [REDACTED]<br>(Public Protection Division) | Feedback provided and incorporated where relevant.               |
|                                            |                                                                  |
|                                            |                                                                  |

The policy was given final approval at Chief Officer Group (COG) Board on 26<sup>th</sup> May 2015.

8. Appendices

[REDACTED]

|            |                          |            |            |
|------------|--------------------------|------------|------------|
| [REDACTED] | [REDACTED]               | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED]<br>[REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED]               | [REDACTED] | [REDACTED] |

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GREATER MANCHESTER

**POLICE**

# **Non-Contact Sexual Offences**

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## **Policy & Procedure**

**December 2025**

**DATE THIS VERSION IMPLEMENTED:** 4/12/25

**DATE NEXT REVIEW IS DUE:** December 2025

**CHIEF OFFICER SPONSOR:** Assistant Chief Constable, Protecting Vulnerable People

**OWNER:** Detective Chief Superintendent, Head of Public Protection

**AUTHOR:** [REDACTED]

**APPROVED BY:** [REDACTED]

**GOVERNMENT SECURITY CLASSIFICATION:** Official

**IS THE POLICY & PROCEDURE NEW OR REVISED:** New

| VERSION NO | DATE     | SUMMARY OF CHANGES | AUTHOR(S)  | PUBLISHED ON CCOs |
|------------|----------|--------------------|------------|-------------------|
| 1          | Dec 2025 | First version.     | [REDACTED] | 2025/49<br>8 Dec  |

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## 1. Policy statement

The policy and procedure will ensure that there is a clearly defined and consistent response to non-contact sexual offences, including sexual exposure, online sexual exposure and voyeurism.

It incorporates guidance and best practice from Operation Soteria and the [Angiolini Inquiry](#)<sup>1</sup>; both highlight important connections between sexual exposure, including online exposure, and contact sexual offending. This includes adopting the 'investigator's journey' to be **suspect focused, victim centred and context led**.

### 1.1 Aim and objectives

Greater Manchester Police will take all reports of non-contact sexual offences (NCSO) seriously. This includes:

- Recognising that sexual exposure, outraging public decency and voyeurism (on or offline) are harmful, threatening and violating forms of sexual violence.
- Encouraging reporting of all forms of non-contact sexual offending and providing effective means of reporting intelligence.
- Providing a face-to-face response to the victim in every case within reasonable timescales unless the victim requests otherwise or it is otherwise inappropriate to do so.
- Taking a trauma informed approach to responding and investigating NCSO, prioritising safeguarding and safety of victims and witnesses in every case.
- Where a NCSO type records an offence against The State, treating witnesses to the offence as victims and complying with the [Victims' Code](#).
- Ensuring that NCSO are thoroughly investigated by appropriately skilled police personnel.
- Identifying alternative methods of dealing with offenders using the [violence against women and girls toolkit](#) to maximise use of civil orders where appropriate.
- Providing a proactive policing response to the risk of sexual harm by maximising intelligence opportunities and exploring patterns of offending.

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## 2. Scope

This policy and procedure applies to all police officers, police staff and volunteers.

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## 3. Roles and responsibilities

Refer to section 5 for specific responsibilities relating to force contact, crime and operations branch staff, investigators and supervisors.

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<sup>1</sup> The [Angiolini Inquiry](#) was established to investigate how an off-duty police officer was able to abduct, rape and murder a member of the public.

---

## 4. Terms and definitions

### 4.1 Operation Soteria

This policy and procedure incorporates the guidance and best practice from Operation Soteria, a national initiative which aims to improve the police response to the investigation of sexual offences and offending. Soteria takes a victim centred, suspect focused and context led approach:

#### **Victim centred**

The principle of a victim-centred approach emphasises the importance of keeping victims and their needs central throughout the investigation process. This key feature ensures the victim's views, wishes, experiences, voice and rights are valued. GMP will ensure that victims are listened to, their needs are assessed, they are provided with up to date and relevant information, and are treated with the upmost respect ensuring they can make informed decisions during the investigation process.

#### **Suspect focused**

A suspect-focused investigation seeks to understand and evidence a suspect's behaviour before, during and after the offence. Investigations must comply with the Criminal Procedure and Investigations Act 1996 principles for investigators which is embedded into the case-building approach.

#### **Context led**

Investigations should be comprehensive, fair and aim to understand fully the nature of the offence. This includes understanding:

- What happened and who was involved?
- Location or situation of the offence, such as online
- The suspect's offending behaviour, including the resources or strategies they used to commit the offence and whether they are a repeat suspect.
- The context in which the offence has been reported, including the victim's circumstances.

### 4.2 Terms

There is no nationally agreed definition of a NCSO. The Angiolini Inquiry sets out the offence types that the term 'non-contact sexual offending' should be understood to refer to as a minimum.

GMP define non-contact sexual offences as:

- Exposure Sexual Offences Act 2003 [Section 66](#)
- Cyber exposure Sexual Offences Act 2003 [Section 66A](#)
- Voyeurism Sexual Offences Act 2003 [Section 67](#)
- 'Up skirting' Sexual Offences Act 2003 [Section 67A](#)

**Sexual exposure:** sometimes known as 'flashing'. Exposure is when someone intentionally exposes their genitals with the intention of causing another person to be caused alarm or distress. . Both men and women can commit indecent exposure and it can happen in public or in private.

**Online sexual exposure, cyber exposure or cyberflashing:** under the Sexual Offences Act 66A it is an offence where someone intentionally sends or gives someone else a photograph or film of anybody's genitals if they do so either with the intention of that person seeing it and being caused alarm, distress or humiliation; or for the purposes of their own sexual gratification and being reckless about whether it will cause alarm, distress or humiliation. The offence can occur over social media for example, or via Airdrop or Bluetooth to another person's telephone even though the recipient has not requested the image. The offence refers specifically to genitalia and so images which are of breasts or buttocks will not be caught by the legislation.

**Voyeurism:** the act of gaining sexual gratification by observing others who are engaged in private activities, such as undressing, being nude or sexual acts and do not consent to being observed.

**Up skirting:** where someone takes a picture under a person's clothing without their permission.

**Outraging public decency** a common law offence, when someone does something lewd, obscene or disgusting in the presence of at least two members of the public.

**Victim:** any individual (adult or child) who reports being subjected to or witnessing a non-contact sexual offence.

**Suspect:** any individual accused or suspected of committing a non-contact sexual offence.

### 4.3 Acronyms

|       |                                            |
|-------|--------------------------------------------|
| CID   | Criminal investigation department          |
| DIT   | District investigation team                |
| DS    | Detective sergeant                         |
| FCCO  | Force contact, crime and operations branch |
| NCRS  | National Crime Recording Standards         |
| NCSO  | Non-contact sexual offences                |
| OIC   | officer in the case                        |
| RASSO | Rape and serious sexual offences           |

---

## 5. Procedure

### 5.1 Initial contact

#### Call handler or enquiry counter staff

The first point of contact between an informant and the police can be crucial to assess the response required. For reports of non-contact sexual offences:

- Obtain full details of the victim, including method of contact and home address.

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- Prioritise the safety of the victim and any children, give safety and any other advice such as first aid.
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]

### Radio dispatcher

- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]
- Prioritise the safety of officers and the wider public at or attending the incident and scene.
- Where appropriate, ensure that medical assistance is on route.
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### Crime recording and resolution unit

- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- Grade the incident in accordance with the Graded Response Policy and transfer to dispatch if applicable.
- Identify and record a crime at the earliest opportunity, applying the National Crime Recording Standards (NCRS) and ensuring that the crime is recorded correctly with

sufficient detail. A state-based offence must not be recorded until the offence is fully made out. Apply the principle crime rule for victim-based offences. For further information, refer to the [Crime Guide E-Book](#).

- Refer to the questions relevant to the [crime allocation decision](#) on the incident log. If the answer to any of the questions is yes on the incident log, allocate the crime to CID. If not, it will be further investigated by the DIT.
- Comply with the [Victims' Code](#).

## 5.2 First response

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]
- 4. [REDACTED]
- 5. [REDACTED]
- 6. [REDACTED]
- 7. [REDACTED]
- 8. [REDACTED]
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- 94. [REDACTED]
- 95. [REDACTED]
- 96. [REDACTED]
- 97. [REDACTED]
- 98. [REDACTED]
- 99. [REDACTED]
- 100. [REDACTED]

- Ensure all information is recorded on the incident log (for review by the duty detective sergeant) and next steps for the investigation.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### 5.3 Crime allocation

Following receipt of a non-contact sexual offence the radio operator will update the incident log with a series of questions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

If the answer to any of the above is yes, the investigation will be allocated to the criminal investigation department (CID). If not, it will be returned for further investigation to the district investigation team (DIT). The victim must be updated with details of the investigating officer. The investigation should be reviewed by the duty detective inspector to determine which department is most appropriate for allocation – they are responsible for updating the crime with their rationale if crime allocation differs from the above criteria and must raise directly with the relevant DIT to progress. The rationale must consider threat, harm and risk to the victim, suspect and wider public.

All non-contact sexual offences should be documented on the district inspector's rolling log and should be discussed within the daily management meeting to ensure ownership and effective progression of the crime.

[REDACTED]

#### Transfer of investigations

- For victims who may have built trust with the first responder, changing their point of contact, including handling the case from initial responder to investigator, may be disconcerting. Investigation transfers, inside and outside the force, should be made as smooth as possible to minimise the impact on victims' experiences.
- If cases are transferred, provide force information on threat, harm and risk. In line with procedural justice principles and [enhanced rights](#) under the Victims' Code, inform the victim about the handover, why it is happening and the name of the new case officer as soon as possible.
- If an investigating officer is likely to be away from work for a lengthy period, the case must be reallocated. The new officer in the case (OIC) must make arrangements to meet the victim as soon as possible to explain the situation, introduce themselves and provide new contact details (this must be documented in the victim's contract).

### 5.4 Key actions for investigators

If, following initial assessment, the crime is allocated to crime investigation department staff, ensure the following:

- If contact sexual offences are disclosed, comply with the [Rape and Serious Sexual Offences Policy and Procedure](#).

■ [REDACTED]

- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

### Intelligence analysis and development

- Currently, there is no reliable evidence to suggest that certain types of sexual exposure and indecency are more likely to lead to contact sexual offending. There is also no comprehensive evidence that certain types of non-contact sexual offences are more harmful to experience than others.
- All reports of non-contact sexual offences must therefore be recorded accurately on local and national intelligence databases to support information sharing. This applies even where the offence is assessed as low risk.

## 5.5 Supervisors

If one of your officers has dealt with a non-contact sexual offence, ensure the following:

- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- Compliance with NCRS and closing code including reclassification or cancellation if required.
- An appropriate risk assessment is undertaken, including safeguarding all victims and witnesses.
- Crime reviews and evidential reviews are meaningful, supportive and ensure that the investigation is progressing at an acceptable rate.
- [REDACTED]  
[REDACTED]
- Any staff welfare needs are identified and support offered. Sexual offence cases of any type can be distressing.

## 5.6 Crime recording

- Record crimes and incidents in accordance with the [Crime and Incident Recording Procedure](#).
- Where the victim discloses offences committed by the same offender against them, the rape and serious sexual offences (RASSO) crime will be treated as the principal crime and will be investigated together to form the case for court. For further information on the **principal crime rule**, refer to the [Crime and Incident Recording Procedure](#).

## 5.7 Safeguarding and disruption

- Specialist knowledge about sexual offending behaviour and its impact on victims informs investigations and prevents further offending.
- Depending on the offence type, perpetrators may also require the intervention of offender management units and multi-agency public protection arrangements (MAPPA).

Investigators should assess the risk posed by suspects who have no further action taken against them and consider options, including civil protective orders, to manage risk.

## **5.8 Non-contact sexual offences involving GMP staff**

- For report or allegation of a non-contact sexual offence against a member of GMP, inform the duty detective superintendent, who will:
    - [REDACTED]
    - [REDACTED]
    - Inform Professional Standards Directorate (PSD) as soon as possible, especially if an arrest has been made.
    - † [REDACTED]
  - PSD will lead the investigation and record any crime, as appropriate. If the allegation occurred when the individual was not on duty or in connection with the execution of their duties, a crime will be recorded in line with HOCR. PSD will determine who will lead the investigation and any specialist resources required.
- 

## **6. Associated Documents**

- [Authorised professional practice – investigation](#)
  - [Rape and Serious Sexual Offences Policy and Procedure](#)
  - [The Angiolini Inquiry](#)
  - [Victims' Code](#)
  - [Violence against women and girls toolkit](#)
- 

## **7 Statutory Compliance and Consultation**

### **7.1 Statutory Compliance**

#### **7.1.1 Equality Act (2010)**

The equality impact assessment (EIA) considers all aspects of sexual offending including non-contact sexual offences. The EIA and policy highlights the potential impact on different groups and actions taken to mitigate impact and advance equality, diversity and inclusion.

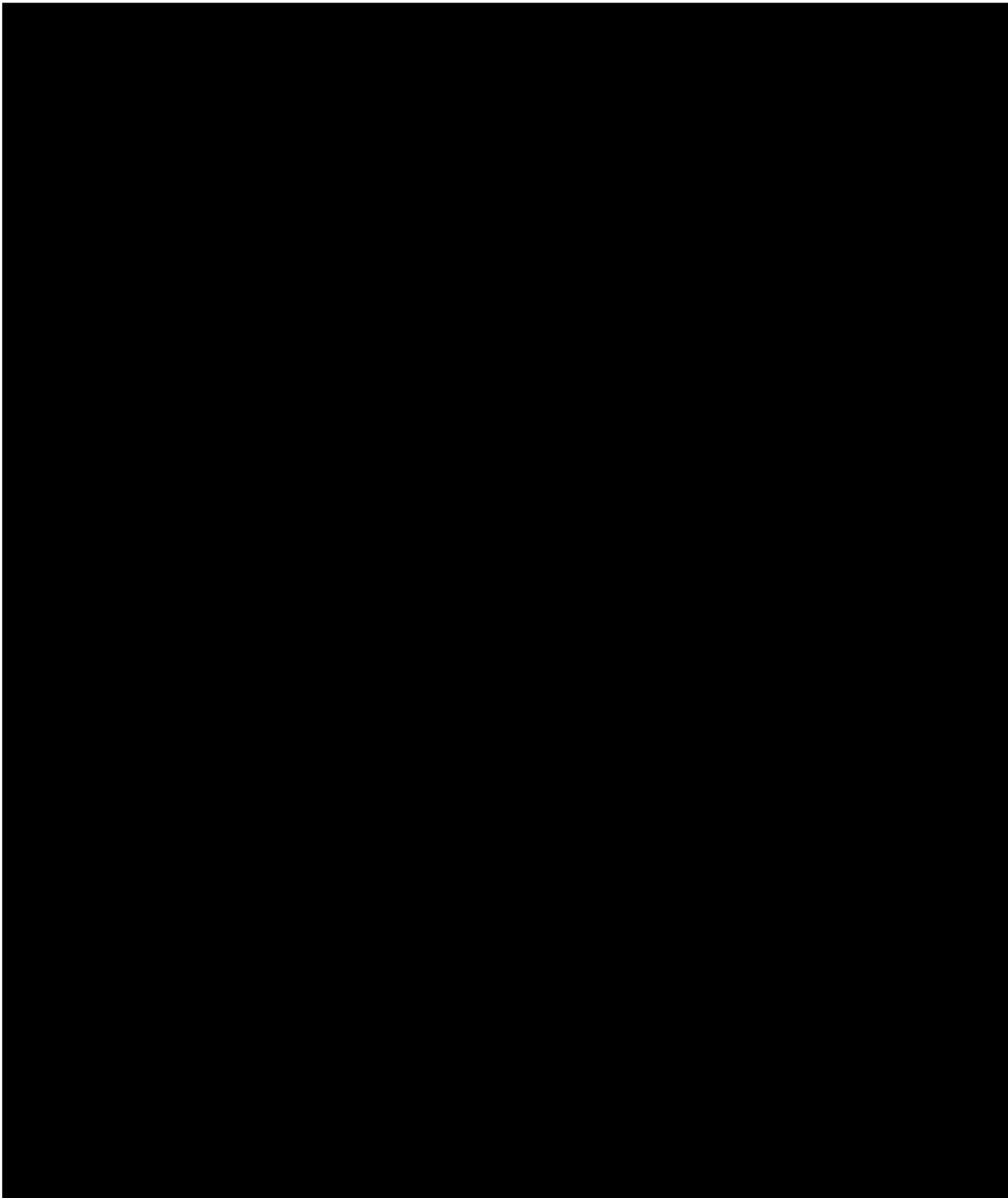
Click here to view the [EIA](#).

#### **7.1.2 The UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**

Greater Manchester Police has a duty to ensure, so far as is possible, that all staff comply with the provisions of the UK GDPR and the Data Protection Act 2018, particularly relating to their access to, and dissemination of, a wide variety of personal information and intelligence.

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## **8. Appendix A : Non-contact sexual offences process map**



# **Rape and Serious Sexual Offences (TALON)**

---

## **Policy & Procedure**

**Greater Manchester Police**

**March 2016**



**POLICY & PROCEDURE IMPLEMENTED:** November 2015

**REVIEW DATE:** November 2018

**POLICY & PROCEDURE OWNER:** Detective Chief Inspector, Public Protection Division

**APPROVED BY:** Public Protection Division SLT

**PROTECTIVE MARKING:** Restricted

**IS THE POLICY & PROCEDURE?** ☐ New ☒ Revised

**IF REVISED, PLEASE COMPLETE TABLE BELOW**

| VERSION NO | DATE         | SUMMARY OF CHANGES                                                  | AUTHOR(S) |
|------------|--------------|---------------------------------------------------------------------|-----------|
| 1.0        | Feb 2010     | Full Policy and Procedure                                           |           |
| 1.1        | Dec 2012     | Reduced and revised in line with Force Policy Review                |           |
| 1.2        | October 2015 | Specially Trained Officer (STO) information added to the procedure. |           |
| 1.3        | March 2016   | Clarification of the STO role                                       |           |
|            |              |                                                                     |           |
|            |              |                                                                     |           |
|            |              |                                                                     |           |

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## 1. Policy Statement

Greater Manchester Police is committed to providing a consistently high level of service to victims of rape and serious sexual assault and to rigorously investigating these crimes to hold offenders accountable through the criminal justice system.

GMP aims to work cohesively and draw on the expertise of Greater Manchester Crown Prosecution Service and other partner agencies in the delivery of an improved service, which will give members of the public the confidence to report such incidents and the strength to support a prosecution.

### 1.1 Aims

The Rape and Serious Sexual Offences (Talon) Policy and Procedure has been produced to provide a framework for GMP officers to achieve these high standards. It is therefore incumbent on all those involved to ensure that every victim is left assured, regardless of the outcome, that everything possible was done to bring the case to a successful conclusion.

---

## 2. Scope

This document provides direction and guidance in responding to and dealing with reports of rape and serious sexual offences for Greater Manchester Police officers in the following areas.

1. Offence categorisation.
2. Rape categorisation.
3. Victim care and consideration.
4. Roles and responsibilities.
5. Communications.
6. Specially Trained Officer.
7. Initial investigative procedures.
8. CPS processes and case conclusion.
9. Check-list lines of enquiry.

---

## 3. Roles & Responsibilities

The Talon Policy and Procedure identifies the responsibilities of the following individuals/areas of policing. (Those highlighted are summarised directly below). Please see the Talon supplement (Appendix A) for detail surrounding the other roles.

1. Assistant Chief Constable.
2. Serious Crime Division.
3. Territorial Commander.
4. Silver Command.
5. Divisional DCI.
6. **Call Taker/Enquiry Counter Officer.**
7. **Communications.**
8. **Response.**
9. **Specially Trained Officer.**
10. **Investigating Officer(s).**

## 4. Terms and Definitions

|         |                                                |
|---------|------------------------------------------------|
| ACC     | Assistant Chief Constable                      |
| ACPO    | Association of Chief Police Officers           |
| ANPR    | Automatic Number Plate Recognition             |
| CCTV    | Closed-Circuit Television                      |
| CID     | Criminal Investigation Department              |
| CIU     | Crime Input Unit                               |
| CMS     | Case Management System                         |
| CPIA    | Criminal Procedure and Investigations Act 1996 |
| CPS     | Crown Prosecution Service                      |
| DCI     | Detective Chief Inspector                      |
| DI      | Detective Inspector                            |
| DIA     | Divisional Investigative Assessment            |
| ECO     | Enquiry Counter Officer                        |
| EEK     | Early Evidence Kit                             |
| FIB     | Force Intelligence Branch                      |
| FDO     | Force Duty Officer                             |
| FWIN    | Force-wide Incident Number                     |
| FP      | Forensic Physician                             |
| IO      | Investigating Officer                          |
| ISD     | Investigative Support Division                 |
| ISVA    | Independent Sexual Violence Advisor            |
| MASH    | Manchester Action for Street Health            |
| MARAC   | Multi-Agency Risk Assessment Conference        |
| MG      | Manual of Guidance                             |
| MIT     | Major Incident Team                            |
| NCRS    | National Crime Recording Standard              |
| NPIA    | National Policing Improvement Agency           |
| OCR     | Operational Communications Room                |
| PACE    | Police and Criminal Evidence Act 1986          |
| PIP     | Performance Improvement Plan                   |
| PNC     | Police National Computer                       |
| PPIU    | Public Protection Investigation Unit           |
| PTSD    | Post Traumatic Stress Disorder                 |
| PR      | Public Relations                               |
| RAFA    | Rape and Family Abuse (specialist lawyer)      |
| ROVI    | Record of Video Interview                      |
| RR-PTSD | Rape Related Post Traumatic Stress Disorder    |
| SARC    | Sexual Assault Referral Centre                 |
| SIA     | Specialist Interview Advisor                   |
| SIO     | Senior Investigating Officer                   |
| SSO     | Serious Sexual Assault                         |
| SSOU    | Serious Sexual Offences Unit                   |
| STO     | Specially Trained Officer                      |
| VPS     | Victim Personal Statement                      |

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## 5. Procedure

The following procedures outline the **‘first response’** or relatively **‘fast track’** action(s) that should be undertaken when a report of rape and/or serious sexual assault occurs for the roles given. For a more in-depth understanding, please see the relevant section of the Talon supplement (Appendix A).



### Role(s) and key responsibilities

#### 1. Call Taker / Enquiry Counter Officer

- It is the responsibility of the Call Taker / Enquiry Counter Officer to take steps to ensure the immediate safety of the victim, provide reassurance, respond to medical needs [REDACTED] pending the police first response.
- The Call Taker / Enquiry Counter Officer will follow their current procedures in relation to initial actions and contact with the victim, these are reiterated within the Talon supplement (Appendix A).

#### 2. OCR

The OCR should dispatch the most appropriate response. They should also:

- Make the OCR Supervisor and FDO aware;
- Inform the CID, ensuring that an IO is nominated and the FWIN is endorsed;
- Record scene locations; and
- Record details of resources allocated.
- The OCR will follow their current procedures in relation to initial actions and contact with the victim; these are reiterated within the Talon supplement (Appendix A).

### 3. OCR Supervision

OCR Supervision should:

- Ensure the appropriate graded response is established;
- Ensure Response Supervision, FDO and CID are aware;
- Monitor initial allocated tasks;
- Ensure the FWIN is tagged;
- Ensure the audio recording of the call from the victim/caller is preserved; and
- Ensure the FWIN is closed with the appropriate crime codes to enable accurate scanning by the Sexual Crime Desk.
- OCR Supervision will follow their current procedures in relation to initial actions and contact with the victim; these are reiterated within the Talon supplement (Appendix A).

### 4. Force Duty Officer

The Force Duty Officer should:

- [REDACTED]
- [REDACTED]
- Include details of a rape or serious sexual assault on the Force Daily Summary as required; and
- Endorse the FWIN accordingly at all stages.
- The Force Duty Officer will follow their current procedures in relation to initial actions and contact with the victim; these are reiterated within the Talon supplement (Appendix A).

### 5. Response Sergeant

The Response Sergeant is responsible for ensuring that the initial uniform response to the incident is effective. They should also:

- [REDACTED]
- [REDACTED]
- Notify the CID and identify the Investigating Officer who will assume proactive control of the investigation. This officer must be of the rank of Detective Sergeant;
- Update the FWIN with relevant actions and information. This will include recording the vulnerability of any parties; and
- Brief the Response Inspector.
- The Response Sergeant will follow their current procedures in relation to initial actions and contact with the victim; these are reiterated within the Talon supplement (Appendix A).

➤ [REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 6. Response Inspector

The Response Inspector is responsible for the supervision and management of the initial response to a report of rape or serious sexual assault.

They should:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Ensure that the victim's immediate welfare requirements are being addressed;
- Ensure that the FWIN has been updated with the immediate response actions and their own deployment decisions; and
- Ensure that staff are provided to support the investigation where required.
- The Response Inspector will follow their current procedures in relation to initial actions and contact with the victim; these are reiterated within the Talon supplement (Appendix A).

## 7. Specially Trained Officer (STO)

The Specially Trained Officer must:

- Ensure the victim feels safe, their welfare needs are being addressed [REDACTED]
- [REDACTED]
- Ensure they are aware of the content of the FWIN or initial report;
- Liaise with the IO who will provide guidance and supervision;
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Specially Trained Officers will follow their current procedures in relation to initial actions and contact with the victim; these are reiterated within the Talon supplement (Appendix A) and reinforced within the Talon Log, which will be completed upon every attendance at a report of rape or serious sexual assault.

[REDACTED]

[REDACTED]



## 8. Investigating Officer (IO)

The Investigating Officer is absolutely key and will manage and take responsibility for a thorough and coordinated investigative approach to the incident. They should:

- Ensure a rigorous, expeditious, professional and committed investigation occurs in which a high level of service is offered to the victim throughout this process and beyond;
- Ensure the FWIN is updated with their details and contact number;
- [REDACTED]
- [REDACTED]
- Ensure the appropriate crime report is submitted as soon as possible and in any event within 72 hours, in accordance with NCRS.
- The Investigating Officer will follow their current procedures in relation to initial actions, identification and preservation of scene(s), suspect(s) identification and arrest and contact with the victim; these are reiterated within the Talon supplement (Appendix A) as is the need for urgent control and action to achieve best evidence and outcome for victim(s).

## 6. Associated Documents

N/A

## 7. Consultation & Statutory Compliance

### 7.1 Consultation

| Department | Comments                                                                                                                                                                         |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [REDACTED] | [REDACTED]                                                                                                                                                                       |
| [REDACTED] | CPS Rape Clinic Strategy has been designed with the support of [REDACTED] and this policy is supportive of current CPS protocols around prosecuting Rape/Serious Sexual Assault. |

### 7.2 Statutory Compliance

### **7.2.1 Data Protection Act (1998)**

This policy and procedure is compliant with the Act.

### **7.2.2 Freedom of Information Act (2000)**

This document is classified as Restricted and therefore would not be suitable for external publication in its current form.

### **7.2.3 Equality Act 2010**

Due consideration has been given to The Equality Act 2010 and this policy reinforces Greater Manchester Police's commitment to equality and the requirements of the aforementioned piece of legislation. This policy ensures that victims of rape and/or serious sexual crime are afforded services that tailor for their particular need, subject to their diversity, so as to ensure that the very highest levels of service are offered and best evidence is achieved.

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## **8. Appendices**

- Appendix A: Talon Supplement: The Effective Investigation of Rape and Serious Sexual Assault.
- Appendix B: CPS & GMP Rape and Serious Sexual Assault Service Level Agreement
- Appendix C: CPS & GMP Rape Clinic Procedure