

**FOR POLICE EYES ONLY**

**Domestic Violence  
Investigation / Arrest Form**

CAD ref. / Date		CRIMINT ref.
CRIS ref.		
OFFICER COMPLETING		
Warrant No.	Rank	No.
OCU code	Station	

**SPECS - HEIGHTENED RISK FACTORS**

1. **Separation/child contact issues** - Victims trying to terminate relationships, or participating in child contact processes face increased danger.
2. **Pregnancy/new birth** - 30% of domestic violence starts or can intensify in pregnancy.
3. **Escalation** - Increases in frequency and severity indicate greater risk. The severity of violence tends to escalate after each incident.
4. **Cultural Awareness/isolation** - Reduced access to services and social isolation can combine to increase lethal risks. There is a professional and moral duty to deal with criminals, irrespective of whether they seek to blur issues behind a smoke screen of culture.
5. **Stalking** - Obsessive controlling behaviour, such as watching, following and constant calling of partners/ex-partners indicate heightened risk.
6. **Sexual assault** - Those who are sexually assaulted are subject to more serious injury and perpetrators are more dangerous.

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## NOTES FOR GUIDANCE

DO NOT leave blank spaces  
 One form for each victim unless non-crime  
 Expand in notes where necessary

### DEFINITION

"Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or who have been intimate partners or family members, regardless of gender." (ACPO)

All incidents falling within the definition should be entered on CRIS and flagged 'DV'.

### POSITIVE ACTION POLICY

Where a power of arrest exists, the suspect should be arrested. Officers must justify any decision not to arrest and must always make use of intervention and safety options available.

### POLICE AND CRIMINAL EVIDENCE ACT 1984

#### Codes of Practice

Code C para. 10.4 The caution shall be in the following terms:-

'You do not have to say anything, but it may harm your defence if you do not mention when questioned something which you later rely on in court. Anything you do say may be given in evidence.'

Under Section 25 of PACE, a constable may arrest a person where s/he has reasonable grounds for believing it is necessary to prevent him or her from causing physical injury to another person, or to protect a child or other vulnerable person.

### PLAN FOR HUMAN RIGHTS

#### Proportionality:

Police actions must be fair and achieve a balance between the needs of society and the rights of the individual. You should consider different options capable of achieving the objective and select the least intrusive.

#### Legality:

Police actions must be supported by legislation or stated cases. You must know your basic police powers well.

#### Accountability:

Police actions will be open to scrutiny. You should fully record your actions and the options considered. Show what factors influenced your decision, include reasons for *not* taking action.

#### Necessity:

Police actions must be 'necessary in a democratic society'. You must be able to justify any infringement of rights.

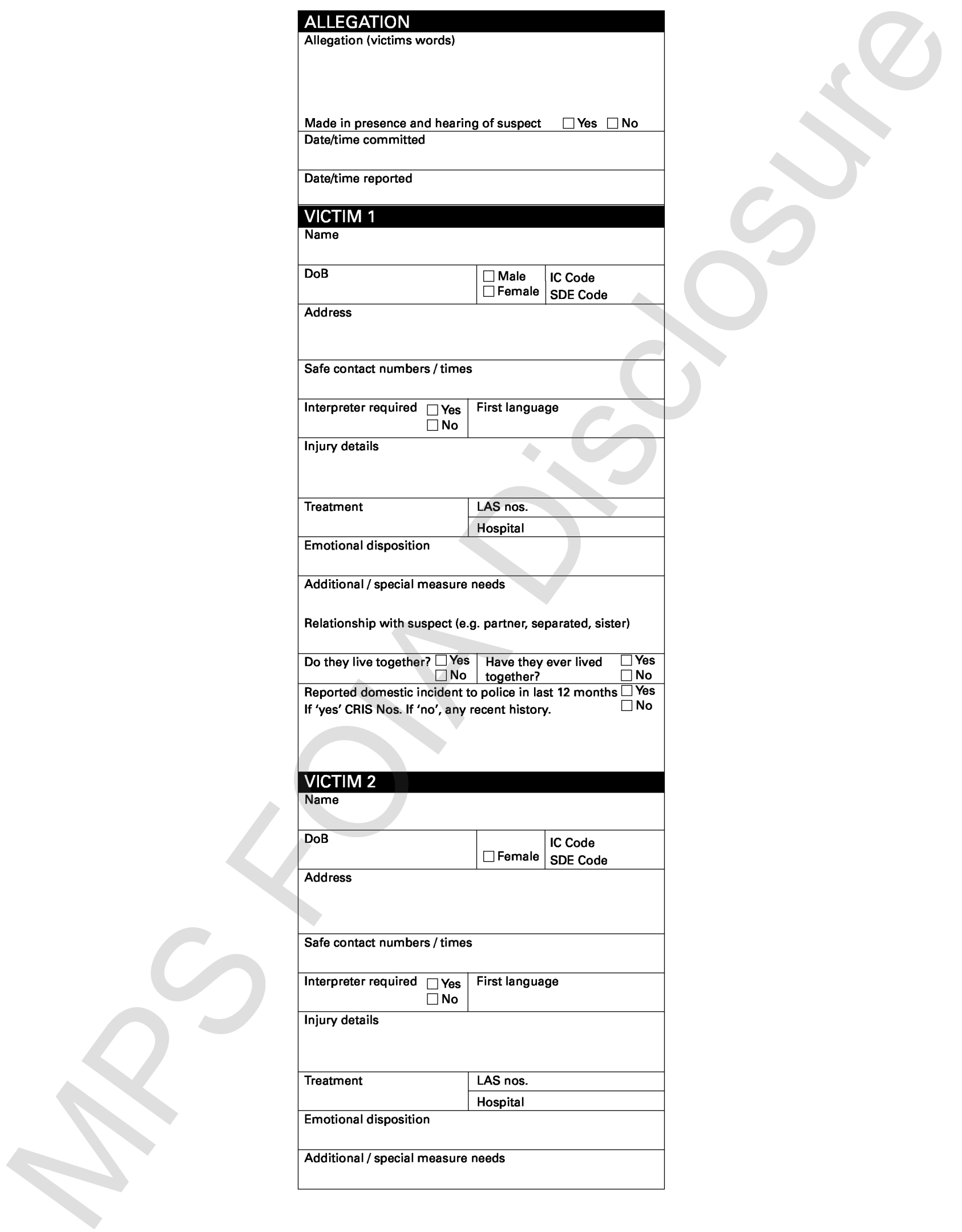
#### Best Information/Intelligence:

Police actions must be based on the best information and intelligence available to you at that time.

Show reference numbers where applicable

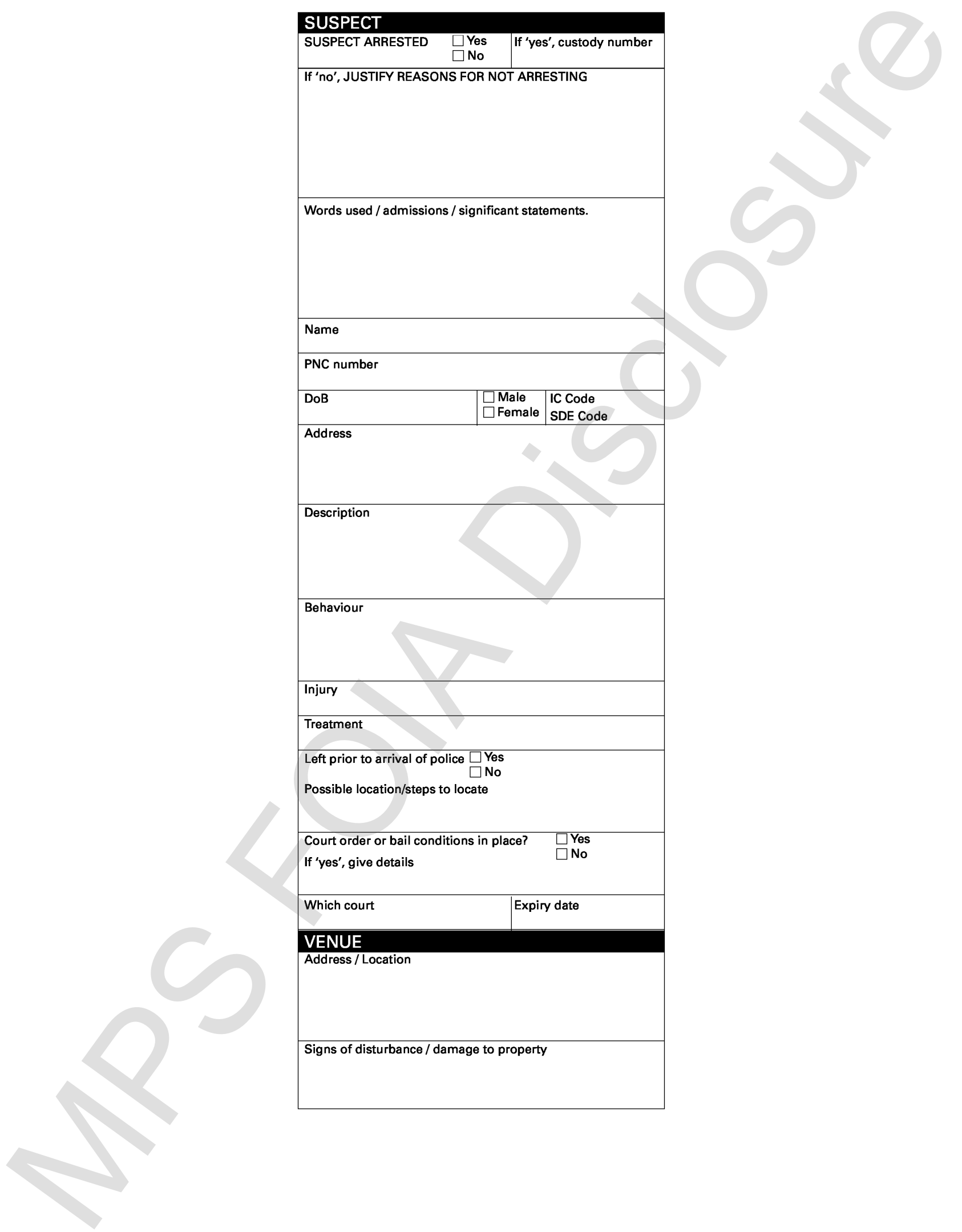
EVIDENCE	Ref. Nos. and locations
Photographs / ICEFLO VIW	
Photographs / ICEFLO Scene	
Video footage	
Victim MG11	
Victim audio statement	
Visually check welfare of children	
Form 78/Merlin	
FME examination VIW Suspect	
Early swabs / samples i.e. urine, spittle 'SCENESAFE'	
DNA Samples <input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Scene	
IDO Request	
CPO Request	
Property seized (e.g. weapons, clothing, mobiles, correspondence)	
Local / neighbour enquiries	
Initial intelligence checks (CRIMINT, CAD etc.)	
Initial Investigation Officer's MG11	
Suspect circulated	
Medical consent attached (Form 172)	
Record damage to venue	
CCTV seized	

ALLEGATION		
Allegation (victims words)		
Made in presence and hearing of suspect <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date/time committed		
Date/time reported		
VICTIM 1		
Name		
DoB	<input type="checkbox"/> Male <input type="checkbox"/> Female	IC Code SDE Code
Address		
Safe contact numbers / times		
Interpreter required <input type="checkbox"/> Yes <input type="checkbox"/> No	First language	
Injury details		
Treatment	LAS nos.	
	Hospital	
Emotional disposition		
Additional / special measure needs		
Relationship with suspect (e.g. partner, separated, sister)		
Do they live together? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have they ever lived together? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reported domestic incident to police in last 12 months <input type="checkbox"/> Yes If 'yes' CRIS Nos. If 'no', any recent history. <input type="checkbox"/> No		
VICTIM 2		
Name		
DoB	<input type="checkbox"/> Female	IC Code SDE Code
Address		
Safe contact numbers / times		
Interpreter required <input type="checkbox"/> Yes <input type="checkbox"/> No	First language	
Injury details		
Treatment	LAS nos.	
	Hospital	
Emotional disposition		
Additional / special measure needs		



<b>CHILDREN</b>			
Children in relationship <input type="checkbox"/> Yes <input type="checkbox"/> No		Live with viw <input type="checkbox"/> Yes <input type="checkbox"/> No	
Names	DoB	School attended	Wit.*
Address			* Witness to incident
GP Details			
Details of court/contact orders			
<b>WITNESS 1</b>			
Name			
DoB		Contact No.	
Address			
Language spoken			
Evidence provided (i.e. first complaint)			
Additional needs			
<b>WITNESS 2</b>			
Name			
DoB		Contact No.	
Address			
Language spoken			
Evidence provided (i.e. first complaint)			
Additional needs			

SUSPECT		
SUSPECT ARRESTED	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'yes', custody number
If 'no', JUSTIFY REASONS FOR NOT ARRESTING		
Words used / admissions / significant statements.		
Name		
PNC number		
DoB	<input type="checkbox"/> Male <input type="checkbox"/> Female	IC Code SDE Code
Address		
Description		
Behaviour		
Injury		
Treatment		
Left prior to arrival of police <input type="checkbox"/> Yes <input type="checkbox"/> No Possible location/steps to locate		
Court order or bail conditions in place? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', give details		
Which court		Expiry date
VENUE		
Address / Location		
Signs of disturbance / damage to property		



**NOTES FOR DETS PAGE**

Immediate action:

Scene:

Forensics:

VIWS:

Suspects:

Other evidence:

MPS FOIA Disclosure

**RISK IDENTIFICATION/ASSESSMENT**

**HEIGHTENED RISK FACTORS**

- S** Have you separated or told your abuser you want to separate from them?
  
- P** Are you currently or have you recently been pregnant?  
Are you having problems with your partner/ex-partner over access or other child contact issues?
  
- E** Is this incident worse than previous incidents or happening more often?
  
- C** Are you particularly isolated from support or help or have you any personal or cultural issues that make it harder for you to seek help?
  
- S** Do they follow or harass you in anyway?
  
- S** Do they say or do things of a sexual nature that makes you feel bad or that physically hurts you or someone else?

**OTHER RISKS**

- Do they abuse your children / pets?
  
- Do they have use of or access to any weapons?
  
- Are either of you suicidal?
  
- Do either of you have drug/alcohol problems?
  
- Are they acutely jealous/controlling?
  
- Have they made threats to kill you or your family?
  
- Do they have mental health problems?

**IMMINENT RISK TO VICTIM based on SPECSS and other risk factors**

**Standard**     **Medium**     **High**

**RISK IDENTIFICATION / ASSESSMENT**

**STANDARD** No significant current indicators of risk of harm.

**MEDIUM** There are identifiable indicators of risk of harm. The offender has the potential to cause harm but is unlikely to do so unless there is a change in circumstances, for example, failure to take medication, loss of accommodation, relationship breakdown, drug or alcohol misuse.

**HIGH** There are identifiable indicators of risk of serious harm. The potential event could happen at any time and the impact would be serious.

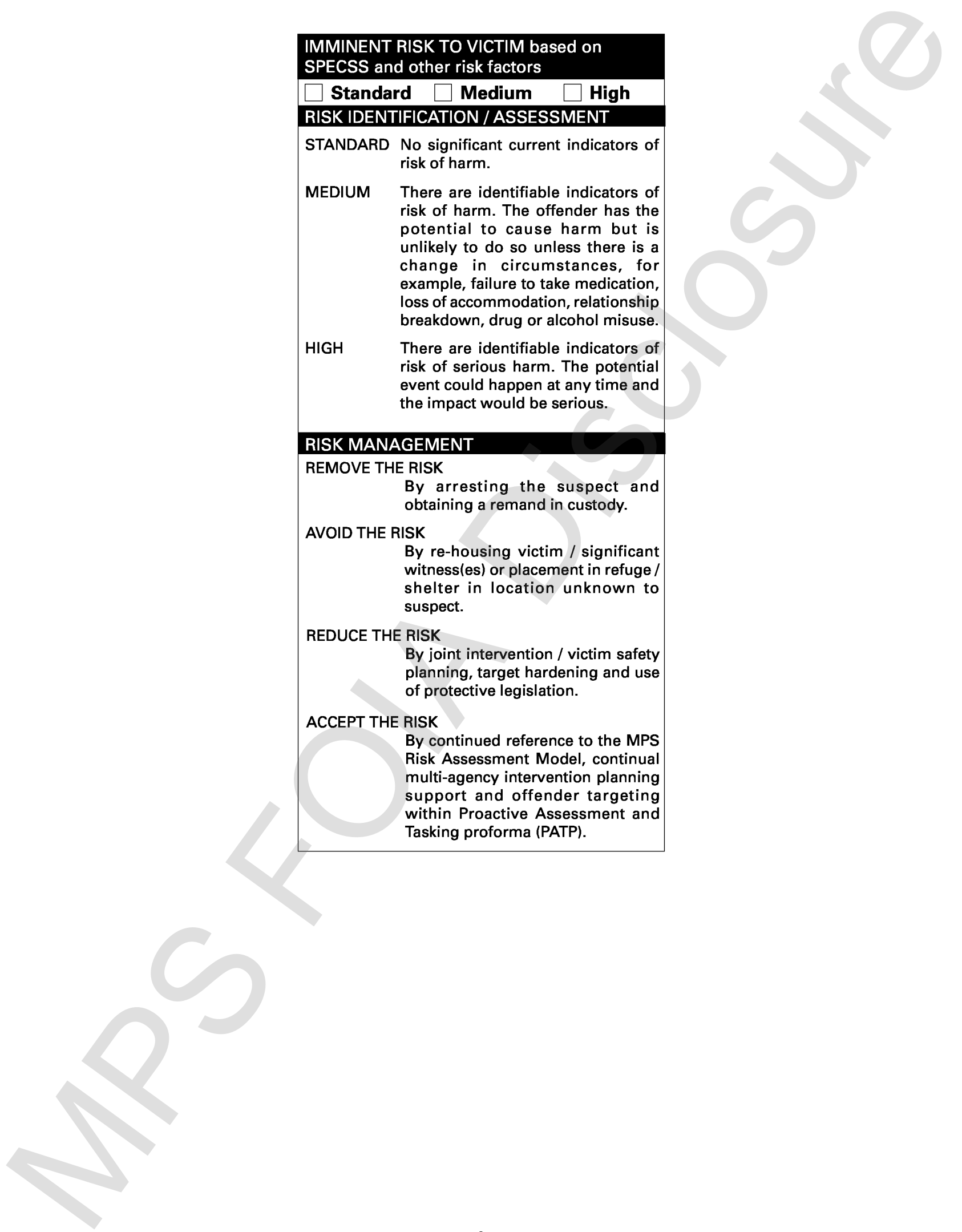
**RISK MANAGEMENT**

**REMOVE THE RISK**  
By arresting the suspect and obtaining a remand in custody.

**AVOID THE RISK**  
By re-housing victim / significant witness(es) or placement in refuge / shelter in location unknown to suspect.

**REDUCE THE RISK**  
By joint intervention / victim safety planning, target hardening and use of protective legislation.

**ACCEPT THE RISK**  
By continued reference to the MPS Risk Assessment Model, continual multi-agency intervention planning support and offender targeting within Proactive Assessment and Tasking proforma (PATP).



<b>INITIAL INTERVENTION</b>		
Arrest		
Trace suspect (if left scene)		
Initial Safety Planning		
Emergency Accommodation		
Referral to Family Law Solicitors		
Other referrals		
1st Instance Harassment warning		
<b>ADDITIONAL OPTIONS FOR INTERVENTION</b>		
Crime prevention advice		
Panic Alarms		
Computer Aided Despatch noted		
Community Officer Informed		
<b>VICTIM CONSENT TO REFERRAL</b>		
Signature		
(You may withdraw consent at any time by contacting your CSU)		
<b>OFFICERS</b>		
INVESTIGATING OFFICER (Print Name)		
Rank	No.	Station
Signature		
SUPERVISING OFFICER (Print Name)		
Rank	No.	Station
Signature		
The supervising officer must check that where a power of arrest exists and has not been executed, he/she is satisfied that this course of action is documented herein. They must review and agree the risk assessment and level of intervention. Any areas of concern should be noted in the section below.		
Remedial action taken		

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<b>OFFICERS</b>	
INVESTIGATING OFFICER (Print Name)	
Rank	No. Station
Signature	

ADVICE LINES	
Freephone 24 Hour National Domestic Violence helpline	0808 2000 247
Devon M.A.L.E. (male victims)	0845 0646800
Broken Rainbow (LGBT victims)	07812 644914
Crimestoppers	0800 555111
Victim Support	0845 303 0900
Metropolitan Police Website	<a href="http://www.met.police.uk">www.met.police.uk</a>
Women's Aid Website	<a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a>
Your local Community Safety Unit is	
Phone Number	

**Do you live in fear of violence or other abuse at home?**

**What happens next?**

This report will be transferred to the Community Safety Unit. We are the police officers and staff of your local police station. We care about protecting the people who live in our communities. We're here to help anyone who, like you, has been affected by someone else's abuse or violence. With support from the specially trained staff of your local Community Safety Unit, we'll do all we can to help you deal with what's happened to you.

**What can we do for you?**

**PROVIDE INFORMATION.** It's not always easy to know if what has happened to you is a crime. What if your partner bullies or intimidates you at home? Or do they have to hurt you before it becomes a crime? If you're not sure, please ask us. It's our job to help you identify what's happened and make sure that appropriate action is taken.

**STAY IN TOUCH.** We will stay in touch with you and see you through the whole investigation, from start to finish. Our aim is to contact you within 24 hours of you reporting the offence to let you know what's happening. We will also give you a phone number, so you can call us directly to find out how your case is going or talk about anything that might be worrying you.

**FIND HELP FOR YOU.** With your consent, we can put you in touch with other local support organisations that understand your specific needs.

**PROTECT YOU.** If appropriate, we will arrest the suspect at the time to protect you from further harm and give you time to think. If that's not possible, we will do all we can to find them. We will take your wishes into account when we decide what to do with them. Whatever happens, we will let you know what will be expected of you.

**GIVE YOU GUIDANCE.** We'll talk you through all the procedures so that you know what you are being asked to do and why. For example, we'll probably want you to give a statement explaining what happened. If you go to court we can explain the court process to you and let you know what can be expected of you.

You may be asked to make a Victim Personal Statement. This is a statement which adds to the information you have already given to the police in your statement about the crime. It gives you the chance to tell us about any support you might need, and how the crime has affected you (for example, the crime could have affected you physically, emotionally or financially).





MPS FOIA Disclosure

[Lined area for text entry]











Police Station: .....

Police Reference: .....

Tel. No.: ..... Extn.: .....

**Authority to disclose details of medical condition and treatment relevant to an offence**

I .....

of .....

.....

hereby authorise the release to officers of the Metropolitan Police details of my medical condition and/or\*

treatment received on/between ..... and .....

at ..... (hospital  surgery )

relating to .....  
(reasons for treatment)

(and authorise the medical practitioner concerned to make a written statement about the matter to police if required\*)

This information is for police use in the investigation of an offence. It may also be used by the Crown Prosecution Service to support a criminal prosecution or by the Criminal Injuries Compensation Board in support of any claim you might make. The information will be available to the court and to the defence, but the doctor giving details of your medical condition will not disclose your address.

Signed: .....

Signed/Countersigned by parent/guardian where necessary:

.....

Witnessed by: .....

Date: .....

Officer/CJU Clerk in case: .....

Signed: .....

Det. Insp./Insp.\*

\* Delete where applicable





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**Book 124D**

**Place this writing shield between  
pages 9 and 11 before starting to fill  
out this form.**