

Lincolnshire Police

Policy Document



Officer and staff victim policy PD 255

Policy document information

Reference number:	PD 255
Policy sponsor:	ACC Chris Davison
Policy owner:	ACC Chris Davison
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Version history

Version	Date	Reason for issue
1	11/09/2020	New policy
2	01/11/2021	Update to Policy and Appendices following year review
3	16/11/2022	Update to Policy and Appendices following year review
4	07/01/2025	Update to Policy and Appendices following year review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This Policy has been checked against APP. Lincolnshire Police has adopted the APP provisions, with supplementary information contained herein, which reflects local practice and the needs of the communities served by Lincolnshire Police.

Those provisions are shown in the links below and can be accessed via the home page of the APP website: (insert link(s) below)

Detention and Custody- Use of Force- Control and Restraint

<https://www.app.college.police.uk/app-content/detention-and-custody-2/control-restraint-and-searches/>

National Decision Model

<https://www.app.college.police.uk/app-content/national-decision-model/?s>

Mental Health

<https://www.app.college.police.uk/app-content/mental-health/?s>

Risk

<https://www.app.college.police.uk/app-content/risk-2/?s>

1. Policy aims (Purpose)

- 1.1. This policy provides police officers with guidance in the recording and response to crimes against officers and staff in Lincolnshire Police. It details aspects of investigation, wellbeing support, training and outcomes at court. It provides a process through which officers and staff, who are victims of crime whilst on duty, are appropriately supported.

The objectives underpinning this aim are to:

- formalise investigative processes and statement taking.
- embed health and care and access to support services.
- review incidents for learning and development.
- build confidence through provision of training.
- monitor crime trends and consider crime reduction.
- community engagement and understanding

This is person-focused and motivated by a willingness to improve the wellbeing of staff and officers who are victims of crime. The victim should be central to all decisions. Officers and staff should receive immediate care and support following an incident where they are the victim when on duty and are entitled to a proper and proportionate investigation which allows for a serious impact on court outcomes and where we support the wellbeing, skills and confidence of the officer or staff member in the future.

2. Policy statement (Key information)

2.1. Background and Scope

- 2.1.1. The risk of being assaulted is a constant threat to all police officers and police staff who have cause to encounter members of the public as part of their role. Assaults should not be seen as 'part of the job' and officers should not expect to be assaulted during their career.

- 2.1.2. There are over 500 assaults on Lincolnshire Police employees a year, highlighting the need to provide the appropriate support services at the point of need.

2.2. General Principles

- 2.2.1. Lincolnshire Police is committed to the wellbeing and safety of its people. This policy seeks to provide a robust investigation and welfare process linked to all assaults, hate crimes and sexual offences occurring against officers or staff members whilst on duty. The purpose of this is to provide a focus on officer safety and wellbeing, opportunities for learning and prevention of assaults, victim focus, and delivery of a professional investigation.
- 2.2.2. Through the provision of this policy, we aim to support people in their return to work, ensuring that they are physically and mentally fit and able to return to duty at the earliest opportunity.
- 2.2.3. This policy recognises the important role that learning can play in both supporting individuals in regaining confidence and looking at the wider cause and effect of assaults, actively contributing towards the long-term safeguarding of our workforce.
- 2.2.4. The policy applies equally to police officers, police staff and volunteers who are acting on behalf of Lincolnshire Police at the time of the incident. This will apply to those acting or working on behalf of Lincolnshire Police at the material time of the incident and where there is a requirement for a duty of care of the victim (e.g. Victim Lincs, OPCC).

2.3. Recording Assaults

- 2.3.1. Police officers who are arresting for and recording crimes of assault should be aware of the different offences and aggravating factors. These include assault of an emergency worker; assault by beating (common assault) on a constable; ABH (constable- aggravating factor); GBH (constable- aggravating factor); sexual assault. Consideration should also be given for whether to record the offence as a hate crime. Accurate recording of

assaults by injury will lead to effective investigations, charges, and outcomes.

- 2.3.2. Police officers recording such incidents should also consider other offences and aggravating factors such as sexual offence legislation and hate crime factors, where applicable. The policy applies equally to all crimes against police officers and staff whilst on duty, performing a role for Lincolnshire Police or officers who place themselves on duty to deal with crime when away technically off duty.

2.4. Investigation

- 2.4.1. The NPCC's tiered approach to assaults documents who is responsible for recording statements according to the physical and mental damage inflicted to the victim. This has been further developed to provide additional granularity and to reduce ambiguity (Appendix A).
- 2.4.2. Where possible, the victim will not be responsible for submitting or updating a crime report for the offence (except creating a skeleton after arrest). This should be done independently as per policies for other crime recording. In doing so we ensure that we instil confidence in the victim that the matter is being taken seriously and being thoroughly investigated.
- 2.4.3. The victim will not be the OIC for their own assault. Not only is this inappropriate in terms of fairness of investigation but also in terms of protecting the integrity of the investigation.
- 2.4.4. Where cases are being charged or likely to be charged to court, a Chief Constable Impact statement should be requested from the Criminal Justice Unit via the CJU email address. Details should be provided at DMM to allow for officer / staff welfare to be managed.
- 2.4.5. Lincolnshire Police will support a pro-charge policy in relation to crimes against officers and staff. This means that where there is sufficient evidence to charge the crime against the officer this decision should be taken. This is regardless of whether other crimes within a package require bail or release under investigation for further enquiries.

2.4.6 Where the offender is a first time offender, consideration will be given to utilise a suitable out of court disposal such as adult caution, JPD, or conditional caution where available.

2.5. Welfare

2.5.1. The wellbeing and support for the officer or member of police staff who has been assaulted will be paramount to the response from Lincolnshire Police. This should be in place from the moment that the officer is assaulted and should be ongoing for as long as is required. This initial support will be provided and documented by line managers linking in with appropriate resources.

2.5.2. Lincolnshire Police and its officers and staff should recognise the potential medium- and longer-term effects of assaults including changes in performance, psychological harm of assaults, and the wider impact on their families. Ongoing support will be made available to minimise the personal impact experienced.

2.6. Review

2.6.1. Assaults and hate crimes against officers are monitored and returns are submitted to the Home Office each year as per the requirement for data submission. Data will be shared with Learning and Development.

3. Other related documents and appendices

3.1. Appendices.

- Appendix A – Tiered approach to recording statements
- Appendix B – Standard operating procedure
- Appendix C – Supervisor process map
- Appendix D – Statement taking process map.
- Appendix E – Wellbeing support process map
- Appendix F – Review form
- Appendix G – Multiple Officer Review Form

4. Monitoring and review

- 4.1. This policy will be reviewed after 12 months to ensure that it is effective and allow for the opportunity to apply lessons learned.
- 4.2. Effectiveness will be ascertained through the audit work undertaken by the performance team.
- 4.3. The data collected from year 1 of the policy will be archived. The data will be kept in its full format for 5 years to allow for direct comparisons of data before the data is anonymised and archived for a period of no more than 10 years.

5. Who to contact about this policy

- 5.1. This policy is owned by ACC Chris Davison. Any enquires about this policy should be directed to Inspector Daniel Gilmore
Daniel.gilmore@lincs.police.uk