

## DVPO Officer (Domestic Violence Protection Order Officer)

District/Department	Performance & Governance	Rank/Grade	Band C
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<b>Role purpose:</b>	To prepare and present authorised domestic violence protection orders in magistrates courts, this is to include presenting initial applications, presenting at breach hearings, dealing with contested hearings and ensuring appropriate case progression. To prepare and prosecute breaches of DVPOs in magistrates courts. To engage with victims during the period of authorised domestic violence protection orders and maintain liaison with Districts to ensure the effective policing of the orders.
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Summary of Main Duties:	
	<ul style="list-style-type: none"> <li>To check and prepare all domestic violence protection order cases to ensure they are suitable for presentation at magistrates' courts. To check and prepare all DVPO breach cases to ensure they are suitable for prosecution at magistrates court, to liaise with custody to ensure the effective transfer of prisoners to court as and when necessary.</li> <li>To attend magistrates court to present cases in both contested and uncontested cases, deal with legal argument, cross examine witnesses and liaise with attendees at court to discuss hearing issues.</li> <li>To advise and support operational officers on domestic violence protection notices and orders by maintaining up to date knowledge of legislation, attending training and maintaining continual professional development in the role and ensuring that good practice and lessons learnt are disseminated within the force.</li> <li>Deal with correspondence from the public, solicitors and partner agencies ensuring that necessary action is initiated and that appropriate responses are dealt with in a timely manner.</li> <li>To engage with victims and effectively monitor the granted orders and action alleged breaches in accordance with relevant policy.</li> <li>To liaise with other agencies involved in safeguarding in order to promote a close working relationship to support the victims of domestic abuse.</li> <li>To maintain relevant case management systems/databases to ensure they are accurate and up to date, to include all appropriate actions and decisions.</li> <li>To operate appropriate SYP and external computer systems to research, gather evidence and maintain records.</li> </ul>

## Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

<b>Competency</b> <a href="https://profdev.college.police.uk/competency-values/">https://profdev.college.police.uk/competency-values/</a>	<b>CVF Level</b> <b>Level 1 – Practitioner</b> <b>Level 2 – Supervisor/Middle Manager</b> <b>Level 3 – Senior Manager/Executive</b>
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
<b>Core values for ALL employees:</b>	
Integrity	Public Service
Impartiality	Transparency

## Experience, Education and Skills:

### Essential Criteria (used for short-listing):

Good communication skills with the ability to listen, empathise, provide support and adapt language, form and message to meet the needs of different people/audiences.

Able to breakdown a problem and determine appropriate action.

Able to produce clear and concise reports and other documents within best practice procedures.

Able to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.

Able to appropriately prioritise and plan work.

Hold a current manual driving license and able to drive in order to attend magistrates courts across South Yorkshire.

Able to undertake appropriate legal training and achieve competence to achieve rights of audience within magistrates' courts

Able to utilise IT packages, systems and/or databases.

### Desirable:

A Law degree, LPC, BPTC/BPC, CILEX advocacy module (civil or criminal).

An understanding of the criminal justice system.

Experience of presenting evidence/cases within formal proceedings.

Able to proactively develop effective working relationships with colleagues and other stakeholders.