



**Phillip Secombe
Police and Crime
Commissioner
for Warwickshire**

Role description: Appropriate Adult

As an Appropriate Adult for Vulnerable Adults your role will be to safeguard the welfare, rights and effective participation of vulnerable adults detained or interviewed as suspects in criminal investigations. You will not be asked to perform the role for anyone under the age of 18.

The Police and Criminal Evidence Act 1984 and its Codes of Practice (PACE) requires police to contact an appropriate adult (AA) and have them present whenever a detained adult is considered as vulnerable i.e. mentally vulnerable.

As an AA, you will be required to be present throughout some of the important stages a detainee will go through during their stay in custody such as when they first receive the Rights & Entitlements, when they are interviewed and/or searched. In addition, it would be necessary to be present if samples are taken like DNA and also if they are charged. This could also include voluntary interviews as well.

Key Duties and Responsibilities:

1. To attend Warwickshire custody suites upon request by the police, in a timely manner, and as far as is reasonably practical in order to fulfil the Appropriate Adult role.
2. To keep the Scheme Manager and/or other Appropriate Adults informed of any problems or changes which may affect your availability and/or ability to carry out your duties as soon as practicable.
3. To attend designated custody suites and fulfil the Appropriate Adult in line with the PCC scheme, Home Office guidelines, national standards and your training.
4. To complete report sheets for each duty occasion and to submit these no later than 28 days after the date of occurrence to the Scheme Administrator.
5. As an Appropriate Adult your main aims are:

- To observe whether the police are acting properly, fairly and with respect for the rights of the detained person and to tell them if you think they are not.
 - To assist with communication between the detained person and the police.
 - To ensure that the detained person understand their rights and has the opportunity to express if they do not.
 - To perform the role of safeguarding the detainee's rights.
6. To complete and submit expense claims at least once every 3 months (quarterly). Please note that the mileage rate payable is in line with HMRC guidance for volunteers.
 7. To attend continuous professional development training events with an expectation that one training event should be attended in every rolling 12 month period.
 8. To attend Scheme meetings of Appropriate Adults (likely quarterly).
 9. To attend the Annual General Meeting.
 10. To carry out the duties of an Appropriate Adult having due regard to the health and safety requirements of the Appropriate Adult Scheme.
 11. To notify the Scheme Administrator of any changes to your contact details as soon as practicable or any changes which may affect your ability to carry out your role impartially.
 12. Not to give any legal advice (even if you are qualified to do so) to the detainee.
 13. Not to disclose details about any detainee you have spoken to, to any person, except those concerned with their detention.
 14. Not to disclose details of any person you have met in custody on social media, to the press or any other media outlet.

Person Specification

Essential Criteria

1. An Appropriate Adult must be at least 18 years of age, of good character and pass the Non Police Personnel Vetting (NPPV) Level 2 process.
2. Live or work in the Warwickshire area.
3. Proficient in the use of IT systems such as email and completing online forms.

Measure

- Application/
References/
Vetting
- Application
- Application

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| 4. | Ability to travel to conduct visits or attend meetings/training events with it being desirable to hold a current UK Driving License. | Application/
Interview |
| 5. | Flexible, reliable with sufficient time to carry out the role of Appropriate Adult. | References/
Interview |
| 6. | Able to work as part of a team to meet the Police and Crime Commissioner's Appropriate Adult programme. | References/
Interview |
| 7. | Able to maintain strict confidentiality. | References/
Interview |
| 8. | Able to communicate effectively with people from a variety of backgrounds having regard to equal opportunities legislation, and to show empathy, respect and humanity. | Interview |
| 9. | Able to demonstrate an independent and impartial view in relation to all parties involved in the Custody environment. | Interview |
| 10. | Able to portray a professional image of themselves and the Police and Crime Commissioner. | Interview |

Desirable Criteria

Measure

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| 1. | Has an interest in the rights and welfare of individuals in the Criminal Justice System. | Application/
Interview |
| 2. | Has some knowledge of the role of an Appropriate Adult. | Interview |
| 3. | Is willing to undertake visits during unsociable hours. | Interview |