

Role Description: Independent Custody Visitor

Key Duties and Responsibilities:

1. To arrange visits with other Custody Visitors, in accordance with the rota and other arrangements made by the Coordinator of the local panel of Independent Custody Visitors.
2. To keep the Scheme Manager and the panel Coordinator and/or other Custody Visitors informed of any problems or changes which may affect your ability to carry out the visiting rota as soon as practicable.
3. To carry out visits to designated custody suites in line with the PCC scheme, Home Office guidelines, national standards and your training. To record those visits on the OPCC electronic database using a computer located in police custody.
4. To check on the conditions in which detainees are kept, particularly their health, well-being, rights and entitlements, with reference to PACE Code C. This will include:
 - Clarifying and checking any concerns raised by the detainee, consulting the custody record where appropriate.
 - Discussing with the Custody staff any concerns and requests arising from the custody visit and bringing to the Custody Sergeants attention any matters requiring immediate attention.
 - Completing the Independent Custody Visitor Report Form electronically, ensuring that relevant information is recorded correctly, clearly and concisely.
 - To notify the Panel Co-ordinator of issues that need to be escalated and brought to the attention of the Scheme Manager.
5. 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.
6. To attend continuous professional development training events with an expectation that one training event, including ICVA regional and national events, should be attended in every rolling 12 month period.
7. To attend Panel meetings of Independent Custody Visitors.

8. To attend the joint North and South Warwickshire Annual General Meeting.
9. To carry out the duties of an Independent Custody Visitor having due regard to the health and safety requirements of the Independent Custody Visiting Scheme.
10. To notify the Panel Co-ordinator and 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.
11. Not to disclose details about any detainee you have spoken to, to any person, except those concerned with their detention.
12. 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

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| 1. An Independent Custody visitor must be at least 18 years of age, of good character and pass the Non Police Personnel Vetting (NPPV) Level 2 process. | Application/
References/
Vetting |
| 2. Live or work in the Warwickshire area. | Application |
| 3. Proficient in the use of IT systems such as email and completing online forms. | Application |
| 4. Ability to travel to conduct visits or attend meetings/training events | Application/
Interview |
| 5. Flexible, reliable with sufficient time to carry out the role of custody visitor. | References/
Interview |
| 6. Able to work as part of a team to meet the Police and Crime Commissioner's visiting 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. | Interview |
| 9. Able to demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process. | Interview |

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| 10. Able to portray a professional image of themselves and the Police and Crime Commissioner. | Interview |
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Desirable Criteria

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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 independent custody visitor. | Interview |
| 3. Is willing to undertake visits during unsociable hours. | Interview |