

Independent Custody Visitor Role Description

1. The fundamental role of the Independent Custody Visitor is to check on the conditions in which a detainee is kept, their health and wellbeing and that their legal rights and entitlements are being upheld, with reference to the relevant codes within the Police and Criminal Evidence Act 1984 (PACE).
2. To carry out the duties of an Independent Custody Visitor as set out in the Scheme Handbook (September 2022) and Home Office Code of Practice for Independent Custody Visiting (March 2013).
3. To arrange visits with fellow custody visitors in a timely manner, in line with agreed rosters and to ensure that visits vary in times of the day and days of the week.
4. To keep the panel co-ordinator and fellow custody visitors informed of any problems with rostered custody visits in a timely manner so as to limit inconvenience to other members.
5. Where appropriate to consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. To develop and maintain a professional working relationship with Police personnel based on mutual respect and understanding of each other's legitimate roles.
7. To discuss with the custody officer any concerns and requests arising from the custody visit.
8. To complete a report (with your fellow visitor), ensuring that all relevant information is recorded accurately, clearly and concisely.
9. To note on the report, any issues that have serious implications which were not able to be resolved directly with the custody officer at the time of the visit.
10. To discuss and agree with your fellow visitor the content within the report before signing it.
11. To email the report to the Office of the Police and Crime Commissioner before leaving the Police station and leave a copy at the station.
12. To maintain and respect confidentiality at all times.
13. To remain up to date with matters relating to custody. To attend the Annual Seminar (at least two in each 3 year term), training sessions (at least two in each 3 year term) and at least 3 panel meetings each year. Adherence to the minimum requirements is expected. Unless there are exceptional circumstances for non-attendance, ICVs who do not meet these minimal requirements may be asked to leave the scheme.
14. To inform the panel convenor of any training requirements.
15. To submit expense claims in line with the scheme guidelines.