

DONNA JONES

**MORE POLICE**  
**SAFER STREETS**

POLICE & CRIME COMMISSIONER

## Independent Custody Visiting Scheme Hampshire & Isle of Wight



Scheme Handbook  
2022



## Foreword

This report gives an insight into the conditions for detained people in our custody suites. Independent Custody Visitors (ICVs) are volunteer members from the local community who share findings from their unannounced visits with my office. As one of my statutory responsibilities, I am committed to ensuring I have robust and efficient procedures to ensure an effective ICV scheme is in place. ICVs emphasise that they do not want or need to know why the detained person is there; they ask about their welfare, if they have been treated according to the law and if their rights and entitlements have been met. ICVs also provide a friendly smile and respectful impartial conversation.

Independent custody visiting is an essential element of the work of my office, our scheme relies on the enthusiasm, commitment and dedication of our volunteer ICVs and I thank them all for their dedication. I am proud of what our ICVs do towards increasing the public's trust and confidence in policing.

Donna Jones  
Police and Crime Commissioner for Hampshire & Isle of Wight

## Welcome from the Scheme Manager

I wish you a warm welcome to the Hampshire and Isle of Wight Scheme Handbook.

Custody visiting, formerly known as lay visiting, was established in 1983 and the Hampshire and Isle of Wight scheme began in 1987. The Police and Crime Act (2002) made custody visiting statutory and the Home Office introduced the 'Code of Practice on Independent Custody Visiting'. The Police Reform and Social Responsibility Act (2011) introduced Police and Crime Commissioners and gave them the responsibility for operating and overseeing a scheme in their Police force area.

This Handbook contains instructions on how the scheme operates in practice. It provides information about the recruitment of volunteers, how the scheme is managed and details the responsibilities of the Police & Crime Commissioner (PCC) and those who volunteer on the scheme. It is written primarily for ICVs and is designed to support them in their role, however it may be helpful to others who are connected with custody and related matters. It is reviewed every three years (or sooner if deemed necessary by the PCC) and is updated in line with:

- The Home Office Code of Practice on Independent Custody Visiting <http://bit.ly/ICVcodeofpractice>
- The Independent Custody Visiting Association (ICVA) National Standards [www.icva.org.uk/publications](http://www.icva.org.uk/publications)
- Association of Chief Police Officers Guidance on The Safer Detention and Handling of Persons in Police Custody 2<sup>nd</sup> Edition <http://bit.ly/ACPOguide>
- Relevant legislation such as The Police and Criminal Evidence Act (PACE) Code C <http://bit.ly/PACEcodeC> and The Human Rights Act (1998)
- Any other relevant and appropriate reports and recommendations

If you have any questions or suggestions about the Handbook, please contact the scheme manager [opcc.icv.scheme@hampshire.police.uk](mailto:opcc.icv.scheme@hampshire.police.uk) or by post.

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## 1. **INTRODUCTION**

- 1.1 *“Section 51(1) of the Police Reform Act 2002 places the responsibility for organising and overseeing the delivery of Independent Custody Visiting with Police and Crime Commissioners (PCCs) in consultation with Chief Constables. PCCs must therefore ensure that they have in place robust and effective procedures for establishing and maintaining their Independent Custody Visiting Scheme, including the allocation of appropriate resources to this function.”*

(Home Office Code of Practice, March 2013:06)

- 1.2 The operation of the scheme is the responsibility of the Police & Crime Commissioner (PCC), and that responsibility is exercised through the Chief Executive to the PCC and his staff. The PCC, in consultation with the Chief Constable, has the final responsibility in all matters relating to the operation of the scheme and the interpretation of these guidelines.
- 1.3 The scheme is a member of the Independent Custody Visiting Association (ICVA). ICVA represent custody visiting and local schemes at a national level, provide training and advocacy, and produce and review the national standards for custody visiting. ICVA are a member of the National Preventative Mechanism (NPM). To find out more about ICVA, visit [www.icva.org.uk](http://www.icva.org.uk) and the NPM visit [www.nationalpreventivemechanism.org.uk](http://www.nationalpreventivemechanism.org.uk).

## 2. **PURPOSE**

- 2.1 *“Independent custody visiting is a well established system whereby volunteers attend Police stations to check on the treatment of detainees and the conditions in which they are held and that their rights and entitlements are being observed. It offers protections and confidentiality to detainees and the Police and reassurance to the community at large.”*

(Home Office Code of Practice, March 2013:05)

- 2.2 The primary purpose of the scheme is to:
- Ensure those held in Police custody in Hampshire and Isle of Wight are treated in accordance with current legislation and codes of practice in relation to their welfare and human rights and in particular Code C of the Police and Criminal Evidence Act 1984 (PACE).
  - Provide public reassurance that the above is being monitored.
  - Contribute to the National Preventative Mechanism (NPM) and Optional Protocol to the Convention Against Torture (OPCAT).
- 2.3 The scheme enables volunteers from the communities of Hampshire and Isle of Wight to make unannounced visits to observe and report on the conditions in which persons are detained at Police stations, and the operation in practice of the statutory and other rules governing their welfare. This is done with a view to securing greater public understanding and confidence in these matters.
- 2.4 The scheme also serves as an independent check on the way Police officers carry out their duties with regard to detained persons and their engagement with, and support for the scheme, is a clear demonstration of their commitment to transparency and openness in relation to this critical aspect of their duties. Further, it can improve Police management of their own performance by pointing out areas where problems have occurred and which may have implications for policy, training, communications or the daily work of officers responsible for custody at Police stations.

2.5 In addition, custody visiting is an important aid in helping the PCC to fulfil her responsibility to ensure that policing in her area is carried out fairly, in accordance with legislation and other guidance, and with respect for the human rights of all those coming into contact with the Police.

### **3. OPCC HAMPSHIRE AND ISLE OF WIGHT - ICV SCHEME MANAGER**

3.1 The day-to-day administration of the scheme will be carried out by the Hampshire and Isle of Wight ICV scheme manager. Their duties (see Appendix 1) involve the recruitment, appointment, performance management and re-accreditation of ICVs, paying expenses, organizing the AGM, monitoring the Scheme's performance, developing and reviewing the scheme's policy, developing best practice, handling staffing and complaints matters, liaising with the national body and compiling the scheme's annual and ensuring the effective organisation and running of the Scheme. They will also collate and analyse the data required for the quarterly and annual reports. The Scheme Manager will also provide quarterly updates to the national body ICVA and represent Hampshire and Isle of Wight as part of ICVA's South East Regional team. They will also attend national conferences and training arranged by ICVA aimed to benefit the scheme as a whole.

### **4. INDEPENDENT CUSTODY VISITORS (ICVs)**

#### **4.1 Eligibility**

All ICVs must be at least 18 years old and must be living or working within the Police area, having been resident in the UK for at least three years prior to the date of application.

The Office of the Police and Crime Commissioner (OPCC) must seek to ensure that the overall panel of ICVs is representative of the local community and provides a suitable balance in terms of age, gender and ethnicity.

All reasonable adjustments as defined in the Equality Act 2010 will be made to accommodate those with a disability who are considered suitable candidates. However it must be recognised that custody is a dynamic and potentially dangerous environment, therefore applicants are asked to consider their own safety and suitability for the role.

Applications are welcomed from members of the community who do not have English as their first language. They should however be aware that visits are carried out in English and all documentation and communications relating to visits are written in English.

Where an applicant has one or more convictions for criminal offences, or has received any formal caution, warning or reprimand, or has failed to disclose any such finding, the specific circumstances must be considered in assessing suitability to become an ICV. However, past offending is not a barrier to appointment. Ultimately, the PCC is responsible for all appointments of ICVs, subject to meeting the requirements (for example vetting) set out in this guidance.

To avoid any potential conflict of interest, the PCC will not appoint any serving Police officers (including special constables), Police staff or OPCC staff. Where persons in these categories have left or retired from the relevant duties, they may be considered suitable for appointment after a period of three years.

The PCC may consider persons who have relatives currently serving as Police officers, special constables or Police staff as ICVs but their application may be declined due to the potential conflict of interest. An example of this is front line Police staff whose job may involve them working in custody or working closely with custody staff.

Applications from others involved with the Criminal Justice System will be considered on their individual merits having regard to the public service principle of being seen to be independent and impartial, e.g. solicitors, magistrates and members of the probation service may find the duties of an ICV conflict with their professional responsibilities. Where persons in these categories have left or retired from their duties, they may be considered suitable for appointment after a period of three years. The scheme manager may consider earlier appointment based on individual circumstances.

## 4.2 Recruitment and appointment

The recruitment process should ensure that adequate numbers of suitably trained people, representative of the local community, are available throughout the Police force area to carry out the required visits.

The PCC should ensure that vacancies are openly advertised through such means as the PCCs website, local radio, press releases and volunteer bureaus.

Interested persons must complete an application form which can be downloaded from the PCCs website or posted on request. Applicants are assessed against the ICV role description and person specification. Short listed applicants must attend an interview with the scheme administrator (or other OPCC representative). Interviews are structured around a list of questions and applicant's answers are scored. If successful at interview, two references are sought.

A Police vetting check is carried out. The appropriate vetting level is determined by the Home Office which is non Police personnel vetting level 1. In regards to vetting outcomes, the Chief Constable should provide advice to enable the PCC to make a decision with regard to the suitability of each applicant. The PCC should be informed by the Chief Constable as to the reason(s) for recommending that an applicant should not be appointed.

Following initial induction training, ICVs serve a six month probationary period (which should enable them to carry out a minimum of six visits). If completed satisfactorily, the scheme administrator, in consultation with the panel convenor, will confirm an initial three year term (which includes the probation period).

ICVs are required to sign a Charter (see Appendix 2) which summarises the agreed responsibilities and legitimate expectations. The Charter is also signed by the scheme on behalf of the PCC.

ICVs are provided with a photo identity card which they are required to produce at every visit and to wear whilst on PCC or Hampshire Constabulary premises or other custody visiting events such as trainings or seminars.

Identity cards must not be used as a means of identification for non-custody visiting related purposes. This also applies to the use of any car parking permits which may be issued to ICVs.

The scheme manager must be notified immediately if an identity card is lost or stolen.

## 4.3 Training

The PCC, in consultation with the Chief Constable, will prescribe the programme of training in order that ICVs are made fully aware of the relevant statutes and other rules, including

force orders governing the welfare of persons detained in Police custody. The training will be provided by the OPCC jointly with Hampshire Constabulary.

The PCC will provide regular training opportunities and there is an expectation that ICVs will attend. The scheme manager will arrange an annual meeting at which relevant topics and matters of mutual interest or concern may be discussed.

The scheme manager will consult with ICVs about their training needs and topics for consideration.

The PCC recognises that panel coordinators and deputies have a key role to play in the delivery of the scheme. Although there is considerable responsibility attached, the PCC hopes that the rewards of being a key contributor to the scheme balance the additional work involved. The scheme manager will arrange trainings for convenors and deputy convenors on request. This may include training on how to chair meetings, taking minutes and other areas that are felt to be relevant and helpful to their role.

#### 4.4 Performance

Renewal of a custody visitor's appointment is subject to a performance review. Reviews should include feedback on the quality of visits and satisfactory completion of report forms as well as regular attendance at panel meetings (a minimum of three per year), the annual seminar (an absolute minimum of two per three year term) and training sessions (a minimum of two per three year term). Unless there are truly exceptional reasons why ICVs do not attend regularly, non-attendance will result in termination of appointment. Apologies for non-attendance at panel meetings should be given to the coordinator. Apologies for non-attendance at scheme meetings, the annual seminar and trainings should be given to the scheme manager.

Reviews are carried out at three year intervals however this may be sooner at the discretion of the scheme manager.

Reviews may be carried out either face to face, by telephone or by other means considered appropriate at the time.

Reviews are an opportunity for ICVs to feedback any issues or concerns relating to their role.

It is within the authority of the ICV Scheme Manager to determine whether individual ICV's have not met expectations with regard to behaviour and performance standards and cannot continue to volunteer on behalf of the OPCC and are therefore removed from the ICV cohort.

#### 4.5 Leaving the scheme

ICVs should advise their coordinator of their intention to leave. While ICVs are asked to give notice, the OPCC recognises that this is not always possible. On leaving the scheme, the scheme administrator will write to the member confirming the resignation.

Members who leave the scheme are required to return their ID card and any other documents relating to their role. Items may be returned via the panel coordinator or by putting them into an envelope addressed to the OPCC and taking it to any Police station in Hampshire or Isle of Wight.



## 4.6 References

In line with other public service appointments, the OPCC is unable to provide character references. The OPCC can provide a letter which states how long a member has volunteered for the PCC as an ICV and brief details of the role and necessary commitments

## 4.7 Removal of ICVs

There may be occasions when the suspension and or termination of an ICV's appointment due to misconduct or poor performance, for example:

- failing to act in accordance with guidance and expectations
- bringing the PCC and his office into disrepute
- a conviction for a criminal offence
- deliberate falsification of expense claims
- abusive behaviour and/or language
- inappropriate behaviour and/or language
- breach of confidentiality
- breach of data protection regulations
- repeated failure to attend visits
- repeated failure to complete satisfactory reports
- repeated failure to attend panel meetings, the annual seminar and training courses

ICVs should notify the scheme manager in a timely manner if they are arrested and charged with, or reported for, a criminal offence. In such circumstances, the visitor may be suspended until the outcome of any criminal proceedings is known.

Procedures for considering possible termination of appointment will follow the principles of natural justice (In English law, natural justice is technical terminology for the rule against bias and the right to a fair hearing) and will be in line with the OPCC procedures for handling misconduct or poor performance.

## 4.8 Settling differences and complaints

The PCC aims to treat all volunteers fairly, objectively and consistently and to ensure that volunteer's views are heard, noted and acted upon promptly for a positive and amicable solution.

Complaints made against individual ICVs by detainees, other ICVs, Police staff or others (who may come into contact with them in the course of their duties) will be dealt with in accordance with the PCCs Complaints Procedure.

Where an ICV raises a concern about the conduct of a member of Police staff, the scheme manager will raise the issue with the relevant senior officer within the Constabulary to determine the most appropriate course of action.

## 4.9 ICV welfare

ICVs should inform their coordinator and the scheme manager of any changes to their health which may affect their ability and suitability to carry out the role. When appropriate, a period of leave of absence may be agreed between the ICV, the coordinator and the scheme manager.

The PCC and Hampshire Constabulary have a duty of care to ICVs whilst carrying out their role. However ICVs must consider their duty of care to their colleagues and Constabulary staff, and ensure that they are fit to carry out a visit. Following major illness, surgery or physical injury, the guidance of the scheme manager should be sought.

It is Hampshire Constabulary policy that ICVs who are pregnant should not be allowed to enter the custody environment. ICVs should inform their coordinator and the scheme manager of their pregnancy as soon as practically possible so as to ensure our duty of care to the ICV and their unborn child is met.

ICVs should be familiar with the Constabulary Custody Risk Assessment (found in the induction folder). If ICVs do not have a copy of this document, they should request it from the scheme manager.

As a volunteer, you and your immediate family (living at the same address) have access to free, confidential and impartial support (see Appendix 3).

#### 4.10 Expenses

ICVs will be reimbursed for expenses incurred in carrying out visits, attending panel meetings and other events connected with their role. These will be predominantly travel expenses.

Ideally it is requested that expenses are claimed from the OPCC at the three monthly intervals shown in the table below. However ICVs are free to submit their expenses when it is convenient for them.

<b>Expenses incurred during:</b>	<b>Deadline for submission:</b>
Quarter 4 (January, February and March)	4 <sup>th</sup> April
Quarter 1 (April, May and June)	31 <sup>st</sup> July
Quarter 2 (July, August and September)	31 <sup>st</sup> October
Quarter 3 (October, November and December)	31 <sup>st</sup> January

The OPCC will send a quarterly reminder to members that they should claim their expenses. The OPCC will confirm receipt of expenses.

Public transport fares and car parking fees are paid in full and private car mileage is reimbursed at the current HMRC specified rate will be paid (at the time of this publication 45p per mile).

Where mileage claims are submitted, ICVs are asked to provide a VAT receipt which covers the date/s of visits. ICVs are required to submit petrol and all other receipts relating to the period of the claim, with their claim. Claim forms and receipts should be submitted in electronic format whenever possible.

## 5. AREA PANELS

The PCC has established one panel to cover each local policing area. The panels are known as Isle of Wight, North, South East and South West.

### 5.1 Panel responsibilities

Each panel is responsible for:

Electing from within its members, a coordinator (lead volunteer) who is appointed for a three year period See 5.2 below.

Ensuring, in consultation with the scheme manager, that a fair nomination process takes place in advance of the Quarter 3 December panel meeting.

Administering and recording coordinator and deputy appointments.

Sending a representative (usually the coordinator) to the quarterly scheme meeting at the PCCs office to report on matters relating to their area panel and other matters relevant to the scheme. If a coordinator is unable to attend the meeting, the deputy or an appointed member may attend to represent their panel.

Meeting as a panel on a quarterly basis in order to discuss the results of their visits and other matters of mutual concern.

Agreeing with the scheme manager and coordinator an appropriate rota to include late night, early hours and early morning visits. Visits should not develop a regular pattern.

Providing an overview of their observations and findings to the scheme manager (when required) for inclusion in the annual report to the PCC.

### 5.2 Election of coordinators and deputies

Prospective coordinators and deputies should be nominated in advance of the Quarter 3 (usually December) panel meetings. A Panel Co-ordinator Nomination Form (see Appendix 4) should be completed and returned to the scheme administrator before the panel meeting.

The election of the coordinator and deputy takes place at the Quarter 3 (usually December) panel meeting. Panel members are asked to cast their ballot for one of the shortlisted candidates. The votes will be counted and the outcome announced and formally noted in the minutes.

Coordinators term of office is three years and usually begins at the Quarter 3 scheme meeting.

The deputy coordinator election will take place at the Quarter 3 (usually December) panel meeting, by a similar process as that of the coordinator. The deputy coordinator will also take office at that time, and may serve for three years.

Coordinators and deputies are able to serve up to a maximum of three consecutive terms of office (9 years) subject to successful re-election and being able to fulfil the full range of duties of the role including actively making visits and training new ICV's.

### 5.3 Resignation of coordinators and deputies

While volunteers are asked to give notice of their intention to leave the scheme, the PCC recognises that this is not always possible. In the event that a coordinator resigns or leaves the scheme, the deputy will assume the role until a formal election process can be completed, the timescale for which will be determined by the scheme manager. In the event that a deputy leaves the scheme, the scheme manager, in consultation with the panel coordinator, will determine the timescale for election of another deputy.

## 6. VISITING ARRANGEMENTS

### 6.1 General

Visits should be unannounced and undertaken in pairs of volunteers working together. Visiting in pairs enables two perspectives and a shared understanding of issues and problems which may be encountered. If one member of the team should not be able to attend for any reason, the normal procedure should be to abort and re-arrange the visit. No more than two visitors should attend at one time as this may place an additional burden on custody staff. Additional ICVs or guests should be agreed in advance with the scheme manager and Hampshire and Isle of Wight Constabulary.

### 6.2 Rotas

In consultation with the panel, the scheme manager or coordinator will draw up a rota of visits for the following quarter. The rota will allow pairs of visitors the discretion to arrange dates and times between them. The first visitor will have responsibility to contact the second visitor and should make contact at their earliest convenience so as to ensure that the second visitor has sufficient notice. Panels should ensure that the designated custody suite is visited by a variety of visitors and pairings.

### 6.3 Frequency and timings of visits

Panels will give particular attention to the frequency of visits and must ensure that each custody suite is visited as set out in the table below or as agreed in exceptional circumstances or business need with the scheme manager. The length of time that ICVs spend in custody should not exceed two hours. Young and vulnerable people should be seen first.

<u>Location</u>	<u>Visits per quarter</u>
<b>Isle of Wight Panel</b> Newport	13
<b>North Panel</b> Basingstoke NPIC	13
<b>South East Panel</b> Portsmouth E PIC	13
<b>South West Panel</b> Southampton Central	13

## 6.4 Special visits

There may be occasions, in agreement with the Police, when a special visit may be justified. For example, when there is concern within the local community about the treatment or wellbeing of someone in detention. In such circumstances, the officer in charge of the station should make arrangements through the appropriate panel coordinator for a visit to take place at short notice. The Constabulary should inform the PCC of the details of any special visits as soon as possible. Coordinators are also required to notify the scheme manager and to provide the usual written report.

## 7. VISITING PROCEDURES AT STATIONS

### 7.1 Immediate access to custody area

ICVs should be admitted immediately to the custody area. Access should only be delayed when they may be in danger, for example if there is a disturbance in the custody area. A full explanation must be given to ICVs as to why access is being delayed and that explanation must be recorded by ICVs in their report.

It is not acceptable for access to be delayed due to the custody officer being busy. In such circumstances ICVs should be admitted to the custody area and invited to wait until the custody officer or another officer is available to escort them on the visit. Whilst waiting, ICVs have the opportunity to observe what is happening in custody and may be allowed (with the detainee's consent) to observe the booking in process, fingerprinting and other procedures.

### 7.2 Access to all parts of the custody area

ICVs should be given access to the custody area including cells, detention rooms, charging areas, washing facilities, kitchen or food preparation areas, and the medical room (but not to the drugs cabinet). Access to the medical room, in some cases, may only be accessible when the healthcare practitioner (HCP) is present. ICVs should satisfy themselves that areas are clean, tidy and in a reasonable state of repair and decoration, and that bedding in cells is clean and adequate. Relevant storage areas may also be seen and ICVs should check that there are adequate stocks of bedding and other necessary items. Blankets may be inspected for damage that may present a risk to detainee safety. ICVs should verify that arrangements are established for the cleaning of blankets and for any necessary replacement of furnishings and equipment. They may inspect empty cells to check heating/ventilation systems and cell bells and toilet flushing mechanisms are working properly. They may visit interview rooms in the custody area if unoccupied. It is not part of the ICVs role to attend Police interviews with detainees or visit CID rooms or other operational parts of the station.

Visits should also be considered and allowed where, following mass arrests, detainees are held for some time, possibly in vehicles within the places of detention yard or temporarily in a holding centre, prior to being booked in and formally detained.

### 7.3 Security and safety

In the interest of security and safety, the custody officer, or a member of custody staff, will accompany ICVs during visits. However, the escorting officer should normally remain out of hearing during discussions between ICVs and detainees. In addition, custody staff should also be alert to any specific health or safety risks visitors might face and should advise them as appropriate. For example, ICVs should always be told if there is a possibility of

them coming into contact with detainees or cells exposed to CS spray.

#### 7.4 Access to detainees

ICVs may normally have access to any persons detained at a Police station. Detainees may fall into the following categories:-

**PACE detainees** - these constitute the vast majority and are held under the provisions of the Police and Criminal Evidence Act 1984. This category includes detainees who are being held in custody awaiting a court appearance.

**Ministry of Justice prisoners** - these are remanded or sentenced prisoners who would normally be held in prison. It includes prisoners released on licence, who are being recalled to prison.

**Immigration detainees (non PACE)** - these are persons held under the Immigration Act 1971 and Immigration Asylum Act 1999 who are subject to deportation proceedings or who are waiting to be removed from the United Kingdom as illegal entrants.

**People at risk** - these may be persons held under Section 136 of the Mental Health Act 1983 for their own protection or children taken into Police protection under the Children Act 1989.

ICVs are not permitted to visit detainees supervised by the Prisoner Escort Service. These detainees are not in the care and control of the Police and independent lay observers are appointed to carry out this role.

#### 7.5 Restricted access to detainees

In exceptional circumstances the Police may judge that it is necessary for a detained person not to be seen by ICVs in order to avoid any possible risk of prejudicing an important investigation or where the officer reasonably believes that the visitors' safety is at risk. Any decision to deny visitor access to a detained person should be taken by the custody officer, authorised by an officer of or above the rank of inspector, and recorded in the custody record. The decision to deny access should be taken in each case in the light of all the relevant circumstances. There should be no presumption that access should be denied to any particular category of detainee or because a decision has been made that a person should be held incommunicado. In the event of this happening, ICVs should note the reasons on their report form.

#### 7.6 Terrorism Act (TACT)

Terrorism suspects are taken to specialist facilities outside of the county and therefore it is unlikely that ICVs will encounter TACT detainees. In the unlikely event of TACT suspects being detained, ICVs will not be given access to them.

#### 7.7 Consent to visit

A detained person is not obliged to see ICVs or to answer questions. Detainees can only be visited with their consent and ICVs are responsible for establishing whether or not the detainee wishes to see them.

## 7.8 Detainees who are unable to consent to a visit

If a detainee is not in a position to give consent to be interviewed, for example due to the effects of drink or drugs or by virtue of a mental illness, the escorting officer should allow access unless it is considered that the visitors' safety would be at risk. In such circumstances where the ICVs might be in danger from a potentially violent detainee, they may wish to speak to the detainee through the cell hatch. If the detainee is comatose, the escorting officer should allow access if ICVs wish to satisfy themselves of the detainee's well-being.

## 7.9 Detainees who are asleep

Sleeping detainees can be woken at the discretion of the escorting officer to seek consent to a visit. However, where it would involve interrupting a continuous period of 8 hours rest provided for under PACE, the normal procedure should be not to wake the person but to observe them through the cell hatch. If ICVs cannot satisfy themselves as to whether a sleeping detained person is alive, the escorting officer may be asked to enter the cell.

## 7.10 Access to young (under 18) and vulnerable people

Young people may give their own consent. It is not necessary to obtain the additional consent of a parent, guardian or appropriate adult. If an appropriate adult is in attendance to support a young or vulnerable person, the detained person's wishes should be sought as to whether the appropriate adult should be in attendance.

## 7.11 Detainees who are being interviewed

Police interviews with detainees should not be interrupted to facilitate custody visits. However, ICVs may await the completion of the interview if they wish to see the person concerned.

## 7.12 Conversations with detainees

Conversations between detainees and ICVs where practicable take place in sight, but out of hearing, of the escorting officer. If for some reason the Police consider that the escorting officer should remain within hearing, this decision must be taken by the custody sergeant; however the escorting officer should not take an active part in the conversation. ICVs should bear in mind, however, that some detained persons may be violent, or under the influence of drink or drugs, and that the presence of a Police officer may deter or prevent assaults on the visitor.

Visits should normally be conducted in English. Translation support should be provided where necessary. On occasions it may be more appropriate to conduct a visit in another language spoken by the detainee, if one of the ICVs is fluent in that language. However, in such circumstances, care must be taken to ensure that any other visitor present is kept informed of what is being said.

Conversations should focus on checking whether or not detainees have been offered their rights and entitlements under PACE and on confirming whether the conditions of detention are adequate. ICVs should do all they can to encourage an open exchange with the detainee and may wish to use a checklist to ensure that they cover all the relevant issues.

ICVs must remain impartial and should not seek to involve themselves in any way in the process of investigation. If a detainee asks for advice about co-operating with the Police, making a statement or anything in relation to their defence, ICVs should explain that it is not

part of their role to discuss such matters. If a detainee seeks to make admissions or otherwise discuss an alleged offence, the ICV must tell them that the contents of the visit may be disclosed in legal proceedings. If the detainee's concerns are associated with not yet having received legal advice, ICVs may wish to take this up with the escorting or custody officer.

If an ICV realises they know, or are known by a detainee, they should withdraw from visiting that detainee. The decision should depend on the nature of the relationship and its likely effect on the visitor's impartiality.

ICVs must not pass messages for detainees or perform other tasks on their behalf as this might compromise impartiality or the interests of justice. If they are asked to do so they must decline and immediately inform the custody officer.

ICVs are primarily concerned with overall conditions, standards, and procedures at Police stations. However, immediate concerns about the treatment of particular individuals should be passed on to those in a position to take corrective action. If a detainee indicates that they may harm themselves or any other person, this should immediately be brought to the attention of custody staff.

### 7.13 Access to custody records

ICVs should seek permission from the detainee to view their custody record and explain to the detained person why they are doing so. If any detainee, including a young person, refuses access to the custody record, ICVs should not be allowed to see it.

Subject to obtaining the detainee's consent to view their custody record, ICVs should check its content against what they have been told by the detainee. In particular, ICVs will verify:-

- Whether entitlements under PACE have been given and signed for.
- That medication, injuries, medical examinations, meals/ special diet are recorded.
- That procedures to assess special risks/vulnerabilities presented by the detainee have been properly recorded.
- The timing and frequency of cell inspections of inebriated or otherwise vulnerable detainees are recorded and that the comment contains personalised information.
- The timing of reviews has been recorded. If sleeping reviews are carried out, that the detained person has been notified of the outcome as soon as possible after they wake.

If a detainee is for any reason incapable of deciding whether to allow access to their custody record, the presumption should be in favour of allowing ICVs to examine the record. However this does not extend to detainees who are being interviewed by investigating officers during the visit.

ICVs may view the custody record either in paper format or on screen but at no time should they operate or be left in sole charge of a computer.

ICVs must note on the report form that they have viewed the custody record without consent and their reasons for doing so.



## 7.14 CCTV

ICVs should carry out their functions in person and are not entitled to view either live CCTV pictures or recorded footage. Their role is carried out by interacting with both detainees and Police staff and cannot be carried out remotely. There may also be issues about infringing the privacy of detainees who have not consented to ICVs observing them using CCTV. ICVs should view CCTV only for the purposes of checking that they are operational. ICVs can ask the custody officer to provide a demonstration if necessary.

## 7.15 Medical issues

ICVs do not have the right to view the detainee's medical records, even where these are attached to the custody record. However, key points relevant to medical treatment should be recorded in the custody record itself. ICVs should pay particular attention to detained persons who are suffering from any form of illness, injury or disability. They should satisfy themselves that, if appropriate, medical advice has been obtained and establish from the custody officer what instructions for medical treatment have been given, and confirm by consulting the custody record that the instructions have been carried out.

## 7.16 Deaths in custody

All deaths in custody are the subject of a Coroner's inquest to which the Police will report formally. Where there has been a death in Police custody, the PCC must be informed as soon as possible and, where possible, the officer in charge of the station should notify the coordinator of the relevant panel. Consideration should be given as to whether a visit would be helpful in terms of informing and reassuring the local community. If it is agreed that a visit be made it should be on the basis of a clear understanding as to how that feedback to the community will be achieved. It is not necessary to notify a death which occurred after release from custody, unless the detainee was transferred to hospital from a Police station and died at hospital shortly afterwards. ICVs are not allowed to view the body in the cell, nor should they have access to the custody record.

## 7.17 Complaints by detainees

In the event that a detainee wishes to make a complaint about their general treatment or the conditions at the Police station, ICVs should (subject to the detainee's consent) take this up as soon as possible with custody staff or other staff at the Police station in order to seek a resolution.

If a detainee makes a complaint of misconduct by a Police officer, they should be advised to address it to the duty officer in charge of the custody block. With the detainee's consent, it may be appropriate for ICVs to notify the duty officer that the detainee wishes to make a complaint. In addition, ICVs may want to remind the detainee that they can seek legal advice in relation to the complaint or ask to see a doctor if an alleged assault is involved. However, such complaints must be dealt with through the formal procedures laid down by Hampshire Constabulary and there is no broader role for ICVs. ICVs should not involve themselves in individual cases or make representations on detainees' behalf.

## 7.18 Remand and sentenced prisoners

Remand or sentenced prisoners held in Police stations who seek to complain about their conditions or treatment in prison should be advised that ICVs cannot involve themselves in such matters. There are recognised procedures open to these detainees such as writing to or petitioning the Independent Monitoring Board of their Establishment or the Prison/Probation Ombudsman.

## 7.19 Appropriate Adults

ICVs may also act as appropriate adults in certain circumstances. However individuals must not switch between the role of independent custody visitor and appropriate adult during the course of a visit to the same custody suite. Changing roles in this way may blur responsibilities and create confusion for all concerned. However, those fulfilling the role of ICVs should not be prevented from acting as appropriate adults on separate and distinct occasions, preferably at completely different stations. There is no compelling evidence that this kind of dual role causes significant conflicts of interest, and individuals who choose to do so should be free to act in both capacities. However they must declare if they have previously carried out either role with the same detainee.

## 8. IMPARTIALITY AND CONFIDENTIALITY

### 8.1 Impartiality

ICVs must not involve themselves in individual cases to the extent of offering advice about whether or not detainees should make a statement or otherwise cooperate with Police enquiries. Such advice would be inconsistent with the ICVs' independence from the processes of investigation. ICVs should therefore decline to discuss anything more than the conditions in which persons are detained and their treatment, even though some detainees may ask advice about their possible defence, particularly if they have not already received legal advice.

### 8.2 Friends and relations

In the interests of impartiality, ICVs should not visit friends or relations who are in custody. Where a visitor discovers that a friend or relative is present as a detained person, the visit should not be abandoned, but the visitor should neither visit the person concerned nor have access to the custody record for that person.

### 8.3 Evidence in criminal proceedings

Conversations between ICVs and detainees are not privileged and it would be possible for a Court to issue a witness summons requiring the attendance of a custody visitor to give oral evidence or produce documents such as a report on a particular visit. ICVs are under no obligation to give evidence or produce documents other than in response to a Court Order, but would be obliged to respond to such an Order.

### 8.4 Confidentiality

ICVs acquire considerable personal information about persons in Police custody during the course of their duties. Personal information relating to detainees must be protected against improper or unnecessary disclosure in accordance with GDPR. ICVs are therefore required to give an undertaking not to release the identity of, or information capable of identifying, any person in Police custody. It is essential that ICVs do not name or otherwise identify persons in custody in reports, in discussions with fellow ICVs, or to the OPCC.

### 8.5 Breach of confidentiality

Breach of the above undertaking may make a visitor liable to civil proceedings by the detained person concerned. ICVs also need to be aware that the unauthorised disclosure of facts concerning Police operations or the security of Police stations may constitute an

offence under Section 5 of the Official Secrets Act 1989. ICV's will be removed from post if found to be in breach of this condition of service.

## **9. REPORTS AND FOLLOW-UP ACTIONS**

### **9.1 Completion of reports**

Recording the contents of a visit is an essential requirement of the scheme. ICVs may wish to make notes in the course of the interview, but should explain to the detainee why they are doing so.

At the end of each visit, and while still at the Custody Suite, ICVs should complete a report on their findings. Custody staff should not be present while this is being done and wherever possible ICVs should be able to use a private area for this purpose. Details should include both specific matters (which have already been brought to the attention of custody staff) and more general issues relating to custody conditions or procedures. If serious concerns are identified, that are unable to be resolved at the time, these should be written in the final box on the report. Items reported in this box are picked up immediately by the scheme manager, added to the action log, taken up with the Constabulary and escalated until resolved.

Before signing the report, both ICVs must be in agreement about its contents. If, after the event, one visitor wishes to add any reflections or comments, they must first gain agreement from the other visitor. The duty custody sergeant should read and sign the report. Once this has been done, then the report should be emailed to the scheme manager with a copy to the other visitor and panel coordinator, setting out any further comments to be made.

All reports must be completed in English even if the visit has been conducted in another language. Reports should be accurate, concise and legible. The completed report should be emailed to [opcc.icv.scheme@hampshire.police.uk](mailto:opcc.icv.scheme@hampshire.police.uk). A copy is left with custody staff for the attention of the officer in charge and for future reference by ICVs. These are securely disposed of every quarter.

### **9.2 Reports of unsatisfactory treatment and conditions**

If ICVs find any aspect of the treatment of detained persons or the conditions at the station unsatisfactory; this should be included in the report. If a matter appears to require urgent attention, the officer in charge of the station should be informed immediately. This action should always be taken if a detained person makes a complaint of assault or ill-treatment, or appears to have sustained an injury which is not recorded on his custody record.

### **9.3 Issues arising from visits**

It is recommended that ICVs should establish a continuing dialogue with the duty officer in charge to ensure that appropriate action is taken on issues raised during visits. ICVs who wish to commend the conduct of a particular officer, a particular practice, or general conditions, can note this on the report.

The scheme manager will have regular and formal opportunities to raise concerns and issues with a designated senior officer with Constabulary-wide responsibility for custody usually of Assistant Chief Constable rank.

#### 9.4 Consideration of reports by panels and the OPCC

Each panel of ICVs should meet on a quarterly basis to discuss the findings of visits to designated custody suite in their area. The panel convenor should submit a report to the PCC every six months which forms part of a review carried out by the scheme manager. The entire report is then presented to the PCC.

#### 9.5 Reviewing performance

The OPCC assesses how effectively its custody visiting arrangements are by reviewing the quality of reports, the frequency and timing of visits and the number of occasions on which detainees refuse to speak to ICVs. These statistics are reviewed and discussed with members during quarterly scheme and panel meetings.

### 10. PUBLICITY AND PRESS

#### 10.1 Media

Appropriate media communications are used when there is a need to promote the scheme for the purposes of raising awareness, volunteer recognition or recruitment. ICVs may be approached by the OPCC to be involved in media activity. There is no obligation for ICVs to be involved.

Under no circumstances should ICVs respond to requests for specific information from the press, other organisations or individuals about specific cases or events at local Police stations which may involve the custody visiting scheme or its personnel. Any such matters should be directed to the PCCs Communications team [opcc.comms@hampshire.police.uk](mailto:opcc.comms@hampshire.police.uk) on 02380 479681.

#### 10.2 Promoting the scheme

It is generally desirable that the role and aims of the scheme should be promoted to the public. ICVs should bear in mind that the purpose of publicity is to promote the scheme in general and not to draw attention to individual cases or to themselves. Under no circumstances should individuals, or specific events, be discussed other than in general, anonymous terms to support an explanation of the purpose of the scheme.

#### 10.3 Interviews and talks

General information regarding the role and scope of the scheme may be given to the press, local radio and other media. These may include quotes and personal comments of a positive nature. The advice of the PCCs Communications team should be sought before any such interview or talk is given and before any article is submitted for publication by a custody visitor. ICVs should be aware that they are accountable to the PCC, and not to the press or individual members of the public.

If an invitation to speak to a local group or organisation appears to be with a view to promoting the role and scope of the scheme, it is a matter for the discretion of panel members as to whether or not to accept such an invitation. In cases of any doubt the visitor should consult the Scheme Manager or PCCs Communications team.

#### 10.4 Press enquiries

In all circumstances the advice of the PCCs Communications team should be sought before making a response. A response to enquiries from the press should be given by the panel coordinator only if they are satisfied that the required information is of a sufficiently general nature.

Individual ICVs should discuss their intentions in relation to publicity with their panel coordinator in order that there may be proper local co-ordination.

#### 10.5 Photography

For the purposes of promoting the scheme in the media, including online and in print, and on our own website, we may use photographs and/or video of ICVs performing their duties (staged or edited to preserve anonymity of detainees) or at arranged events or meetings, for example. If you would prefer that your image is not used in this way, please advise the scheme manager or the PCC's Communications team of your preference.

### 11. **INSURANCE**

The PCC provides adequate cover for claims arising from the ICV role. ICVs that are using a motor vehicle to travel to custody suites, panel meetings, trainings or events must have adequate insurance in place and are advised to discuss their volunteering role with their insurance company.

### 12. **PCC ELECTIONS AND PURDAH (PRE-ELECTION PERIOD)**

It is important that guidelines relating to PCC elections and the pre-election period are followed by those working and volunteering for the PCC. Guidance will be provided by the OPCC however should ICVs have any questions, they should contact the scheme manager.

### 13. **VOLUNTEER PERSONAL INFORMATION**

Your contact details are held both electronically and in paper format by the OPCC. Contact details and personal information is stored securely and in line with data protection protocols. From time to time the PCCs Communications team may send members communications about topics and issues that the PCC is involved with (outside of the ICV scheme). If you do not wish to receive these communications, please advise the scheme manager to remove you from the mailing list. Contact details are not shared with external agencies. On leaving the scheme, member details are kept for five years and subsequently securely destroyed.

For the purposes of paying expenses, your bank account details and NI number is held electronically by the Integrated Business Centre (IBC) who makes payments on behalf of the PCC. The IBC is a secure environment and has been accredited at Impact level 2 (IL2). It has achieved Public Service Network (PSN) accreditation and has reached all of the necessary security measures for processing personal information expected by the Cabinet Office.

## Job Summary

<b>Job Title:</b>	Independent Custody Visiting Scheme Manager
<b>Department:</b>	Criminal Justice, Commissioning and Partnerships
<b>Branch / Section:</b>	Chief Executive
<b>Reports to:</b>	Partnerships Lead

## Job Purpose:

- To ensure that the Police and Crime Commissioner fulfils her duties under the Police Reform Act 2002, paragraph 51(6):
  - make arrangements for detainees to be visited by persons appointed under the arrangements; and keep those arrangements under review and from time to time revise them as they think fit
- To ensure the scheme operates in accordance with:
  - The Codes of Practice as laid down by the Secretary of State guidance issued by the Independent Custody Visiting Association
  - Office of the Police and Crime Commissioner scheme guidelines.

## Main Responsibilities

### Volunteers

- Provide effective day to day leadership, support and guidance to the volunteers on the Authority's custody visiting scheme.
- Carry out recruitment to ensure there is an adequate number of suitably qualified volunteers across Hampshire and the Isle of Wight in line with the Authority's equality and diversity policy to carry out the number of custody visits agreed with Hampshire Constabulary – approximately 65 people.
- Maintain records relating to custody visitors including personal details, details of length of service, vetting etc.
- Ensure custody visitors are appropriately trained by organising basic induction training and ongoing training events as required.
- Organise an annual seminar for custody visitors on matters of current interest.
- Undertake a six monthly review for all new recruits and carry out reappointment of all custody visitors on a three yearly basis by either a face to face meeting or a telephone conversation and may include observing a custody visit.
- Deal with any matters arising relating to grievances, complaints or discipline.
- Ensure that each custody visiting panel elects on a timely basis from within one of its number a convenor to act as the liaison between the authority and the panel.
- Make arrangements for long service to be recognised by the Authority eg at a presentation evening.

## **Statistics and Reporting**

- Maintain a record of the visits made, including details of the numbers and categories of detainees, the time and date of the visit, the number accepting a visit and any matters arising from the visit.
- Review all visit report forms to ensure accuracy and bring any matters requiring further explanation to the attention of the Force Custody Team and the relevant local inspector. Record any such matters on an action log.
- Work closely with the Force Custody Manager to ensure that the scheme operates effectively.
- Bring any matters requiring their attention to the notice of the four panel link Members.
- Provide a report to each panel on a quarterly basis on the matters the visitors raised and statistics relating to visits carried out.
- Provide a report to the quarterly scheme meeting on the operation of the scheme overall for the previous three months.
- Provide a report to the full Police Authority meetings in February and September to satisfy the Authority that the scheme is operating within its aims and objectives. Bring to the Authority's attention any major concerns or breaches of the Police and Criminal Evidence Act reported during custody visits.

## **Meetings, seminars and training**

- Meet with panel convenors, link Members and the Force Custody manager on a quarterly basis.
- Attend quarterly panel meetings (evenings).
- Meet with other scheme managers from the region twice per year.
- Attend the annual Scheme Managers' conference arranged by the Independent Custody Visiting Association (ICVA).
- Attend the annual national conference organised by ICVA with the link member/s and representatives from each panel. Make necessary travel arrangements.
- Attend any other ad hoc training opportunities, seminars or conferences in the furtherance of custody visiting.
- Provide input into Hampshire Constabulary's training for custody sergeants approximately 6 sessions per year.

## **Budget**

- Agree the annual budget with the Chief Executive and Finance Officer
- Monitor expenditure against budget particularly with respect to training events, conferences, travel etc.
- Authorise claims for expenses submitted by custody visitors.
- Discuss with link members the benefit of remaining a member of ICVA.

## **Policies and procedures**

- Develop and implement policies relating to custody visiting in line with legislation and best practice.
- Be aware of changes to legislation and codes of practice.
- Be familiar with PACE code C relating to detention.

## **Communication and liaison**

- Maintain communication by all methods with custody visitors, panel convenors, link members and force custody staff, including local custody inspectors and the force custody team.
- Maintain regular contact across a range of stakeholders and partners including the APCC, ICVA, IOPC and other SE Region scheme managers.
- Participate in promotional events and activities to raise awareness of the scheme.
- Publicise the scheme widely and by a range of methods including social media to attract a good cross section of applicants.
- Maintain an awareness of national issues impacting on custody visiting and the wider criminal justice arena.
- Liaise with the Force custody team and the estates team about any changes to the provision of custody facilities including involvement in planning.

## **Research**

- Conduct research, using all methods available including the intranet and internet in furtherance of the effectiveness of the scheme.

## **Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability**

- Be aware of current relevant policies, systems and procedures and Best Practice to provide advice and support and ensure effective compliance and promote awareness, Carry out departmental reviews to identify areas for improvement.

## **Estimated time to become operationally effective**

3 months

## **Operationally Effective – how would effectiveness in role be demonstrated**

- Provision of timely and accurate advice to all stakeholders regarding the scheme.
- Able to influence outcomes and influence decision making.
- Able to operate autonomously.
- Be innovative in service delivery.
- Proactive in the review and development of systems and procedures.



## Person specification

Essential	Desirable
<b>Education and Training</b>	
Educated to "A" level standard/NQV level 3 including GCSE pass at grade C in English and mathematics	Able to produce reports/statistics using excel
IT Literate – good working knowledge of Microsoft office, including Word, Excel, outlook and PowerPoint	Own car
Full, clean driving licence	
Use of internet as a research tool	
<b>Work experience</b>	
Competent to manage others	Experience in managing volunteers including knowledge of support necessary
Good interpersonal skills and ability to communicate effectively at all levels in the organisation and with external contacts	Knowledge of custody process
Able to work with minimum supervision, be self-motivated and show initiative	Be able to motivate others
Willing to work flexibly (able to attend meetings in the evening and at weekends)	Knowledge of PACE
Able to monitor expenditure and undertake financial calculations	Experience of managing a budget
Experience in recruitment and selection processes	Experience in public speaking/providing training
Experience arranging and clerking meetings and dealing with follow up actions	Experience of conflict resolution
Experience in a range of administrative tasks and particularly record keeping.	Knowledge of the wider criminal justice system
Able to deal with sensitive matters with tact and diplomacy	
Understand the need for confidentiality	
Experience in arranging functions and events, including developing a programme and booking speakers, making travel arrangements etc.	



**CHARTER FOR INDEPENDENT CUSTODY VISITING IN HAMPSHIRE AND ISLE OF WIGHT**

This Charter is an agreement between the Office of the Police and Crime Commissioner (OPCC) and the appointed volunteer which outlines the expectations and requirements of both parties in the effective operation of the Hampshire and Isle of Wight Scheme as detailed in the Hampshire Scheme Policy.

**The OPCC undertakes to:-**

- Ensure the smooth and efficient running of the custody visiting scheme
- Provide official identification
- Make initial training available to all custody visitors
- Provide opportunities for custody visitors to keep up to date with current practice and to share learning and experience
- Update custody visitors regularly
- Provide appropriate administrative support
- Ensure custody visitors receive out of pocket expenses in accordance with the Commissioner’s Scheme of Allowances
- Review, act upon and feed back all items arising from visit reports
- Liaise closely with Hampshire Constabulary
- Provide insurance

**The custody visitor undertakes to:-**

- Act strictly in accordance with the most current Hampshire and Isle of Wight Scheme Policy
- Abide by the Home Office Code of Practice on Independent Custody Visiting (2013)
- Maintain confidentiality of personal information accessed whilst being a custody visitor **at all times** including information relating to other members of the scheme
- Safe keep your identity card and use it only on custody visiting business
- Undertake a minimum of 10 visits per year in accordance with the panel rota, except in exceptional circumstances with the agreement of the panel coordinator
- Undertake to keep up to date with current practice in matters relating to independent custody visiting
- Attend at least 3 out of 4 panel meetings per year
- Attend training sessions and at least two Annual Seminar in each 3 year term
- Inform the OPCC of any change in circumstance which affects scheme administration or their status as an independent visitor
- Ensure visit reports are completed clearly and accurately and emailed to the ICV mailbox after your visits
- Return documentation and identity card on leaving the scheme

**We jointly agree to be bound by this Charter for Custody Visiting in Hampshire and Isle of Wight.**

Signed by OPCC	Signed by volunteer
Scheme Manager	ICV
Print name Michael Hill	Print name
Date	Date



## Independent Custody Visiting Volunteer Support

As a volunteer, you and your immediate family (living at the same address) have access to free, **confidential and impartial** support, provided by Health Assured.

### Using the service

Contact the service direct, no need for a referral.

- **free phone 0800 030 5182\***
- outside the UK +44 161 836 9498 (calls will be charged)
- \*Use 0161 836 9498 if calling from a mobile

### Support available

These services are free, confidential and available to all volunteers and their immediate family members:

- A 24 hour a day, 365 day a year confidential telephone advice and information line covering a wide range of issues including work, personal and family related.
- One to one counselling – either face to face or telephone (up to a maximum of six sessions a year per issue)
- legal and tax advice helpline (legal advice available to *volunteer only*)
- serious illness and accident support
- medical information (GP call-back available)
- online support

### What can it be used for?

You can contact the service for all kinds of different reasons, whether they are ICV work-related or personal

- counselling
- relationships
- work
- bereavement
- family issues
- child and dependent care
- financial
- legal
- stress
- consumer issues
- medical

**Independent Custody Visiting  
Election of Co-ordinator / Deputy**

**Nomination for Co-ordinator/ Deputy** (please indicate as appropriate)

**Panel:**

<p>I would like to nominate _____ to this position.</p> <p>I have sought his/her consent to this nomination.</p>
<p>Please write here why you believe this member is the right person for this role:</p>
<p>Continue on the other side of this page if necessary.</p>
<p>Print name:</p>
<p>Signed:</p>
<p>Dated:</p>

Please email this nomination form to the scheme administrator [opcc.icv.scheme@hampshire.police.uk](mailto:opcc.icv.scheme@hampshire.police.uk) or post it to the Office of the Police & Crime Commissioner, Unit 1, The Long Barn, Dean Estate, Wickham Rd, Fareham PO17 5BN. Whichever method you use to return the form, it must be signed.