



Independent Custody Visitor Role Description

1. To arrange custody visits with fellow custody visitors, in line with agreed rotas.
2. To keep Panel Co-ordinator and fellow custody visitors informed of any problems or changes to the visiting rota.
3. To carry out custody visits to designated police stations in line with the scheme guidelines and training.
4. To check on the conditions in which a detainee is kept, their health and well being and their legal rights and entitlements, with reference to PACE Code C.
5. Where appropriate, consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. To discuss with the custody officer any concerns and requests arising from the custody visit and bring to the custody officer's attention any issue that needs to be dealt with.
7. To complete the Independent Custody Visitor Report form, ensuring that all relevant information is recorded correctly, clearly and concisely.
8. To distribute copies of the Independent Custody Visitor Report form to the appropriate people.
9. To complete and submit expense claims in line with the scheme guidelines.
10. To attend continuous training sessions as appropriate.
11. To attend panel meetings of the Independent Custody Visitors as required.
12. To attend other meetings of Independent Custody Visitors as appropriate.
13. To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the custody visiting scheme.
14. To carry out the duties of an Independent Custody Visitor as set out in the Thames Valley Independent Custody Visiting Scheme. 11. Not to disclose details about any detainee you have spoken to, to any person, except those concerned with their detention.
15. Not to disclose details of any person you have met in custody on social media, to the press or any other media outlet.



Independent Custody Visitors Person Specification

Essential Criteria

	<u>Measure by</u>
1. Must be at least 18 years of age	Application
2. Must live or work in the police authority area	Application
3. To demonstrate sufficient time and flexibility to carry out the role of custody visiting	Interview
4. To work with colleagues as part of a team to meet the police authority's visiting programme	Interview
5. To be able to communicate well both orally and in writing	Application/ Interview
6. To be able to communicate effectively with people from a variety of backgrounds in line with equal opportunities	Interview
7. To demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process	Interview
8. To be able to maintain confidentiality	Interview

Desirable criteria

	<u>Measure by</u>
1. Knowledge of Independent Custody Visiting	Interview
2. To demonstrate an ability to complete forms clearly and concisely	Application/ Training
3. Experience of working as a volunteer	Application/ Interview
4. To demonstrate mobility in relation to undertaking visits	Interview