

OFFICE OF THE POLICE AND CRIME COMMISSIONER

INDEPENDENT CUSTODY VISITOR

JOB DESCRIPTION

KEY DUTIES AND RESPONSIBILITIES: -

1. To undertake custody visits with fellow custody visitors in line with agreed rosters.
2. To keep the Scheme Co-ordinator and fellow custody visitors informed of any problems with rostered custody visits.
3. To carry out custody visits to designated police stations, checking on the conditions in which detainees are kept, their health, wellbeing and legal rights and entitlements. The carrying out of a custody visit will involve: -
 - Clarifying and checking any concerns raised by the detainee;
 - Discussing 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;
 - Completing the Independent Custody Visitor Report Form ensuring that relevant information is recorded correctly, clearly and concisely, including the outcome of any matters brought to the attention of the Custody Officer for remedial action.
 - Distributing copies of the Independent Custody Visitor Report Form to the appropriate parties and leave the police station.
4. To complete and submit expense claims in line with the scheme guidelines.
5. To attend panel meetings and training sessions as appropriate, including update training as necessary.
6. To carry out the duties of an Independent Custody Visitor as set out in the scheme's guidelines.
7. To undertake a minimum number of 6 visits per annum.
8. When undertaking custody visits all visitors must do so with regard to the Custody Visitors Safety Briefing.