

Volunteer Agreement for Independent Custody Visitors

This Volunteer Agreement sets out key expectations and responsibilities for both the Office of the Police, Fire and Crime Commissioner for North Yorkshire (OPFCC) and you as an Independent Custody Visitor (ICV). Please read the Agreement carefully as you will be asked to sign that you understand and accept the requirements. Please do not hesitate to contact the Scheme Administrator if you have any questions. **This is not a formal contract.**

Expectations of the OPFCC and Responsibilities of the ICV

Impartiality and Confidentiality:

- It has been explained to you that impartiality and confidentiality are key requirements for ICVs. As an ICV you will seek to be impartial and maintain confidentiality at all times.

Visits and Team Meetings:

- You understand the time and travel commitments expected of you as an ICV and you will seek to fulfil these requirements. You will carry out visits in accordance with the ICV Code of Practice.
- You will seek to attend your ICV panel meetings regularly unless there are exceptional circumstances which prevent this. If this happens you will inform your Panel Coordinator as soon as possible.
- You will inform your Panel Coordinator immediately of any change in your circumstances which could affect your position as an ICV, your ability to carry out the duties of an ICV, or which might result in a conflict of interests.

Working Relationships with ICVs and Police

- You will recognise that it is important that ICVs work as a team. You will treat your fellow panel members with courtesy, respect and consideration. You will work to develop and maintain professional working relationships with the Police, but in a manner that does not prejudice your independence as an ICV or the independence of the OPFCC.
- During training the policies of the OPFCC in relation to equal opportunities and health and safety will be explained to you and you will seek to adhere to these policies.

Identity Card

- On appointment, you will be issued with an identity card. You undertake to look after this carefully and use it only for making your allocated custody visits. If it is lost or stolen you will report this to your Panel Coordinator or Scheme Administrator as soon as possible.



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Expectations of the ICV and Responsibilities of the OPFCC

Help and Support

- The OPFCC will employ a Scheme Administrator to run the ICV Scheme and provide as much help and support to you as possible on its behalf. You may contact the Scheme Administrator at any time if you have a problem or query. The Scheme Administrator is based at The Office of the Police, Fire and Crime Commissioner, 12 Granby Road, Harrogate, HG1 4ST.

Training

- The OPFCC recognises the importance of training for volunteers and undertakes to provide you with the induction and further training which you may need in order to be an effective ICV.

Insurance

- The OPFCC will provide Public Liability Insurance for you.

Reimbursement of Expenses

- The OPFCC will reimburse your mileage and reasonable out-of-pocket expenses in connection with your allocated visits to custody suites and attendance at Panel meetings. Details can be obtained from the Scheme Administrator upon request.

Agreement

I understand and accept the expectations and responsibilities set out in the ICV Volunteer Agreement.

Name:..... Signed:.....
(ICV)

Date:.....
(ICV)

Name:..... Signed:.....
(Scheme Administrator)

Date:.....
(Scheme Administrator)

