

INDEPENDENT CUSTODY VISITING JOB DESCRIPTION

KEY DUTIES AND RESPONSIBILITIES ARE:

- 1 To arrange custody visits with fellow Independent Custody Visitors in line with agreed rosters.
- 2 To keep the scheme administrator and fellow Independent Custody Visitors informed of any problems with rostered custody visits.
- 3 To carry out custody visits to designated police stations in line with the Scheme guidelines and training; this includes checking on the conditions in which a detainee is kept, their health and wellbeing and their legal rights and entitlements, with reference to PACE Code C. Performing a custody visit will involve:
 - Interviewing detainees.
 - Consulting, where appropriate, custody records in order to clarify and check any concerns raised by detainees.
 - Discussing with the Custody Officer any concerns and requests arising from the custody visit, and bringing to his or her attention any issue which needs to be dealt with.
 - Completing the Independent Custody Visiting report form, ensuring that all relevant information is recorded correctly, clearly and concisely.
 - Distributing copies of the Independent Custody Visitor report form to the appropriate individuals and then leaving the police station.
- 4 To complete and submit expense claims in line with the Scheme guidelines.
- 5 To attend training sessions as appropriate (minimum of one each year).
- 6 To attend a minimum of two out of four Independent Custody Visiting panel meetings per year.
- 7 To carry out the duties of an ICV as set out in the Scheme guidelines.