

## **INDEPENDENT CUSTODY VISITING ROLE DESCRIPTION**

- To arrange custody visits with fellow custody visitors, in line with agreed rosters.
- To keep the co-ordinator and fellow custody visitors informed of any problems with rostered custody visits.
- To carry out custody visits to designated police stations in line with the scheme guidelines and training.
- To check 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.
- Where appropriate, consult the detainee's custody record to clarify and check any concerns raised by the detainee.
- 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.
- To complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly and concisely.
- To distribute copies of the Independent Custody Visitor Report Form to the appropriate people and leave the police station.
- To complete and submit expense claims in line with the scheme guidelines.
- To attend continuous training sessions as appropriate (minimum of one each year).
- To attend meetings of Independent Custody Visitors as appropriate.
- To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the Custody Visiting Scheme.
- To carry out the duties of an Independent Custody Visitor as set out in the scheme's guidelines and memorandum of understanding.