

INDEPENDENT CUSTODY VISITING SCHEME

INDEPENDENT CUSTODY VISITOR JOB DESCRIPTION

PURPOSE:

Independent monitoring of the welfare of detainees and the conditions in which they are detained.

DIMENSIONS:

1. Arrange custody visits with fellow custody visitors, in line with the Independent Custody Visiting scheme guidance.
2. Keep the Policing and Crime team and fellow custody visitors informed of any issues arising from custody visits.
3. Carry out custody visits in police custody in line with scheme guidelines and training.
4. Check on the conditions in which a detainee is kept, their health and wellbeing and their legal rights and entitlements, with reference to the Police and Criminal Evidence Act, Code C.
5. Where appropriate, consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. 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. Complete the independent custody visitor report form, ensuring that all relevant information is recorded correctly, clearly and concisely and submit to the custody officer.
8. Complete and submit expense claims in line with the scheme guidelines.
9. Attend continuous training and development sessions, as appropriate.
10. Attend as appropriate seminars and evening meetings of independent custody visitors.
11. Carry out the duties of an independent custody visitor with regards to the health and safety requirements of the custody visiting scheme.
12. Carry out the duties of an independent custody visitor as set out in the custody visiting handbook and independent custody visiting code of practice.
13. Notify the Scheme Manager of any changes which may affect your ability to carry out your role impartially.
14. Maintain the highest levels of confidentiality.

CONTACTS:

1. Policing and Crime team colleagues from West Yorkshire Combined Authority
2. Independent Custody Visitors
3. Custody Staff/Detention Officers/Police Officers/Police Support Staff
4. Detainees
5. Interpreters