



## **INDEPENDENT CUSTODY VISITOR VOLUNTEER ROLE DESCRIPTION**

**Independent Custody Visitors are volunteers from the local community who visit people being detained in custody by the Police. They check on the welfare of detainees, that detainees are receiving their rights and entitlements and that the conditions that detainees are being held in are satisfactory.**

1. To carry out the duties of an Independent Custody Visitor, including visits, in accordance with the scheme's guidelines and the training provided.
2. To arrange visits to designated custody suites with fellow Custody Visitors during allotted periods and/or in accordance with the agreed roster.
3. To undertake weekend and late night visits to designated custody suites.
4. To advise the Scheme Administrator and fellow Custody Visitors of any problems with rostered visits. If required, make arrangements for another Visitor to substitute as necessary.
5. To check on the conditions in which detainees are kept, their health and well-being and that they are receiving their rights and entitlements, with reference to the Police and Criminal Evidence Act (PACE).
6. Where appropriate, consult detainee custody records to clarify and check any concerns they have raised.
7. To discuss with the Custody Officer any concerns and requests arising from the custody visits and bring to the Custody Officers attention any issue that needs to be dealt with.
8. To complete the Independent Custody Visiting Record Form ensuring that all relevant information is recorded correctly, clearly and concisely and that the top copy of the completed form is sent to the Scheme Administrator.
9. To attend Independent Custody Visiting Panel meetings.
10. To attend initial and ongoing training sessions, as appropriate (minimum of one per year).
11. To complete and submit expense claims in accordance with the scheme guidelines.
12. To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the scheme.