



Independent Custody Visitor - Person Specification

Essential Criteria	Measure
<p>Applicants must:</p> <p>Be at least 18 years of age</p> <p>Live or work within the Cleveland Police area</p> <p>Be able to commit sufficient time and flexibility to carry out the duties of an Independent Custody Visitor</p> <p>Communicate effectively, both verbally and in writing</p> <p>Demonstrate independence and impartiality in relation to everyone involved in the custody visiting process</p> <p>Be able to maintain confidentiality at all times</p>	<p>Application Form</p> <p>Application form</p> <p>Interview</p> <p>Application form and interview</p> <p>Interview and training</p> <p>Interview and training</p>
Desirable Criteria	Measure
<p>Some understanding of the custody visiting process</p> <p>Ability to complete forms and reports clearly and concisely</p>	<p>Interview</p> <p>Application and training</p>

Independent Custody Visitor - Job Description

To carry out the duties of an Independent Custody Visitor as set out in the scheme's guidelines including:

- To arrange custody visits with fellow Independent Custody Visitors, in line with agreed rotas.
- To keep the ICV Scheme Manager, co-ordinator and fellow Independent Custody Visitors informed of any problems with 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 a year)
- To attend Panel meetings of Independent Custody Visitors (generally 4 a year with a mix of in-person and on-line meetings)
- To attend regional and or national ICV conferences (reasonable expenses will be paid)
- To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the Custody Visiting Scheme.