



## INDEPENDENT CUSTODY VISTING SCHEME

### EAST MIDLANDS MEMORANDUM OF UNDERSTANDING

I \_\_\_\_\_ (full name) as an accredited member of the Derbyshire Police and Crime Commissioner's Independent Custody Reviewing Scheme, do undertake to:-

1. Maintain a high standard of personal conduct, integrity and appearance;
2. arrange custody visits with fellow Custody Reviewers, in line with the agreed rosters and/or Notes of Guidance;
3. keep the Scheme Administrator/Lead Officer informed of any problems with attending rostered custody visits;
4. use a critical eye to examine custody records on pre-set criteria in accordance with training provided.
5. check that, according to the custody records, detainees are receiving their rights and entitlements, with reference to the Police and Criminal Evidence Act (PACE), along with other basic rights.
6. complete the reviewers form, ensuring that all relevant information is recorded correctly, clearly and concisely.
7. record on the reviewers form any concerns or issues that may be raised within the records that you review.
8. discuss with the Scheme Manager, any of these concerns or issues if you feel that they need to be further investigated.
9. maintain confidentiality and impartiality in relation to all parties involved in the custody visiting process;
10. make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified;
11. complete and submit expense claims in line with the scheme guidelines or as instructed by the Scheme Administrator;
12. attend refresher and advanced training sessions and/or National Conferences;
13. attend Area Team Meetings/Panel Meetings of Independent Custody Visitors;

14. carry out the duties of an Independent Custody Reviewer with regard to the Health and Safety requirement of the Independent Custody Reviewing Scheme;
15. maintain effective working relationships with police staff as set out in the Scheme guidelines;
16. keep the identity card safe and only use it for custody visiting business;
17. complete a six-month probationary period and participate fully in the three-yearly Independent Custody Visitor reviews;
18. at each three year review period, ICV must be willing to review their undertakings.
19. to renew your commitment to the scheme, ICV will re-sign the Memorandum of Understanding at each 3 year review.
20. inform the Office of the Police and Crime Commissioner of any change in circumstance which affects scheme administration or their status as an Independent Custody Reviewer;
21. inform the Office of the Police and Crime Commissioner when withdrawing from the role and return the identity card and any other documentation;
22. be open to constructive advice and any change in procedure or protocol as advised by the Scheme Administrator;
23.
  - i. provide guidance and support to Probationer ICRs and,
  - ii. to ensure the OPCC can effectively assess a probationer's performance provide appropriate feedback as required during the 6 month probationary period;
24. undertake a minimum of 1 reviewing visit per month,
25. undertake a minimum of 2 visits to custody per year;
26. undertake a minimum of 1 training session per year;

**In return the OPCC will:**

1. ensure Independent Custody Reviewers are fully supported in the performance of their role;
2. Keep up to date with Home Office/Independent Custody Visiting Association (ICVA) guidance and best practice;
3. Inform Independent Custody Reviewers of developments within their own scheme and to advise on developments in Independent Custody Reviewers, both locally and nationally;

4. ensure where necessary that any issues/concerns arising from custody reviews are dealt with by the Force and reported back;
5. provide visiting rosters and updating contact details, as necessary;
6. provide refresher training within scheme guidelines;
7. provide for guidance a handbook including details of the Scheme.
8. process expense claims in a timely and efficient manner;
9. process any complaints made against Independent Custody Reviewers in accordance with the Scheme guidelines;
10. process the removal of any Custody Reviewers from the Scheme in accordance with the Scheme's guidelines;
11. provide Custody Reviewers with identification cards.
12. provide an opportunity for custody reviewers to meet each other and Scheme Administrators to discuss any issues they may wish to raise.

**Signature of Custody Visitor** \_\_\_\_\_

**Print name in full** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed on behalf of the  
Commissioner** \_\_\_\_\_

**Date** \_\_\_\_\_