



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 Visiting Scheme, do undertake to:-

1. Maintain a high standard of personal conduct, integrity and appearance;
2. arrange custody visits with fellow Custody Visitors, 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. always carry out custody visits in pairs when seeing detainees.
5. carry out custody visits in line with the Scheme guidelines and training;
6. check on the conditions in which a detainee is kept, their health and well-being and that they are receiving their legal rights and entitlements, with reference to PACE;
7. regularly check detainee custody records and consult where appropriate, the detainee's detention log to clarify and check concerns raised by the detainee;
8. discuss with the Custody Officer any concerns and requests arising from the custody visit and bring to the Custody Officer's attention any issues that need to be dealt with;
9. complete the Independent Custody Visitor report form, making sure the information is recorded correctly, clearly and concisely;
10. maintain confidentiality and impartiality in relation to all parties involved in the custody visiting process;
11. make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified;
12. complete and submit expense claims in line with the scheme guidelines or as instructed by the Scheme Administrator;
13. attend refresher and advanced training sessions and/or National Conferences;
14. attend Area Team Meetings/Panel Meetings of Independent Custody Visitors;

15. carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirement of the Independent Custody Visiting Scheme;
16. maintain effective working relationships with police staff as set out in the Scheme guidelines;
17. keep the identity card safe and only use it for custody visiting business;
18. complete a six-month probationary period and participate fully in the three-yearly Independent Custody Visitor reviews;
19. at each three year review period, ICV must be willing to review their undertakings.
20. to renew your commitment to the scheme, ICV will re-sign the Memorandum of Understanding annually.
21. 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 Visitor;
22. inform the Office of the Police and Crime Commissioner when withdrawing from the role and return the identity card and any other documentation;
23. 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 ICVs 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 12 visits per year;
25. undertake a minimum of 1 training session per year;

In return the OPCC will:

1. ensure Independent Custody Visitors 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 Visitors of developments within their own scheme and to advise on developments in Independent Custody Visiting, both locally and nationally;

4. ensure where necessary that any issues/concerns arising from custody visits 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 Visitors in accordance with the Scheme guidelines;
10. process the removal of any Custody Visitor from the Scheme in accordance with the Scheme's guidelines;
11. provide Custody Visitors with identification cards.
12. provide an opportunity for custody visitors 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
