



## **INDEPENDENT CUSTODY VISITOR AND CUSTODY RECORD REVIEWER**

### **ROLE DESCRIPTION**

1. To carryout the duties of an Independent Custody Visitor/ Independent Custody Reviewer, including visits, in accordance with the scheme's guidelines and the training provided.
2. To arrange visits to designated custody suites and Headquarters with fellow volunteers during allotted periods and/or in accordance with the agreed roster.
3. To have the flexibility to undertake weekend and late night visits to designated custody suites.
4. To use a critical eye to examine custody records on pre-set criteria in accordance with training provided.
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's 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 Visit Report form, ensuring that all relevant information is recorded correctly, clearly and concisely and that the copies of the form are sent to the appropriate departments.
9. To attend Independent Custody Visiting Panel/Team meetings.
10. To attend initial and ongoing training sessions, as appropriate (minimum of two per year).
11. To complete and submit expense claims in accordance with the scheme guidelines.
12. To carryout the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the scheme.