**INDEPENDENT CUSTODY VISITOR**

**ROLE DESCRIPTION**

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| 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 and Joint HQ with fellow volunteers during allotted periods in accordance with the agreed roster. |
| 3. | To have the flexibility to undertake weekend and late night visits to designated custody suites. |
| 4. | 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). |
| 5. | Where appropriate, consult detainee’s custody records to clarify and check any concerns they have raised. |
| 6. | To discuss with the Detention Officer any concerns and requests arising from the custody visits and bring to the Detention Officers attention any issue that needs to be dealt with. |
| 7. | To complete the Independent Custody Visitor electronic report form using the tablet provided, ensuring that all relevant information is recorded correctly, clearly, and concisely. |
| 8. | To attend Independent Custody Visiting Team Meetings. |
| 9. | To attend initial and on-going training sessions, as appropriate. |
| 10. | To complete and submit expense claims in accordance with the scheme guidelines. |
| 11. | To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the scheme. |