

## Independent Custody Visitor

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Company: Sussex Police

Location: United Kingdom

Category: personal-care-and-service

### Vacancy Information

The Office of the Sussex PCC manages up to 40 dedicated volunteers who undertake vital duties for its Independent Custody Visiting (ICV) scheme.

Representatives from the community are recruited and appointed on a geographical basis to visit the five police custody centres in Sussex (Brighton, Crawley, Eastbourne, Hastings and Worthing).

Unannounced visits are made by pairs of visitors at varying times of the day and night to ensure a consistent pattern of visits. After every visit, the pair of visitors complete a written report form about their findings, which is then passed onto the ICV Scheme Manager at the Office of the Sussex PCC.

### The Role

Independent Custody Visitor Scheme (ICV)

### Role Description

What is an ICV?

Independent Custody Visitors (ICVs) are members of the local community who volunteer to visit police stations unannounced to check on the treatment & welfare of people held in police

custody. ICV recommendations can require the police to make improvements for the welfare of detainees. Working as part of a local panel, they play a valuable role in maintaining public confidence in this important area of policing by making sure that detainees are treated well.

### **Key Responsibilities**

1. To arrange custody visits with fellow custody visitors, in line with agreed rotas.
2. To keep the Coordinator & fellow custody visitors informed of any problems or changes to the visiting rota.
3. To carry out custody visits to designated police stations in line with the scheme guidelines, handbook & training.
4. To check on the conditions in which a detainee is kept, their health & wellbeing & their legal rights & entitlements, with reference to PACE code C.
5. Where appropriate to consult the detainee's custody record to clarify & check any concerns raised by the detainee.
6. To discuss with the custody officer any concerns & requests arising from the custody visit & bring to the custody officer's attention any issue that needs to be dealt with.
7. To complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly & concisely.
8. To distribute copies of the Independent Custody Visitor Report Form to the appropriate people.
9. To complete & submit expense claims in line with the scheme guidelines.
10. To attend continuous training sessions as appropriate.
11. To attend 6 monthly panel meetings of the Independent Custody Visitors.
12. To carry out the duties of an Independent Custody Visitor with regard to the Health & Safety requirements of the custody visiting scheme.

### **Skills & Experience**

Essential Criteria;

Must be at least 18 years of age

Must live (or work) in the Sussex Police area

To demonstrate sufficient time & flexibility to carry out the role of custody visiting

To work with colleagues as part of a team to meet the Scheme's agreed visiting programme

To be able to communicate well both orally & in writing

To demonstrate the ability to complete forms clearly & concisely

To be able to communicate effectively with people from a variety of backgrounds

To demonstrate an independent & impartial view in relation to all parties involved in the custody visiting process

To be able to maintain confidentiality

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#### Cross References and Citations:

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