

Independent Custody Visitor

GUIDANCE NOTES FOR APPLICANTS

Thank you for considering becoming an independent custody visitor. To help you decide if you want to apply, as well as helping you fill in the online form, you should have received the following documents:

- Application Form;
- Role Profile;
- Person Specification;
- Diversity Monitoring Form.

These notes are intended to help you complete the application form. Please read them before you start and follow the guidance carefully.

In particular, check the section entitled 'Eligibility for appointment' first to ensure that you are eligible to apply.

It is your responsibility to ensure that the following documents are received by the closing date of – there is an ongoing rolling recruitment programme.

- **A completed application form**
- **Diversity monitoring form**

Please forward your completed application form and diversity monitoring form via email to policingandreform@southyorkshire-ca.gov.uk

Eligibility for appointment

Anyone aged 18 or over who lives or works in South Yorkshire is eligible to be an independent custody visitor, subject to the various exclusions set out below.

Visitors must be independent persons who are able to make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified. For this reason, in appointing independent custody visitors, care has to be taken to avoid any potential conflict of interest. For this reason, serving police officers and other serving members of police staff or staff from within the Directorate of Policing and Reform, South Yorkshire Mayoral Combined Authority ["SYMCA"] are unsuitable, as are special constables, lay justices, appropriate adults, councillors and members of the Police and Crime Panel.

Where persons in the above categories have left or retired from relevant duties, the Deputy Mayor of SYMCA may consider them to be suitable for appointment, taking into consideration factors such as geographic location where they would be carrying out visits and the length of time since they left the relevant employment.

Applications from others involved with the criminal justice system are considered individually. For example, solicitors and members of the probation service may find that the duties of the independent custody visitor conflict with their professional responsibilities. In such cases each application is looked at

on its individual merits, with regard to the public service principle of being seen to be impartial and independent.

Applications will not be accepted from members of the public who are currently an appropriate adult. Custody visitors may, on occasion, have cause to give critical feedback regarding the provision of appropriate adult services in the area they visit. Therefore, the independent element of the custody visitor role precludes one person covering both Independent Custody Visitors and Appropriate Adult roles in a suite.

Applicants must be able to communicate well, both orally and in writing, in the English language. Applicants must also have access to email.

Applicants who have not been granted leave to enter or remain in the United Kingdom, or whose leave to enter or remain is invalid or has ceased to have effect will not be considered for appointment as custody visitors.

SYMCA will make reasonable adjustments to accommodate those custody visitors with disabilities, but the design and circumstances of custody suites may limit the SYMCA's ability to do this. It is important that custody visitors' ability to move is not restricted in any way.

If at any time an independent custody visitor ceases to be eligible, they should immediately inform SYMCA.

Interviews

Interviews will take place at : Independent Custody Visitor

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These notes are intended to help you complete the application form. Please read them before you start and follow the guidance carefully. **In particular, check the section entitled 'Eligibility for appointment' first to ensure that you are eligible to apply.**

It is your responsibility to ensure that the following documents are received before the closing date of TUESDAY 31 DECEMBER 2019.

- **A completed application form**
- **Diversity monitoring form**

Please forward your completed application form and diversity monitoring form via email to info@southyorkshire-pcc.gov.uk

Eligibility for appointment

Anyone aged 18 or over who lives or works in South Yorkshire is eligible to be an independent custody visitor, subject to the various exclusions set out below.

Visitors must be independent persons who are able to make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified. For this reason, in appointing independent custody visitors, care has to be taken to avoid any potential conflict of interest.

For this reason serving police officers and other serving members of police or OPCC staff are unsuitable, as are special constables and lay justices.

Where persons in the above categories have left or retired from relevant duties, the OPCC may consider them to be suitable for appointment, taking into consideration factors such as geographic location where they would be carrying out visits and the length of time since they left the relevant employment.

Applications from others involved with the criminal justice system are considered individually. For example, solicitors and members of the probation service may find that the duties of the independent custody visitor conflict with their professional responsibilities. In such cases each application is looked at on its individual merits, with regard to the public service principle of being seen to be impartial and independent.

Applications will not be accepted from members of the public who are currently an appropriate adult in the same area due to a conflict of interest in the two roles. Custody visitors may, on occasion, have cause to give critical feedback regarding the provision of appropriate adult services in the area they visit. Therefore, the independent element of the custody visitor role precludes one person covering both Independent Custody Visitors and Appropriate Adult roles in a suite.

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The OPCC will make reasonable adjustments to accommodate those custody visitors with disabilities, but the design and circumstances of custody suites may limit the OPCC's ability to do this. It is important that custody visitors' ability to move is not restricted in any way.

If at any time an independent custody visitor ceases to be eligible, they should immediately inform the OPCC.

Interviews

Interviews will take place at : SYMCA 11 Broad Street West Sheffield S1 2BQ

Vetting Questionnaire

Candidates who are invited to interview will be asked to complete a vetting questionnaire which will be sent via email directly from South Yorkshire Police's Vetting Unit. Vetting checks will only be carried out on successful candidates, the remainder will be destroyed. Information supplied on the vetting questionnaire will not necessarily disqualify an individual from becoming an Independent Custody Visitor.

Personal Details

Name and Address: Give your full name, address and telephone number and make sure that they are legible.

Present and Previous Employment: Starting with your current or last employer, list all the employers you have worked for, provide job title and the length of time that you worked for them.

Education and Professional Qualifications: Give a list of formal and informal qualifications and other achievements. Make sure that you do not omit important details.

Information Supporting Your Application

Refer to the Person Specification.

- You need to provide examples to show how you meet the essential and desirable criteria for the role.
- This is the most important part of your application. Only applicants meeting all of the essential criteria identified for shortlisting will be invited for an interview. This is your opportunity to sell yourself.
- Use only the relevant parts of your career history or personal experience and try to write your examples in a concise, well-organised and positive way.
- You can use examples from any part of your previous employment.
- Consider other relevant experience such as community or voluntary work or leisure activities. Remember that unpaid work or work at home can be as valuable and valid as being in a paid job.

References

Applicants must nominate 2 individuals who can provide references. Referees will be asked to comment on your suitability to carry out the role of an independent advisor. If you are shortlisted for interview, we will send off for references to the nominated individuals unless you have indicated otherwise on your application form. Please do not send copies of your references with the application form.

Declaration

Applicants must read, print their full name and date the declaration section of the application form.

Equal Opportunities Monitoring Form

SYMCA is committed to equality of opportunity. SYMCA will monitor all stages of the recruitment process to ensure our policies are working effectively. Please help us by completing the Equal Opportunities Monitoring Form included as part of the application pack.

Additional Information

Memorandum of Understanding

The memorandum of understanding is a document that sets out what SYMCA requires from independent custody visitors and what independent custody visitors can expect from SYMCA.

Independent custody visitors will be asked to sign the Memorandum of Understanding, as a condition of appointment.

Training

Full training will be provided, and you will make your first visits with experienced visitors.

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