

## Independent Custody Visitor Role Description

### Role

To undertake custody visits with other panel custody visitors checking on the conditions in which a detainee is kept, their health and well-being and rights and entitlements with reference to Police and Criminal Evidence Act, 1984 (PACE) Code C.

### Responsibilities

1. To arrange and carry out custody visits to custody suites in line with the panel rota, scheme guidelines and training received.
2. To carry out the duties of an Independent Custody Visitor (ICV) as set out in the scheme's handbook, giving due regard to Health and Safety requirements of the custody visiting scheme and custody suite.
3. Where appropriate, examine the detainee's custody record to clarify and check any concerns raised by the detainee.
4. To discuss with the custody officer any concerns and requests arising from the visit and bring to their attention any issues that need to be dealt with.
5. To complete the ICV report form, ensuring that all relevant information is recorded accurately, clearly and concisely.
6. To ensure the completed ICV report form is distributed / emailed to the appropriate people on leaving the police station.
7. To keep the Lead ICV and other panel members informed of any problems relating to own ability to meet the requirements of the visiting rota or changes in personal circumstances.
8. To attend and take an active part in ICV Panel meetings.
9. To complete and submit expenses claims in line with the South Yorkshire Mayoral Combined Authority Expenses Policy.
10. To attend seminars, developmental and training sessions as and when required.
11. To contribute towards the success of the ICV Scheme, promoting improvement in the way that the scheme is delivered.