

**NOTTINGHAMSHIRE
POLICE AND CRIME COMMISSIONER**

INDEPENDENT CUSTODY VISITOR

ROLE DESCRIPTION

1. To carryout 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 with fellow Custody Visitors during allotted periods and/or in accordance with the agreed roster.
3. To undertake weekend and late night visits to designated custody suites.
4. To advise the Volunteer Manager, and fellow Custody Visitors of any problems with rostered/planned visits. If required, make arrangements for another Visitor to substitute as necessary.
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 detainees 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 need to be dealt with.
8. To complete the Independent Custody Visiting Record 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.