



## **INDEPENDENT CUSTODY VISITOR AND CUSTODY RECORD REVIEWER**

### **ROLE DESCRIPTION**

1.	To carry out the duties of an Independent Custody Visitor/ Independent Custody Reviewer, including visits, in accordance with the scheme's guidelines and the training provided.
2.	To arrange visits to designated custody suites and Arnot Hill House 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 use a critical eye to examine custody records on pre-set criteria in accordance with training provided.
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 detainee's custody records to clarify and check any concerns they have raised.
7.	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.
8.	To complete the Independent Custody Visit electronic report form using the Tablet provided, ensuring that all relevant information is recorded correctly, clearly and concisely. To input the results of custody record reviews by using either Survey Gizmo or Microsoft Excel.
9.	To attend Independent Custody Visiting Team meetings.
10.	To attend initial and on-going training sessions, as appropriate (minimum of two per year).
11.	To complete and submit expense claims in accordance with the scheme guidelines.
12.	To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the scheme.