



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

ROLE PROFILE – INDEPENDENT CUSTODY VISITOR

General

To arrange visits to police stations with fellow Independent Custody Visitors, in line with agreed rosters.

To fulfil the minimum requirements of an Independent Custody Visitor as follows:

- Undertaking a minimum of 8 visits per year;
- Attending a minimum of 2 out of 3 Panel meetings per year;
- Attending any ongoing ad-hoc training as deemed appropriate by the Office of the Police & Crime Commissioner.

To keep the Co-ordinator and fellow Independent Custody Visitors informed of any problems with rostered custody visits.

To complete and submit expense claims in line with the Independent Custody Visiting Scheme Guidelines.

To have due regard to the Custody Visiting Scheme Guidelines when undertaking duties associated with Custody Visiting.

Conducting Visits

To carry out visits to designated police investigation centres in line with the Independent Custody Visiting Scheme Guidelines.

To visually inspect the conditions under which a detained person is held, and his/her health and wellbeing.

To ensure that his/her legal rights and entitlements, with reference to Code C of the Police and Criminal Evidence Act 1984 and other associated legislation, have been upheld.

Where appropriate, consult with the detained person's custody record to clarify and check any concerns raised by the detained person.

To discuss with the custody officer any concerns and requests arising from the custody visit, and bring to the custody officer's attention any issue(s) to be addressed.

To complete the Independent Custody Visiting report form, ensuring that all information is recorded correctly, clearly and concisely.

To distribute copies of the custody visit report form to the appropriate people and leave the police investigation centre.