

CLEVELAND POLICE AUTHORITY
INDEPENDENT CUSTODY VISITING
JOB DESCRIPTION

1. To arrange custody visits with fellow custody visitors, in line with agreed rosters.
2. To keep the co-ordinator and fellow custody visitors informed of any problems with rostered custody visits.
3. To carry out custody visits to designated police stations in line with the scheme guidelines and training.
4. To check on the conditions in which a detainee is kept, their health and wellbeing and their legal rights and entitlements, with reference to PACE Code C.
5. Where appropriate consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. 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 that needs to be dealt with.
7. To complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly and concisely.
8. To distribute copies of the Independent Custody Visitor Report Form to the appropriate people and leave the police station.
9. To complete and submit expense claims in line with the scheme guidelines.
10. To attend continuous training sessions as appropriate (minimum of one each year).
11. To attend as appropriate divisional meetings of Independent Custody Visitors
12. To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the Custody Visiting Scheme.
13. To carry out the duties of an Independent Custody Visitor as set out in scheme's guidelines.