



Derbyshire Police and Crime Commissioner

Protecting Communities,
Fighting Crime



JOB DESCRIPTION

Closing date	8th November 2019 @23:55 <i>Please note late applications will not be accepted</i>
HR Personnel Contact	Recruitment@derbyshire.pnn.police.uk Tel No. 0300 122 8900 (Option 1) Molly Hodson
Role Title	Independent Custody Volunteer
Grade and Salary	N/A - Volunteer Role
Hours	Minimum Commitment Per Month = 4 Hours
Department	Office of the Police and Crime Commissioner
Location	Ripley, Chesterfield, Derby
Other Considerations	<p>The Police & Crime Commissioner for Derbyshire is committed to promoting diversity and equality of opportunity for all, irrespective of gender, ethnic origin, disability or sexual orientation. Applications from across the community are encouraged so that all people in our society are represented.</p> <p>Applicants must:</p> <ul style="list-style-type: none">o Be 18 years of age and over;o Have a good understanding of the English language;o Live and/or work within the boundaries of the county;o Have no direct involvement with the criminal justice system – for example Lay Justices, serving police officers or special constables, civilian police staff and staff of the Office of the Police and Crime Commissioner may not apply;o EU Citizens must have been resident within the UK for a continuous period of at least three years prior to application.o To not work or volunteer for the Appropriate Adult Service.o As email is used as the main method of communication between yourself and the Custody Suites for rotas and communication with other volunteers, it is an essential requirement to have a home email address. <p>Consideration will be given to applicants working within other areas of the criminal justice system if, after careful consideration, it can be reasonably concluded that there would be no conflict of interest such as if their work is not directly related to the detention process.</p>

	It should also be noted that having a criminal record or unspent convictions is not an automatic barrier to becoming a custody visitor. Once such a record is disclosed, the individual circumstances will be assessed against the needs of the post and the suitability of the application.
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Overview of the Role

What are Independent Custody Visitors (ICV's)?

ICV's are members of the local community who visit custody suites to check on:-

- the conditions in which detained persons are kept;
- that the detained persons health and wellbeing is taken care of;
- that they have received their legal rights and entitlements in accordance with the Police and Criminal Evidence Act (PACE) Code C.

They do this by visiting the police stations which have designated custody suites and impartially look, listen and report on their findings during the visit.

ICV's discuss any concerns and requests arising from the visit with the custody officer and bring to their attention any issues that need to be dealt with. When appropriate, and with the permission of the detainee, they may consult the detainee's custody record to clarify and check any concerns raised.

What are Independent Custody Reviewers (ICR's)?

ICR's are volunteer members of the local community who review the custody records of vulnerable individuals who have been detained in Custody to check:-

- that individuals have been detained appropriate to their needs.
- that the detained persons wellbeing is taken care of and they have access to appropriate healthcare services;
- that they have been detained in accordance with PACE Code C.

The ICRs do this by reviewing randomly selected Custody Records of vulnerable individuals who have been detained in custody and then report upon pre-set criteria.

Individuals who would like to volunteer for the Commissioner must be willing and able to both visit the custody suites and to review the records at the office of the Police and Crime Commissioner's Office.

The Commissioner's volunteers are not paid a salary, however, expenses incurred whilst visiting a suite, such as car mileage and parking costs, are reimbursed.

Volunteers are appointed on a three-year renewable tenure. Newly appointed volunteers complete a probationary period within the first six months of their tenure.

Essential:

1. Able to communicate well, both verbally and in writing, with a diverse range of people.
2. Have a knowledge and awareness of diversity and equality issues.
3. Have basic I.T. skills.
4. Able to pay close attention to detail.
5. To view information presented to you through a critical lens.
6. Able to work as part of a team.
7. Flexible, reliable and have enough time to carry out the Custody Visiting role.
8. Objective, impartial, non-judgemental and able to constructively challenge when necessary.
9. Able to travel by private or public transport to undertake visits.
10. Able to maintain confidentiality in relation to detainees and custody visits.
11. Portray a positive image of themselves and the Office of the Police and Crime Commissioner.

Desirable:

1. Have some knowledge of Custody Visiting.
2. Have an interest in the rights and welfare of individuals in the Criminal Justice System.

*The Office of the Police and Crime Commissioner is committed to equal opportunities and welcomes applications from suitably qualified people from all sections of the community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

The Office of the Police & Crime Commissioner for Derbyshire offers a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.