



## VOLUNTEER INDEPENDENT CUSTODY VISITOR PERSON SPECIFICATION

<b>Area:</b>	Office of the Police & Crime Commissioner (OPCC)	<b>Location</b>	Leicestershire Police Headquarters Euston Street Custody Suite Beaumont Leys Custody Suite Keyham Lane Custody Suite
		<b>Responsible to</b>	Volunteer Manager

Please describe, with example(s) in section 7 of your application form how you feel meet each of the numbered essential criteria, and where possible the desirable criteria, below.

<b>Criteria</b> <i>Justifiable as necessary for safe and effective performance</i>	<b>Essential</b> <i>A clear definition of the necessary criteria.</i>
<b>Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>1. Be at least 18 years of age.</li> <li>2. Live or work within Leicester, Leicestershire or Rutland and resident in the UK for at least three years prior to the date of application</li> <li>3. Not an employee of the OPCC, police staff, special constables, magistrates, employees of the Probation Service and serving and former police officers or a Justice of the Peace.</li> </ol>
<b>Personal/ Interpersonal skills/ aptitudes</b>	<ol style="list-style-type: none"> <li>4. Able to communicate well, both verbally and in writing, with a diverse range of people.</li> <li>5. Have a knowledge and awareness of diversity and equality issues.</li> <li>6. Able to work as part of a team.</li> <li>7. A good listener.</li> </ol>
<b>Experience:</b>	<ol style="list-style-type: none"> <li>8. Objective, impartial, non-judgemental and able to constructively challenge when necessary</li> <li>9. Demonstrate the ability to maintain confidentiality</li> </ol>
<b>Special Skills:</b>	<ol style="list-style-type: none"> <li>10. Be able to travel by private or public transport to undertake visits, attend meetings and training (Reasonable adjustments within the Equality Act 2010 will be made)</li> </ol>

<b>Criteria</b>	<b>Desirable</b>
<i>Justifiable as necessary for safe and effective performance</i>	<i>A clear definition of the necessary criteria.</i>
<b>Experience</b>	<ol style="list-style-type: none"><li>1. Demonstrate IT skills</li><li>2. Have some knowledge of Custody Visiting</li><li>3. Have an interest in the rights and welfare of individuals in the Criminal Justice System</li></ol>

## **VOLUNTEER INDEPENDENT CUSTODY VISITOR ROLE DESCRIPTION**

### **Responsibilities**

1. 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 1984 (PACE).
2. To carry out the duties of an Independent Custody Visitor, including visits, in accordance with the scheme's guidelines, training provided and Home Office Code of Practice for Independent Custody Visiting (March 2013).
3. To arrange visits to designated custody suites with fellow Custody Visitors during allotted periods and/or in accordance with the agreed roster.
4. To undertake weekend and late night visits to designated custody suites as appropriate.
5. To advise the Co-ordinator or the OPCC if there is no appointed Co-ordinator, and fellow Custody Visitors of any problems with rostered/planned visits. If required, make arrangements for another Visitor to substitute as necessary.
6. To check on the conditions in which detainees are kept, their health and wellbeing and that they are receiving their rights and entitlements
7. Where appropriate, consult detainees custody records to clarify and check any concerns they have raised.
8. To discuss with the Custody Officer any concerns and requests arising from the custody visits, and bring to the Custody Officers attention any issues that need to be dealt with.
9. To complete the Independent Custody Visiting Record Form electronically ensuring that all relevant information is recorded correctly, clearly and concisely
10. To maintain confidentiality at all times.
11. To remain up to date with matters relating to custody by attending initial and ongoing training sessions. To attend an Annual Regional Advanced Training Day (minimum of one in each 3 year term).
12. To attend at least two team meetings each year. Adherence to the minimum requirements for training and team meetings is expected. Unless there are exceptional circumstances for non-attendance
13. To complete and submit expense claims in accordance with the scheme guidelines.
14. To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the scheme.

**Additional Information:**

Security Check Level:  
(~~strikethrough~~ checks NOT required)

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NPPV2 Abbreviated

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Additional Information:

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