

## 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 Keyham Lane Custody Suite Beaumont Leys Custody Suite
<b>Updated: Review:</b>	October 2022 October 2024	<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 Office of the Police and Crime Commissioner (OPCC), serving and former police officers, special constables, Magistrates or ex-magistrates, anyone already volunteering as an appropriate adult, employees of the Probation Service and or a Justice of the Peace. Other conflicts may occur; please contact OPCC with queries.</li> </ol>

<b>Personal/ Interpersonal skills/ aptitudes</b>	<p>4. Able to communicate with a diverse range of people both verbally and in writing.</p> <p>5. Ability to work as part of a team, being flexible, reliable and have enough time to carry out the role.</p> <p>6. Good listening skills and attention to detail.</p> <p>7. Portray a positive image of themselves and the organisation.</p>
<b>Experience:</b>	<p>8. Objective, impartial and able to constructively challenge when necessary.</p> <p>9. Knowledge and awareness of diversity and equality issues.</p> <p>10. Able to maintain confidentiality relative to detainees and custody visits.</p>
<b>Special Skills:</b>	<p>11. 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)</p>
<p style="text-align: center;"><b>Criteria</b></p> <p style="text-align: center;"><i>Justifiable as necessary for safe and effective performance</i></p>	<p style="text-align: center;"><b>Desirable</b></p> <p style="text-align: center;"><i>A clear definition of the necessary criteria.</i></p>
<b>Experience</b>	<p>1. Have some knowledge of Custody Visiting</p> <p>2. Have an interest in the rights and welfare of individuals in the Criminal Justice System</p> <p>3. IT skills</p>

## VOLUNTEER INDEPENDENT CUSTODY VISITOR ROLE DESCRIPTION

### Responsibilities

1. To carry out the duties of an Independent Custody Visitor (ICV) in accordance with the scheme's guidelines, training provided and Home Office Code of Practice for Independent Custody Visiting (March 2013).
2. 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).
3. To arrange visits to designated custody suites with fellow ICVs during allotted periods and/or in accordance with the agreed roster. This will involve some weekend and late evening visits.
4. To advise the OPCC and fellow ICVs of any problems with scheduled visits. If required, make arrangements for another ICV to substitute as necessary.
5. To consult detainee custody records to clarify and check any concerns raised by the detainee.
6. To discuss with the Custody Officer any concerns or requests arising from the custody visit.
7. To record visits electronically using a provided handheld device, ensuring that all relevant information is recorded correctly and concisely.
8. To have attention to detail to examine custody records.
9. To attend a minimum of two team meetings per year unless there are exceptional circumstances for non-attendance
10. To remain up to date with matters relating to custody by attending initial and ongoing training sessions, including the Annual Regional Advanced Training Day which should be attended at least once during each 3-year term.
11. To complete and submit expense claims in accordance with scheme guidelines.
12. To maintain confidentiality at all times and adhere to the Health and Safety requirements of the scheme.
13. To participate in the Animal Welfare Scheme (optional).

**Additional Information:**

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

---

NPPV2 Full

---

Additional Information:

---