<insert PCC logo here>

**ROLE DESCRIPTION**

**INDEPENDENT CUSTODY VISITOR**

**Key duties and responsibilities:**

1. To arrange custody visits with fellow custody visitors, in line with agreed schedules.
2. To keep the Scheme Manager and fellow custody visitors informed of any problems with scheduled custody visits.
3. To carry out visits to designated custody suites in line with the scheme, ICVA Custody Visiting Code of Practice and your training.
4. To check on the conditions in which detainees are kept, particularly their health, well-being, rights and entitlements, with reference to PACE Code C. This will include:
5. Clarifying and checking any concerns raised by the detainee, consulting the custody record where appropriate.
   1. Discussing with the Custody staff any concerns and requests arising from the custody visit and bringing to the Custody Sergeants attention any matters requiring immediate attention.
   2. Completing the Independent Custody Visitor Report Form (either electronically or on paper), ensuring that relevant information is recorded correctly, clearly and concisely.
   3. To distribute the visits forms either via email or post as per scheme requirements
   4. To notify the Panel Co-ordinator of issues that need to be escalated and brought to the attention of the Scheme Manager.
6. To complete and submit expense claims in line with the scheme guidelines.
7. To attend continuous professional development training events as requested by the scheme.
8. To attend panel meetings of Independent Custody Visitors.
9. To carry out the duties of an Independent Custody Visitor having due regard to the health and safety requirements of the Independent Custody Visiting Scheme.
10. To notify the Panel Co-ordinator and the Scheme Administrator of any changes to your contact details as soon as practicable or any changes which may affect your ability to carry out your role impartially.
11. Not to disclose details about any detainee you have spoken to, to any person, except those concerned with their detention.
12. Not to disclose details of any person you have met in custody on social media, to the press or any other media outlet.