

Name:.....Name:.....

Custody Suite:..... Shift Number:

Time Started:..... Time Ended:.....

Booking In		
Did you observe the booking in of any detainees?	Were the Codes of Practice available?	Was the cell checked before the DP is put in it?
Was DP offered rights and entitlements? Were they in their language? Were they given a written copy?	If privacy/confidentiality was requested is this facilitated?	Was the cell call button/privacy of the toilet explained?
Was an easy read guide offered?	Was there a rationale for the removal of clothing?	Did staff ask about caring responsibilities?
Were handcuffs removed from compliant DPs at earliest opportunity?	Was the search of the DP observed by the Sergeant?	Did staff call solicitor as soon as practicable?

Do custody Sergeants attempt to deescalate tension?	Do staff treat the DP with respect?	Do staff seem caring and concerned about risk?
Does the Sergeant have a positive attitude towards the DPs.	Was the DP informed of grounds/necessity for detention?	Were detainees offered the opportunity to speak to someone of the same sex?
Were female detainees offered menstrual care products?	Were detainees informed that the toilet area is not filmed / cannot be seen on CCTV?	

Risk Assessment		
If Detention Officers are booking in DPs, are they supervised by the Sergeant?	Did the risk assessment questions include an appropriate range of questions to assess DP risk affectively?	Are supplementary questions asked in order to identify risk?
Was there a rationale for anti-rip clothing/the removal of clothes/shoes?	Did the observation level appear consistent with risk?	If DP put on Level 3/4, was briefing given?
Were there ongoing risk assessments?	Was there a rationale available for strip searches?	Was there a rationale for not informing DP of toilet pixellation?
Do the staff seem care more about risk factors that the detainees needs?		

Release		
Do Sergeants take responsibility for arranging safe release of all DPs leaving custody including transport home?	Are support leaflets given/explained?	If DP being handed to other services, are belongings transferred correctly?
Do staff assess risk/medical information on release?	Do staff have knowledge of travel warrants?	Were the staff respectful towards detainee?
Do staff go through HARDFACTS before release?	How was the detainee treated by the staff?	
What was the staffs attitude like towards the detainee?	Were the needs of the detainee recognised and taken into account?	

Stock/Custody Arrangements/Environment		
Are there stocks of replacement clothing/footwear?	Is there an extended range of reading material available (e.g. for non-English or children)?	Is the kitchen/food prep area clean and tidy?
Are there stocks of health care products?	Were you comfortable in the suite?	Are religious materials stored correctly?
Are there blankets/pillows available?	Is there a wide range of food/drink available?	Is all CCTV working?
Are CCTV posters displayed?	Are legal posters displayed?	Are Fire Test/Panic Alarm posters displayed?
Is a food temperature probe available?	Are toilets flushes working?	Are in cell sinks working?

Do all staff carry anti-ligature knives?	Does the suite look like care has been taken in its upkeep?	Is the suite clean and tidy?
Are posters explaining how to make a complaint visible?	Does the suite smell pleasant?	
Were the cells clean/looked after?		

Vulnerabilities		
Did vulnerable DPs have access to L&D across the force?	Were female DPs allocated a SPOC?	Do relevant DPs/officers have knowledge of the hearing loop and its use?
Was an AA called as soon as possible?	Were female DPs offered hygiene packs?	Do relevant DPs/officers have knowledge of braille rights and entitlements?
Was information given to AA, i.e. NAAN leaflet (for parents/carers, etc.)	Were female DPs placed in F wing? If not is there a rationale available?	Do relevant DPs/officers have knowledge of DVD for BSL?
Does the Inspector review focus on safeguarding?		

DP Care		
Were DPs offered exercise (particularly those held for more than 24 hours)?	Was reading material offered/provided?	Were religious materials offered/provided?
Were DPs offered showers (particularly those held for more than 24 hours)?	Was any nicotine replacement offered/provided?	Were pillows offered/provided?
Were cell check visits on time?	Were interpreters called promptly?	Are detainees routinely offered reading material or pencil and paper?
Were DPs offered drinks regularly?	Were DPs offered food at correct times?	Were DPs asked about dietary requirements?
Did DP have contact with solicitor (on phone or in person) if requested?	If DP is on rousal, are the 4Rs adhered to?	Do staff have a good relationship with the detainees?

Do staff use food or drink (hot or cold) to encourage good behaviour?	Do staff members make an effort to make contact with detainees less routinized?	Do staff treat all DPS as decent and innocent until proven guilty?
Do staff use the term 'prisoner'?	Do staff laugh <i>with</i> detainees, not <i>at</i> them?	Do staff attempt to encourage laughter with the detainees?
Do staff treat each detainees as an individual with individual needs?	How do detainees appear to be doing? Are they calm/aggressive/etc.?	Did you witness any Inspector Reviews whilst in Custody? Please provide comments on how this was dealt with.

General		
What was the attitude of the staff like?	Was the shift fully staffed? Were they down members?	Did the Sergeant have any comments about the shift?
What was the attitude of the Sergeant?	What was the general feel of the suite (busy/calm/manic/etc.)?	Did any staff members highlight any issues?
Were there many people in the holding cell?	Did any DPs have to wait to be booked in?	Were there any difficult DPs?