

ICV CHECKLIST

Detainees should be held in a dignified manner in a clean and safe environment in which their wellbeing is protected and their diverse needs including, mental and physical health and wellbeing are met.

This checklist is divided into two areas relating to the detainee and the custody suite. Prompts are provided for questioning detainees and to highlight areas which you may need to check on the conditions and facilities of detention. This may require you to ask additional questions of the detainee or the custody officer.

While this list includes some of the key areas for assessment, independent custody visitors should of course investigate further where appropriate - and pass on any concerns to the custody officer, with the detainee's consent.

For example, if a detainee responds negatively on any of the following rights or entitlements, you may need to prompt for further information through additional questions. This may help establish why an individual did not take up their entitlement and also whether there is a more widespread problem at the police station, eg privacy, lack of stores, inappropriate food etc.

Questions are intended to open dialogue over specific aspects of detention; there may be others that you need to ask.

Question areas for Detainees	Yes	No
Legal advice - have they seen a solicitor or notified one?		
Have they had someone informed?		
Have they been given copies of, and notified of their rights & entitlements?		
Have the facilities of the cell been explained to them, eg the call bell?		
Have they received any visits?		
Do they need(ed) medical attention - access to previously prescribed medication?		
Have they had or been offered adequate exercise?		
Have they had or been offered adequate food & drink (one main meal and two light meals in any 24 hours - drinks on request)?	You must check that the meal was adequate and how long ago it was since the meal or drink.	
Have they been offered washing & toilet facilities?	If the person was offered washing facilities were they adequate, clean etc.	
Have they got adequate bedding (may be dependent on temperature and time of day)?		Do they require additional or clean bedding?
Have they been treated reasonably (ICVs may need to ask further questions here depending on response)?	This may mean an assessment of what has happened to them to date.	Explain complaints procedure or ask to see Duty Inspector.
Have they been offered anything to read or to help them keep occupied?		
Have they had the opportunity of 8 hours sleep in 24 hours (before charge)?		

There are times when specific questions need to be asked of detainees with special requirements, as set out below:

Category of Detainee and Questions	Yes	No
Women - Has an offer of hygiene pack been made without the detainee having to ask? - Does the detainee have provision of care for dependents (this can be applied to male detainees too)?		
Special Provision - Has the person been offered any special diet because of religious or other beliefs? - Has the person been offered provision to cater for any disability eg hearing loops, easy-read material?		
Juveniles and mentally vulnerable - Has an appropriate adult been called?		

Custody suite

Accommodation cell no:	1	2	3	4	5	6	7	8
Comfortable temperature								
Reasonable ventilation								
Cells cleaned regularly								
Alarm button working								
Adequate lighting								
Free of ligature points								
Legal aid notices displayed								
Copies of religious & cultural needs Available - Bible, Quran, etc								
Copies of PACE, Code of Practice C available								
Toilets working								
Showers working & offer privacy - supplies of soap, towels, etc.								
Graffiti free & in good decorative order								
Smoke & fire detection devices installed								
Does booking in area allow for discretion eg. adequate staffing levels & cleanliness?								
Are diverse needs of vulnerable detainees provided for eg. women, children & young people, disabilities, learning difficulties, non-English speakers, minority ethnic detainees, different religions, immigration detainees, transgender, etc?								
Healthcare								
Check equipment is available - first aid kit, suicide pack, resuscitation kits, etc								
Access to health professionals is available								
Procedure for nicotine/drug/alcohol withdrawal relief								
Risk								
CCTV operable								
If CS spray used - consider cross contamination implications								
Do all staff carry cell keys & ligature knives at all times?								

Follow up/Issues:

This section is for ICVs to include areas or issues that may need to be followed up or checked on a subsequent visit.

NB ICVs require detainee permission to raise issues of concern to them with custody officer.

Notes: