

Independent Custody Visitor Role Description

To arrange custody visits with fellow custody visitors, in line with agreed rotas

To keep the Chairman and fellow custody visitors informed of any problems or changes to the visiting rota.

To carry out custody visits to designated police stations in line with the scheme guidelines and training.

To check on the conditions in which a detainee is kept, their health and well being and their legal rights and entitlements, with reference to PACE code C.

Where appropriate to consult the detainee's custody record to clarify and check any concerns raised by the detainee.

To discuss with the custody officer any concerns and requests arising from the custody visit and bring to the custody officer's attention any issue that needs to be dealt with.

To complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly and concisely.

To distribute copies of the Independent Custody Visitor Report Form to the appropriate people.

To complete and submit expense claims in line with the scheme guidelines.

To attend continuous training sessions as appropriate.

To attend quarterly panel meetings of the Independent Custody Visitors.

To attend appropriate countywide meetings of Independent Custody Visitors.

To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the custody visiting scheme.

To carry out the duties of an Independent Custody Visitor as set out in the scheme's handbook.

In Confidence

APPLICATION TO BECOME A SURREY INDEPENDENT CUSTODY VISITOR

Please complete all sections of this form, sign and date it and return it to the address given.

Section 1 – Personal details

Title (Mr./Mrs./Miss etc)

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First Name

Surname

--	--

Other names by which you have been known

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Permanent home address

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Previous home address (if less than 3 years above).

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Telephone number (including area code) and e-mail address if applicable

Home
Work
Mobile
E-mail

Date of Birth

Place of Birth

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Nationality

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Occupation (or former occupation if you are retired or not currently working)

Section 2 – Further Information

Please outline the reasons for wishing to become an Independent Custody Visitor

Please mention any other information that you feel is relevant to your application (e.g. personal qualities/languages/skills/experience/interests/hobbies)

Have you previously served as an Independent Custody Visitor? Yes/ No (delete as appropriate)

If yes, please give details

Do you have any commitments that would restrict your ability to visit at certain times of day?

Yes/ No (delete as appropriate)

If yes, please give details:

Please indicate where you heard about this volunteering role:.....

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Section 3 – Convictions

Have you ever been convicted of a criminal offence other than one which falls under the Rehabilitation of Offenders Act 1974?

Yes/ No (delete as appropriate)

If yes, please give details:

Section 4 – Declaration

1. The information provided is correct to the best of my knowledge.
2. I understand that as part of the application process appropriate police checks will be made and I consent to this.

Signed

Date

Please return this form to:

Independent Custody Visitor Scheme Manager, Office of the Police and Crime
Commissioner for Surrey,
PO Box 412, Guildford, Surrey GU3 1BR

MONITORING EQUAL OPPORTUNITIES

This part of the form is used for monitoring only

The Office of the Police and Crime Commissioner for Surrey is striving to be an Equal Opportunities Body and as such opposes all forms of unlawful or unfair discrimination. All volunteers will be recruited and trained on the basis of their ability and the requirements of the role. In order to monitor the effectiveness of our Equal Opportunities Policy, we request that all applicants provide the following information by placing a tick in the appropriate box.

Gender

Male

Female

Ethnic Origin

Please note: Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated.

White

Black-Caribbean

Indian

Black-African

Bangladeshi

Black-Other (please specify)

Pakistani

Other (please specify)

Chinese

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Disability

The Disability Discrimination Act 1995 defines a disabled person as a person with a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself disabled, as defined by the Disability Discrimination Act?

Yes

No

Independent Custody Visitor PERSON SPECIFICATION

<u>Essential Criteria</u>		<u>Measure By</u>
1	Must be at least 18 years of age	Application
2	Must live (or work) within the Surrey Police area	Application
3	To demonstrate sufficient time and flexibility to carry out the role of custody visiting	Interview
4	To work with colleagues as part of a team to meet the police authority's visiting programme	Interview
5	To be able to communicate well both orally and in writing	Application/ Interview
6	To be able to communicate effectively with people from a variety of backgrounds in line with equal opportunities	Interview
7	To demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process	Interview
8	To be able to maintain confidentiality	Interview
<u>Desirable Criteria</u>		<u>Measure By</u>
1	Some knowledge of independent custody visiting	Interview
2	To demonstrate the ability to complete forms clearly and concisely	Application/ Training
3	To demonstrate mobility in relation to undertaking visits	Interview