



## AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

### Role Profile

**VOLUNTEER POSITION:** Independent Custody Visitor

**LOCATION:** Office of the Police & Crime Commissioner (OPCC)

#### Main Purpose of the role:

To undertake custody visits with other Independent Custody Visitors, checking on the conditions in which a detainee is detained in custody, their Rights, entitlements and welfare with reference to the Police and Criminal Evidence Act, 1984 (PACE) code of practice (Code) C (regarding Custody).

#### Main Responsibilities:

- To carry out custody visits to custody units in line with the Panel rota, Scheme guidelines and training received, averaging one visit per month.
- To carry out the duties of an Independent Custody Visitor as set out in the scheme's handbook, giving due regard to Health and Safety requirements of the Custody Visiting Scheme and Custody Unit.
- Where appropriate, to review a Detainee's Custody Record (Detention Log) to clarify and check any concerns raised by the detainee or an Independent Custody Visitor.
- To complete an electronic Custody Visit Report after each Custody visit, highlighting any concerns or requests arising from the visit and any issues that need to be resolved as well as any good practice.
- To complete and submit any necessary documentation relating to the Scheme or in connection with the appointment process in a timely manner.
- To retain a good working relationship with key people (stakeholders), including Custody Visitor colleagues, the Police and Crime Commissioner's staff, Custody Officers and any other interested groups or individuals.
- To attend and take an active part in Independent Custody Visitor Panel Meetings held three times a year. Meetings are a combination of in-person & remote/online.
- To keep the Panel Coordinator and other Panel members informed of any problems relating to meeting the requirements of the visits rota or changes in personal circumstances.
- To complete developmental and training sessions as and when required.
- To contribute towards the success of the Independent Custody Visiting Scheme, promoting improvement in the way that the Scheme is delivered.



The criteria contained within the Person Specification form the basis for short-listing suitable applicants for the role of custody visitor.

**Essential criteria** are requirements necessary for safe and effective performance in the role, whilst **desirable criteria** list elements that would contribute to potentially improved performance in the role.

CRITERION	COMPETENCY
<b>ESSENTIAL</b>	<p>Must be 18 years of age+ and live, work or study in the Avon and Somerset Constabulary area.</p> <p>Hold a current driving licence to drive - or be able to travel by other means – to the Police Custody Unit.</p> <p><b>Ineligible</b> are: Past or serving Police Officers, PCSOs, Specials, Police Staff or Volunteers of any Police Constabulary;</p> <p><b>Ineligible</b> are: Volunteers in the Appropriate Adult Scheme due to a possible conflict of interest.</p> <p><b>Ineligible</b> are: Past or present Justices of the Peace in the Avon &amp; Somerset Policing area.</p> <p>Each application will be treated on its merits, but the overriding factor will be to prevent possible conflicts of interest and to maintain the independence and integrity of the Scheme as a whole.</p>
	<p>Able to demonstrate the ability to work as part of a team.</p> <p>The ability to establish and maintain good working relationships with a wide range of people.</p>
	<p>The ability to communicate effectively orally and in writing.</p>



	CRITERION	COMPETENCY
	<b>Computer and Reporting skills</b>	Computer literate. Ability to logon and add Visit Reports in the online Custody Visiting Database; Ability to access and attend remote/online meetings.
	<b>Respect for people</b>	Capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.

	CRITERION	COMPETENCY
	<b>Working within guidelines and procedures</b>	Previous experience or knowledge of working to established guidelines and procedures.
<b>DESIRABLE</b>	<b>Additional useful experience</b>	Knowledge of Custody Visiting or Active community involvement as a volunteer.
	<b>Flexibility</b>	Willingness to visit more frequently than once monthly if asked to do so by the Panel Coordinator or Scheme Manager.
	<b>IT Skills</b>	Must be able to join remote meetings (using Microsoft Teams)