



CUSTODY VISITOR CONFIRMATION OF APPOINTMENT AND APPEALS PROCEDURE

1. On appointment each Custody Visitor is required to sign a Memorandum of Understanding which sets out the Police Authority's expectations of Custody Visitors and also what levels of support/training/feedback that will be provided.
2. All appointments are subject to a probationary period and appointments will only be confirmed on successful completion of this period. In deciding what is successful the appropriate Custody Visitor Panel will take into account the following:-
 - Number of visits undertaken.
 - Feedback from fellow Custody Visitors.
 - Any feedback from other involved agencies e.g. custody staff, police staff.
 - Views from the Scheme Administrator.
3. Following a satisfactory probationary period, a Custody Visitor will be appointed for a two year period during which they will carry out their duties in accordance with the terms of the Memorandum of Understanding.
4. If at the end of the probationary period a Custody Visitor appointment is not confirmed, the Chief Executive will notify the Custody Visitor in writing of the decision. The Custody Visitor has a right of appeal against the decision to the Authority's Engagement Committee. The appeals procedure is set out in paragraph 7.
5. At the end of each period of appointment and subject to the Custody Visitor personally wishing to continue, the following will be taken into account by the appropriate Custody Visitor Panel:-
 - Number of visits carried out to comply with previously advised rota.
 - Feedback from fellow Custody Visitors.

- Any feedback from other involved agencies e.g. custody staff, police staff.
- Views from the Scheme Administrator.
- Attendance at training seminars.
- Attendance at Panel meetings.

The Panel will offer advice to the Chief Executive on whether an appointment should be extended.

6. Each Custody Visitor will receive notification, in writing of the decision of the Chief Executive whether or not to extend the appointment for a further period. There is a right of appeal to the Authority's Engagement Committee. The appeals procedure is set out below.
7. The appeals procedure in relation to all matters regarding the confirmation of appointment/termination of Custody Visitors will be carried out as follows:-
 - The Custody Visitor will be told in writing of any matters of concern regarding the confirmation of appointment/re-appointment as determined by the Chief Executive.
 - The Custody Visitor will be asked to respond in writing within 21 days to the issues raised.
 - The Chief Executive will report to the Authority's Engagement Committee including any written responses, or supportive documents from the Custody Visitor.
 - The Custody Visitor will be invited to attend and listen to the discussions and answer any questions, which the Members of the Committee may ask.
 - The Custody Visitor will be excluded from the decision making process which will be held immediately after the discussion.
 - The Scheme Administrator will notify the Custody Visitor within seven working days of the final decision of the Committee.

Mark Sellwood
Chief Executive
Cheshire Police Authority