

## **CUSTODY VISITING SCHEME**

### **JOB DESCRIPTION**

1. To arrange visits with fellow custody visitors, in line with agreed rota.
2. To keep your Panel Convenor and fellow custody visitors informed of any problems.
3. To undertake visits to designated custody suites in line with the scheme guidelines and training.
4. To check on the conditions in which people are detained in particular their health, and wellbeing and their legal rights and entitlements, with reference to PACE Code C.
5. Where appropriate consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. 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 addressed.
7. To complete the Custody Visit Report Form (cv/2), ensuring that all relevant information is recorded correctly, clearly and concisely.
8. To distribute copies of the Custody Visit Report Form (cv/2), to the appropriate people following a visit.
9. To complete and submit expense claims in line with the scheme guidelines.
10. To attend the annual training sessions as appropriate.
11. To attend the quarterly Area Panel meetings of Custody Visitors.
12. To carry out the duties of a Custody Visitor with regard to the Health and Safety requirements of the Custody Visiting Scheme.
13. To carry out the duties of a Custody Visitor as detailed in Scheme Guidelines.