



CUSTODY VISITING SCHEME

JOB DESCRIPTION

ROLE AND RESPONSIBILITIES

To undertake the role of Custody Visitor to make random visits, in pairs, to Police custody suites to check on the welfare of the people being detained in police custody.

KEY DUTIES

1. To arrange visits with other Custody Visitors, in-line with agreed rota.
2. To keep the Panel Convenor and fellow custody visitors informed of any problems.
3. To undertake visits to a Custody Suite in accordance with the Custody Visitor Scheme guidance 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 Police and Criminal Evidence Act, Code C.
5. Where appropriate consult the detainee's custody record to clarify and check any concerns/issues raised by the detainee.
6. To discuss with the Custody Sergeant at the end of the visit, any concerns and requests arising from the custody visit and bring to their attention any issues that need to be addressed.
7. To complete the Custody Visit Report Form, ensuring that all relevant information is recorded correctly, clearly and concisely.
8. To distribute copies of the Custody Visit Report Form, to the appropriate people following a visit.
9. To complete and submit expense claims in-line with the scheme guidelines.
10. To attend the Cheshire and Regional Custody Visitor annual training seminars/conferences as appropriate.
11. To attend Custody Visitor Panel meetings.
12. To carry out the duties of a Custody Visitor with regard to the Health and Safety requirements of the Custody Visiting Scheme.