



CUSTODY VISITING SCHEME

MEMORANDUM OF UNDERSTANDING

You will be issued with a copy of the full guidance for the Scheme, but you should particularly note the following points, which highlights the Police Authority's expectations of a Custody Visitor.

1. ROLE AND RESPONSIBILITIES

The purpose of your role is to observe and report upon the conditions under which persons are detained at custody suites in Cheshire. Your concern is for the welfare of the person in custody and the operation in practice of the statutory and other rules governing their welfare.

2. APPOINTMENT

Your appointment is initially for a probationary period of six months.

Your Custody Visitor Panel will consider the outcome of your probationary period and where appointments are confirmed they will be for a period of two years (including the probation period). This review will be undertaken by the existing Custody Visitors in your Panel area, in the absence of the probationer Custody Visitor(s).

You will be eligible for re-appointment every two years subject to the support of the appropriate Panel. Re-appointments beyond six years will require the confirmation by the Chief Executive.

3. CONDUCT

You must act professionally and responsibly with honesty and integrity when undertaking their role and to the highest professional standards. There should be no grounds for suspicion that a Custody Visitor is influenced in any way by improper motives. You are expected to carry out duties in such a way as to never discriminate against, harass, behave offensively or bully any individual. You must not be under the influence of alcohol or drugs and ensure appropriate dress is worn and that mobile phones/pagers are switched off.

4. IDENTITY AND ACCESS CARDS

Your identity and access cards will be valid for the period that you are appointed as a Custody Visitor. The identity card authorises you to visit the custody suite. The identity card should only be used for the purpose of making visits. If it is used for any other purpose, it will be withdrawn and your appointment as a custody visitor may be terminated. The access card will enable you access through the pedestrian gate and the vehicle gates and through to the main doors to the reception.

The Scheme Administrator must be advised immediately if either of the above are lost or stolen. Identity and access cards must be returned on termination of appointment as a Custody Visitor.

5. UNDERTAKING VISITS

You are required to make visits only when accompanied by another custody visitor from your Panel. There are no exceptions to this requirement, and custody staff are aware that they should not allow anyone who is unaccompanied to make a visit.

6. MINIMUM REQUIREMENTS

You are expected to make a minimum of 8 visits per year; if there are exceptional circumstances, which prevent you from fulfilling this requirement, you should ensure that the Scheme Administrator is aware of these. If you have not made a visit within a three month period, the Convenor of your Panel will advise the Chief Executive who will write to you to ascertain the reason and seek an explanation.

7. DOCUMENTATION

You are required to complete a CV/2 report for every custody visit made (even when there were no detainees in custody) and submit copies promptly to your Convenor.

8. CHANGE IN CIRCUMSTANCES

You are expected to notify the Scheme Administrator of any change in circumstances which may affect your position as a custody visitor, eg if you are arrested, charged with, convicted of, or cautioned for an offence subsequent to their original application and vetting process; appointed as a Magistrate, Special Constable, Police Officer or undertake any other work which may present you with a conflict of interest.

9. ATTENDANCE AT TRAINING SEMINARS AND PANEL MEETINGS

You will be expected to attend the Induction and annual Training Seminars arranged by the Police Authority and encouraged to attend

regional or national conferences where appropriate. You will be expected to attend the Panel meetings. If you have not attended at least one Panel meeting within a twelve month period, the Chief Executive will write to you to ascertain the reason and seek an explanation.

10. IMPARTIALITY AND CONFIDENTIALITY

During the course of your duties, you may acquire considerable personal information about persons connected with police enquiries, the majority of whom will not at that time have appeared in Court. Some will never appear in Court. That information must be protected against improper or unnecessary disclosure. You should be aware that improper disclosure of information acquired during the course of a visit may attract civil or criminal proceedings. Additionally, unauthorised disclosure of facts concerning police operations or the security of police stations may constitute an offence under the Official Secrets Act 1989.

You must undertake not to disclose any information related to persons connected with police enquiries or police operations that you may acquire as part of your duties as a Custody Visitor.

11. QUERIES

Queries on any aspect of the scheme should be addressed to the Scheme Administrator:-

Martin Eaton,
Cheshire Police Authority,
Constabulary HQ,
Oakmere Road,
Winsford, CW7 2UA

tel. 01606 364005
fax 01606 364006
email martin.eaton@cheshire.pnn.police.uk

You must sign below to indicate your agreement to be bound by the Custody Visiting Scheme and this memorandum of understanding. A copy of this agreement will be returned to you for your future reference.

M Sellwood
Chief Executive
Cheshire Police Authority

Name:
(BLOCK CAPITALS)

Signed:

Date: