



NORFOLK POLICE AUTHORITY

*Ensuring an Efficient and Effective Police Service*

## **ROLE PROFILE – INDEPENDENT CUSTODY VISITOR**

### **General**

To arrange visits to police stations with fellow Independent Custody Visitors, in line with agreed rosters.

To fulfil the minimum requirements of an Independent Custody Visitor as follows:

- Undertaking a minimum of 8 visits per year;
- Attending a minimum of 2 out of 4 Panel meetings per year;
- Attending an Annual Regional Custody Visiting conference held (if available);
- Attending any ongoing ad-hoc training as deemed appropriate by the Police Authority.

To keep the Co-ordinator and fellow Independent Custody Visitors informed of any problems with rostered custody visits.

To complete and submit expense claims in line with the Norfolk Independent Custody Visiting Scheme Guidelines.

To have due regard to the Norfolk Custody Visiting Scheme Guidelines when undertaking duties associated with Custody Visiting.

### **Conducting Visits**

To carry out visits to designated police stations in line with the Norfolk Custody Visiting Guidelines.

To visually inspect the conditions under which a detained person is held, and his/her health and wellbeing.

To ensure that his/her legal rights and entitlements, with reference to Code C of the Police and Criminal Evidence Act 1984 and other associated legislation, have been upheld.

Where appropriate, consult with the detained person's custody record to clarify and check any concerns raised by the detained person.

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(s) to be addressed.

To complete the Independent Custody Visiting report form, ensuring that all information is recorded correctly, clearly and concisely.

To distribute copies of the custody visit report form to the appropriate people and leave the police station.