



NORFOLK POLICE AUTHORITY

Ensuring an Efficient and Effective Police Service

ACCOMPANYING NOTES – APPOINTMENT OF AN INDEPENDENT CUSTODY VISITOR IN NORFOLK

COMPLETING THE APPLICATION FORM

1. Use black ink (the form will be copied) and block capitals for ease of reference.
2. Answer all questions. If a question does not apply please say so. Do not leave the answer space blank or put a line in it.
3. If there is not enough room for your answer please use a separate sheet of paper and number your answer.
4. If you require the application pack in an alternative format or have any queries, please contact the Independent Custody Visiting Scheme Administrator (tel: 01953 424455 or email: policeauthority@norfolk.pnn.police.uk)

Once you have completed the application form:

Return the application form and the Ethnic Monitoring form to the Independent Custody Visiting Scheme Administrator at Jubilee House, Falconers Chase, Wymondham, Norfolk, NR18 0WW.

THE APPLICATION PROCESS

1. Completed application forms are returned to the Police Authority's Chief Executive's office.
2. Candidates are shortlisted in line with the personal specification and role profile and successful individuals are invited to interview.
3. Following a successful interview, candidates will be required to complete and submit a security clearance form to the Chief Executive's office. An initial security clearance check is then undertaken as part of the overall vetting process.
4. Once appropriate clearance is received, candidates will attend a training and information session. At this session, individuals will be required to complete the second stage of the vetting process, which involves verification of identity (further details will be provided to candidates at this stage).
5. Upon completion of a training and information session, individuals will initially be appointed for a probationary period of 6 months, at which time a review will be undertaken.

6. Having successfully completed a 6 month probationary period, a permanent appointment will be made until such time that the overall Scheme is subject to a full review (this is undertaken once every 3 years).

APPOINTMENT ARRANGEMENTS

1. Individuals invited for interview will be given appropriate notice of this. Travelling and subsistence costs necessarily incurred in attending for interview will be reimbursed in accordance with the Scheme's designated expenses schedule.
2. The Authority is committed to recruiting all Independent Custody Visitors on the basis of the individual's ability and the requirements of the role, as outlined in the designated Role Profile and Person Specification. It is committed to ensuring that the recruitment is fair, and that irrelevant factors such as gender, marital status, race, religion, sexual orientation, age, ethnic origin or disability are not taken into consideration during the appointment process. Reasonable adjustments are made to accommodate those with disabilities and those for whom English is not their first language, where they are considered suitable candidates.
3. However, the Authority recognises that, at present, Norfolk's custody suites do not meet the requirements of the Disability Discrimination Act 1995, and are therefore not accessible for wheelchair or mobility scooter users. It should be noted that collaborative arrangements are currently being investigated with a view to providing facilities to embrace the requirements of the Act.