

Good Afternoon,

The Office of Police and Crime Commissioner are recruiting for Volunteer Independent Custody Visitors.

Please can I request that this is printed and put up in your Parish for members to see. Note that the closing date is 22<sup>nd</sup> December 2023. Please can you pass this link on to anyone who may be interested in joining. We are looking to recruit up to 10 new volunteers.

Thank you.

Kind Regards,

**Hina Sharma**

**Volunteer Manager 7051**

☎ Telephone Direct: 0116 222 6167

☎ Telephone Office: 0116 229 8980

☎ Internal: 3307051

☎ Main Telephone line: 0116 229 8980

✉ Email [Hina.Sharma@leics.pcc.police.uk](mailto:Hina.Sharma@leics.pcc.police.uk)

Website: [www.leics.pcc.police.uk](http://www.leics.pcc.police.uk)



Police Headquarters | St Johns | Enderby | Leicestershire | LE19 2BX

For information about what we do with personal data please see our [Privacy Notice](#).

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**Would you like to volunteer?  
Do you care about the wellbeing and  
rights of people in custody?  
You could be an .....**



## **..... INDEPENDENT CUSTODY VISITOR**

- Independent Custody Visitors make unannounced visits to police stations to check that people detained there are being properly looked after at all times including evenings and weekends so you can volunteer and work!
- **They are completely independent of the police service.**
- Training will be provided and travel expenses are reimbursed

We are recruiting in Leicestershire

**Get in touch with us for further info:**

**Email: [OPCC@leics.police.uk](mailto:OPCC@leics.police.uk) Telephone: 0116 229 8980**



# INDEPENDENT CUSTODY VISITING SCHEME

Leaflet and Information



Office of the Bedfordshire Police & Crime Commissioner



## WHAT IS INDEPENDENT CUSTODY VISITING?

Independent Custody Visiting is a well-established scheme whereby volunteers attend police custody suites to check on the treatment of detainees, the conditions in which they are held and that their rights and entitlements are being observed. The scheme offers protection to detainees and provides reassurance to the wider community.

The Police and Crime Commissioner for Bedfordshire has a statutory duty to deliver independent custody visiting across his policing area. Independent Custody Visitors come from all walks of life and sections of the community. Bedfordshire custody suites are visited 4-5 times per month.

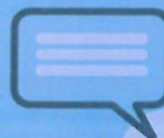


## WHO CAN BECOME AN INDEPENDENT CUSTODY VISITOR?

Anyone over 18 years of age can become an Independent Custody Visitor except magistrates, those who have been convicted of an offence punishable by imprisonment within the last five years and serving Police Officers and Staff.

## HOW CAN YOU BECOME AN INDEPENDENT CUSTODY VISITOR?

Further information and application packs are found on the OPCC website. You can also contact the Office of the Police and Crime Commissioner for further information using the contact information included in this leaflet.



<https://www.bedfordshire.pcc.police.uk/independent-custody-visiting/>

## HOW ARE INDEPENDENT CUSTODY VISITORS SELECTED AND TRAINED?



Successful applicants will be invited to attend an interview and if successful at interview, will be appointed subject to a police security vetting clearance. Those appointed will be issued with an identity card which must be carried on all visits.

Once vetting clearance has been passed, training will commence - this is usually a one day session. Ad-hoc training for Independent Custody Visitors is also conducted throughout the year.

## CUSTODY SUITES IN BEDFORDSHIRE ARE AT:

- Police HQ, Woburn Road, Kempston
- Luton Police Station, Buxton Road, Luton





## WHEN AND WHERE WILL VISITS BE MADE?

The actual timing and frequency of visits is entirely a matter for Independent Custody Visitors, although it is expected that each Independent Custody Visitor should carry out 12 visits per year.

Visits are always arranged through the Scheme Co-ordinator and are always in pairs.

There are special circumstances when a visit may be requested by a Senior Police Officer to alleviate concern and anxiety by the community with regard to a particular arrest.



## WHAT HAPPENS DURING A VISIT?



When two Independent Custody Visitors arrive at a Police Custody Suite, they will be given immediate access to the Custody Suite.

A Custody Officer will supply details of detainees in custody. Independent Custody Visitors will introduce themselves to each detainee, and if consent is given, enquire on the welfare of that detainee. Independent Custody Visitors also check on the condition of the entire Custody Suite including cleanliness and supplies.

Any matters of serious concern should be immediately addressed to the Custody Sergeant or Duty Inspector. A report is then completed on the entire visit and the Custody Officer sends this to the Office of the Police and Crime Commissioner.

## IT IS EXPECTED OF INDEPENDENT CUSTODY VISITORS THAT:

- Independent Custody Visitors will not interest themselves in the legal or evidential aspects of whatever matter has brought an individual into custody.
- An interview will not be interrupted or delayed to give access to a detainee.
- Independent Custody Visitors may be refused access to an individual for their own safety or if it is thought that a visit might prejudice an important investigation.
- Independent Custody Visitors must treat as confidential all details of what is seen and heard whilst carrying out their responsibilities.



## IS THERE A LOT OF PAPERWORK?



Independent Custody Visitors are required to complete a standard report form for every visit made. A copy of the report is left at the Police Custody Suite and two copies are posted to the Office of the Police and Crime Commissioner.

Any matters of concern in the reports are forwarded to Senior Police Officers to be addressed. Independent Custody Visitors are expected to attend Quarterly Panel Meetings which are held four times a year.

## ARE THERE ANY RISKS?

The duties of an Independent Custody Visitor may sometimes be unpleasant but Independent Custody Visitors should not be subject to danger at any time.

Visits with detainees are carried out within close proximity of a Custody Officer and visits will be refused for detainees who are deemed a health and safety risk.

The Custody Officer should be within sight but out of hearing where possible during a visit with a detainee.

## THE APPOINTMENT:

The tenure of appointment is 3 years following a 6 month probationary period. Although the work is voluntary, the Police and Crime Commissioner has the right to terminate an Independent Custody Visitor at any time.

For example, if the conduct of that Independent Custody Visitor is not of the required standard, or if the requirement of 12 visits per year is not being met.

Whilst Independent Custody Visitors are not paid for the work they undertake, all out of pocket expenses are reimbursed.

IF YOU REQUIRE FURTHER INFORMATION ON HOW TO BECOME AN INDEPENDENT CUSTODY VISITOR, PLEASE CONTACT:



[PCC@beds.police.uk](mailto:PCC@beds.police.uk)



01234 842064



ICV Scheme Manager, OPCC,  
Bridgebury House, Bedfordshire  
Police HQ, Woburn Road,  
Kempston, Bedford, MK43 9AX



SCAN ME



## Person Specification

**Title** – Volunteer Independent Custody Visitor

**Version** - 2 **Date** - 11/10/2022

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**Post Number:**

**Grade:** N/A

**Weekly Hours:** N/A

**Department:** Office of the Police and Crime Commissioner

**Responsible To:** Volunteer Manager

**Purpose:** To undertake unannounced visits in pairs to one of the 3 custody suites. The Independent Custody Visitors purpose is to speak to the detainees to ensure that they are being treated fairly, ensure the detainees receive their rights and entitlements and also examine the conditions of the custody cells and the custody suites.

**Location:** Leicestershire Police Headquarters  
Euston Street Custody Suite  
Keyham Lane Custody Suite  
Beaumont Leys Custody Suite

**Health and Safety:** To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.

**Equality and Diversity:** Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### PERSON SPECIFICATION

#### KNOWLEDGE, SKILLS & ABILITIES

##### ESSENTIAL CRITERIA

*A clear definition of the necessary criteria.*

##### Essential knowledge:

1. Be at least 18 years of age.
2. Live or work within Leicester, Leicestershire or Rutland and resident in the UK for at least three years prior to the date of application
3. Not an employee of the Office of the Police and Crime Commissioner (OPCC), serving and former police officers, special constables, Magistrates or ex-magistrates,

anyone already volunteering as an appropriate adult, employees of the Probation Service and or a Justice of the Peace. Other conflicts may occur; please contact OPCC with queries.

**Personal / Interpersonal Skills, Aptitudes:**

4. Able to communicate with a diverse range of people both verbally and in writing.
5. Ability to work as part of a team, being flexible, reliable and have enough time to carry out the role.
6. Good listening skills and attention to detail.
7. Portray a positive image of themselves and the organisation.

**Experience**

8. Objective, impartial and able to constructively challenge when necessary.
9. Knowledge and awareness of diversity and equality issues.
10. Able to maintain confidentiality relative to detainees and custody visits.

**Special Skills:**

11. Be able to travel by private or public transport to undertake visits, attend meetings and training (Reasonable adjustments within the Equality Act 2010 will be made)

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**DESIRABLE CRITERIA**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge:**

1. Have some knowledge of Custody Visiting

**Personal / Interpersonal Skills, Aptitudes:**

2. Have an interest in the rights and welfare of individuals in the Criminal Justice System
3. IT skills

**Special Skills:**

N/A

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

1. To carry out the duties of an Independent Custody Visitor (ICV) in accordance with the scheme's guidelines, training provided and Home Office Code of Practice for Independent Custody Visiting (March 2013).
2. To check on the conditions in which detainees are kept, their health and well-being and that they are receiving their rights and entitlements with reference to the Police and Criminal Evidence Act 1984 (PACE).
3. To arrange visits to designated custody suites with fellow ICVs during allotted periods and/or in accordance with the agreed roster. This will involve some weekend and late evening visits.
4. To advise the OPCC and fellow ICVs of any problems with scheduled visits. If required, make arrangements for another ICV to substitute as necessary.
5. To consult detainee custody records to clarify and check any concerns raised by the detainee.
6. To discuss with the Custody Officer any concerns or requests arising from the custody visit.
7. To record visits electronically using a provided handheld device, ensuring that all relevant information is recorded correctly and concisely.
8. To have attention to detail to examine custody records.
9. To attend a minimum of two team meetings per year unless there are exceptional circumstances for non-attendance
10. To remain up to date with matters relating to custody by attending initial and ongoing training sessions, including the Annual Regional Advanced Training Day which should be attended at least once during each 3-year term.
11. To complete and submit expense claims in accordance with scheme guidelines.
12. To maintain confidentiality at all times and adhere to the Health and Safety requirements of the scheme.
13. To participate in the Animal Welfare Scheme (optional).

**Other:**  
N/A



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**POLICE – STAFF**

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Social responsibility

### OTHER

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

NPPV 2 - Full

**Date line manager checked vetting level needed**

**Car User:** Yes  / No  - Essential /Casual Allowance *{per mile / day etc}*: Click here to enter text.

**Budgetary Management:** Yes  / No  Budget Value approximate value £ .

**Additional Information:** Click here to enter text.

### Reasonable adjustments

Click here to enter text.

### INSERT ORGANISATION CHART