



DYFED POWYS POLICE AUTHORITY

ROLE DESCRIPTION

- Role Title:** Independent Custody Visitor
- Responsible To:** Scheme Administrator
- Where:** At designated police stations within Carmarthenshire, Pembrokeshire, Ceredigion and Powys.
- When:** Visits are conducted at random times during the week. Volunteers are also expected to attend further meetings/training events in the evenings or weekends.
- Commitment:** It is hoped that volunteers can give a commitment to two visits to police custody suites per month and two additional regional meetings or training events during a year.
- Duration:** 6 months mutual probationary period and then it is hoped that each volunteer will serve for a period of 3 years.
- Requirements:**
- Be over 18 years of age;
 - Must live, work, or study in the police authority area;
 - Is not a serving member of the police force or authority, and have no involvement in the criminal justice system;
 - Have an understanding of the importance of equality and fairness of all;
 - Be able to communicate with different people both orally and in writing;
 - To exercise independence and impartiality and to demonstrate an independent and impartial view;
 - To be able to maintain confidentiality;
 - Be willing to have a CRB check and provide references.

Main Tasks

- 1). To carry out the duties of an Independent Custody Visitor as set out in the Scheme, in particular:-
 - a). To carry out Custody Visits to designated Police Stations in line with the Scheme and training.
 - b). To check on the conditions in which a detainee is kept, their health and well being and their legal rights and entitlements, with reference to PACE Code C.
 - c). Where appropriate consult the detainee's custody record to clarify and check any concerns raised by the detainee.
 - d). 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 that needs to be dealt with.
 - e). To complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly and concisely.

- 2). To arrange Custody Visits with fellow Custody Visitors, in line with agreed rotas.
- 3). To keep the Administrator and fellow Custody Visitors informed of any problems with pre-arranged Custody Visits.
- 4). To distribute copies of the Independent Custody Visitor Report Forms to the appropriate people and leave the Police Station.
- 5). To complete and submit expense claims in line with the Scheme guidelines.
- 6). To attend continuous training sessions as appropriate (minimum of one each year).
- 7). To attend as appropriate Divisional meetings of Independent Custody Visitors.
- 8). To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the Custody Visiting Scheme.

Why we want you:

Independent Custody Visitors help us to promote and provide oversight of how the police go about their jobs in our community. We need different people to make sure that we represent our community and the areas which we service fairly and effectively. We have a legal responsibility to create, manage and review an independent custody visiting scheme.

What's In it for You:

Play a key role in protecting human rights
Interesting role working in close partnership with the police
A new social network
Skill development via our training programme
A good addition to any career development plans

For further information contact:

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