

**The role of an Independent Custody Visitor is to:**

- Make unannounced visits to designated custody suites within Cumbria.
- To check on the conditions in which a detainee is kept, their health and wellbeing and their legal rights and entitlements, with reference to the Police & Criminal Evidence Act (PACE) 1984 Code C
- Speak with detainees and custody staff and report on their findings.

**Responsibilities of an Independent Custody Visitor:**

1. To carry out the duties of an Independent Custody Visitor as set out in the scheme's guidelines and with regard to the Health and Safety requirements of the Custody Visiting Scheme
2. Agree to undertake the rostered number of visits, approximately 12 per year or more frequently if necessary.
3. To arrange custody visits with fellow custody visitors, in line with agreed rosters. To keep the Panel Chairman and fellow custody visitors informed of any problems with rostered custody visits
4. To carry out custody visits to designated police stations in line with the scheme guidelines and agreed practices.
5. Where appropriate, consult the detainee's custody record to clarify and check on any concerns raised by the detainee
6. 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
7. To complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly and concisely
8. To distribute copies of the Independent Custody Visitor Report Form to the appropriate people and leave the police station
9. To complete and submit expense claims in line with the scheme guidelines
10. To attend three meetings of the Independent Custody Visitors Panel to which they are assigned (February/June/October) and any training sessions organised by the Office of the Police and Crime Commissioner.
11. To attend the Annual Custody Visiting conference (generally in April each year).
12. Agree to abide by a Code of Conduct and sign a Memorandum of Understanding.