

## **Role of Independent Custody Visitor**

1	To arrange custody visits with fellow ICVs, in line with agreed rosters.
2	To keep the Panel Co-ordinator and fellow ICVs informed of any problems with rostered custody visits.
3	To carry out custody visits to designated police stations in line with the scheme guidelines and training provided.
4	To check on the welfare of detainees, including their health and wellbeing and their legal rights and entitlements, with reference to PACE Code C.
5	Where appropriate consult the detainee's custody record to clarify and check 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 complete and submit expense / mileage claims on a regular basis (no later than 3 months).
9	To attend training sessions as indicated by the Authority.
10	To attend any convened Panel meetings of Independent Custody Visitors.
11	To carry out the duties of an Independent Custody Visitor in accordance with the Authority's ICV Policy, including health and safety.
12	To maintain and respect confidentiality at all times.
13	To regularly liaise with the ICV Panel Co-ordinator on custody related matters.
14	To attend the Kent Police Authority ICV annual / bi-annual conferences.
15	To remain impartial and refrain from becoming involved in any way in the process of investigation.
16	To immediately declare if a detainee is known to them and withdraw from the visit.
17	To ensure that custody visits are carried out at varying times of the day and night to ensure credibility.
18	To ensure that any correspondence (electronic or written) from the Authority or your Panel Co-ordinator requesting a reply is actioned promptly.