**VOLUNTEER INDEPENDENT CUSTODY VISITOR**

**ROLE DESCRIPTION**

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| 1. | To arrange custody visits with fellow visitors in line with agreed schedules. |
| 2. | To keep the ICV Volunteer Panel Coordinator and fellow custody visitors informed of any problems with scheduled custody visits. |
| 3.  | To carry out custody visits to designated police stations in the area where you live (Wolverhampton, Perry Barr, Oldbury or Coventry) in line with scheme guidelines and training. |
| 4. | To check on the conditions in which a detainee is kept, 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 discuss and agree with your fellow visitor the content/issues raised within the report before signing it and ensure that copies of the report are sent to the appropriate people. |
| 10. | To complete and submit expense claims in line with the scheme guidelines. |
| 11. | To attend the Annual Custody Visitor meeting, training sessions and at least two panel meetings per year. |
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