



ICV Role Profile

1. The fundamental role of the Independent Custody Visitor is to check on the conditions in which a detainee is kept, their health and wellbeing and that their legal rights and entitlements are being upheld, with reference to the relevant codes within the Police and Criminal Evidence Act 1984 (PACE).
2. To carry out the duties of an Independent Custody Visitor as set out in the Scheme Handbook (October 2024) and Home Office Code of Practice for Independent Custody Visiting (March 2013).
3. To arrange visits with fellow custody visitors in a timely manner, in line with agreed rotas and to ensure that visits vary in times of the day and days of the week.
4. To keep the Panel Co-ordinator and fellow ICVs informed of any problems with agreed custody visits in a timely manner to limit inconvenience to other members.
5. Where appropriate to consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. To develop and maintain a professional working relationship with Police personnel based on mutual respect and understanding of each other's legitimate roles.
7. To discuss with the custody officer any concerns and requests arising from the custody visit.
8. To complete a report (with your fellow visitor), ensuring that all relevant information is recorded accurately, clearly and concisely.
9. To note on the report, any issues that have serious implications which were not able to be resolved directly with the custody officer at the time of the visit.

10. To discuss and agree with your fellow visitor the content within the report before submitting it to the OPCC.
11. To maintain and respect confidentiality at all times.
12. To remain up to date with matters relating to custody. To attend the quarterly Panel Meetings and Training Sessions. Unless there are exceptional circumstances for non-attendance, accreditation may be withdrawn from an ICV and they may be asked to withdraw from the scheme.
13. To inform the Panel Co-ordinator of any training requirements.
14. To submit expense claims in line with the scheme guidelines.