



# Independent Custody Visiting Scheme

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VOLUNTEER INFORMATION PACK

Cumbria Office of the Police, Fire and Crime Commissioner  
1-2 Carleton Hall, Penrith Cumbria CA10 2AU | [commissioner@cumbria-pcc.gov.uk](mailto:commissioner@cumbria-pcc.gov.uk)  
01768 217734

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## Who are Independent Custody Visitors?

Independent Custody Visitors (ICVs) are volunteers who come from many backgrounds and sections of the community, they must be over 18 and either live or work in Cumbria.

Our Independent Custody Visiting Scheme enables members of the local community to visit designated police stations unannounced to check on the welfare of people in police custody. This valuable role is part of the Police, Fire and Crime Commissioner's statutory functions.

## Visits to Police Stations

ICVs visit in pairs to make random and unannounced visits to police stations in their area; the timing of visits is a matter entirely for them. On arrival at the police station, ICVs should be admitted immediately to the custody area. All visits are conducted under strict rules of confidentiality and detainees do not have to speak to the ICVs if they do not want to. After each visit ICVs submit a report form to the Office of the Police, Fire & Crime Commissioner. These reports provide an important source of information on the conditions in which detainees are held and are analysed by the scheme administrator to identify any areas requiring action.



## Responsibilities of an Independent Custody Visitor

- Make unannounced visits to designated custody suites within Cumbria (you will be recruited to the panel closest to where you reside with custody suites being situated in Carlisle, Workington, Barrow and Kendal)
- 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
- Carry out the duties of an Independent Custody Visitor as set out in the [scheme's guidelines](#) and with regards to the Health and Safety requirements of the Custody Visiting Scheme
- Undertake the rostered number of visits, approximately 1 visit every 4-6 weeks
- 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
- Complete the Independent Custody Visitor Report Form, ensuring that all relevant information is recorded correctly, clearly, and concisely
- Agree to abide by a Code of Conduct and sign a Memorandum of Understanding



## Criteria, Essential Knowledge and Experience

- Must be at least 18 years of age and live or work in the County of Cumbria
- Able to demonstrate sufficient time and flexibility to carry out the role of custody visiting and attend scheduled meetings
- Able to work with colleagues as part of a team to meet the requirements of the ICV Visiting Scheme programme
- Able to communicate well both orally, in writing and effectively with people from a variety of backgrounds in line with equality and diversity
- Able to demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process
- Able to maintain confidentiality
- Able to demonstrate the required mobility to carry out visits
- Serving police officers, special constables and anyone working for Cumbria Constabulary, along with any other people with a direct involvement in the criminal justice system are excluded from the scheme to ensure its independence.

## Important Information

### Induction training & Conferences

All newly appointed ICVs receive induction training and attend custody with an experienced member of the panel for an observational visit. Upon successful completion of this you will be added to the rota to begin your regular custody visits.

Cumbria Office of the Police, Fire and Crime Commissioner holds an annual conference for all visitors, and the six Offices of the Police & Crime Commissioner in the Northwest of England and North Wales hold a regional conference each year which custody visitors from Cumbria can attend.

### Tenure

Panel members will be recruited for a tenure of 3 years (following a 6-month probation period), with a possibility of extending, on a 3-year rolling basis, to a maximum of 9 years. The end of a 3-year tenure does not automatically qualify a member to have their appointment extended.

### Vetting

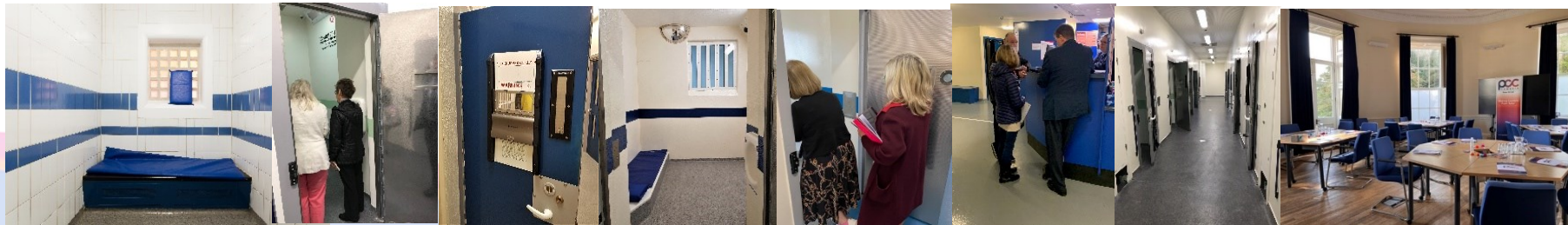
All members of the panel will be subject to vetting clearance and the provision of references prior to final confirmation of appointment being made.

### Member Attendance

The panel will meet three times per year (Feb/June/October), with additional meetings within the year such as the annual conference. Members will be required to make a commitment to attend at least 3 meetings annually.

### Remuneration

The Office of the Police, Fire and Crime Commissioner is not allowed to pay ICVs to make visits, but expenses are reimbursed. Members will be reimbursed reasonable travel expenses from within the county with the current mileage rate set at 45p per mile.



## How to get involved

A short form is available on our website (link below) to apply to become a member of Cumbria's Independent Custody Visiting Scheme. Alternatively, please provide your CV and a cover letter, detailing why you want to become an ICV.

Further information can be found at: <https://cumbria-pcc.gov.uk/what-we-do/custody-visiting/>

Expressions of interest must be returned via email to: [custodyvisitors@cumbria-pcc.gov.uk](mailto:custodyvisitors@cumbria-pcc.gov.uk) or by post to The Office of the Police, Fire and Crime Commissioner, 1-2 Carleton Hall, Penrith, Cumbria, CA10 2AU



*We look forward to hearing from you if you think you would be interested in this volunteering opportunity,*

## Data Protection



As part of the recruitment process, you will provide us with personal and special categories data. This information will only be used as part of the recruitment, and where appropriate, appointment process. If you are unsuccessful at the shortlisting or interview stage your data will only be retained for 12 months following the date of decision. This is in line with our Retention Policy, which can be found on our website:

<https://cumbria-pcc.gov.uk/wp-content/uploads/2019/02/Retention-Schedule-2018-Final.pdf?x96409>

The Office of the Police, Fire and Crime Commissioner is provided with HR support and Financial Services support by Cumbria Constabulary. If you are appointed your data will be shared with the Constabulary to enable vetting to be carried out and progress your application through to appointment.

Further information on how the OPFCC deals with information can be found on our website: <https://cumbria-pcc.gov.uk/website-policies/privacy-policy/>