



## Cambridgeshire and Peterborough Independent Custody Visiting Scheme

### Memorandum of Understanding (MOU)

On appointment, or reappointment, all Independent Custody Visitors (ICVs) are required to sign the Memorandum of Understanding. This summarises their agreed responsibilities and the Police and Crime Commissioner's expectations of what is expected of each Custody Visitor, as well as what each Custody Visitor can expect from the Office of the Police and Crime Commissioner (OPCC). The OPCC may revise the Memorandum of Understanding from time to time as required, in line with changes of local or national policy, or in response relevant events.

Independent Custody Visitors are supplied with the Code of Practice and National Standards. By signing this Memorandum of Understanding, you are agreeing to have regard to and, so far as possible, abide by these standards, along with any relevant OPCC or Constabulary policies for the duration of your appointment(s) as an Independent Custody Visitor.

You should particularly note the following points which highlight what the OPCC requires from each individual Custody Visitor.

1	<b>APPOINTMENTS</b>
1.1	Appointments are for an initial term of three years which is subject to a six month trial period (which may be extended if required). Subject to continuing satisfactory performance, suitability and vetting checks, the OPCC may re-appoint an Independent Custody Visitor for subsequent terms, each lasting three years.
2	<b>ANNUAL REVIEWS</b>
2.1	All ICVs are required to participate in the Annual Performance Review process undertaken by the Chair or Scheme Manager. The annual reviews are held to review the performance of each Independent Custody Visitor and to assess their willingness and ability to continue.
3	<b>CHANGE OF CIRCUMSTANCES</b>
3.1	You are required to notify the Scheme Manager of any change in circumstances which will affect your position as an Independent Custody Visitor e.g. if you are arrested and charged with a criminal offence, or become a magistrate, special

	constable, or police officer, or undertake any other work which may present you with a conflict of interest.
<b>4</b>	<b>EXPENSES</b>
4.1	Your work as an Independent Custody Visitor is entirely voluntary but certain reasonably incurred expenses, including travel may be claimed. Expense claims made on the appropriate form should be submitted no later than 3 months after the time of the journey with necessary supporting receipts.
<b>5</b>	<b>MISCONDUCT</b>
5.1	By signing this Memorandum of Understanding, you are agreeing to have regard to and, so far as possible, abide by the standards and policies of the OPCC's Independent Custody Visiting Scheme and to adhere to the Code of Practice and National Standards for the duration of your appointment(s) as an Independent Custody Visitor. The procedures for dealing with misconduct are set out in the Scheme Guidelines which include an appeal process.
<b>6</b>	<b>IDENTITY CARD</b>
6.1	Your identity card should only be used for the purpose of making custody visits. If it is used for any other purpose, it will be withdrawn and your appointment as an Independent Custody Visitor will be terminated.
<b>7</b>	<b>VISITS</b>
7.1	You will be expected to liaise with the lead ICV for your visiting area making them aware of your availability to carry out visits when requested, enabling a visit rota to be agreed. Visits should be arranged with fellow custody visitors, in line with agreed rota. Visits should be carried out at mutually agreed times within the one week timeframe allocated on the agreed rota. If you are unable to carry out any planned visits, you should ensure that the ICV you are scheduled to visit with is notified as soon as possible, and if required call the lead ICV or the scheme manager.
7.2	You are required to make custody visits in pairs at all times. There are no exceptions to this requirement, and Police custody staff have been advised that they should not allow anyone who is unaccompanied to make a custody visit.
7.3	You can only make a custody visit when accompanied by another accredited Independent Custody Visitor. No more than two people should usually make a custody visit together. The only exception being where it has been agreed that a visit will be shadowed. Custody staff should be warned where a visit will be shadowed.
7.4	You should carry out visits to designated police stations in line with the scheme guidelines and training you receive.
7.5	When on a visit your primary purpose is to check on the conditions in which a detainee is kept, their health and wellbeing and their legal rights and entitlements, which reference to the Codes of Practice and the Police and Criminal Evidence Act.

7.6	Where appropriate you should consult the detainee's custody records to clarify and check concerns raised by the detainee.
7.7	You should discuss with the custody officer any concerns and requests arising from the custody visit, and bring to the custody officers attention any issues that needs to be dealt with.
7.8	When completing the ICV report form, you should ensure that all relevant information is recorded correctly, clearly and concisely.
7.9	You must maintain confidentiality and impartiality in relation to all parties involved in the Independent Custody Visiting process.
8	<b>MEETINGS AND TRAINING</b>
8.1	The Independent Custody Visiting Panel meets four times a year to discuss visits made. In addition, training exercises are arranged, normally twice a year. Independent Custody Visitors are expected to attend at least one training exercise and at least 2 of the Panel Meetings per year.
8.2	Where training or Panel Meetings cannot be attended, ICVs will be expected to read any notes or learning material that is subsequently circulated.
9	<b>IMPARTIALITY AND CONFIDENTIALITY</b>
9.1	You must not involve yourself in individual cases or give advice to detainees. You must maintain the confidentiality and/or any personal details of both detainees and other Independent Custody Visitors.
10	<b>DOCUMENTATION</b>
10.1	You are required to complete a report form for every custody visit made (even when there is nobody in custody) and submit the relevant copy promptly to the Scheme Manager.
11	<b>PERSONAL DETAILS</b>
11.1	You are required to inform the Scheme Manager promptly of any change of address or telephone number.
12	<b>QUERIES</b>
12.1	Queries on any aspect of the scheme should be made initially to the Scheme Manager.
13	<b>THE OFFICE OF THE POLICE AND CRIME COMMISSIONER</b>
13.1	The OPCC will ensure that custody visitors are properly supported in performance of their role.

13.2	The OPCC will pay close regard to Home Office and Independent Custody Visiting Association (ICVA) guidelines and best practice.
13.3	The OPCC will keep ICVs informed on developments in custody visiting both locally and nationally
13.4	The OPCC will ensure where necessary that any issues or concerns arising from visits are dealt with by the Constabulary.
13.5	The OPCC will co-ordinate training sessions as appropriate.
13.6	The OPCC will provide a point of contact within the OPCC who shall be the scheme manager.
13.7	The OPCC will process expense claims in a timely manner.
13.8	The OPCC will have regard to the schemes guidelines in respect of the process for dealing with complaints made against ICVs.
13.9	The OPCC will have regard to the schemes guidelines in respect of the process for removing custody visitors from the scheme.

In signing this Memorandum of Understanding I undertake to be bound by its terms and consent to be bound by the Office of the Police and Crime Commissioner’s Independent Custody Visiting Scheme Guidelines.

<b>Independent Custody Visitor</b>	
Name (Block Capitals):	
Signature:	
Date:	

<b>Independent Custody Scheme manager</b>	
Name (Block Capitals):	
Signature:	
Date:	

