Lincolnshire
POLICE & CRIME COMMISSIONER
SAFER TOGETHER

INDEPENDENT CUSTODY VISTING SCHEME

MEMORANDUM OF UNDERSTANDING

I (print name) _____as a member of the Police and Crime Commissioner for Lincolnshire's Independent Custody Visiting Scheme, do undertake to:

1. maintain a high standard of personal conduct, integrity and appearance;

2. arrange custody visits with follow Custody Visitors, in line with the agreed roster;

3. keep the Scheme Manager and my fellow Panel members informed of any problems with attending rostered visits;

4. always carry out custody visits in pairs;

5. undertake custody visits in line with the Scheme Handbook and training;

6. check on the conditions in which a detainee is kept, their health and well-being and that they are receiving their legal rights and entitlements, with reference to the Police and Criminal Evidence Act (PACE);

7. consult, where appropriate, the detainee's custody records to clarify and check concerns raised by the detainee;

8. discuss with the Custodian any concerns and requests arising from the custody visit and to bring to their attention any issues that need to be dealt with;

9. complete the Independent Custody Visitor report form, making sure the information is recorded correctly, clearly and concisely;

10. maintain confidentiality and impartiality in relation to all parties involved in the custody visiting process;

11. make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified;

12. complete and submit expense claims in line with the scheme guidelines or as instructed by the Scheme Manager;

13. attend refresher/advanced training sessions;

14. attend local/joint Panel meetings

15. carry out the duties of an Independent Custody Visitor with regard to the health and safety requirements of the Independent Custody Visiting Scheme;

16. maintain effective working relationships with police staff as set out in the Handbook;

17. keep my identity card safe and only use it for custody visiting purposes;

18. complete a six-month probationary period and participate fully in my annual review;

19. inform the Scheme Manager of any change in circumstance which may impact on my role as an Independent Custody Visitor;

20. inform the Scheme Manager when withdrawing from the role and return my identity card and any other relevant documentation.

In return the Police and Crime Commissioner will:

1. ensure Independent Custody Visitors are fully supported in the performance of their role;

2. keep Independent Custody Visitors up to date with Home Office/Independent Custody Visiting Association (ICVA) guidance and best practice;

3. inform Independent Custody Visitors of developments in Independent Custody Visiting, both locally regionally and nationally;

4. ensure where necessary that any issues/concerns arising from custody visits are dealt with by Lincolnshire Police and reported back;

5. provide visiting rosters and updating contact details, as necessary;

6. provide refresher training within Scheme guidelines;

7. provide guidance in the form of a Scheme Handbook;

8. process expense claims in a timely and efficient manner;

9. process any complaints made against Independent Custody Visitors in accordance with the Scheme Handbook;

10. process the removal of any Independent Custody Visitor in accordance with the Scheme Handbook;

11. provide Independent Custody Visitors with identification cards and badges;

12. provide an opportunity for Independent Custody Visitors to meet with each other and the Scheme Manager to discuss any issues they may wish to raise.

Signature: _____ Date: _____