



PCC
Office of the Police and
Crime Commissioner
Devon and Cornwall

Independent Custody Visiting Scheme

Application Pack 2021

Vacancy Ref: tba

Contents

Police and Crime Commissioner for Devon and Cornwall

- General Information

The Independent Custody Visiting Scheme

- Who are Independent Custody Visitors?
- The role of Independent Custody Visitors
- Why would you want to become an Independent Custody Visitor?
- How are Independent Custody Visitors selected and trained?
- When and where are visits made?
- What happens when Independent Custody Visitors make a visit?
- Reporting procedures
- Other duties
- Police Dog Welfare

The Application

- Person Specification
- Role Description
- Application Form
- Equality Monitoring Form

Police and Crime Commissioner for Devon and Cornwall

General Information

- The Police and Crime Commissioner covers Devon (including Torbay and Plymouth), Cornwall and the Isles of Scilly.
- The Police and Crime Commissioner is elected to the role by the communities of Devon, Cornwall and the Isles of Scilly.

The Devon & Cornwall Police and Crime Commissioner (PCC) will:

- Be singularly accountable to you for the policing of Devon and Cornwall.
- Listen to your views on community safety and set priorities in a plan for the police which addresses community concerns.
- Ensure the Chief Constable directs police officers and resources to tackle the things that you say are important.
- Set the strategic direction for policing but not interfere with day-to-day police operations or tactics.
- Balance local needs of the public and victims against assisting national policing responsibilities.
- Appoint and, in extreme circumstances dismiss the Chief Constable.

The Independent Custody Visiting Scheme

Who are Independent Custody Visitors? (ICVs)

Independent custody visitors are members of the local community who visit custody centres unannounced to check on the welfare of people in police custody. They come from a variety of backgrounds and sections of the community and they must be over 18 years old, live or work in the area of Devon, Cornwall and the Isles of Scilly and have been resident in the UK for the past three years prior to application.

To maintain the independence of the scheme, serving police officers and staff and members of the Office of the Police and Crime Commissioner, Special Constables, Lay Justices and Members of the Police and Crime Panel cannot be independent custody visitors. Applicants must demonstrate their independence from any working relationships with the police.

The role of an Independent Custody Visitor

To observe, comment and report on...

- The rights of the detainee;
- The health and welfare of the detainee;
- Conditions of the facilities of detention.

Why would you want to become an Independent Custody Visitor?

This is your chance to offer protection to both detainees and the police, and reassurance to the community at large and gain an insight into the criminal justice system by checking on the treatment of people in police custody, the conditions in which they are held, and that their rights and entitlements are being observed.

Visiting a custody centre can take between half an hour to two and a half hours twice a month. The duration will depend upon the number of detained persons to be seen, and the need to complete necessary checks during the visit. Independent custody visitors always visit in pairs and decide themselves when the visit is made in accordance with the requirements of the scheme.

Custody centres include Exeter, Torquay, Plymouth, Barnstaple, Newquay and Camborne. ICVs generally visit their two closest stations. Arrangements for visits to the Isles of Scilly are separate.

The Police and Criminal Evidence Act (PACE)

<https://www.legislation.gov.uk/ukpga/1984/60/contents> is a major reference for independent custody visitors as well as equality, diversity and human rights legislation. Full training will be provided, and initial visits during your probation will be alongside experienced visitors. A review of your probation will be made when you are ready, generally in the first six months, but this depends upon your progress and the opportunity you have had to experience a wide range of visit situations. Further



related training is provided to increase understanding of the diverse and challenging circumstances that arise in this voluntary position.

How are Independent Custody Visitors selected and trained?

After you have read through this information, and wish to continue with the recruitment process, you can complete and return the application form in this application pack.

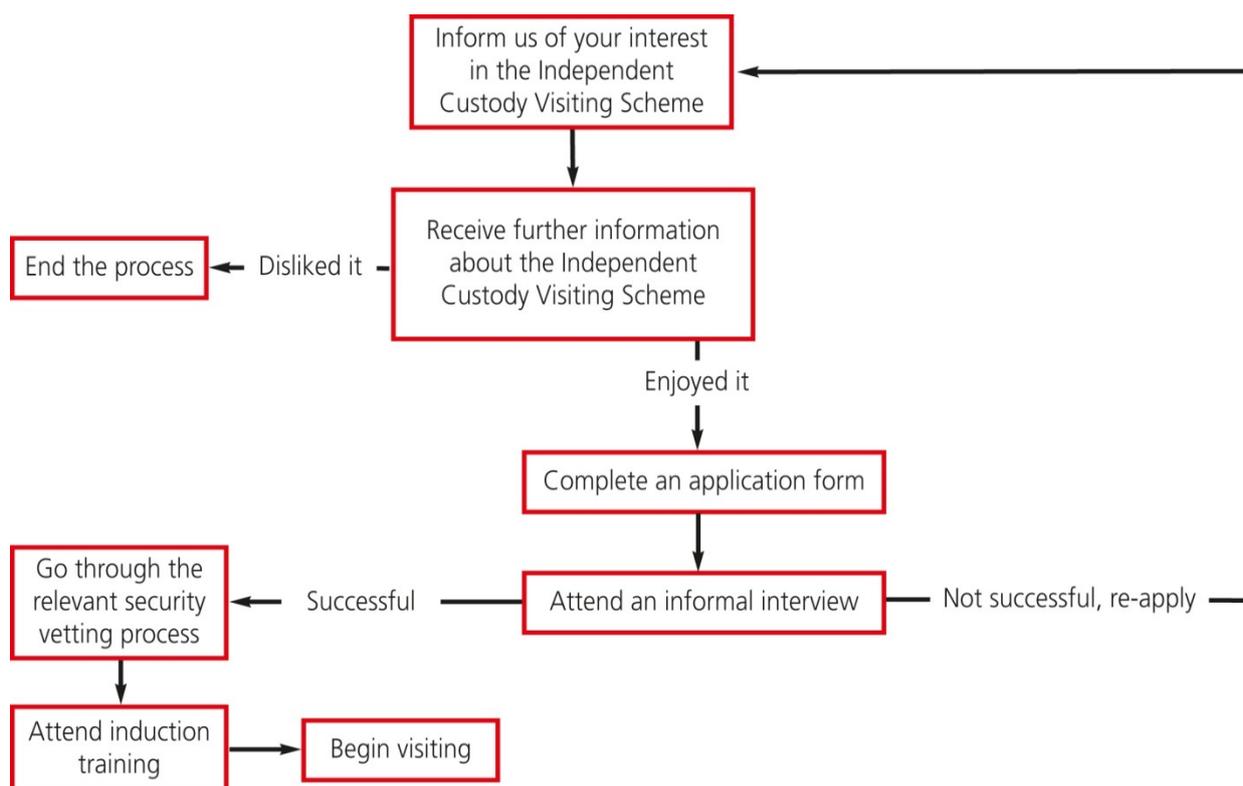
If you are shortlisted, you will be asked to attend an informal interview. You will need to demonstrate:

- An understanding of the role of an Independent Custody Visitor
- Commitment to the role
- Respect for and understanding of equality, diversity and human rights
- Excellent communication skills
- Impartiality

If you are successful at informal interview, you will be sent a vetting form to complete and return. This is for us to carry out the relevant security checks. Upon successful vetting checks you will be issued with an official identity card which you must use when visiting. If your personal or financial circumstances change during your appointment, you must notify the Office of the Police and Crime Commissioner, as you may need to complete another vetting check.

Following clearance at the vetting stage, we will arrange a familiarisation visit to a local custody suite. You will also be invited to attend an induction day, organised by the scheme co-ordinator.

Further training will take place during your time as an independent custody visitor including mandatory equality, diversity and human rights training, which will include information regarding the General Duty on Public Sector organisations and the Human Rights Act of [1998](#).



When and where are visits made?

Custody centres should be visited ideally once a week, in accordance with the ICV rota. An ICV will be expected to undertake at least two visits per month. Visits can be at any time of the day or night and they can take anything from 30 minutes to two hours depending on how many detainees wish to be seen and how busy the centre is. It is the responsibility of the volunteer, in consultation with their visiting partner, to arrange a mutually convenient time to undertake a visit. The visits should be random and unannounced but should ideally aim to ensure that a visit takes place over a wide selection of days and times throughout the month.

What happens when Independent Custody Visitors make a visit?

ICVs must maintain their independence and impartiality. They do not take sides but look, listen and report accurately on what they find in the custody centres. On arrival at the police station, the ICVs will be escorted to the custody centre. The detainees will be identified by their custody numbers only and strict rules of confidentiality apply.

Conversation with detainees will focus on whether they have been offered their rights and entitlements under the Police and Criminal Evidence Act. Interviews with detainees are, for the ICV's protection, normally carried out within sight, but out of hearing of the escorting officer. Immediate areas of concern will be raised by ICVs with the custody officer, at the time of the visit and any necessary action taken.

Reporting procedures

A straightforward report is completed after each visit. It provides an insight into the running of the custody centre at the time of the visit. Copies of the reports are provided for the police and Office of the Police and Crime Commissioner.

Visit reports provide a vital source of information on the environmental and welfare conditions in which detainees are held. The information is analysed and the areas for action highlighted. Any issue not resolved or unable to be resolved at the time of the visit will be carried forward at this stage.

Other duties

ICVs must treat the details of what they see and hear on their visit as confidential. They are expected to report in general terms to the OPCC at appropriate times. ICVs must also attend volunteer meetings, which provide an opportunity to resolve outstanding issues, share experience and best practice. These meetings will be held quarterly, usually on a Saturday. They are also required to attend training as and when required to maintain their understanding of current practices.

Police dog welfare

ICVs are also given the opportunity to join the police dog welfare scheme. The purpose of this scheme is to provide an independent observation and to comment and report on conditions under which dogs are housed, trained and transported with a view to securing greater public understanding and confidence in these matters. It also provides an independent check on the way police dog handlers carry out their responsibilities regarding the welfare of animals in their care.

Independent Custody Visitor Person Specification

Criteria	Standard	Measured during
Skills and Abilities	Must be able to follow the Home Office Code of Practice and meet the scheme guidelines	Probation period and beyond
	Must have enough time and flexibility to carry out the role of custody visiting	Interview / Probation period and beyond
	Must be able to communicate well in order to fulfil visit requirements in accordance to scheme guidelines	Application / Interview / Probation period and beyond
	Must be able to demonstrate a confident disposition in challenging circumstances	Application Interview / Probation period and beyond
	Must be able to maintain confidentiality, and be able to uphold the reputation of the Police & Crime Commissioner and ICV Scheme in line with the scheme guidelines	Interview / Probation period and beyond
	Must be able to demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process	Application / Interview / Probation period and beyond
	Must be able to listen, negotiate and observe effectively	Interview / Probation period and beyond
	Be able to complete forms clearly and concisely	Application / Probation period
	Must be able to communicate appropriately and effectively with people from a variety of backgrounds in line with equality legislation	Interview / Probation period
	Must be a good team player, demonstrating a supportive nature	Application Interview / Probation period
	Has the ability to travel to custody centres to undertake visits either by car, public transport or by other means	Probation period and beyond
To demonstrate and apply learning to situations	Probation period and beyond	
Criteria	Standard	Measured by

Knowledge	Must understand the importance and have respect for equality, diversity and human rights	Interview / Probation period
	Have some knowledge of independent custody visiting	Interview
Essential Criteria	Must be at least 18 years of age	Application
	Must live or work in the Police & Crime Commissioner for Devon and Cornwall's area	Application
	Must have been a resident in the UK for at least 3 years prior to the date of application	Application
	Must be independent i.e. cannot be a serving police officer, police staff, magistrate or have a working relationship with the police	Application/ Interview
	Must have access to electronic technology to send and receive emails to communicate in connection to the role	Interview/during appointment
	Must be able to undertake at least two visits per month which may include evenings and weekends	Application/ Interview/during appointment
	Must be available to attend training days which may be held on Saturdays	Application/Intervie w/during appointment
	Must undertake a security vetting check and provide references	Post-interview

Independent Custody Visitor Role Description

Where	Custody Centres are visited on a regular basis including Exeter, Torquay, Plymouth, Barnstaple, Newquay, and Camborne; however, ICVs generally visit their two closest stations.
When	Custody visits are conducted at random times during the week, including weekends, complying with an agreed roster. As a pair, ICVs decide the time to undertake a visit. In addition, ICVs attend further meetings / training events which take place on a weekday, in the evening or at weekends.
Commitment	ICVs are expected to commit to at least 2 custody visits per month, in line with the agreed roster and to attend both volunteer meetings arranged throughout the year as well as occasional training days. Commitment is also expected with regards to attending reviews / support sessions held with a mentor and / or the scheme co-ordinator.
Duration	All ICVs complete a probationary period. It is hoped that each volunteer will serve for a period of four years (maximum of eight years subject to approval by Chief Executive Officer).
Main Tasks	<ul style="list-style-type: none"> • To arrange and carry out custody visits with fellow custody visitors, in line with agreed rosters to designated and non-designated centres. • To keep the co-ordinator and fellow custody visitors informed of any problems with rostered custody visits. • To check the conditions of the environment detainees are held, to ensure their health and wellbeing and that their legal rights and entitlements are being upheld, with reference to the Police and Criminal Evidence Act (PACE) Code C. • To consult, where appropriate, the detainee's custody record to check concerns raised by the detainee. • To discuss with the custody officer any concerns and requests arising from the custody visit, and to bring to the custody officer's attention any issue in order to seek a resolution. • To complete the ICV report form whilst at the station, ensuring that all relevant information is recorded correctly, clearly. • To carry out the duties of an ICV as set out in the Scheme's Guidelines, to include Health & Safety requirements. • Keep within the boundaries of the Data Protection Act 2018 and Official Secrets Act. • To act in accordance with the Equality Act 2010 and Human Rights Act 1998.

<p>Training</p>	<ul style="list-style-type: none"> • One day Induction Training. • Equality, diversity and human rights training. • Refresher training. • Other relevant and appropriate training.
<p>Benefits</p>	<ul style="list-style-type: none"> • Playing a key role in protecting human rights within your community • Taking part in an interesting role, working in close partnership with the police. • Being part of a new social network. • Developing your skills through our various training programmes. • Gaining an insight in the criminal justice system. • Developing personal skills.
<p>Why we want you</p>	<p>Independent custody visitors help us to provide an overview of how the police undertake their role in our local communities. We require individuals with a variety of skills and backgrounds to help us to develop our processes. We have a legal responsibility to create, manage and review an independent custody visiting scheme.</p> <p>The Police and Crime Commissioner for Devon and Cornwall's aim is to develop a volunteer panel which reflects the diversity of the communities we serve and is committed to the belief that all people have the right to be treated with dignity and respect. We particularly welcome applications from members of minority groups.</p>

Application Form Independent Custody Visitor

Please read these instructions before completing this form

Read through the application form and other information supplied in the pack before completing it. If you require the application in an alternative format, please ask. Check the closing date and give yourself plenty of time to complete the application.

Section 2 is very important

This is the information that will be used to decide if you will be invited to the next stage of the selection process. Make sure you cover the requirements listed in the person specification for the job that will be assessed at the application stage (**in bold**). When have you demonstrated the skills and knowledge required? What have you achieved with these skills? Don't just look for examples from paid work experience – also consider the skills you use in other areas of your life, personal interests or voluntary work.

You should complete all sections of this form in person, either in type or black ink. Use continuation pages where allowed and clearly mark which questions they refer to. Please put your full name at the top of each continuation sheet. Sections which do not apply to you should be clearly marked N/A. Please refer to the Eligibility and Guidance notes on pages 9 and 10 prior to completing this form.

Data Protection and Privacy Notice

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 2018. The data will be used to assess your suitability as a volunteer for the Police and Crime Commissioner and may be shared by other forces in the United Kingdom in respect of any recruitment applications you make. The information you provide may also be shared with other police related organisations for monitoring purposes. Further information can be found here: <https://www.devonandcornwall-pcc.gov.uk/privacy/>

Completed application forms should be emailed to:

Address to be advised once application process live

Alternatively, if you cannot complete the form electronically, please send to:

Address to be advised once application process live

Closing date for applications: proposed Spring 2021

Intended interview dates: proposed Spring 2021

Proposed induction training: Summer 2021 (once vetting completed)

Should you have any queries please contact the team at the Office of the Police and Crime Commissioner via telephone: 01392 225555 or email: opcc@dc.police.uk

Section 1: About You

Title (Mr, Ms, Mrs, Miss, Dr): Forename(s): Surname:
Current Address:
Postcode:
Email Address:
Telephone Numbers Landline (including area code): Mobile:
Eligibility Guidance Notes: In order to maintain independence of the Scheme, applications cannot be considered from serving police officers, police staff, members of the Office and Police and Crime Commissioner or Justices of the Peace (Magistrates). Please also see pages 9 and 10.
Are you currently a Police Officer, Police Community Support Officer, serving in the Special Constabulary or a member of Police staff? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently a member of a Police and Crime Panel or a Member of staff of a Police and Crime Commissioner? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you currently volunteer for Devon and Cornwall Police? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details below:
Are you a serving Justice of the Peace (Magistrate)? Yes <input type="checkbox"/> No <input type="checkbox"/>

Other than listed above do you have any direct or indirect involvement in the criminal justice system?

Yes

No

If yes, please give details

Are you an associate or member of any extremist group?

Yes

No

If yes, please give details

Do you have contact with or support by any means the activities of any group pursuing extremist aims?

(These include Animal Rights or Environmental groups, and those holding extreme Left or Right-Wing Political views that may contradict the duty to promote race equality)

Yes

No

If yes, please give details

This role requires that you are vetted by the police in order to access custody suites, are you prepared to undertake the vetting process?

Yes

No

Nationality

In order to be eligible, you must be a British citizen or a member of the EC/EEA. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.

What is your nationality?

If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?

Yes

No

If you are a Commonwealth citizen or a foreign national, can you provide a copy of your Passport which shows that your stay in the UK is free of restrictions (at interview only)?

Yes

No

Disability

The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment. The Police and Crime Commissioner welcomes people with disabilities and will do its best to adjust the working arrangements and/or the working environment provided it is reasonable in all the circumstances to do so.

Do you have a disability you wish us to know about at this stage, including any learning difficulty such as dyslexia?

Yes

No

In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.

Are there any reasonable adjustments that are required for you to fulfil this role?

Yes

No

Adjustments should be something that would be deemed as an acceptable adaptation to workspace for the role that you have applied for, such as riser desk, orthopaedic keyboard, adjustable desk chair, induction loop facilities, etc. **Please provide any reasonable adjustments you require below, please use a continuation sheet if necessary:**

Section 2: Personal Statement – continued overleaf

Why do you wish to be an independent custody visitor? (400 words maximum)

Use a continuation sheet if required

Declaration

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld. I understand that:

- I must inform the OPCC without delay of any change to my circumstances.
- Criminal conviction checks will be made against myself and my family members as part of the vetting process and I have informed them of this.
- A Volunteer with the Office and Police and Crime Commissioner who has deliberately made any false statement, or omitted information in connection with their appointment, may subsequently be removed from the Scheme.
- The Office of the Police and Crime Commissioner retains the right to reject any application without giving reasons.
- The information I have provided may be held on manual filing and computer systems as part of the recruitment process.
- I am not a member of the BNP or similar organisation whose aims, objectives or pronouncements may contradict the duty to observe race equality.

Applicant

Print Name:

Date:

Signature:

(Please note if not completed this will be required at interview).

Eligibility and Guidance

Before you proceed with your application, please check that you meet all essential criteria as set out in the Role Specification on page 14

Criminal histories

Once a candidate is selected for appointment after the informal talk stage, you will be asked to complete a vetting form.

Where an applicant has one or more convictions for criminal offences, or has received any formal caution, warning or reprimand, or has failed to disclose any such finding, the specific circumstances must be considered in assessing suitability to become an ICV. However, past offences are not an automatic barrier to acceptance. Therefore, convictions or cautions will not necessarily preclude a candidate from an appointment. Your appointment will be confirmed subject to passing the vetting process.

Financial position

A volunteer with the Office of the Police and Crime Commissioner may be able to access or hear potentially sensitive or personal information. Such information could potentially make a volunteer vulnerable to corruption. Applicants should not therefore be under pressure from un-discharged debts or liabilities and should be able to manage loans and debts sensibly. However, most applicants have debts, such as mortgages, un-discharged students or other loans, and credit/store card debts. Arrears in any outstanding debts must be given, including IVAs (individual Voluntary agreements/arrangements), arrangements with financial institutions' or others to whom monies are owed.

Nationality

To be eligible for appointment you must be a British Citizen or a member of the EC or other states in the EEA. Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions. If you are a commonwealth citizen or a foreign national, you must provide proof that you have no restrictions on your stay in the UK. If invited to an informal talk, you will be asked to produce your original passport, and if you are a non-UK national it must show that your stay is free of restrictions. Please **DO NOT** send your actual passport with this application. Other documentary evidence of your status may be required.

Membership of British National Party or similar

The Police and Crime Commissioner has a policy of prohibiting any of their officers, volunteers and staff from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality. If you are, or have been, a member of the BNP or similar, your application may be rejected.

Ineligible occupations and activities

You cannot be considered for appointment as a volunteer if there were a significant chance that this could lead to a conflict of interest, either for yourself or for others, between the obligations as an independent custody visitor and your effectiveness in your professional life or any other voluntary role being undertaken. It is important to minimise the risk that independent custody visitors might be pressed to abuse their position within the Office of the Police and Crime Commissioner.

For this reason, an application may be refused if it is believed that a conflict could take place.

Data protection

The personal information you provide in this application form will be processed in accordance with current data protection legislation for the purposes of assessing your suitability for the role. Further information can be found by clicking here

<https://www.devonandcornwall-pcc.gov.uk/privacy/>

Please read these instructions before completing this form:

- Write clearly in **black ink**. It can be handwritten or typed. This will make sure that photocopies are clear and easily read.
- Do not send a CV as it will not be considered. Make sure all the information you want to tell us is on the application form.
- Make sure you have completed all sections. If a section is not applicable, write 'N/A' clearly.
- Post your application well before the closing date.

Helpful tips

- Read through the application form and other information supplied in this pack before completing it.
- The Person Specification includes elements that will be considered during the shortlisting process. In these cases, the word **Application** is in bold, so please consider this when you complete Section 2 of the application – your Personal Statement.
- Do a rough draft first. It helps avoid mistakes and ensures your application is organised and impactful.
- After completing a draft, leave it for a while and then look at it again. This can often highlight an alternative or better approach.
- Also, ask someone else to read your draft. They may notice spelling mistakes or areas you might have missed, no matter how often you have checked it.
- Keep a copy of the completed form as if you are called for the next stage in the selection process you will find it useful.

Thank you for your interest in volunteering for the Office of the Police and Crime Commissioner.

Data Security

We will take all reasonable steps to ensure the security of your personal data. However, we must remind you that external e-mail is an insecure medium. If you choose to send the completed form to us electronically you do so at your own risk.

You may prefer to print the completed form and post it to us at the address on page 12. Please complete the email authorisation declaration below

Email authorisation declaration

The Office of the PCC handles personal data in accordance with the current Data Protection legislation. We will not send your personal data via insecure email unless we have your permission to do so.

Please confirm you are happy for personal information to be sent via insecure email to your email account.

Yes, I give consent for my details to be sent via e-mail

No, I do not give my consent

Equality Monitoring Form

The Office of the Police and Crime Commissioner is committed to promoting equality and diversity. Monitoring information is not used in any way as criteria for job selection, promotion or progression or form part of the complaints process. We would like you to complete this form to help us improve our service; monitor the effectiveness and fairness of our policies and procedures and in order to meet our statutory obligations.

Your information will be treated sensitively, kept anonymous and in accordance with the terms of data protection legislation. It will also be treated with strict confidentiality and will only be viewed by a small number of people in the HR and the Equality Unit. When producing statistics, records are accessed by reference number rather than by name to safeguard privacy. If you have any further questions about the form or the monitoring process, please contact the Office of the Police and Crime Commissioner via email opcc@devonandcornwall.pnn.police.uk

Age

- Under 16
- 16 – 25
- 26 – 35
- 36 – 45
- 46 – 55
- 56 – 65
- 65+

Ethnic Group

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, please describe:
- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/Multiple ethnic background, please describe:
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please describe:
- African

- Caribbean
- Any other Black/African/Caribbean background, please describe:
- Arab
- Any other ethnic group, please describe:

Your Religion

- No religion
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion, please describe:

Marriage and Civil Partnership

- Married
- Single
- Civil Partnership
- Divorced
- Prefer not to say

Gender

- Female
- Male
- Intersex
- Prefer not to say

Is your gender identity the same as the gender you were originally assigned at birth?

- No
- Yes
- Prefer not to say

Select the option which best describes your sexual orientation

- Bisexual
- Gay man
- Heterosexual
- Lesbian/Gay Woman
- Other
- Prefer not to say

Do you consider yourself to have a disability or long-term illness, physical or mental health condition? The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

- No
- Yes
- Prefer not to say

For office use:

- Complaints Application form Other (such as internal Human Resource process)