

Information on the ICV Scheme for applicants

Custody visiting in London

Each Police and Crime Commissioner has a legal obligation to make arrangements for a custody visiting scheme to operate in its area. In London, the Mayor's Office for Policing and Crime (MOPAC) holds overall responsibility for the scheme's management and administration. Independent custody visitors (ICVs) are volunteers from within the community and the scheme is independent of the police.

The role of ICVs and what is required

The objective of the visits is to monitor and report on the treatment and conditions of individual detainees. The objective of the scheme is to increase community confidence in the police. ICVs are escorted by a custody officer or dedicated detention officer (DDO) at all times during the visit. ICVs are not concerned with the reason the person is being detained and must maintain their independence and impartiality at all times. They cannot provide advice to any detainee and do not become involved or take sides. They are there to look, listen and report on conditions in custody at the time of their visit. One visit per month is required of ICVs.

After every visit, custody visitors fill out a report form outlining the details of the visit. The form contains all the information about the visit, including details of any problems that were resolved immediately and those that need further action. ICVs can raise issues with the police before leaving the station. Most issues are raised and dealt with locally by each panel, but should any more serious issues arise or if problems seem to be occurring across London then MOPAC may raise these directly with the MPS.

ICVs are expected to attend local panel meetings every quarter to discuss the visits they, and colleagues, have made. These meetings are attended by the police and MOPAC and provide an opportunity for face to face discussions with the police about any concerns raised on custody visits and any general custody issues.

How to apply

If you are interested in becoming a volunteer ICV please read the requirements listed below. If you feel you meet the criteria, fill out the application and monitoring information forms and send them to ICVRecruitment@mopac.london.gov.uk. If your application is successful you will be asked to attend for a short interview.

Requirements of applicants:

- You must be 18 years or over.
- For vetting purposes you must have resided in the UK for the last 3 years. Your appointment as an independent custody visitor is subject to successful clearance by the MPS Vetting Department.

Successful applicants to the scheme are given training in all aspects of an ICV's role and responsibilities, and must undertake a six-month probationary period.

ICV ROLE DESCRIPTION

1. To arrange custody visits with fellow visitors, in line with an agreed rota.
2. To keep the MOPAC coordinator and fellow custody visitors informed of any problems with scheduled custody visits.
3. To carry out custody visits to designated police stations in line with the London ICV Scheme guidelines and training.
4. To check on the health and wellbeing of detainees, their legal rights and entitlements and the conditions in which they are held with reference to PACE Code C.
5. Where appropriate consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. To discuss with the custody officer any concerns and requests arising from the visit and bring to the custody officer's attention any issues that need to be dealt with.
7. To complete the ICV visit report form, ensuring that all relevant information is recorded correctly, clearly and concisely.
8. To distribute copies of the visitor report form to the appropriate people.
9. To complete and submit expense claims in line with the London ICV Scheme guidelines.
10. To attend ICV panel meetings.
11. To attend on-going training as appropriate.
12. To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the London ICV Scheme.
13. To carry out the duties of an Independent Custody Visitor as set out in the London ICV Scheme Handbook

ICV Person Specification

Essential Criteria

1. Must be at least 18 years of age.
2. Must live, work or study in the police service area (volunteers may visit in the borough in which they live, work or study).
3. To demonstrate sufficient time and flexibility to carry out the custody visiting role.
4. To work with other visitors as part of a team to meet the London ICV Scheme's visiting programme.
5. Good communications skills, both oral and written.
6. Shows an appreciation of the different groups and communities that reflect London's diversity, and a commitment to equal opportunities.
7. To demonstrate resilience and an ability to challenge.
8. To demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process.
9. To be able to maintain confidentiality.
10. To demonstrate the ability to complete forms clearly and concisely.

Measure By:

Application

Application

Interview

Interview

Application/Interview

Interview

Interview

Interview

Interview

Application/Interview

Desirable Criteria

1. Some knowledge of independent custody visiting.
2. To demonstrate mobility in relation to undertaking visits.

Interview

Application/Training

Independent Custody Visitor Application Form

Please complete electronically.

1. PERSONAL DETAILS

Title	
First Name(s)	
Last Name	
Permanent Home Address	
Postcode	
Telephone number	
Mobile number	
Email Address	
In which London boroughs do you live, work or study?	
How did you find out about this opportunity?	

2. ELIGIBILITY

Please indicate either yes or no for the following eligibility criteria.

	Yes	No
Are you 18 years old or over?		
Have you lived in the UK for the last 3 years?		
Are you entitled to work in the UK?		
Are you able to commit to making at least one custody visit per month?		
Are you able to attend quarterly panel meetings (usually for one hour on weekday evenings) with other volunteers and the police?		
Do you have access to the internet at home?		
Are you comfortable sending and receiving emails?		

Please note that if you answer no to any of the above questions you might not be eligible to become a custody visitor.

3. EMPLOYMENT AND VOLUNTEERING HISTORY

		Yes	No
Are you a:	Serving Magistrate?		
	Serving or retired Police Officer, member of Police Staff or a Special Constable?		
	Metropolitan Police Service Volunteer?		
Are you involved in any other type of criminal justice work that could create a conflict of interest?			

Please note that if you answer yes to any of the above questions you might not be eligible to become a custody visitor.

Employment status	
Job Title (If applicable)	
Employer (If applicable)	

Do you have any voluntary work experience? If yes, please give details below.

4. PERSONAL STATEMENT

Having read about the role of Independent Custody Visitors, what skills, experience and qualities could you bring to this volunteer position? In particular, please consider issues of reliability, confidentiality and communication skills. (Max 400 words)

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5. REFERENCES

Please give details of two people who have agreed to support your application, one of which should be your current or most recent employer. If you have not been employed you can provide a personal reference but they should not be related to you.

Reference 1	Reference 2
Referee name:	Referee name:
Job title (if applicable):	Job title (if applicable):
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
How do you know them?:	How do you know them?:

6. CONVICTIONS

This volunteering position involves working with vulnerable adults and juveniles and is a position of trust; it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must disclose any cautions, bind-overs, reprimands, final warnings and convictions, including 'spent' convictions.

	Yes	No
Have you ever received, or do you currently have pending, a caution, bind-over, reprimand, final warning or conviction?		

If yes, please give details

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Please note that volunteers applying to become Independent Custody Visitors are required to undergo security checks which are carried out by the Metropolitan Police Service. MOPAC will not be able to appoint any individual who fails that vetting process.

7. DISABILITY AND HEALTH

In order to attend an interview or perform the duties of an independent custody visitor, do you require any reasonable adjustments to be made due to a disability or health condition?

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8. DECLARATION

I confirm that the information I have provided is accurate to the best of my knowledge and belief. Any false information, relevant omission or misleading statements may disqualify me from volunteering or result in my dismissal if appointed.

Signature of applicantDate.....

WHAT TO DO NOW

After completing the Application Form and signing it, and completing the Monitoring Information Form, send the forms to icvrecruitment@mopac.london.gov.uk or the following freepost address: ICV Team, MOPAC, FREEPOST, LON15799, City Hall, The Queen's Walk, London SE1 2BR

Thank you for completing and returning these forms.

All applications will be assessed according to the criteria outlined in the Information Pack which accompanies this application form. Applications for voluntary appointment are made on the understanding that MOPAC has the right to reject any applicant without giving a reason.

Personal data supplied on this Application Form will be held and processed by the MOPAC in accordance with the Data Protection Act.

Monitoring Information Form

Please note - completion of all or any parts of this form are optional and information is for statistical use only. It is not used for the purposes of selection. This section of the form is detached upon receipt.

To help us monitor our advertising policy, please say where you saw this post advertised

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What is your gender? (Please tick appropriate box)

Male Female Trans Male Trans Female
Other (please specify)

What is your sexuality? (Please tick appropriate box)

Bisexual Gay Heterosexual Lesbian

What is your age group (Please circle appropriate)?

Under 20 20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+

Would you describe yourself as having a disability? (Please tick appropriate box)

Yes No

Under the Disability Discrimination Act 1995, a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities such as those involving mobility, manual dexterity, physical co-ordination, speech, hearing, eyesight or communication, or a permanent condition which is controlled by medication, e.g. diabetes, epilepsy.

What is your faith/religion? (Please tick appropriate box)

Buddhism Christian Hinduism
Islam Judaism Sikhism
No religion Other (please specify)

What is your ethnic group?

A. Asian or Asian British

Bangladeshi Indian Pakistani Other (please specify)

B. Black or Black British

African Caribbean Other (please specify)

C. Chinese or other

Chinese Other (please specify)

D. Mixed

White and Black African White and Black Caribbean White and Asian
Other (please specify).....

E. White

British Irish Other (please specify)