



**Lincolnshire**  
**POLICE & CRIME COMMISSIONER**  

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**SAFER TOGETHER**

**INDEPENDENT CUSTODY VISITING SCHEME**  
**MEMORANDUM OF UNDERSTANDING**

**I (print name) \_\_\_\_\_ as a volunteer member of the Lincolnshire Independent Custody Visiting Scheme (LICVS) do undertake to:**

1. maintain a high standard of personal conduct, integrity and appearance;
2. arrange custody visits with follow Independent Custody Visitors (ICVs), in line with the agreed quarterly roster;
3. keep the Office of the Police and Crime Commissioner (OPCC) and fellow Panel members informed of any problems with attending rostered visits;
4. carry out custody visits with my allotted partner and never on my own;
5. undertake custody visits in line with the LICVS Handbook and training;
6. check on the conditions in which detained persons are kept, their health and wellbeing 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 detained person's custody record to clarify and check any concerns raised by the detainee;
8. discuss with the Escorting officer any concerns and/or requests arising from a custody visit and to bring to their attention any issues that need to be dealt with;
9. complete the ICV report form, ensuring that 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 LICVS Handbook or as instructed by the OPCC;

## Appendix 1

13. complete 'bite sized' training packages and attend local/regional refresher/advanced training sessions (where possible);
14. attend local/joint Panel meetings (where possible);
15. carry out the duties of an ICV with regard to the health and safety requirements of the LICVS;
16. maintain effective working relationships with police custody personnel as set out in the LICVS Handbook;
17. keep my identity card safe and only use it for custody visiting purposes;
18. participate fully in my periodic review/appraisal;
19. inform the Scheme Manager of any change in circumstance that may impact on my role as an ICV;
20. inform the OPCC when withdrawing from the role, returning my identity card and any other relevant documentation.

### **In return the OPCC shall:**

1. ensure ICVs are fully supported in the performance of their role;
2. keep ICVs up to date with Home Office/Independent Custody Visiting Association (ICVA) guidance and best practice;
3. inform ICVs of developments in 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;
5. provide visiting rosters, updating contact details, as necessary;
6. provide 'bite sized' training packages and deliver local/regional refresher/advanced training sessions;
7. provide detailed guidance and materials in the form of a LICVS Handbook;
8. process expense claims submitted by ICVs in a timely and efficient manner;
9. take forward any complaints made by or against ICVs in accordance with the LICVS Handbook;
10. take forward the removal of any ICV in accordance with the LICVS Handbook;
11. provide newly appointed ICVs with identification cards and badges;

Appendix 1

12. provide an opportunity for ICVs to meet with each other and the Scheme Manager/Deputy Manager to discuss any issues they may wish to raise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_