

## Independent Custody Visitor Application Form

First Name:

Last Name:

WHEN COMPLETED PLEASE RETURN THIS FORM to -  
**THE POLICE AND CRIME COMMISSIONER'S OFFICE**  
Harpenden Police Station  
15 Vaughan Road  
Harpenden, Hertfordshire  
AL5 4GZ

Or by email to [pccadmin@herts.pcc.pnn.gov.uk](mailto:pccadmin@herts.pcc.pnn.gov.uk)

Please complete this form in **clear and legible writing** throughout.

## Section 1 Personal Information

<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>	
<b>Surname / Last name</b>	
<b>First Name</b>	
<b>Place of Birth</b>	
<b>Date of Birth</b>	
<b>Permanent Home address</b>	
<b>Postcode</b>	
<b>Have you been a UK resident for at least 3 years?</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	

## Section 2 Other Information

<p><b>1. Do you suffer from any medical condition which may affect your ability to carry out the duties of a volunteer? YES / NO</b> <i>(If yes please give details below, this will not necessarily affect your application)</i></p>
<p><b>2. Do you hold a current driving licence? YES / NO</b></p>
<p><b>3. What is your current occupation? What is the name of your Employer?</b> <i>(If retired, please give details below of your previous occupation)</i></p>
<p><b>4. Please provide one personal referee and one professional referee (current employer or, if retired, previous employer during the last 12 months). Request for references will not be made until successful appointment following an interview.</b></p> <p><b>1. Name of Referee</b> Relationship Email Address Contact Number</p> <p><b>2. Name of Referee</b> Relationship Email Address Contact Number</p>
<p><b>5. Are there any dates that you would not be available for an interview? YES/NO</b> <i>(If yes please give dates you are not available)</i></p>
<p><b>6. Are you able to attend custody suites at any time of the week including evenings and weekends? YES/NO</b></p>
<p><b>7. Are you aware there is a requirement to undertake training and vetting to fulfil the role and are you prepared to do this? YES/NO</b></p>
<p><b>8. Volunteers using their own vehicle to attend visits etc. are required to ensure that they have the correct insurance provision for that vehicle and to be covered for their volunteering role as appropriate. Are you prepared to arrange this? YES/NO</b></p>

**9. Please provide two next of kin (NoK) contacts should we need to contact them on your behalf.**

1. Name of NoK  
Relationship  
Telephone Number
  
2. Name of NoK  
Relationship  
Telephone Number

**10. Are you or have you been:**

<b>A Serving Magistrate/JP?</b>	<b>YES/NO</b>
<b>A Police Officer or Member of Police Staff?</b>	<b>YES/NO</b>
<b>A Police Community Support Officer (PCSO)?</b>	<b>YES/NO</b>
<b>Involved in any other Criminal Justice Work?</b>	<b>YES/NO</b>

*(If Yes to any of the above please specify details below and state if paid or voluntary work)*

***Please note that if you answer yes to any of the above questions you may not be eligible to become a volunteer.***

- 11. Have you ever been cautioned or convicted of any criminal offence or are you currently the subject of any police investigation or prosecution? You must declare all cautions or convictions. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 the provisions of the Rehabilitation of Offenders Act 1974 do not apply to this application.**
- YES/NO**

*If yes, please give details below. The completion of this question and provision of this information is a requirement in all applications but may not necessarily affect your application or disqualify you from becoming a Volunteer. Criminal offences include Traffic matters (except parking).*

**12. Are you or any relative or associate a member of any extremist group. 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**

*NB The above applies equally to both present and past association with these groups.*

*(If Yes to any of the above please specify details below)*

### Section 3 Volunteer Specifics

**1. Are you currently or have you ever been a volunteer?**  
*(If yes please give details below)*

**YES/NO**

**What is/was your role?**

**What have you learnt from the volunteer experience?**

**How long have you been/were you a volunteer?**

**2. Why do you wish to be an Independent Custody Visitor?**

**3. What interests you about the Independent Custody Volunteer role compared to other Volunteer roles?**

**4. How did you learn about this Independent Custody Visiting Opportunity?**

## **Section 4 Skills and Competencies**

**1. Having read the role profile relating to this application form, what skills, experience and qualities do you feel you would bring if you were appointed?**  
*(Please refer to any other voluntary work, interests or hobbies in which you have been involved)*

## Section 5 Declaration

I have read the information supplied to me concerning the duties and responsibilities of being a Volunteer and would be prepared, if my application is accepted to:

- Undergo the vetting process to enable the necessary checks to be completed
- Attend training sessions as necessary
- Complete the appropriate undertaking in respect of confidentiality

I declare that the information I have provided is accurate and correct to the best of my knowledge.

Signed:

Date:

*NB. The Hertfordshire Police and Crime Commissioner's Office reserves the right not to disclose the reason for refusals as it may compromise the confidentiality of sensitive information or breach legislation.*