

Custody Record Review

Question sets for ICVs

August 2024



This document takes you through some of the questions that ICVs can answer when viewing a custody record, either as part of their role as an ICV, or as part of a scrutiny panel. ICVs may also wish to watch the 'Custody Record Reviewing' bitesize training module, which they can access [here](#).

This list of questions is detailed but not exhaustive and there may be other things that ICVs would like to note or comment on but provides a useful basis of the kind of questions to use when reviewing a record.

ICVA advises that when custody record reviews are undertaken, those areas in bold on the list above are completed for all detainees, with the other subsets of questions being used when appropriate for the specific detainee. Not all parts of the document will be applicable to all to detainees.

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General information

Month of reporting	<i>Please write</i>
Arrest date	<i>Please write</i>
ICV name	<i>Please write</i>
Custody record number	<i>Please write</i>
Custody suite	<i>Please write</i>

Basic information

Gender	(Delete as needed) Male Female Trans/nonbinary
Ethnicity (this should be the detainee's self-defined ethnicity where recorded)	<i>Please write</i>
Disposal type	(Delete as needed) Sectioned Police bail with conditions Charge and remand Charge and unconditional bail Recall to prison Charge and RUI Adult simple caution Refused charge Adult community resolution Immigration disposal Released without charge Charge and bailed to court No detail found in record
Time arrived in custody suite	<i>Please write</i>
Time of authorised detention	<i>Please write</i>
Time lapsed from arrival to detention authorised	<i>Please write</i>
Is there any rationale for a delay in being booked in?	<i>Please write a summary of the rationale or state 'no'</i>
What was the <u>total</u> time in detention?	<i>Please write</i>

Detainee rights and entitlements

[Bitesize training](#)

Was the detainee given rights - either at booking in or later (if necessary, with AA or interpreter present, or format to facilitate understanding such as large print, braille, easy read.)	(Delete as needed) Yes No NA No detail found in record
Was there a delay in the detainee receiving their rights and entitlements (e.g. with an AA or interpreter present) of more than an hour?	(Delete as needed) Yes No NA No detail found in record

(If there was a delay) Is this due to the detainee being aggressive/intoxicated whilst being booked in?	(Delete as needed) Yes No NA No detail found in record
Time from authorised detention to first interview	<i>Please write</i>
If there was a lengthy delay before the interview, was there any rationale available?	<i>Please write a summary of the rationale or state 'no'</i>
Did the detainee see or speak to a solicitor?	(Delete as needed) Yes No NA No detail found in record
How long after authorised detention did the detainee request a solicitor?	<i>Please write</i>
How long after authorised detention was contact between the police the solicitor first recorded?	<i>Please write</i>
How long after authorised detention was contact between the detainee the solicitor first recorded?	<i>Please write</i>
If there was a lengthy delay in seeing solicitor, was there any rationale available?	<i>Please write a summary of the rationale or state 'no'</i>
Were showers and exercise offered to the detainee?	(Delete as needed) Yes No NA No detail found in record
Were any distraction or in cell activities offered to the detainee?	(Delete as needed) Yes No NA No detail found in record

Needs when booking in

Bitesize training

Were religious requirements catered for?	(Delete as needed) Yes No NA No detail found in record
Were dietary requirements catered for?	(Delete as needed) Yes No NA No detail found in record
Was the detainee instructed in the use of the cell call bell?	(Delete as needed) Yes No NA No detail found in record
Was the detainee made aware that the toilet is pixelated?	(Delete as needed) Yes No NA No detail found in record
Was the detainee asked if they have any caring responsibilities?	(Delete as needed) Yes No NA No detail found in record
If yes, have arrangements been made whilst the detainee is in custody?	(Delete as needed) Yes No NA No detail found in record
Was the detainee asked if they have any disabilities?	(Delete as needed) Yes No NA No detail found in record
If yes, have arrangements been made to accommodate detainee needs whilst in custody?	(Delete as needed) Yes No NA No detail found in record

Strip search

Briefing

Was a strip search authorised for concealed items (PACE section 54 (1) (6))?	(Delete as needed) Yes No NA No detail found in record
Is there any rationale as to why a strip search was deemed appropriate?	(Delete as needed) Yes No NA No detail found in record
Was an AA required to attend for the search to take place (if the detainee is a child or vulnerable adult)?	(Delete as needed) Yes No NA No detail found in record
Did the wait for AA to attend delay the search?	(Delete as needed) Yes No NA No detail found in record
If so, how long was the wait for the AA to arrive and for the search take place?	<i>Please write</i>
How was the detainee managed whilst the AA was awaited?	(Delete as needed) Constant/enhanced observations Handcuffs Other (<i>please write</i>) No detail found in record
Were the officers conducting the search of the same gender as the detainee?	(Delete as needed) Yes No NA No detail found in record
Was the search conducted with dignity afforded to the detainee?	(Delete as needed) Yes No NA No detail found in record
Were any concealed items located as a result of the search?	(Delete as needed) Yes No NA No detail found in record

Strip search for welfare purposes

Anti-rip Scrutiny Questions

Were shoelaces/cords removed? If so, was this recorded and risk assessed?	(Delete as needed) Yes No NA No detail found in record
Were shoes removed? If so, was this recorded and risk assessed?	(Delete as needed) Yes No NA No detail found in record
Was clothing removed (PACE section 54 (3) (4))?	(Delete as needed) Yes No NA No detail found in record
If yes, was clothing removed by force?	(Delete as needed) Yes No NA No detail found in record
Is there any rationale as to why clothing was removed?	(Delete as needed) Yes No NA No detail found in record
Was anti-rip clothing provided?	(Delete as needed) Yes No NA No detail found in record
Is there any rationale as to why anti-rip clothing was provided?	(Delete as needed) Yes No NA No detail found in record
If clothing was removed, were there continuing risk assessments with consideration of returning detainees own clothes if risk reduced?	(Delete as needed) Yes No NA No detail found in record

Observation and Reviews

Bitesize training

Was there an adequate risk assessment and rationale recorded to explain the decision?	Yes No NA No details found in record
Was an observation level set, (taking all risks into account and the rationale recorded to explain the decision)?	(Delete as needed) Yes No NA No detail found in record
What level was set? This may be: Level 1 'General' every 30 minutes Level 2 'Intermittent' every 15 minutes Level 3 'Constant' constant observation and accessible at all times Level 4 'Close Proximity' physically supervised in close proximity	(Delete as needed) Level one Level two Level three Level four No level found in record
Was the observation level adhered to?	(Delete as needed) Yes No NA No detail found in record
Was the detainee on rousals?	(Delete as needed) Yes No NA No detail found in record
Was this adhered to? (Including the 4Rs)	(Delete as needed) Yes No NA No detail found in record
Were Inspectors reviews undertaken on time (6 hours after authorised detention and every 9 hours thereafter)	(Delete as needed) Yes No NA No detail found in record
Were any of the reviews 'sleeping reviews'?	(Delete as needed) Yes No NA No detail found in record

Is there a record of the detainee being informed of the sleeping review as soon as practicable once awake?	(Delete as needed) Yes No NA No detail found in record
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Vulnerability

Bitesize training

Was the detainee given access to the Liaison and Diversion Team?	(Delete as needed) Yes No NA No detail found in record
Is there any evidence of contact with the L&D Team and/or Mental Health Team/ or reasons provided for no contact?	<i>Please write a summary of evidence of contact / reasons for no contact or state 'no evidence provided'</i>
Was the detainee only held during unsociable hours (between 7pm and 7am)?	(Delete as needed) Yes No
If detainee only held between 7pm and 7am, were any out of hours services contacted?	<i>Please write</i>

Medical Needs

Did the Force identify that a healthcare professional assessment was necessary?	(Delete as needed) Yes No NA No detail found in record
Did the detainee request to see a healthcare professional during their time in custody?	(Delete as needed) Yes No NA No detail found in record
If yes to either of the questions above, please note how long it took from request to the detainee seeing the healthcare professional.	<i>Please write</i>

Appropriate Adults (AA)

Briefing

Did the Force identify that an AA was necessary?	(Delete as needed) Yes No NA No detail found in record
(If no) Was there any rationale as to why an AA was not provided?	<i>Please write a summary of the rationale or state 'no'</i>
Was the nominated person /AA contacted?	(Delete as needed) Yes No NA No detail found in record
If Nominated Person /AA not contacted was a reason recorded?	(Delete as needed) Yes No NA No detail found in record
How long after arrest was first contact between the police and the AA recorded?	<i>Please write</i>
How long after arrest was first contact between the detainee and the AA recorded?	<i>Please write</i>
Was there any rationale available for a delay in AA's arrival?	<i>Please write a summary of the rationale or state 'no'</i>
Did this wait increase the amount of time detained?	<i>Please write</i>

Interpreter Services

Did the Force identify that an interpreter was necessary?	(Delete as needed) Yes No NA No detail found in record
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Was there a delay in interpreter services being provided?	(Delete as needed) Yes No NA No detail found in record
If yes, was a rationale for the delay recorded in the custody record?	(Delete as needed) Yes No NA No detail found in record

Use of Force

Bitesize training

Where force is used, does the record contain details of de-escalation efforts prior to the use of force?	(Delete as needed) Yes No NA No detail found in record
Does the record reflect that the force used was the minimum that could have been used in the circumstances?	(Delete as needed) Yes No NA No detail found in record
Does the use of force seem appropriately justified in the record?	(Delete as needed) Yes No NA No detail found in record
Does the force used appear to be proportionate to the risk posed?	(Delete as needed) Yes No NA No detail found in record
Where mechanical restraints were used (handcuffs, leg restraints, spit hoods etc.) was the use of these reviewed and items removed as soon as practicable?	(Delete as needed) Yes No NA No detail found in record
Where force has been used for the purposes of clothing removal, has detainee dignity been maintained in as much as possible?	(Delete as needed) Yes No NA No detail found in record

Children

Bitesize training

Was the detainee a child?	(Delete as needed) Yes No
Age (round down)	<i>Please write</i>
Was the child booked in separately from adult detainees?	(Delete as needed) Yes No NA No detail found in record
Was the child allocated a junior detention room?	(Delete as needed) Yes No NA No detail found in record
Was there any rationale as to why the child did not receive a junior detention cell?	<i>Please write a summary of the rationale or state 'no'</i>
Was the child given any individualised treatment? (food, distraction items, visitors etc).	(Delete as needed) Yes No NA No detail found in record
Was the child charged?	(Delete as needed) Yes No NA No detail found in record
How long after authorised detention to charge?	<i>Please write</i>
Was the child detained overnight?	(Delete as needed) Yes No NA No detail found in record
(If yes) Was there any rationale available for keeping the child overnight?	<i>Please write a summary of the rationale or state 'no'</i>

Was an alternative care setting sought?	(Delete as needed) Yes No NA No detail found in record
(If no) Was there an explanation as to why not?	<i>Please write a summary of the explanation or state 'no'</i>
If alternative had been sought, how long did it take for the transfer to take place?	<i>Please write</i>
If alternative had been sought but transfer did not take place was a reason given as to why?	(Delete as needed) Yes No NA No detail found in record
Provide brief detail about why transfer did not take place	<i>Please write</i>

Mental health

[Bitesize training](#)

Is this a record being analysed because of a mental health flag / issue?	(Delete as needed) Yes No
Overview of mental ill health	<i>Please write</i>
Detained under PACE or S 136?	(Delete as needed) PACE S136 Other Both NA
How long after detention authorised was the MH Assessment requested?	<i>Please write</i>
How soon after the request did the formal assessment take place?	<i>Please write</i>
Was there a fitness for interview assessment?	(Delete as needed) Yes No NA No detail found in record

Did the Mental Health Assessment deem it necessary for the detainee to be moved?	(Delete as needed) Yes No NA No detail found in record
Was an alternative bed found?	(Delete as needed) Yes No NA No detail found in record
(If transfer occurred) How long after the Mental Health Assessment until transfer?	<i>Please write</i>
(If transfer occurred) Did this wait increase the amount of time detained?	(Delete as needed) Yes No NA No detail found in record
If the transfer did not take place was a reason given?	(Delete as needed) Yes No NA No detail found in record
Please provide brief detail if transfer did not take place.	<i>Please write</i>

Women and girls

[Bitesize training](#)

Was a female officer assigned for the detainee on booking in?	(Delete as needed) Yes No NA No detail found in record
If this is not in place, is there any rationale why is no female officer is assigned?	<i>Please write a summary of the rationale or state 'no'</i>
Were menstrual products offered to the detainee as soon as practicable?	(Delete as needed) Yes No NA No detail found in record

Were menstrual products proactively offered throughout the detainee’s time in custody?	(Delete as needed) Yes No NA No detail found in record
Was the detainee informed that they would be offered replacement products throughout custody free of charge?	(Delete as needed) Yes No NA No detail found in record
If the detainee is 40 or over, have they been offered an opportunity to speak to healthcare about perimenopause and menopause symptoms?	(Delete as needed) Yes No NA No detail found in record
If yes, has a care plan been produced?	(Delete as needed) Yes No NA No detail found in record
Has the detainee been given all of the arrangements detailed in the care plan?	(Delete as needed) Yes No NA No detail found in record
Did the detainee have contact with the assigned female officer during their time in custody?	(Delete as needed) Yes No NA No detail found in record
If the detainee was in custody during handover, was a new female officer assigned and introduced to the detainee?	(Delete as needed) Yes No NA No detail found in record

Immigration Detainees¹

Briefing

What powers was the detainee held under?	(Delete as needed) Immigration PACE Immigration and PACE No detail found in record
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¹ Please note, if detainees were held solely on immigration grounds, they are only entitled to the rights outlined in sections 8 and 9 in PACE.

Were immigration officers called?	(Delete as needed) Yes No NA No detail found in record
Was there a delay in the arrival of immigration officers?	<i>Please write and record the length of delay</i>
Was the detainee offered showers, food to suit dietary needs, fresh air, additional blankets?	(Delete as needed) Yes No NA No detail found in record
Was an IS91 served to the detainee?	(Delete as needed) Yes No NA No detail found in record
How long after the IS91 was served did it take to transfer the detainee?	<i>Please write and record the length of time waiting for transfer to immigration detention</i>
Did the police remind the detainee of their right to speak to a consulate/embassy?	(Delete as needed) Yes No NA No detail found in record

Pre-Release

Is there a full pre-release risk assessment included in the custody record?	(Delete as needed) Yes No NA No detail found in record
Has signposting/ongoing support been offered to the detainee for substance misuse, housing etc?	(Delete as needed) Yes No NA No detail found in record
Has the detainee been given the appropriate support for release such as mental health support for those at risk of post custody suicide?	(Delete as needed) Yes No NA No detail found in record
Has consideration been given to the detainee's vulnerability and journey home?	

If yes, were effective arrangements put in place?	(Delete as needed) Yes No NA No detail found in record
Was the detainee offered alternative clothing for release if needed/appropriate?	(Delete as needed) Yes No NA No detail found in record
If the detainee was being transferred to a court/prison, was the PERS completed?	(Delete as needed) Yes No NA No detail found in record
Did the PERS contain all of the information that was pertinent from the custody record?	(Delete as needed) Yes No NA No detail found in record

Overall

Please use this space to record overall comments regarding the quality of the custody record:

- Does the custody record give a full story of how the detainee was treated in custody?
- Overall, do you have any concerns with the quality of the custody record?
- If this was the record of a member of your family or a friend, would you be satisfied about the treatment they have received?
- Are there areas of good practice recorded to share with the scheme/force?