

## **Office of Police and Crime Commissioner**

### **Ethics and Transparency Panel (ETP)** **Custody Record Reviews**

#### **PROCEDURE**

- Dip-sampling of Custody Record Reviews to be carried out a minimum of four weeks in advance of an Ethics and Transparency Panel Meeting being scheduled to take place.
- Mandatory training must be completed by all members undertaking Custody Records dip-sampling.
- Dip-sampling to take place in-person at Force Headquarters in a suitable meeting room. Refreshments will be provided for Panel members and car parking will be available and spaces will be reserved, where possible, ahead of the dip-sampling session
- All dip-sampling to be planned in advance and to take place at an agreed date and at a time that suits all attendees. A schedule of dates to be shared with Lead Members in advance. OPCC to assist with administration of dip-sampling i.e. room bookings, car parking, refreshments and checking for supervisor's availability on the day of dip-sampling
- Evaluation & Scrutiny Officer and/or Independent Custody Visiting (ICV) Manager to present during the dip-sample session. If neither are available, an alternative OPCC representative to be present.
- A minimum of 2 ETP members (one being either the Chair or Deputy Chair) will be required for the dip-sampling of custody records to take place.

#### **PROCESS**

##### ***Six weeks before Dip-Sampling Session***

1. OPCC Performance Analyst to produce a spreadsheet with a list of randomised Niche reference numbers relating to Custody Records (no personal data to be included).
2. Spreadsheet with randomised Niche reference numbers to be sent to Lead Members, or the Chair in the Lead Members' absence for selection.
3. Lead Member, or Chair in Lead Member's absence, to select 4 Niche reference numbers each and send back to OPCC Representative via email.

##### ***Four weeks before Dip-Sampling Session***

4. OPCC Representative to ensure that a suitable room has been arranged for the Custody Record Reviews to ensure that dip-sampling will be taking place in a secure and confidential environment, especially in the event that records have not been redacted.
5. OPCC Representative to collate and prepare Custody Record Reviews to be dip-sampled, including any redaction and preparation of materials/feedback forms.

##### ***Day of Dip-Sampling Session***

6. ETP members to attend Force Headquarters to undertake the review of Custody Records under the supervision of the Evaluation and Scrutiny Officer and/or the ICV Manager or any other OPCC Representative in their absence.
7. ETP members to review Custody Records and complete the Feedback Form with any comments and recommendations (Appendix 1). Completion of the Feedback Form by members undertaking reviews is mandatory before being sent back to OPCC Representative.

##### ***Post Dip-Sampling Session***

8. Once received from the Lead Member, the Feedback Form is to be sent to Force for comment.
9. Once Force's comments received, the Feedback Form is to be collated as part of the meeting papers in advance of the next Ethics and Transparency Panel meeting.
10. Panel members to write to the PCC/DPCC with any recommendations and feedback to be noted for inclusion in the ETP Annual Report.