**CJJI police custody inspections**

Force logistics & information request

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| September 2022 |
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# **Introduction**

HMI Constabulary and Fire & Rescue Services (HMICFRS) and the Care Quality Commission (CQC), have now announced the inspection of your police force’s custody services.

The inspection will take place over two weeks, including some activity during the intervening weekend, and consist of a variety of evidence gathering activities including case audits, interviews, focus groups and check and observation visits to custody suites. At the conclusion of the inspection team’s fieldwork an initial ‘hot debrief’, providing your senior leadership team with early insight into the early (provisional) findings, will take place at a mutually convenient time arranged in liaison with the HMICFRS lead (see below).

Our assessments will be made against the standards set out within our *Expectations* for police custody[[1]](#footnote-1).

Below is a list of all the team’s information and logistical support needs and the associated timescales for our requirements to be met. (***NB:*** *A template setting out the team’s data requirements will be submitted separately*.)

Should you have any questions about any aspect of this document, please contact one of the following:

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**Logistics** – *please discuss and agree the time/date/method for this information to be provided with the HMICFRS lead inspector*

To facilitate and support the smooth running of our inspection, please provide the following information by the time/data set out above:

|  |  |  |
| --- | --- | --- |
| **a** | Confirmation of all force custody suite/facility addresses, including any non-designated (contingency/back up) sites.  *Please include any custody facilities located at football stadia in the force area which are used to hold people prior to transfer into mainstream custody\*.*  *\*Where applicable, please provide details of their use within last 12 month period.*  **NB: Please confirm if parking is available for our use (up to 2 spaces) at each of your custody suites. If not, please provide details of the nearest alternative car parking facilities.** |  |
| **b** | Telephone numbers for each custody suite and hours of ‘front desk’ opening (*if applicable*) |  |
| **c** | Shift patterns (*all custody suites*) |  |
| **d** | Details of named SPoC to facilitate access to CCTV footage on request (*see ‘case files’ below*) |  |
| **e** | Details of Healthcare provider – main and local contacts |  |
| **f** | Details of Mental Health provider – main and local contacts |  |
| **g** | Contact details for local Substance Misuse providers |  |
| **h** | Name and contact details for Force leads in:   * 1. Health contract monitoring   2. Substance Misuse   3. Mental Health |  |
| **i** | Contact number for the Force Incident Manager / Force Control Room Manager on duty during weekend following inspection announcement (*to assist with Inspectors’ out-of-hours site access requirements*) |  |
| **j** | Named force SPoC(s) and contact details for:   * Children and vulnerable adults in custody * AA provision |  |

**Force details**

The information below will appear as a fact page at the beginning of our inspection report. Please could you complete the details as set out so we accurately reflect the position for your force.

|  |  |
| --- | --- |
| **FORCE** |  |
| **CHIEF CONSTABLE** |  |
| **POLICE & CRIME COMMISSIONER** |  |
| **GEOGRAPHICAL AREA** |  |
| **DATE OF LAST POLICE CUSTODY INSPECTION** |  |
| **CUSTODY SUITES (LIST)** |  |
| **CELL CAPACITY** |  |
| **ANNUAL CUSTODY THROUGHPUT** |  |
| **CUSTODY STAFFING (TOTAL)** |  |
| **HEALTHCARE PROVIDER** |  |

**Review of custody records**  – *please discuss and agree the time/date/method for this information to be provided with the HMICFRS lead inspector*

The inspection team will be conducting audits of some of the force’s recent case files on different themes. It will also carry out an analysis of custody records drawn from the week before the inspection. .

This will require access to several force IT terminals/lap tops. The arrangements on how records are reviewed are to be agreed between the force and the inspection lead.

For the themed case audits please provide the custody reference numbers (including dates of arrest/occurrence and detainee’s gender) for the following cases **[[2]](#footnote-2)** arising within the last 12 months within the following themes:

* **Last 30 detainees arrested where alcohol and/or drugs was a factor**: -
* *Relevant offences include Affray, Public Order, Drunk and Disorderly, Drunk and Incapable, etc.*
* **Last 20 children (-u18) detained in custody and the last five cases where bail has been refused and the child remanded**
* **Last 20 detainees detained in police custody under section 135/6 and/or section 2 of the Mental Health Act 1983**
* **Last six months’ data on Use of Force incidents in custody** (*Copies of associated Use of Force forms to be made available to the inspection team on request)*

For the analysis of custody records please provide :

* Full details (*reference numbers, detainee details, offence type etc*) of all force custody suite throughput - first period of detention - for the previous week (*Monday – Sunday inclusive*). *This should include all non-PACE arrests e.g. breach of warrant*
* ***NB****: This data should not include the following:*
  + *Voluntary attendees*
  + *Those answering bail*
  + *Those whose detention was refused*
  + *Duplicate records of those persons arrested for multiple offences*

**Custody data**

In due course you will receive a separate data pack template setting out all data that the force is required to provide, and by when.

**Force policies, documents & other information** – *please discuss and agree the time/date/method for this information to be provided with the HMICFRS lead inspector*

This document request is an important part of the inspection process and allows us to develop our knowledge and understanding of your police force’s custody arrangements as part of our evidence gathering process. Below sets out a list of the policy and other force documents that we would like to review from each force we inspect.

Please only provide the documents set out on the list or those documents which best reflect the description provided. If required, please set out in the final column of the document table a brief explanation to help us better understand any local context. Please discuss any questions or concerns you may have about this with the HMICFRS inspection lead.

| **#** | **Document** | **Context/reason required** | **Force comments** |
| --- | --- | --- | --- |
| **1** | **Force custody policy**  *(NB: if your force does not have a specific policy and relies on APP instead, please state this* | To assess the force’s custody policy framework. |  |
| **2** | **Force definition of vulnerability** | To assess the force’s understanding of vulnerability. |  |
| **3** | **Vulnerable detainee policy** (*if not in the force custody policy*) | To assess whether the force has specific plans in place to manage vulnerable detainees. |  |
| **4** | **Safeguarding policy**  (*if not in the force custody policy*) | To assess the force’s policy on safeguarding vulnerable adults and children in relation to custody. |  |
| **5** | **Use of Force policy (and any Taser policy**  (*if not in the force custody policy*) | To assess the force’s approach to use of force and how this applies to custody. |  |
| **6** | **Complaints (in custody) policy**  *(If not in the force custody policy*) | To understand whether the force has specific arrangements for taking and dealing with complaints from detainees, and how well embedded these are. |  |
| **7** | **Custody complaints data** – *last six months* | To assess whether there are trends in detainees’ concerns, and how/when these matters have been resolved. |  |
| **8a** | **Health & safety policy** (in relation to custody) | To assess the force’s health and safety governance in custody. |  |
| **8b** | **Custody cell call bell logs** (per custody suite) – *last four weeks* | To assess the custody staff response to detainees’ calls for assistance at each of the force’s custody facilities. |  |
| **9** | **Health provision policies**, including:   * *Medication administration* * *Managing medical emergencies* * *Referrals to Healthcare professionals* * *Emergency response equipment* | To assess the force’s policy framework for healthcare delivery in custody. |  |
| **10a** | **Equality, Diversity & Inclusion (EDI) policy** | To assess how the force’s EDI framework specifically applies to custody and the management of detainees. |  |
| **10b** | **Equality, Diversity & Inclusion (EDI) action plan** |  |
| **10c** | **Annual Equality Monitoring Report** *-(custody operations)* |  |
| **11** | **Local Authority joint protocol(s)** - *in relation to custody* | To assess what formal agreements are in place governing how the force works in partnership with other agencies and authorities. |  |
| **12a** | **Summary of all training delivered to custody sergeants and detention officers (or equivalents)** - *within last 12 months* | To assess what professional development custody staff have received in the last year. |  |
| **12b** | **Statistics detailing the take up and compliance by custody staff with Officer Safety Training (OST) annual requirements** *(last 12 months)*. | To assess what OST custody staff have received in the last year. |  |
| **13** | **Summary of scheduled training for custody sergeants / detention officers (or equivalents)** – *next six months* | To assess what professional development training custody staff are scheduled to receive in future. |  |
| **14a** | **Health provider contract monitoring partnership meeting minutes** – *last six months* | To review health contract monitoring arrangements. |  |
| **14b** | **Health provider contract monitoring data** – *last six months* | To review health contract monitoring arrangements. |  |
| **15** | **Custody management meeting minutes** - *last last three meetings*  ***(NB****: Covers quarterly, 6 weekly and monthly meetings at strategic, practitioner and user group levels)* | To assess how the force scrutinises and addresses custody performance and related issues with various management, staff and user groups. |  |
| **16** | **Custody improvement/action plan** | To assess how the forces seeks to improve custody services and assess progress made. |  |
| **17a** | **Custody performance reports to senior management team(s)** – *last three* | To assess what aspects of custody performance the force monitors, and how effectively it manages this through senior leaders. |  |
| **17b** | **Custody performance reporting to PCC –** *recent evidence of what information PCCs receive regarding the force’s custody functions (and how frequently this occurs) – last three months* | To assess what information PCC offices receive about their force’s custody performance to inform their functional governance and oversight. |  |
| **18** | **Key stakeholder partnership meeting minutes** – *last two meetings (for each)*  Includes:   * *Local authority* * *Ambulance service* * *Appropriate Adult services* * *Etc.* | To assess what work the force is doing in partnership with key partners, and how it is seeking to improve areas of importance to custody outside of direct force control. |  |
| **19** | **Substance misuse & Mental Health provider partnership meeting minutes** – *last six months* | To assess what scrutiny and collaborative working arrangements the force has with these healthcare partners. |  |
| **20** | **Learning lessons** – *examples of recent ‘best practice’ or ‘near miss’ information sharing with custody staff, such as newsletters, email or intranet bulletins, etc.* | To understand the force’s approach to learning lessons from both positive and negative experiences in custody. |  |
| **21a** | **Fire test / fire evacuation drill records** – *last six months* | To assess how regularly the force conducts fire-related safety checks in custody. |  |
| **21b** | **Confirmation of the date of the most recent fire evacuation test at each of the force’s custody suites** (*including non-operational / contingency facilities*) | To assess how recently each custody suite has conducted fire evacuation practice. |  |

**Focus groups** –  *to be facilitated for a time/date as agreed in discussion with the HMICFRS lead and inspection team*

During the second week of our inspection the team plans to hold two focus group discussions, each consisting of approximately 4 - 6 officers of the following roles/ranks:

* **PCs** (primarily response officers) – *90 mins*
* **Response sergeants** (some with custody experience if possible) – 90 mins

As these group discussions will be conducted ‘virtually’ online (or by telephone if not available), please ensure that:

* *The force’s preferred online conferencing platform (e.g. Skype, MS Teams etc) is confirmed at the earliest stage in the inspection and arrangements made for both force participants and HMICFRS inspection team members to access and use the chosen system/method*
* *The names of the selected particpants are conveyed to HMICFRS in advance for awareness on the day*
* *Wherever possible, during the meeting participants are located in a room offering some privacy to keep background noise to a minimum.*
* ***NB****: It is important that for those officers attending the groups, roles/ranks are kept distinct at all times wherever possible, even if this means the target number of attendees are not available.*

**Interviews** – *to be facilitated for a time/date as agreed in discussion with HMICFRS lead inspector*

During the inspection we will need to hold strategic interviews with each of the following local equivalents:

* **NPCC lead for custody** *(ACC level) - 90 mins approx.*
* **Strategic/operational custody lead** *(Superintendent/Chief Inspector level) – 90 mins approx.*
* **Strategic Lead for Equality and Diversity** (*and/or any specific lead in relation to custody*) - *45 mins approx.*
* **Force lead for children in custody, Appropriate Adults and safeguarding in custody -** *60 mins approx.*
* **OPCC Independent Custody Visitor (ICV) Scheme manager –** *45 mins approx.*

**Proposed interview timetable for force (Week 2)**

We have drafted a suggested timetable for you to consider but realise this will need to be subject to your availability of officers.

If you could keep the focus group activities on separate days as far as possible, and where there are two activities on a day separate them into AM and PM this would be greatly appreciated.

Our health inspectors will arrange interviews (some by telephone) directly with the health professionals as and where required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEEK 2** | **Monday** | **Tuesday** | **Wednesday** | **Monday**  ***(week 3)*** |
| **AM** | **Strategic interview** | **Strategic interview**  **Lead inspector for safeguarding, children and AAs** | **EDI & ICV interviews** | **Feedback to force** |
| **PM** | **Frontline Focus Group - *response PCs*** | **Frontline Focus Group - *response sergeants*** |  |  |

**END**

1. <https://www.justiceinspectorates.gov.uk/hmicfrs/publications/expectations-for-police-custody-june-2022/> [↑](#footnote-ref-1)
2. ***Please ensure that any information you provide in relation to detainees/data is fully redacted and GDPR compliant.*** [↑](#footnote-ref-2)