

**Conditions of entry for the Public &
Press attending a
Public Misconduct Hearing**

**The Heritage Centre
Lillie Road
SW6 1TR**



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Introduction

The Police (Conduct) (Amendment) Regulations 2015 direct that misconduct hearings and special case hearings will be held in public subject to the discretion of the person chairing or conducting the hearing to exclude any person from all or part of the hearing.

Any member of the public or press wishing to attend a misconduct hearing may do so but due to limitations on space and capacity, attendance at the hearing will be administered and booked by application through the Metropolitan Police Service internet, www.met.police.uk.

Hearings are held in accordance with the following legislation and guidance:-

The Police (Conduct) Regulations 2012
Home Office Guidance - Unsatisfactory Performance, Complaints and Misconduct Procedures

Panel Composition

The hearing will be conducted by a panel of three people. It will be chaired by a senior police officer who has had no previous dealings with the incident or with the investigation. The senior police officer, of Chief Officer (NPCC) rank, is referred to as the Panel Chair and will be joined by a police officer of superintending rank, who has also had no previous dealings with the case, and an independent lay person who has been selected from an approved list held by the Mayor's Office for Policing and Crime. As of 1st January 2016, all misconduct hearing Panel Chairs will be independent and legally qualified.

Purpose of Public Hearing

Misconduct hearings are held to present the facts of the case and allow officers to give an explanation of their conduct and the circumstances surrounding the allegation. Witnesses may also be called to be questioned. The purpose of a public hearing is to show that the Police disciplinary system is open and honest, fair and effective and that we effectively hold corrupt officers, or those that are found guilty of misconduct, accountable for their actions.

Throughout the hearing, officers are given the opportunity to speak personally or have their legal representative and/or appointed Federation friend to speak on their behalf.

The burden of proof remains with the MPS throughout and the standard of proof is the balance of probabilities, unless facts are admitted.

The hearing is conducted in two parts. The first part considers the facts of the allegation against the officer. At the end of this examination of facts, the Panel retire and decide whether the officer's conduct amounts to gross misconduct, misconduct or neither. A finding of gross misconduct means that the matter is deemed so serious that dismissal may be justified.

If it is established to the Panel's satisfaction that the officer's conduct did fail to meet the required standards, the second part of the hearing will determine the outcome. In considering the outcome, the Panel will take into account any aggravating or mitigating factors and consider evidence of the officer's character and record of service.

All misconduct hearings will be in public, subject to any representations made by the officer and or witness, and considerations made by the Chair. Notice of a public hearing will be made not less than 5 working days prior to the hearing. The hearing will be observed from screens within the public hearing rooms in the Heritage Centre, Lillie Road, SW6 1TR. Should the



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hearing, or part of the hearing, be in private reasons will be given and published. Upon the conclusion of the hearing, the Chair will decide whether to publish a notice which may contain:

- i. Name of the officer concerned
- ii. Alleged conduct of the officer
- iii. Finding
- iv. Outcome

Please note:

- If you are a witness to a listed hearing, you will not be eligible for a public seat.
- There may be occasions when a hearing is cancelled at short notice.

The Heritage Centre, Lillie Road, SW6 1TR

The Heritage Centre is located at the entrance of Empress State Building.

A **limited number of seats have been set aside** for members of the public and accredited press reporters/media representatives. Seats are allocated in advance via the Metropolitan Police Service internet booking procedure. You will be required to book **each day** no later than 1900 hrs Mon-Fri prior to commencement of next day proceedings via www.met.police.uk.

Prior to being admitted to the Heritage Centre, you must proceed to the security entrance of Empress State Building. There you will be required to produce your personal registration letter (confirmation email) that was issued to you by the Hearings Unit as well as supporting photographic identification (such as a passport or driver's licence) and proof of address (such as a recent utility bill). As a condition of entry, MET staff will check your identification documents against those provided in your application to attend.

The regulations state that the Chair may also impose further conditions of entry in addition to those set out in this document. If this arises the further conditions will be published on the website prior to the hearing.

Members of the public and press together with any bags will also be subject to a **security search** as a condition of entry. Sharp objects or blades will not be permitted. Police will retain the authority to seize any article found during a search which may cause harm to any person.

Mobile phones and other devices can be retained but must be switched off during the hearing. Upon completion of this process, you will be provided with a 'Public hearings' identity badge which must be worn until you leave the hearing and pass back through security. Should anyone breach these conditions of entry, they will be asked to leave and will be escorted from the premises.

Individuals will be **required to sign in and out** when accessing or leaving the Heritage Centre and must comply with evacuation procedures as documented below. Should you sign out, and then wish to re-attend, you will only be allowed re-entry during a natural break in proceedings. You will again be subject to a security search.

Members of the public and press will be **directed whilst in the building** by MET or security staff. Should you wish to leave at any point during the hearing, you will be escorted by a member of MET (or security) staff until you have left through security.



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Cameras

Cameras must not be brought inside the building. Camera functions on other devices must not be operated inside the building. The **taking of pictures is forbidden** within the public hearing rooms, the surrounding vicinity and anywhere else within the immediate areas outside. It is requested that photographs are not taken of any person entering or leaving the building which includes Empress State Building. Failure to comply with this requirement will result in you being directed to leave and escorted off the premises.

Smoking

Smoking is not allowed inside the Heritage Centre or within the boundaries of Empress State Building.

Disabled access

People who are deaf or disabled are welcome to attend the Heritage Centre. For people with impaired hearing an AV induction loop system is available, if required. Visitors with hearing impairments must arrange their own interpreters, if required. Space is set aside for wheelchair users and assistance dogs. In order to comply with health and safety in the event of an evacuation only one wheelchair user is permitted per day as there is only one lift. Accessible toilets are available.

Parking

We have **no parking facilities** at The Heritage Centre or Empress State Building, so if you choose to drive, the nearest available car park can be located via the internet site Parkopedia, with parking prices.

Start Times

Hearing sessions can be found on the intranet site which will stipulate times of the hearings.

Members of the public and press are **advised to check** the MPS website www.met.police.uk the evening before to confirm daily start times.

Having passed through the security entrance members of the public and press will be met by MET staff and escorted to the Heritage Centre. Public and press are requested to arrive **at the Security area of Empress State Building at least 15 minutes prior to the commencement of proceedings.** This will allow time for individuals to be searched, escorted and seated in the public hearing room.

Entry will not be permitted once the hearing is in session and late attendees will be required to wait for the next break in proceedings.

Adjournments

During the course of the proceedings it may be necessary for the hearing to be adjourned. The Panel Chair will announce the adjournment, the reason for it and if possible, the time at which



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the hearing will re-commence. **During adjournments, other than for lunch, members of the public and press should remain in the public hearing room.**

The hearing will stop for **lunch at a convenient point in proceedings for approximately one hour.** A return time to re-commence proceedings will be announced by the Panel Chair.

The Panel will normally **rise each weekday around 5pm** or at a convenient point in proceedings.

Once the hearing has concluded for the day you will be expected to leave the building and return your identity pass to the security staff. You will be escorted by MET (or security) staff off the premises.

Refreshments

Members of the public and press will be required to make their **own arrangements for lunch** and to **return to the building in time** to repeat the procedure of being signed in and searched. A period of **15 minutes is required** to avoid being late in returning and disturbing the resumed hearing.

There are **no facilities to purchase food inside the Heritage Centre.** There are a number of cafes and food outlets in the local vicinity. You will not be permitted to enter Empress State Building.

Toilets

There are toilet facilities. Disabled toilets are also provided. A beacon/buzzer is located above the toilet door for monitoring by staff on site.

Conduct within the misconduct hearing viewing room

Members of the public and press are requested **to remain silent at all times** whilst the hearing is in session.

All mobile phones, pagers, recording machines or other electronic items must be switched off in the public hearing rooms (exception for Media).

Only accredited members of the press will be allowed to use text based communications for the purposes of simultaneous reporting of proceedings if the person chairing or conducting the proceedings is satisfied that it does not interfere with the orderly conduct of proceedings.

The **use of recording or photographic equipment is strictly forbidden** in the public hearing rooms. Any person found to be using such equipment **will be asked to leave** by Met staff.

No person is permitted to make, or attempt to make a sketch of the hearing room of any person, being a panel member, or witness or other interested party to the misconduct proceedings.



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Laptops & tablets may only be used by accredited members of the press association for the purpose of writing.

Tweeting is only allowed by accredited members of the press using laptops or tablets. Tweeting is not permitted from mobile phones or Blackberry's.

No-one attending the public hearing rooms shall either intervene in or interrupt the running of the hearing. If anyone behaves in a disorderly or abusive manner or otherwise acts inappropriately in the view of the Chair, the member of Met staff **may exclude them from the remainder of the hearing.** **Should anyone breach these conditions of entry and refuse to leave, you will be ejected.**

Members of the public and press **will not be allowed to enter or leave the public hearing rooms whilst it is in session.**

If **exceptional circumstances make it necessary to leave the public hearing room,** it is requested that individuals do so as quietly as possible and during a natural lull in proceedings, such as a change over in witnesses. You will not be allowed unescorted in the building. **Re-entry to the public hearing room will be facilitated at the next adjournment.**

During the course of the proceedings, the Panel Chair may provide brief explanations about the procedure to be followed.

Should any conditions of entry be breached, you will be required to leave the proceedings, and will be escorted from the premises.

If the Panel Chair decides that the **evidence to be given by a witness or any other person should not be disclosed in public,** the screen will be blanked and wording stipulating the reasons for this will be broadcast onto the screen.



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The Heritage Centre, Lillie Road, SW6 1TR Location & Travel



Address: Empress State Building, Empress Approach, Lillie Road, West Brompton, SW6 1TR

Telephone (reception): 020 7161 0001 (internal: 780001)

Located adjacent to the previously known Earls Court exhibition centre, Empress State is well served by road and rail services.

Underground: The nearest underground station is West Brompton, which is on the Wimbledon branch of the District Line. ESB is also within an easy walking distance of Earls Court underground station. All branches of the District Line and the Piccadilly Line serve Earls Court.

Silverlink: West Brompton station is also served by the Silverlink Metro railway line that runs from Watford Junction to Clapham Junction. Other services may be accessed at those inter change stations and at Willesden Junction which is on that line.

Buses: The area is well served by buses. Routes number 74, 190 and 430 serve Lillie Road (West Brompton). Routes number C1, C3, 74 and 328 all serve Earls Court tube station.



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- **Route C1** - Victoria to Kensington High Street
- **Route C3** - Clapham Junction to Earl's Court
- **Route 74** - Putney High Street to Baker Street
- **Route 190** - Hammersmith to Lillie Road (starts/terminates at ESB)
- **Route 328** - Golders Green to Chelsea (Worlds End)
- **Route 430** - Roehampton to Lillie Road (starts/terminates at ESB)

Fire, Evacuation and First Aid Instructions for The Heritage Centre Lillie Road SW6 1TR.

Action on discovering a fire

Fire action notices are displayed at every 'Break Glass' call point throughout the building.

If you discover a fire, alert others by operating the nearest fire alarm call point by breaking the glass. Leave the building by the nearest safe fire exit. Fire marshals, dressed in high visibility jackets, will be available to aid your safe exit from the building.

On hearing the Fire Alarm

- The fire alarm is both a siren and spoken voice. Please follow the instructions given over the public address system.
- You are required to leave the building immediately by the nearest safe exit.
- You must not stop to collect personal belongings.
- You will be directed to leave the premises and to disperse into Lillie Road, until it is announced that it is safe to return to the building.

Assistance required?

If you are unable to undertake the fire evacuation process detailed above - please inform the ESB security staff upon your arrival.

A Personal Emergency Evacuation Plan (PEEP) will be prepared for you. The PEEP will take into account your personal requirements and will be designed to allow you safe egress from the building during an emergency.

Accidents and Near Misses

If you have an accident in the building, please tell a member of MET staff who will contact a first aider. The first aider will offer first aid and contact the emergency services, if required.

All accidents will be logged and a copy kept at the Ground Floor Reception Desk within ESB.



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