



**POLICE APPEALS TRIBUNALS
CONDITIONS OF ENTRY**

Introduction

The Police Appeals Tribunals (Amendment) Rules 2015 (the 2015 Rules) make provision for appeals in relation to disciplinary matters to be held in public subject to the discretion of the Chairperson to exclude persons from all or part of the hearing.

Any member of the public or press wishing to attend a Police Appeals Tribunal (PAT) may do so but due to limitations on space and capacity, attendance at the hearing will be administered and booked by application through the Office of the Police and Crime Commissioner (OPCC) for Lincolnshire.

The 2015 Rules provide for appeals to the PAT against the findings and specific outcomes from the following regulations:

- The Police (Conduct) Regulations 2012
- The Police (Performance) Regulations 2012

Procedures and Purpose of the PAT

PATs hear appeals against the findings of gross (serious) misconduct brought by police officers or special constables. The purpose of a PAT is to show that the police disciplinary system is open and honest, fair and effective.

The PAT is likely to be convened to hear appeals against the findings and/or outcome of the most serious cases of misconduct. Such cases would almost always have resulted in the most serious outcome, namely dismissal from Lincolnshire Police.

The PAT could also be convened to consider appeals from those in the final stages of action under performance regulations, where officers can be dismissed for unsatisfactory performance or attendance.

Where the appeal is by a non-senior police officer or a special constable, the PAT will comprise three persons appointed by the OPCC, namely, the Chairperson, a senior police officer and a retired police staff association representative.

All PATs are held in public, subject to any representations made by the officer and or witnesses, and considerations made by the Chairperson. Notice of a PAT will be made not less than 5 working days prior to the hearing.

Should the PAT, or part of the PAT, be in private then reasons will be given and published.

Please note:

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

Members of the public

Please bring with you your confirmation email and sign in at reception at Lincolnshire Police Headquarters. You will also need to bring 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, OPCC staff will check your identification documents against those provided in your application to attend.

The regulations state that the Chairperson 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 OPCC website prior to the PAT.

Members of the press

Please bring with you your confirmation email and sign in at reception at Police HQ. You will also need to bring your accredited Press Pass and/or photographic identification (such as a passport or driver's licence). As a condition of entry, OPCC 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 OPCC website prior to the PAT.

Individuals will be escorted around the building at all times and will be required to sign in and out when accessing or leaving Police HQ.

You 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.

Should you wish to leave at any point during the PAT, you will be escorted by a member of OPCC staff.

Cameras

The taking of pictures is forbidden within the public hearing rooms, the surrounding vicinity and anywhere else within the immediate areas outside. Any photographs that are taken inside must be organised with, and authorised by, a member of OPCC staff.

Smoking

Smoking is not allowed inside Police HQ.

Disabled access

People who are deaf or disabled are welcome to attend. Visitors with hearing impairments must arrange their own interpreters, if required. Space is set aside for wheelchair users and assistance dogs. Accessible toilets are available.

Parking

There are parking facilities and designated disabled and visitor spaces at the front of the Police HQ building.

Start times

Please arrive 30 minutes prior to the stipulated start of the PAT, details of which can be found on the OPCC website.

Conduct within the PAT room

Members of the public and press are requested to remain silent at all times whilst the PAT 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 the PAT.

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 OPCC 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 PAT.

Laptops, tablets and mobile phones may be used by accredited members of the press for the purpose of writing.

Tweeting and posting on social media social media is only allowed by accredited members of the press using laptops or tablets.

No-one attending the public hearing rooms shall either intervene in or interrupt the running of the PAT. If anyone behaves in a disorderly or abusive manner or otherwise acts inappropriately in the view of the Chairperson, they will be excluded from the remainder of the PAT. Should anyone breach these conditions of entry and refuse to leave, they will be ejected.

Members of the public and press will not be allowed to enter or leave the public hearing rooms whilst the PAT 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.

The PAT 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 Chairperson.

The PAT will normally conclude at around 5.00pm or at a convenient point in proceedings. Once the PAT has concluded for the day you will need to return your Visitor Pass to the reception desk.

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 signing-in procedure. A period of 15 minutes is required to avoid being late in returning and disturbing other members of the public and press.

Fire and evacuation instructions

Action on discovering a fire:

If you discover a fire, alert others by operating the nearest fire alarm call point by breaking the glass on the nearest 'Break Glass' call point. 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. You will be directed to leave the premises and gather at the nearest fire assembly point. Do not leave the Assembly Point until so instructed by the Fire Marshal or Fire and Rescue personnel.

Remember, do not:

- Take Risks
- Stop to collect personal belongings
- Use Lifts
- Re-enter the buildings for any reason, until authorised to do so
- Do not drive away from the site. This causes confusion as to where you are and also can cause accidents with vehicles moving amongst pedestrians.

Assistance required? If you are unable to undertake the fire evacuation process detailed above - please inform the reception staff upon your arrival. An evacuation plan will be prepared for you and will take into account your personal requirements and will be designed to allow you safe egress from the building during an emergency.