

## Conditions of Entry for the Public & Press attending a Public Misconduct Hearing

Police Headquarters, Guildhall Yard East, London EC2V 5AE

This building is situated in Guildhall Buildings near to the junction with Basinghall Street. 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 City of London Police internet booking procedure. You will be required to book **each day** no later than 15:00 hrs on the working day prior to the day you wish to attend via the City of London Police website [www.cityoflondon.police.uk](http://www.cityoflondon.police.uk) or by emailing [Hearings@cityoflondon.pnn.police.uk](mailto:Hearings@cityoflondon.pnn.police.uk)

Prior to being admitted to the Hearing, you must proceed to the reception at Police Headquarters. There you will be required to produce the confirmation email that was issued to you as well as supporting photographic identification (such as a passport or driver's licence). As a condition of entry, City of London Police officers or 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 telephones 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' visitor pass 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 building and must comply with evacuation procedures. 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 City of London Police officers or staff. Should you wish to leave at any point during the Hearing, you will be escorted by an officer or member of staff until you have left through security.

### 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 room, 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. Failure to comply with this requirement will result in you being directed to leave and escorted off the premises.

### Smoking

Smoking is not allowed in City of London Police buildings.

### Disabled access

Lift access is available to the Hearing room. Disabled access toilets are available on a separate floor via the lift.

## Parking

There are no parking or disabled parking facilities at Police Headquarters 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 Hearing. Members of the public and press are **advised to check** the CoLP website [www.cityoflondon.police.uk](http://www.cityoflondon.police.uk) the evening before to confirm daily start times.

Having passed through the security entrance members of the public and press will be escorted to the Hearing room. Public and press are requested to arrive **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 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 Hearing will normally **conclude each weekday about 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 officers or members of 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 Police Headquarters**. There are a number of cafes and food outlets in the local vicinity.

## Toilets

There are toilet facilities within the building and staff will be able to indicate these to you.

## Conduct within the misconduct Hearing 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 room (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 room. Any person found to be using such equipment **will be asked to leave** by City of London Police 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.

- **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 telephones or Blackberry's.
- **No-one attending the public Hearing room shall either intervene in or interrupt the running of the Hearing.** If anyone behaves in a disorderly or abusive manner or otherwise acts inappropriately the Chair **may exclude them from the remainder of the Hearing. 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 room 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 changeover 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.

#### **Fire, Evacuation and First Aid Instructions for action on discovering a fire**

Fire action notices are displayed at every 'Break Glass' call point throughout the building and City of London Police staff will direct as appropriate in the event of an evacuation.

#### **Assistance required?**

If you are unable to undertake the fire evacuation process, please inform the City of London Police at the time of booking and the security staff upon your arrival at the Hearing.

#### **Accidents and Near Misses**

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