



Heddlu Police

DYFED-POWYS

PUBLIC MISCONDUCT HEARINGS

Conditions of entry for the Public & Press

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 Dyfed Powys Police, Professional Standards Department.

Hearings will normally be held in Police Headquarters, Carmarthen and the following conditions of entry will apply:

Applications to attend a hearing

- Members of the public or press wishing to attend a hearing will have to apply in advance. Entry will not be granted to anyone who has not made a prior application.
- When applying to attend a hearing you must specify which hearing you wish to attend and on which day(s) you will be attending.
- You will also need to provide the following information which will be used for security purposes only:
 - a) Your full name
 - b) Your Address
 - c) Your contact details
- Applications must be received prior to the deadline published on the Dyfed Powys Police website. Applications received after that date will not be considered and access will not be granted to the hearing.
- Members of the public or press attending the hearing do so at their own expense.
- Any person whose behaviour is deemed likely to disrupt proceedings may be excluded.

Security

- On the day of the hearing you will be required to provide your confirmation email together with supporting photographic identification (such as a passport or driver's licence) and proof of address (such as a recent utility bill).
- Members of the public and press together with any bags could be subject to a security search as a condition of entry, or re-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.
- You will be required to sign in and out when accessing or leaving Police Headquarters.
- You will be provided with a Visitor badge which must be worn at all times.
- Members of the public and press will be directed and accompanied by Dyfed Powys Police or security staff at all times.
- Cameras must not be brought inside the building. Camera functions on other devices must not be operated and the taking of pictures is forbidden anywhere on the site.

Attendance at the hearing

- Members of the public and press will view the proceedings in a public viewing room, via a live video link.
- You are requested to arrive at the main reception in police headquarters 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 viewing room. Attendees arriving late may not be permitted to enter. (Start times will be published in advance on the Dyfed Powys Police website).
- Mobile phones and other devices can be retained but must be switched off during the hearing.
- Should you wish to leave at any point during the hearing, you will be escorted by a member of staff until you have left the premises.
- 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. A return time to re-commence proceedings will be announced by the Panel Chair. During lunch attendees will be required to either remain in the Public Hearing room or leave the site.
- 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 until that evidence has been given.

Facilities

- **Parking** – Parking spaces are limited and issued on a first come, first served basis. A parking space in Police Headquarters cannot be guaranteed.
- **Refreshments** – Members of the public and press will be required to make their own arrangements for lunch and refreshments. There will be no access provided for members of the public to purchase food within the building. Water will be provided in the room throughout the day.

- **Toilets** – There are toilet facilities. Disabled toilets are also provided. All attendees will be accompanied to the outside of the toilet facilities.
- **Disabled Access** – There is full disabled access to the Public Hearing room. A limited number of parking spaces are available for disabled attendees and must be pre-booked. If any members of the public or press have access requirements they should notify the Professional Standards Department when making their application.
- **Health & Safety** – Attendees will be given a brief health & safety briefing prior to commencement of proceedings.

Additional Information

- The regulations state that the Chair to proceedings 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 or be made known by the Chair at the beginning or during the course of proceedings.

Failure to comply with the above conditions may result in a member of the public or press being refused entry to the premises or being asked to leave the premises.