



## **Conditions of Entry for Public Misconduct/Accelerated Misconduct Hearing**

Location: Ormskirk Police Station, 1 Derby Street, Ormskirk, L39 2BJ

A limited number of seats are available for members of the public and accredited press reporters/media representatives to observe proceedings. Due to limited availability seats are allocated in advance and are issued on a first come first served basis. To register you must email a completed copy of the application form to the email address provided. If you are successful in securing a place you will receive an email confirmation which you should bring with you to the hearing to enable entry.

You must arrive at the Public Enquiry Desk at Ormskirk Police Station at least 15 minutes before the hearing is due to commence. Once the hearing has commenced you will not be permitted entry until a natural break in proceedings.

Members of the public will be subject to a security regime as a condition of entry. On arrival at the Enquiry Desk you will be required to produce the following items a) your confirmation email b) photographic identification (such as a passport or driving licence) and c) proof of address (such as a recent utility bill). All three items will be checked prior to entry. You will be searched upon entry to the hearing; large bags, sharp objects and anything deemed to be a risk will not be permitted and will be removed and kept secure until you leave the premises. Police will retain the authority to seize any article found during a search which may cause harm. Anyone who is believed to be a security risk will not be allowed access.

Once this process has been completed you will be issued with a Public Hearings identity badge which must be worn at all times whilst on police premises. You must also comply with evacuation procedures which will be given to you on the day.

You will be escorted for the duration of your visit and will be required to sign out and return your identity badge when leaving the building. To avoid disruption to proceedings only in exceptional circumstances will you be allowed to leave the hearing room once proceedings have commenced. If you wish to return to the proceedings at a later stage you will be subject of the same security checks and will only be allowed back into the hearing room during a natural break.

**Cameras/Mobile Telephones:** Cameras must not be brought inside the building and camera functions on other devices must not be operated inside the building. The taking of pictures is forbidden on police premises. Under the Police (Conduct) Regulations it will normally be appropriate for the Chair to prohibit the taking of photographs and the use of film or sound recording equipment during the hearing, except for exceptional circumstances which must be permitted by the Chair. The use of live, text-based communications for the purposes of simultaneous reporting of proceedings may be permitted, however this must be with the express permission of the Chair. Failure to comply with this condition may result in you being directed to leave and be escorted from the premises.

**Smoking:** Smoking is strictly prohibited on police premises

**Parking:** There is no public parking at Ormskirk Police Station but there are public car parks nearby.

## Conditions of Entry – Public Hearing

**Start Times:** Details of each hearing are published on the Lancashire Constabulary website. Members of the public and press are advised to check the website regularly for any changes to proceedings. If the start time is significantly changed in advance of the day or the hearing is cancelled then attempts will be made to contact registered attendees via the email address they provided. No responsibility will be taken if for any reason it has not been possible to make such contact.

**Adjournments:** During the course of proceedings it may be necessary for the hearing to be adjourned. The Chair will announce the adjournment, the reason for it and if possible the time at which the hearing will reconvene. The hearing will break each day for lunch and members of the public and press will be escorted back to the enquiry desk. Should they wish to leave the premises they must sign out and return the ID badge.

**Refreshments:** There are no refreshment facilities on site and members of the public and press will be expected to make their own arrangements for lunch. Food must not be consumed in the hearing room. Should members of the public and press wish to return for the afternoon they must arrive at least 15 minutes before the start time to undergo the necessary security checks.

**Toilets:** There are toilet facilities available.

**Conduct during the hearing:** No one attending the hearing shall intervene in, or interrupt, the running of the hearing. If anyone behaves in a disorderly or abusive manner or otherwise act inappropriately in the view of the Chair you may be excluded from the remainder of the hearing. Any unauthorised recordings or photographs may be confiscated and destroyed.

The Chair can exclude any person they see fit for the whole or part of the proceedings and can impose any conditions they see fit relating to attendance in order to facilitate the proper conduct of those proceedings.

**Witness:** Where a person is to give evidence as a witness at the misconduct proceedings they shall not be allowed to attend the proceedings before giving evidence.