

MISCONDUCT HEARINGS CONDITIONS OF ENTRY



Conditions of entry for the public and press attending a public misconduct hearing

Application Procedure

- Hearings may be held in public, partly in public, or entirely in private.
- Notice of a hearing which the public can attend will be published on the [British Transport Police website](#).
- Members of the public, and the press, over the age of 18 may apply to attend any public or part-public hearing.
- Attendees must submit booking requests by 1pm of the last working day prior to the first day they wish to attend, using the form on the [British Transport Police website](#).
- Attendees must submit full and accurate information on the form. Failure to accurately complete the form may result in refusal of entry.
- Attendees must book each individual day of the hearing they wish to attend.
- Anyone who has not booked in advance will be refused entry.
- BTP reserves the right to conduct checks on the information provided in the interests of safety and security, to ensure the integrity of proceedings and otherwise in accordance with general police and BTP regulations, policies and procedures.
- The Chair may impose further conditions at any time. Where possible these will be published on the website prior to the hearing, however conditions may be imposed or amended during the hearing itself.
- Conditions imposed by the Chair, including at short notice, may result in the public and press being required to leave for all or part of the proceedings.
- Attendees must bring photographic identification (passport or driving licence) when attending the hearing. If you do not have a passport or driving licence please email panels@btp.police.uk to discuss alternative options.
- Members of the press are requested to bring their official press identification.

- Serving BTP officers and staff, who are not attending in a professional capacity, are generally only permitted to attend outside of rostered working hours. Exceptional circumstances should be discussed with Panels staff prior to the hearing.

Venue Details

- The location of a public hearing will be included in the notice published on the British Transport Police website.
- Public hearings are normally held in the offices of the Professional Standards Department in London or York.

- **London:** 2nd Floor, Ivason House
8A London Bridge Street
London, SE1 9SG

Please do not follow someone else entering the building, they do not have access to the PSD offices.

On arrival, use the keypad by the entrance to call the second floor, introduce yourself and await escort into the building.

- **York:** 2nd Floor, 10 Toft Green
York, YO1 6JT

Please note the building is shared with other organisations. Do not follow someone else entering the building, they do not have access to the PSD offices.

On arrival, enter the vestibule then press and hold the button marked 'British Transport Police' on the intercom system, for at least 2 seconds, then release. There will be a short delay before the call is answered. If not answered after several minutes please try again. Once answered, introduce yourself and await escort into the building.

- In exceptional circumstances, hearings may be held in alternative venues.
- The location of a hearing may change with limited, if any, notice. Reasonable efforts will be made to ensure the public notice is accurate and that attendees who have booked are updated.
- Please note the section regarding Remote Proceedings at the end of this document.

Security Checks

- A Professional Standards Department (PSD) representative will check all attendee's identification documents on arrival and before entry to the hearing venue.
- Attendees and their property, including bags and coats, will be subject to a security search as a condition of entry. Please note the prohibited items in the next section.
- Attendees may be issued with a visitor pass. If a pass is issued, it must be worn at all times whilst in the venue.

Prohibited Items

- Anyone found in possession of a prohibited item may be refused entry.
- The following items are prohibited:
 - Sharp objects and blades
 - Weapons
 - Potentially dangerous items (for example tools, metal cutlery and syringes)
 - Alcoholic drinks
 - Cameras and recording equipment (except laptops and mobile phones)
 - Any other item likely to cause a disturbance or interfere with the hearing
- BTP retain the authority to seize any prohibited item found during a search.

Start Times

- Please check the public notice on the [British Transport Police website](#) the evening before to confirm daily start times.
- Attendees must arrive at least twenty minutes before the published start time. The actual hearing may begin later than the published start time.
- Late attendees will have to wait until there is a break in proceedings before entry is granted.
- The Chair may direct a hearing is adjourned, in which case no attendees will be granted entry to the venue. Further details will be published on the British Transport Police website, in accordance with BTP Conduct Regulations and any directions from the Chair.

Conduct

- Attendees must follow all reasonable directions of PSD staff and the Chair.
- Mobile phones and other electronic devices, including tablets and laptops, can be retained but must be switched off during the hearing.
- Accredited members of the press may use laptops or tablets for notetaking only. Live reporting, including posting real-time updates via social media, is prohibited.
- The taking of photographs in the venue is forbidden, even when the hearing is not in progress.
- Attendees are requested to remain silent whilst the hearing is in session.
- Food may not be consumed in the hearing room. Non-alcoholic drinks may be consumed at the discretion of PSD staff.
- No attendees shall intervene or attempt to interrupt the hearing.
- Anyone acting in a disorderly or abusive manner, or who otherwise acts inappropriately in the view of the Chair, will be removed and prohibited from returning.
- No person is permitted to make, or attempt to make, a sketch of any person or the hearing room during the proceedings.

Adjournments and Breaks

- If the Chair announces an adjournment, attendees must remain in the hearing room unless the adjournment is for lunch or otherwise directed by PSD staff.
- Attendees are not permitted to remain with the subject officer(s) or any witness(es) whilst in the venue.
- The hearing will normally conclude at 5pm or at another convenient time as directed by the Chair.

Accessibility

- If you have a hearing impairment or other interpretation needs, you will need to arrange your own interpreter (if required).
- If you have any other accessibility requirements, or require reasonable adjustments, please indicate this on the application form and a member of PSD staff will contact you to discuss arrangements. Any information disclosed will be treated in confidence.

Fire, Evacuation and First Aid

- Fire action notices are displayed throughout all venues. Staff will direct you as appropriate in the event of an evacuation.
- In the event of an emergency, attendees must follow all directions of appropriate staff members.
- Attendees unable to undertake the fire evacuation process should inform PSD staff at the time of booking and upon arrival at the hearing.
- Attendees who suffer an accident or injury whilst at the hearing venue should tell a member of PSD staff.

Travel and Parking

- Attendees are responsible for making their own travel arrangements, at their own expense, to attend a hearing.
- BTP will not be liable for any expenses incurred to attend a public hearing, including if a hearing does not commence as scheduled, or where the public are no longer permitted to observe any or all of the proceedings.
- There are no public parking facilities available at any hearing venue.

Smoking

- Smoking is prohibited inside, and in the immediate vicinity, of all police buildings.
- If a hearing is held in a public building, smoking is only permitted in designated areas.

Remote Proceedings

- Members of the public and press are not permitted to attend hearings remotely.
- Where a public hearing is held online, members of the public who wish to attend will be required to attend a designated location where appropriate facilities will be made available.
- When attending remote hearings, all conditions above apply as if it was in-person.
- Hearings will not be unnecessarily delayed if technical issues prevent a public or press attendee from observing proceedings.

**Anyone breaching a condition of entry
will be required to leave and escorted from the premises.**