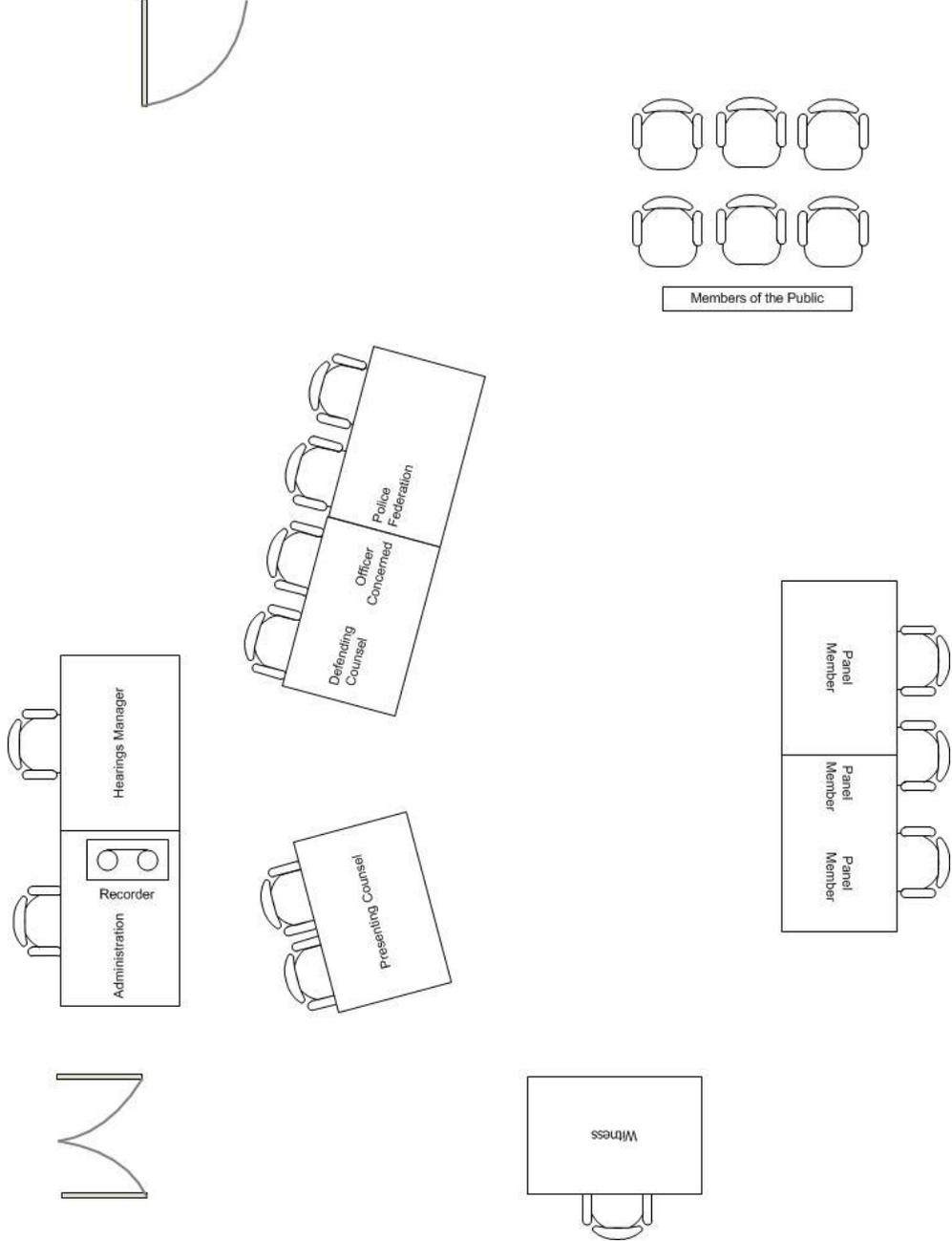


Room Layout



Guidance for Members of the Public attending a Police Appeal Tribunal

VENUE -	County Room – Force Headquarters
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Welcome to Kent Police Force Headquarters. This is a guide for members of the public attending Police Appeal Tribunals (PAT).

PATs hear appeals against the findings of gross misconduct or serious under performance against officers, where the officer has in most cases been dismissed from the Force.

Where should I report on arrival at Force Headquarters?

You should report to the Receptionist who will be aware of your attendance, will provide you with a visitors pass. You will then be collected and taken down to the County Room, where the hearing will be held. There is **no** on site parking.

Start times will be published on the OPCC website, and you are asked to arrive at least 15 minutes before the Tribunal begins. It will normally finish by 5pm.

If I have a query, who should I direct it to?

If you require directions, or wish to leave the hearing, please speak to the ushers, or to any person attending from the Office of the Police and Crime Commissioner

Can I film, take photographs or record the hearing?

Recording, filming or photography is **not** permitted at the hearing or on police premises. You will also be expected to remain silent at all times whilst the Tribunal is in session.

Can I be asked to leave the hearing?

Yes, the Chair who is conducting the hearing can decide to exclude an individual or all members of the public at any point in the hearing and this will be announced as appropriate. Please note that the Chair can exclude any person whose behaviour, in their opinion, is likely to disrupt proceedings.

When might the public be asked to withdraw from the hearing?

Decisions may be made during the hearing which require the exclusion of members of the public from parts of the hearing. You will be notified of any such decisions. Examples may be when the officer is giving their mitigation or if any person giving evidence might disclose information that ought not to be disclosed to any person attending the hearing.

What will happen if witnesses wish to remain anonymous?

Where it is agreed that a witness will not give evidence in public, screens will be used to ensure anonymity.

How will I know the role of the person speaking?

Desk signage will indicate the role of each person present. A copy of the room layout and the roles of the persons taking part in the hearing is on the back page of this leaflet.

What will happen during an adjournment in the proceedings?

You will be asked to leave the Tribunal and informed of the time that the hearing will recommence. Depending on the length of the adjournment, you may return to reception, or be asked to leave Headquarters.

Mobile Phones

Please make sure your phone is turned off during the course of the proceedings.

Where are the toilet facilities?

The toilet facilities are located in the lobby outside the County Room. The ushers will be able to direct you on request.

Are refreshments available?

There are no refreshments available on site. During an adjournment you will be asked to leave the premises and will be able to visit local shops; Morrison's and the Cooperative are nearby.

If I leave the hearing, can I be notified of the outcome?

Yes the outcome will be published on the Kent Police and Crime Commissioner's website.

Thank you for your cooperation.