

PRIVATE AND CONFIDENTIAL

Daniel Lake

DPA

12 October 2017

Dear Daniel

Disciplinary Hearing Outcome

I write to confirm the decision taken at the disciplinary hearing, which took place on 28 September 2017. The hearing was conducted by me and also in attendance was Michelle Fernandes, as Company Representative. You chose to attend this meeting unaccompanied.

At this disciplinary hearing, the question of disciplinary action against you, in accordance with the Company's disciplinary policy was considered with regards to your conduct (including words, actions and omissions) in particular (but not limited to):

- **Failing to follow correct reporting procedures regarding a use of force incident which occurred on 15 June 2017**

At the hearing I concluded the following in relation to the allegation (s) detailed above:-

- The CCTV shows DCO Sayers using an inappropriate technique on a detainee
- You were witness to this incident
- You confirmed you did not report this incident
- You acknowledged that you should have reported this incident
- In mitigation you stated you forgot to report it and if you had carried out control and restraint you would have completed a use of force report
- You acknowledged it is unacceptable to not report an incident of this nature
- You understood the expectations of your role and how to report incidents
- You stated there was no collusion to not report this incident

In making my decision, I took into account the information contained within the investigation report and the information you provided at the Disciplinary Hearing.

Based on the above, I took the decision to issue you with a written warning which will stay on your file for 12 months. You are advised that in the event of any repetition of this misconduct further disciplinary action may be taken against you up to and including dismissal. For the period that the warning is current, this warning will be taken into account at any disciplinary hearing arising from such circumstances.

You have the right to appeal this decision, which must be made in writing to Lee Hanford Centre Director at the address above, within 7 days of receipt of this letter.

I have enclosed a copy of the notes taken at the hearing for your records.

Yours sincerely

Signature

Sarah Newland

**Head of Tinsley House, Borders & PDA
Gatwick IRCs**

