

THE MUNICIPAL POLICE SERVICE REGULATIONS, 2014

**Arrangement of Regulations**

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LEGAL NOTICE NO. 300

REPUBLIC OF TRINIDAD AND TOBAGO

THE MUNICIPAL CORPORATIONS ACT, CHAP. 25:04

REGULATIONS

MADE BY THE STATUTORY AUTHORITIES' SERVICE COMMISSION UNDER  
SECTION 60 OF THE MUNICIPAL CORPORATIONS ACT

THE MUNICIPAL POLICE SERVICE REGULATIONS, 2014

1. These Regulations may be cited as the Municipal Police Service Citation  
Regulations, 2014.

2. In these Regulations—

Interpretation

“acting appointment” means the temporary appointment of an  
officer to act in a higher office, whether that office is vacant  
or not;

“appointment” means the appointment of a person to an office;

“Assistant Commissioner” means the Director or Assistant  
Commissioner of Municipal Police;

“cohabitant” means—

(a) in relation to a man, a woman who has been living  
with or who has lived together with him in a  
*bona fide* domestic relationship for a period of not  
less than five years immediately preceding the date  
of his death;

(b) in relation to a woman, a man who has been living  
with or who has lived together with her in a  
*bona fide* domestic relationship for a period of not  
less than five years immediately preceding the date  
of her death,

but only one such relationship shall be taken into account  
for the purpose of these Regulations.

“cohabitational relationship” means the relationship between  
cohabitants, who not being married to each other, have  
lived together in a *bona fide* domestic relationship for a  
period of not less than five years immediately preceding the  
death of either cohabitant.

“dangerous drugs” has the meaning assigned to it by section 3  
of the Dangerous Drugs Act;

Chap. 11:25

“disciplinary tribunal” means a disciplinary tribunal appointed  
under regulation 151 by the Assistant Commissioner;

“family” means an officer’s spouse and children, including  
adopted children, his mother, father, brothers and sisters  
who are living with and are solely dependent on him;

Chap. 5:34

“forensic DNA analysis” has the same meaning assigned to it under section 4 of the Deoxyribonucleic Acid (DNA) Act;

“Medical Board” means a board for the medical examination of an officer, which is appointed under regulation 33 by the Assistant Commissioner of Municipal Police;

“Minister” means the Minister to whom responsibility for national security is assigned;

“non-intimate” sample has the same meaning assigned to it under section 4 of the Deoxyribonucleic Acid (DNA) Act;

“officer” means a municipal police officer, other than the Assistant Commissioner of Municipal Police;

“officer in the First Division” means a police officer who holds an office above specified in the rank of Inspector;

“officer in the Second Division” means a police officer who holds an office below the rank of Assistant Superintendent of Police;

“pensionable emoluments”, in respect of service in the Service means pay and personal allowance;

“Police Division” or “Division” means a Division determined by the Minister under regulation 35(1);

“prescribed form” or “appropriate form” means such form as may be prescribed by the Assistant Commissioner of Municipal Police;

Chap. 25:04

“Service” means a Municipal Police Service established under section 48(1) of the Municipal Corporations Act;

“spouse” includes a cohabitant;

“trainee” means a person who is undergoing training with a view to becoming an officer;

“transfer” means the movement of an officer from a Division or Branch to another Division or Branch, or from a Police Station to another Police Station.

## PART I

### RECRUITMENT AND APPOINTMENT

Qualification  
for appointment  
as trainee

3. (1) A candidate for appointment as a trainee shall, subject to regulation 4—

- (a) be a citizen of Trinidad and Tobago;
- (b) be required to pass a medical examination conducted by a Government Medical Officer nominated for the purpose;
- (c) be required to undergo a polygraph test, psychological test and be tested for dangerous drugs at the cost of the Service;

- (d) be of good character as evidenced by a police certificate of character;
- (e) be not less than eighteen years and not more than thirty-five years of age on the 1st January of the year in which the appointment is made;
- (f) in the case of—
  - (i) a male, be of good physique and at least one hundred and sixty-seven centimeters in height; or
  - (ii) a female, be of good physique and at least one hundred and fifty centimeters in height;
- (g) possess passes in five subjects in the Caribbean Examination Council or the Caribbean Advanced Proficiency Examination, including English Language, at General Proficiency at Grade I, II, or III or at Basic Proficiency at Grade I in all five subjects, or five General Certificate of Education Level passes, including English, at Grade A, B or C in all five subjects, or produce proof of having reached an equivalent or higher standard of education;
- (h) possess a Trinidad and Tobago driver's permit with a Class 3 endorsement to drive light motor vehicles under the Motor Vehicles Act;
- (i) be required to pass a physical examination and an agility test; and
- (j) be required to pass a written examination.

Chap. 48:50

(2) A candidate who fulfills the requirements of subregulation (1) may be enrolled as a trainee and shall be required, if so enrolled, to submit a non-intimate sample for forensic DNA analysis and to undergo a course of training at the Police Academy.

4. (1) A person seeking to be a trainee shall complete an application in the form set out in Schedule 1 and submit it to the officer in charge of the Municipal Police Station nearest to which the applicant resides.

Recruitment  
procedure for  
trainee  
Schedule 1

(2) Application forms for recruitment shall be made available at every Municipal Police Station.

(3) An application made under this Part shall be valid for one year.

(4) The officer in charge of the Municipal Police Station shall ensure that—

- (a) each applicant is fingerprinted and traced;

- (b) the necessary inquiries are made to determine the correctness of the particulars of the application and the suitability of each applicant; and
- (c) a report of the inquiries is prepared.

(5) The Officer in Charge of the Police Station referred to in subregulation (1) shall submit the application form together with a report of the inquiry as required under subregulation (4) to the Director, who shall be the Recruiting Officer.

(6) The Recruiting Officer shall review all the applications for selection as a trainee and select those applicants who have met the requirements under regulation 3(1).

(7) A Recruiting Officer in selecting an applicant under this section as a trainee is not required to consider the requirements of regulation 3(1)(c).

(8) The applicants who are selected under subregulation (6) shall be interviewed by a panel appointed by the Commission.

(9) The panel under subregulation (8) shall comprise of the following five members:

- (a) the Recruiting Officer, who shall be the Chairman;
- (b) a person appointed by the Assistant Commissioner from the Police Academy;
- (c) a Police Social Worker;
- (d) the Director of Human Resource of the Statutory Authorities' Service Commission; and
- (e) a representative from the recognized Municipal Police Service Association.

(10) The applicants who are assessed to be most suitable by the panel shall undergo a polygraph test, a psychological test and be tested for dangerous drugs at the cost of the Service.

Qualification  
for appointment  
as Band  
Apprentice

5. A candidate for appointment as a Band Apprentice shall, subject to regulation 6—

- (a) be a citizen of Trinidad and Tobago;
- (b) be of good character as evidenced by a police certificate of character;
- (c) be not less than eighteen years and not more than thirty years of age on the 1st January of the year in which the appointment is made;

- (d) possess five subjects in the Caribbean Examination Council or the General Council Examination or produce proof of having reached an equivalent or higher standard of education or be required to pass an educational test to be set by the Assistant Commissioner; and
- (e) be required to pass a medical examination conducted by a Government Medical Officer nominated for the purpose.

6 (1) A person seeking to be a Band Apprentice shall complete an application in the form set out in Schedule 1 and submit it to the Director of the Municipal Police Service Band.

Recruitment  
procedure for  
Band  
Apprentice  
Schedule 1

(2) Application forms for recruitment as a Band Apprentice shall be made available at every Municipal Police Service Station.

(3) An application made under this Part shall be valid for one year.

(4) An applicant who fulfills the requirements of regulation 5 shall be required to pass a musical test conducted by the Director of the Municipal Police Service Band.

(5) The Officer in Charge of the Municipal Police Station nearest to which the applicant resides, upon notice by the Director of the Municipal Police Service Band shall ensure that—

- (a) each applicant is fingerprinted and traced;
- (b) the necessary inquiries are made within a reasonable time to ensure the correctness of the particulars of the application and the suitability of each applicant; and
- (c) a report of the inquiries is prepared.

(6) The Officer in Charge of the Municipal Police Station shall submit the report of the inquiry as required under subregulation (5)(b) to the officer or person in charge of the Police Academy.

(7) The officer or person in charge of the Police Academy shall review all applications, and select those applicants he considers most suitable.

(8) The applicants who are selected shall be interviewed by a panel appointed by the Assistant Commissioner of which the Officer in Charge of the Municipal Police Service Band shall be a member.

(9) An applicant who is assessed as suitable at the interview by the panel shall undergo a polygraph test, a psychological test and be tested for dangerous drugs at the cost of the Service.

Appointment  
and discharge  
of Band  
Apprentice

7. (1) A candidate who fulfills the requirements of regulations 5 and 6 may be enrolled as a Band Apprentice.

(2) The Assistant Commissioner shall determine the course and period of training for a Band Apprentice and his appointment as Bandsman after consultation with the Officer in Charge or Director of the Municipal Police Service Band based upon an assessment of the conduct, discipline, musical ability and application of such Band Apprentice.

(3) No Band Apprentice shall be appointed a Bandsman before the age of eighteen years.

(4) A Band Apprentice who fails to satisfy the requirements of the course of training, or is otherwise not considered fit to be a member of the Service, may be discharged summarily by the Assistant Commissioner.

Service  
number and  
name tag

8. (1) An officer on first appointment shall be given a service number, which he shall retain throughout his service.

(2) When an officer leaves the Service, his service number shall not be reissued to any other officer.

(3) An officer on first appointment shall be issued a name tag.

(4) An officer below the rank of Inspector shall wear his service number and name tag on such part of his uniform as maybe designated by the Assistant Commissioner.

(5) An officer of the rank of or above Inspector shall wear his name tag and badge of rank on such part of his uniform as may be designated by the Assistant Commissioner.

Appointment  
to the First  
Division

9. (1) A candidate for appointment to the First Division may be selected for the First Division from among—

- (a) officers in the Second Division; and
- (b) persons outside of the Municipal Police Service.

(2) An officer in the Second Division who is suitable for appointment on the grounds of—

- (a) experience, skills and merit; or
- (b) having obtained a Bachelor Degree or produced proof of having reached an equivalent or higher standard of education from an institution recognized by the Accreditation Council of Trinidad and Tobago,

shall be eligible for appointment to the First Division.

(3) A person who is appointed under subregulation (1) is required to undergo an appropriate course of training in police duties.

(4) Notwithstanding subregulation (3), the Assistant Commissioner may exempt a person appointed under subregulation (1)(a) from the training required under that subregulation (3).

(5) A candidate referred to in subregulation (1)(b) shall possess—

- (a) the qualifications specified in regulation 3(1), other than those specified in regulation 3(1)(g) and (i); and
- (b) a Bachelor's Degree, or produce proof of having reached an equivalent or higher standard of education, from an institution recognized by the Accredited Council of Trinidad and Tobago.

10. (1) The date of appointment of an officer shall normally be the <sup>Date of</sup> date on which he assumes the duties of the office to which he has been <sup>appointment</sup> appointed.

(2) Where an officer is selected for appointment from outside Trinidad and Tobago, the date of appointment shall be the date specified in the letter of appointment.

## PART II

### PROBATION AND PROMOTION

11. The probationary period of a constable on first appointment <sup>Probation of</sup> shall be a period of two years. <sup>constable</sup>

12. The following principles shall be observed in respect of a <sup>a</sup> constable during his probationary period: <sup>Principles</sup> applicable to <sup>constable on</sup> probation

- (a) the constable shall be given every opportunity to learn his <sup>probation</sup> work and be tested as to his ability to perform it;
- (b) he shall be accorded all possible facilities for acquiring experience in his duties; and
- (c) he shall be subject to sympathetic supervision so far as the exigencies of the Service permit and be assigned to duty where such supervision is possible.

13. In the case of a constable on probation, the senior officer <sup>Probationary</sup> exercising control over that constable shall furnish to the Assistant <sup>assessment of</sup> Commissioner two assessments in accordance with <sup>constable on</sup> the guidelines in <sup>first</sup> Schedule 2 in the following manner: <sup>appointment</sup> <sup>Schedule 2</sup>

- (a) a first assessment after the constable has completed one year of service, not later than one month after the twelfth month; and

- (b) a final assessment not earlier than six weeks or later than two weeks before the period of probation expires.

Dismissal of constable on probation

14. (1) A constable who is on probation may, at any time during the period of probation, be dismissed by the Assistant Commissioner in accordance with the procedure prescribed in this Regulations.

(2) Where the Assistant Commissioner is of the view that a constable under subregulation (1) should be dismissed, the Assistant Commissioner shall, prior to the decision, give a written notice to the constable specifying the reasons and any relevant facts in detail for the proposed decision, and request the constable to respond in writing within fourteen days of the notice as to why he should not be dismissed.

(3) When the constable responds in writing, the Assistant Commissioner shall consider the response and may conduct a hearing before making his decision and the hearing shall be conducted in accordance with the procedure set out in regulations 156(2) to 167.

(4) If the constable fails to respond in writing, the Assistant Commissioner shall make his decision and immediately in writing inform the constable of the decision.

Examination Board

15. (1) All examinations in relation to the Second Division shall be set and the papers marked by such Examination Board as may be appointed for that purpose by the Assistant Commissioner.

(2) The Assistant Commissioner shall be responsible for the conduct of the examinations set under subregulation (1).

Qualifying examination

16. (1) An officer of the rank of Constable through to Sergeant may apply on the prescribed form to the Assistant Commissioner of Municipal Police to be allowed to take the qualifying examination for promotion to the next rank.

(2) An officer who is successful in the qualifying examination may be considered for promotion in accordance with regulation 20.

Promotion after three years of service

17. A constable shall not be considered for promotion unless he has three years in the Service.

Advertisement of vacancy

18. Where the Assistant Commissioner considers that—

- (a) there is no suitable candidate in the Service available for the filling of any vacancy having regard to qualifications, experience and merit; and
- (b) it would be advantageous and in the best interest of the Service that the services of a person not already in the Service be secured,

the Assistant Commissioner shall advertise such vacancy.

19. (1) The Assistant Commissioner shall publish a Departmental Order specifying the points system to be followed by a Supervising Officer in the preparation of a performance appraisal report. Selection for promotion to and within the First Division

(2) The points awarded to an officer based on his performance appraisal report shall represent—

- (a) twenty-five per cent and the results of the promotional assessment process; and
- (b) seventy-five per cent of his final grade as stated in the Order of Merit List mentioned in subregulation (9).

(3) An officer shall not be considered for promotion to and within the First Division unless he has attained sixty or more points on his performance appraisal report.

(4) The Assistant Commissioner shall employ a person (hereinafter referred to as “the consultant”) to conduct the promotional assessment process.

(5) The consultant under subregulation (4) shall appoint such number of panels, comprising not less than three persons each, as he considers necessary.

(6) The members of each panel under subregulation (5) shall possess appropriate skills, expertise and qualifications in policing and particularly to the rank under consideration.

(7) The promotional assessment process shall comprise of two stages as follows:

- (a) stage one shall require every qualifying officer to write a qualifying examination, from which only the top performing candidates as determined by the consultant shall proceed to stage two; and
- (b) stage two shall be a suitability assessment process.

(8) To assess the competencies of an officer relevant to the position for which he is being considered, the suitability assessment process may include, *inter alia*, role play, exercises dealing with hypothetical situations and other appropriate methods of assessment that are consistent with contemporary professional standards and needs of policing.

(9) The consultant shall establish the competencies before conducting the suitability assessment process and such competencies shall be given in writing to each qualifying candidate at least one week before the suitability assessment process is conducted.

(10) The competencies, which may comprise core or technical competencies, may include matters such as leadership, communication, initiative, decision making, problem solving, customer relations, integrity, and organizational awareness.

(11) Subject to subregulation (2), every officer considered for promotion shall be rated according to the results of the promotional assessment process specified in this regulation together with the points awarded to him based on his performance appraisal report and be placed on an Order of Merit List.

(12) The person shall, as soon as the promotional assessment process is completed, submit the Order of Merit List to the Assistant Commissioner, who shall immediately cause it to be published in a Departmental Order.

(13) Subject to subregulation (14), an Order of Merit List shall be valid for a period of twelve months from the date of its publication under subregulation (12).

(14) The Assistant Commissioner may extend the validity of the Order of Merit List before its expiration for a period not exceeding one year.

(15) An officer who is not promoted during the twelve-month period or such other period as ordered by the Assistant Commissioner under subregulation (14) is required to repeat the promotional assessment process.

(16) Where the officer mentioned in subregulation (15) successfully completes the promotional assessment process for three consecutive times and is not promoted, he shall be paid a qualifying allowance as from the date of the third occasion on which his name is placed on the Order of Merit List, and regulation 65(3), (4) and (5) shall apply to him as it applies to an officer under regulation 65.

Principles of selection for promotion to and within the Second Division

20. (1) Subject to subregulation (2), the Promotion Advisory Board shall interview—

- (a) an officer who has passed the qualifying examination for promotion and is recommended for promotion by the Officer in Charge of his Division or Branch;
- (b) an officer who was allocated fifty or more points at the previous interview; and
- (c) an officer who is eligible under subregulation (3).

(2) An officer shall not be interviewed by the Board unless he has been allocated forty or more points by the Board based on the criteria, other than the interview, listed in subregulation (5).

(3) Subject to subregulation (2), an officer who is allocated less than sixty points is eligible to be interviewed at the next sitting of the Board.

(4) Every officer considered for promotion shall be rated according to the criteria specified in subregulation (5) and each officer who is allocated sixty or more points shall be placed on an Order of Merit List.

(5) The criteria mentioned in subregulation (4) shall be as follows:

<i>Performance Appraisal Interview</i>	<i>Maximum Points</i>
40	60

(6) The Board shall submit the Order of Merit List to the Commission on the advice of the Assistant Commissioner, who shall cause it to be published in a Departmental Order.

21. (1) An officer who is promoted to an office shall serve a <sup>Probation on</sup> probationary period of twelve months in the office to which he is <sup>promotion</sup> promoted.

(2) Where an officer is promoted to an office in which he has performed the duties, whether in an acting or temporary capacity, for a period of equal or longer duration than the prescribed period of probation, immediately preceding the promotion, the officer shall not be required to serve the probationary period.

(3) Where an officer is promoted to an office in which immediately preceding the promotion he has acted for a period of less than twelve months, the period of acting service shall be offset against the prescribed period of probation.

(4) Where an officer is promoted before he has completed the period of probation in his former office, the unserved portion of that period of probation shall be waived and the officer is deemed to have been confirmed in that appointment.

22. In the case of an officer serving a twelve-month period of <sup>Performance</sup> probation, the senior officer in charge of that officer shall furnish to the <sup>appraisal</sup> Assistant Commissioner a performance appraisal report one month <sup>report</sup> before the period of probation expires.

23. Where, after consideration of the final report of the senior <sup>Confirmation</sup> officer, the Assistant Commissioner is satisfied that the probationary <sup>of</sup> service of the officer has been satisfactory, he shall be confirmed in his <sup>appointment</sup> appointment with effect from the date of appointment.

- Extension of probation      24. Where the Assistant Commissioner is satisfied that the probationary service of an officer has not been satisfactory, the period of probation may be extended for one further period of six months.
- Incremental date where period of probation extended      25. Where the period of probation of an officer has been extended and he is subsequently confirmed in his appointment, the Assistant Commissioner may direct that the increment of the officer be paid with effect from—
- (a) the date following that on which the extended period of probation expired without change in the incremental date;
  - or
  - (b) the date following that on which the extended period of probation expired, that date would then become his incremental date.
- Record keeping      26. The Assistant Commissioner shall keep a record of every officer who has been appointed.

### PART III

#### SECONDMENT

- Secondment      27. (1) An officer who is seconded to an office in the Public Service shall be paid the salary applicable to that office and is eligible for any increments payable to the holder of that office.
- (2) The remuneration of an officer on secondment to an office out of the Service shall be paid by the receiving Ministry, public body or authority.
- (3) During the period of secondment of an officer out of the Service, the officer shall continue to hold his substantive office in the Service and, notwithstanding his absence from the Service, is eligible for promotion.
- (4) The period of service of an officer while on secondment shall be taken into account when calculating his pension where the secondment is to an office in another Service of the Government or where the receiving public body or authority makes the appropriate arrangement for the preservation of the pensionable service of the officer.
- (5) An officer on secondment to an office in the Service is eligible for the leave applicable to that office and while on such leave he is entitled to be paid the salary payable to the holder of that office.

(6) An officer who has completed a period of secondment outside of the Service and who returns to the Service shall revert to the point in the salary scale in respect of his substantive office which he would have reached if he had not been seconded.

(7) A period of secondment shall not exceed two years.

PART IV

RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT

28. (1) Where an officer intends to resign he shall send by <sup>Resignation</sup> registered mail or deliver a written notice of his intention to resign to the office of the Assistant Commissioner at least one month before the date on which he wishes to relinquish his appointment.

(2) Notwithstanding subregulation (1), the Assistant Commissioner in consultation with the Commission may waive the requirement of notice in whole or in part if he thinks fit.

(3) Notwithstanding regulation 82, an officer who fails without reasonable cause to comply with subregulation (1) may forfeit all leave and the benefits and privileges accruing to him in respect of leave.

(4) An officer is not entitled, except with the permission of the Commission on the advice of the Assistant Commissioner, to withdraw his notice of resignation.

29. (1) An officer who is absent from duty without leave for seven <sup>Abandonment</sup> consecutive days, during which time he has failed to notify his senior officer of the cause of his absence, may be declared by the Assistant Commissioner to have abandoned his office, whether he holds a permanent, temporary, or contractual appointment, and thereupon the office becomes vacant and the officer ceases to be an officer.

(2) Where an officer abandons his office under subregulation (1), regulation 28(3) shall apply.

30. Subject to regulations 28, 29, 31, 32 and 33(2), the services of <sup>Reasons for termination of appointment</sup> an officer maybe terminated for the following reasons—

(a) where he holds a permanent appointment—

(i) on dismissal in consequence of disciplinary proceedings; or

(ii) on the abolition of the office;

(b) where he holds a temporary appointment—

(i) on the expiration or other termination of an appointment for a specified period;

- (ii) where the office itself is of a temporary nature and is no longer necessary;
  - (iii) on the termination of appointment in the case of an officer on probation;
  - (iv) on the termination of appointment in the case of an officer holding a non-pensionable office with no service in a pensionable office; or
  - (v) on dismissal or removal in consequence of disciplinary proceedings;
- (c) where he is on contract, his services shall be terminated in accordance with the terms of the contract; or
- (d) whether he holds a permanent, temporary or contractual appointment, where he is convicted for a criminal offence which carries a penalty of six or more months of imprisonment.

Retirement in  
the public  
interest

31. (1) Where it is represented to the Assistant Commissioner that it is in the public interest that an officer should be required to retire from the Service on grounds which cannot suitably be dealt with under any of these regulations, the Assistant Commissioner shall—

- (a) call for a report on the officer from the supervising officer of that officer; and
- (b) take into account the officer's record during the preceding five years or, where the officer has less than five years' service, his record during his period of service.

(2) If after considering the report and record mentioned in subregulation (1) and giving the officer an opportunity of submitting a reply, the Assistant Commissioner is satisfied that it is in the public interest to retire the officer, the officer shall be required to retire on such date as the Assistant Commissioner shall determine, and he shall be retired accordingly.

(3) Where an officer is examined by a Medical Board on two or more occasions and is found fit for service but continues to be absent from duty on the ground of ill-health for a cumulative period of six months during a single twelve month period, he shall be considered for retirement in the public interest, subject to a comprehensive review of his performance by the Assistant Commissioner and after giving the officer an opportunity to be heard.

Termination  
of appointment  
on ground of  
inefficiency

32. (1) The Commission may on the advice of the Assistant Commissioner terminate the appointment of an officer on grounds of reported inefficiency and having regard to the job performance of the officer and, where applicable, his performance appraisal reports.

(2) Where the senior officer in charge of an officer makes a recommendation in writing to the Assistant Commissioner that the appointment of the officer should be terminated on grounds of inefficiency, the officer shall be informed in writing by the senior officer of such recommendation and be given an opportunity to make representation thereon to the Assistant Commissioner and the Commission.

(3) Where the officer makes representation under subregulation (2), the representation shall be forwarded in its original form to the Assistant Commissioner.

(4) The Assistant Commissioner may, upon receipt of the recommendation under subregulation (2), cause an investigation to be made before making a final decision.

33. (1) A Medical Board shall be appointed whenever it is <sup>Medical</sup> necessary for an officer to be examined with a view to ascertaining <sup>Board</sup> whether he should be retired on grounds of ill health.

(2) An officer may be required by the Assistant Commissioner to undergo a medical examination by a Medical Board at any time.

(3) An officer who is required to undergo a medical examination shall submit himself to be examined by a Medical Board at such time and place as the Commission on the advice of the Assistant Commissioner may direct.

(4) Where a Medical Board is convened in accordance with subregulation (1), the Commission on the advice of the Assistant Commissioner shall make available to the Board the medical record of the officer, and any further relevant information that would assist the Board with its findings.

(5) Where an officer, through refusal or neglect to obtain specialist advice or to obtain treatment when so recommended by the Medical Board, falls sick and in consequence is unable to perform his duties, the Commission on the advice of the Assistant Commissioner may direct that the period during which he is unable to perform his duties shall be counted as leave without pay

34. (1) An officer who is medically boarded and found unfit for <sup>Unfit officer</sup> further service shall not be allowed to remain on duty and shall be granted such vacation leave and accumulated vacation leave for which he is eligible or two months' leave, whichever is the greater, as from the date on which he is notified of his unfitness for further duty.

(2) Upon the expiration of the leave referred to in subregulation (1), the services of the officer shall be terminated, with such benefits that may have accrued to him.

## PART V

## POLICE DIVISION, DISTRICT, STATION ETC.

Police  
Divisions,  
Districts, etc.

35. (1) For the purpose of the Act and these Regulations, there shall be such Divisions and Branches as may be determined by the Minister.

(2) Each Division shall be subdivided into Police Districts and there shall be one or more Police Stations in each District as approved by the Minister.

(3) The Commission shall publish the boundaries of Municipal Police Divisions and Police Districts in the *Gazette*.

(4) The Commission may establish such Administrative or Operational Units in the Service as approved by the Minister.

Assignment  
of officers to  
Districts, etc.

36. The Assistant Commissioner may assign any number of officers for duty to Divisions, Branches, Stations or other Administrative or Operational Units, as he considers necessary for the efficient functioning of the Service.

Building for  
use of  
Municipal  
Police Service

37. (1) The Minister may assign, for the use of the Service, such buildings as may be provided or made available for that purpose, and may make such further provision for the accommodation, training and hospitalization of officers as may be necessary.

(2) The Minister with responsibility for health shall approve a building or other accommodation mentioned in subregulation (1) as may be deemed necessary.

## PART VI

## SALARIES, INCREMENTS, ADVANCES AND ALLOWANCES

*Salaries*

Allowances  
for trainee

38. A trainee shall receive an allowance, to be called a trainee allowance, at a rate approved by the Minister with responsibility for finance.

Salary of  
officer on first  
appointment

39. The salary of an officer on first appointment shall be computed from the date of his assumption of duties as an officer.

Salary on  
promotion

40. On promotion, an officer shall receive the salary attached to the office to which he is promoted from the effective date of his promotion or from the date he assumes the duties of the office as may be specified in his letter of promotion.

41. (1) Salaries shall be paid to officers on the day immediately preceding the last business day of the month, however, where the last business day falls on a Monday, salary shall be paid on the preceding Friday or the day preceding that day if Friday is a public holiday. Date of payment of salary

(2) Notwithstanding subregulation (1), the Minister with responsibility for finance may vary the date on which salaries shall be paid in any month.

(3) An officer who is proceeding on vacation leave on a date prior to the normal date on which salaries are to be paid for that month, and who will be on leave on the appointed pay day, may be paid his salary for that particular month in advance of the normal pay day, if arrangements cannot otherwise conveniently be made for payment of his salary in accordance with subregulation (1) or (2).

(4) Subregulation (3) shall apply only in respect of the first month of the vacation leave of the officer.

42. When an officer reverts to his substantive office on the termination of his acting appointment he shall be paid the salary in his substantive office, which he would have received, had he not been given an acting appointment in a higher office. Reversion to substantive office

43. (1) No money shall be deducted from the salary of an officer without prior notice in writing to him of not less than one month. Deductions from salary

(2) The Minister with responsibility for finance shall determine the type of deduction which may be permitted to be accommodated on the pay-sheet as an approved deduction.

(3) Notwithstanding subregulation (1), the Assistant Commissioner may deduct from the salary of an officer—

- (a) all fines and penalties imposed as a result of disciplinary action taken in accordance with these regulations; and
- (b) all overpayments of salary in accordance with any written law and may make such other deductions as are approved by the Minister with responsibility for finance towards the reduction or repayment of outstanding debts due to the State.

*Increments*

Principles of  
conversion

44. (1) Where an officer is promoted, his salary shall be adjusted as follows:

- (a) where the salary which the officer was receiving in the lower office immediately prior to promotion was less than the minimum salary of the higher office, then the officer shall on promotion be paid the minimum salary of the higher office, however, where the additional amount due to the officer is less than the value of one increment in the salary range of the lower office, he shall move up to the next higher point in the salary range;
- (b) where the salary which the officer was receiving in the lower office immediately prior to promotion was the same as the minimum salary of the higher office, then the officer's salary on promotion shall be adjusted to the next incremental point in the salary range of the higher office;
- (c) where the salary which the officer was receiving in the lower office immediately prior to promotion was more than the minimum salary of the higher office, then the officer's salary on promotion shall first be adjusted to the incremental point in the higher salary range immediately above his salary and then be further adjusted to the next incremental point in the higher salary range.

(2) After conversion in accordance with subregulation (1), the salary of the officer shall be further adjusted to the next point in the salary range of the office to which he has been promoted on the date on which his next increment would have become due to him in the post from which he was promoted, and subsequent increments shall accrue to him on the anniversary of that date.

(3) When an officer is promoted on the date on which he was due an increment in the office from which he was promoted he shall first be granted an increment on that date and then his salary shall be adjusted in accordance with subregulation (1), and in such a case the officer shall retain the date of his promotion as his incremental date.

Additional  
provision as  
to conversion

45. Where an officer has been acting in a higher office immediately before his appointment to that office or to an office in the same salary range as that office, he shall convert to the higher salary range in the same manner as is provided in regulation 44(1).

Payment of  
increment

46. (1) Subject to subregulation (2), where an officer holds an office that has a salary range, increments shall be paid to such officer, on the completion of each year of satisfactory service until he has reached the maximum of the salary range, and the increments paid shall be in the amounts prescribed for the particular office.

(2) Increments shall be earned, and a year of service shall be taken to be satisfactory only if the Assistant Commissioner has satisfied himself and has certified on the prescribed form that the officer has during such year performed his duties with efficiency and diligence and that his conduct during the period has been satisfactory.

(3) In determining whether the service of an officer during a year has been satisfactory, the Assistant Commissioner may not take into account a specific act of delinquency if the officer qualified for an increment in other respects.

(4) The Assistant Commissioner shall sign the increment certificate on the prescribed form, effective from the date when the increment of the officer becomes due and shall attach the said certificate to the pay-sheet for the month in which the increment accrues.

47. (1) Subject to this regulation, an officer who is appointed to act in a higher office shall be paid increments in that higher office and shall continue to draw increments in his substantive office.

(2) Where an officer—

- (a) was not earning increments in his substantive office, and the office in which he is acting has a salary range, he shall receive an increment in the higher salary range on the anniversary date of his acting appointment;
- (b) has reached the maximum salary of his substantive office, which maximum may be equal to or greater than the minimum but less than the maximum of the higher office, he shall receive an increment in the higher salary range as stated in paragraph (a).

(3) The grant of an increment under subregulation (2)(a) or (b) shall be subject to the—

- (a) officer acting continuously for a period of twelve months in the higher office; and
- (b) issue of an increment certificate certifying satisfactory service on the prescribed form by the Assistant Commissioner.

(4) The period of continuous acting mentioned in subregulation (3) shall not be considered to have been broken if the officer is granted normal sick leave, paternity or maternity leave during the acting appointment.

(5) Where an officer has been acting in a higher office for more than twelve months and, in accordance with subregulation (2), is in receipt of increments in such office, he shall continue to receive such increments after a break in the acting appointment, but only if—

- (a) he resumed acting in the same higher office or in a higher office in the same salary range within six months of the break; or
- (b) the break was caused by his proceeding on leave of any type for a period not exceeding one year and he resumes duty in the higher office within six months of his resumption of duty.

Incremental  
date, general  
provisions

48. (1) An officer who is transferred from one office to another office that has the same salary range shall retain the incremental date of the office from which he was transferred.

(2) Where an officer has been acting in an office immediately before his appointment to it, his incremental date shall be the anniversary date of his acting appointment, if it is more advantageous to him, instead of the date on which his next increment would have become due in the post from which he was promoted.

Incremental  
date on  
promotion

49. (1) Subject to this regulation, an officer appointed or promoted on probation to an office shall not be granted an increment until he has been confirmed.

(2) Upon confirmation, an officer's incremental date shall be the anniversary of the date of appointment or in the case of promotion, in accordance with regulation 44(2).

#### *Advances*

Application  
for advance

50. An application for an advance under regulation 49 shall be made to the Comptroller of Accounts.

Payment of  
advance

51. (1) An advance not exceeding one month's salary may be paid to an officer proceeding on vacation leave of not less than fourteen days to be spent either out of Trinidad and Tobago or in Trinidad and Tobago but away from his ordinary place of residence.

(2) An advance paid under subregulation (1) shall be paid to the officer either in Trinidad and Tobago before he proceeds on leave or at his request while he is abroad on leave.

(3) An advance not exceeding one month's salary may be made to an officer through a Trinidad and Tobago Overseas Mission in case of an emergency, each case being dealt with on its merit.

(4) Interest is payable on any advance made under this regulation, at such rates as the Minister with responsibility for finance may determine.

(5) An advance paid under this regulation, together with interest thereon, shall be repaid in not more than twelve monthly instalments or over such longer period of time as may be fixed by the Minister with responsibility for finance, the first instalment falling due at the end of the month following that in which the officer resumes duty.

(6) The Minister with responsibility for finance may authorise an advance for any purpose other than those specified in this regulation, under terms and conditions to be fixed by him.

*Allowances*

52. (1) An officer appointed to act in an office in a salary range that is higher than that of his substantive office shall, with effect from the date of the commencement of his acting appointment, if the actual salary he is drawing in his substantive office is less than the minimum salary of the office in which he is appointed to act, receive the minimum salary of the higher office. <sup>Acting allowance</sup>

(2) An additional payment made under this regulation to an officer appointed to act in a higher office, that is over and above what he should have drawn in his substantive office, is deemed to be an acting allowance payable to him.

53. A grant shall be made at such sum as may be approved by the Minister with responsibility for finance to assist in defraying the funeral expenses of an officer who dies while in service. <sup>Grant for funeral expenses</sup>

54. (1) An officer who is transferred and as a result suffers hardship, whether or not he is separated from his family, shall, on application by him, be granted a hardship allowance on the same basis as applicable to a separated officer but for such period of time as the Assistant Commissioner may direct. <sup>Hardship allowance</sup>

(2) An application for a hardship allowance shall be submitted monthly on the prescribed form to the Assistant Commissioner and, except in special circumstances, no claim shall be entertained that is made later than three months after the period to which the claim relates.

55. (1) An officer who is not provided with appropriate quarters under regulation 113, shall be paid a housing allowance at such rates as may be approved by the Minister with responsibility for finance. <sup>Housing allowance</sup>

(2) An officer who marries shall report in writing to the Assistant Commissioner the fact of his marriage within three months of his marriage, and the report shall be supported by a marriage certificate.

(3) Where an officer fails to comply with subregulation (2), the housing allowance shall be payable only for the preceding three months from the date of compliance with subregulation (2).

(4) An officer shall not receive a housing allowance payable to a married officer and a housing allowance payable to an unmarried officer for the same period of time.

(5) Where an officer is married to another officer, each officer shall be paid the housing allowance payable to an unmarried officer.

(6) An officer, in receipt of a housing allowance, who is—

- (a) widowed;
- (b) divorced; or
- (c) legally separated,

shall report the fact to the Assistant Commissioner within one month of the occurrence of the event.

(7) Subject to subregulation (8), an officer mentioned in subregulation (6) shall be paid the housing allowance applicable to a married municipal police officer up to the end of the month in which the officer became widowed, divorced or legally separated, and thereafter the officer shall be paid the housing allowance applicable to an unmarried municipal police officer.

(8) The officer mentioned in subregulation (7) may be allowed to continue to receive the housing allowance applicable to a married municipal police officer where there are children of the marriage or legally adopted children who are dependent on the officer until each child attains the age of eighteen years or marries, whichever event occurs first.

(9) An officer occupying rent-free quarters is not entitled to any housing allowance.

(10) For the purpose of subregulations (2), (3) and (4), marriage includes cohabitation.

Plain clothes  
allowance

56. (1) An officer required to do duty in plain clothes shall be so authorised in writing by the Assistant Commissioner.

(2) An officer required to do duty in plain clothes shall be paid a plain clothes allowance at such rates as may be approved by the Minister of Finance for such part of a month in which he is so required to wear plain clothes, but such an allowance shall not be paid to an officer for any month in which he is required to wear plain clothes for a period of less than seven days.

57. (1) A proficiency allowance at rates approved by the Minister with responsibility for finance may be granted to an officer performing specified duties.

(2) Subject to subregulation (1), an officer who goes on sick leave or vacation leave may continue to be paid a proficiency allowance but only if the period for which he is on vacation leave or sick leave does not exceed fourteen days.

58. (1) An officer shall be considered to be separated from his family if, as a result of an appointment or transfer, he is compelled to take up residence in another Station or District without being able to take his family with him, because—

- (a) suitable accommodation cannot be found immediately in the new Division, District, Branch or Station for his family;
- (b) it would not be reasonable to expect the officer to remove his family from his present residence; or
- (c) he could not reasonably be expected to travel daily from his present residence to the new Station or District or both.

(2) A separated officer may be paid a temporary separation allowance related to the additional expenditure incurred by him in maintaining two households.

59. The payment of a temporary separation allowance shall be subject to the following conditions:

- (a) it shall not exceed the maximum amount fixed for the allowance by the Minister with responsibility for finance;
- (b) in the case of an appointment or transfer which is known to be permanent, it shall be paid for a period not exceeding three months;
- (c) in the case of an appointment or transfer which is known to be or turns out to have been temporary, it shall be paid for a period not exceeding six months;
- (d) extensions of the period of payment as provided for in paragraphs (b) and (c) shall be made only on the authority of the Chief Personnel Officer, to whom application by the officer shall be made promptly with full supporting reasons for the grant of an extension of time;

- (e) no allowance shall be paid where the period of separation is less than one month;
- (f) the officer claiming the allowance shall be required to produce a certified statement, supported by payment receipts where possible, showing the additional expenditure involved in having to maintain two households;
- (g) the allowance granted shall be a sum equivalent to the additional expenditure incurred, but not exceeding the maximum amount fixed by the Minister with responsibility for finance; and
- (h) an officer shall not receive both temporary separation allowance and subsistence allowance in respect of the same period.

Application  
for temporary  
separation  
allowance

60. An application for a temporary separation allowance shall be submitted monthly by a separated officer on the prescribed form to the Chief Personnel Officer through the Assistant Commissioner, and, except in special circumstances, no application shall be entertained which is not made within three months after the period to which the claims relates.

Charges for  
extra duty  
prescribed

61. (1) Subject to subregulation (2), the Assistant Commissioner may, at the written request of an organiser of such entertainment, bazaars, private assemblies or other occasions or functions as are approved by the Assistant Commissioner, provide for the services of officers for the purpose of preserving order at such entertainment, bazaars, private assemblies, other occasions or functions.

(2) An officer may only perform extra duty under subregulation (1) outside his official duty hours.

(3) Where an officer is deputed for extra duty under subregulation (1), he shall be paid for his service at the rate of ninety per cent of the charges levied under subregulation (1) and the remaining ten per cent shall be paid into an unincorporated Trust Fund, which would be created by regulations for the depositing of fines and charges levied under these Regulations.

(4) Nothing in this regulation shall apply in the case of a private or public Government function, except that in the case of a private Government function, the Assistant Commissioner may levy charges in accordance with subregulation (1) and make payments in accordance with subregulation (3).

(5) An officer who volunteers and is deputed for extra duty under subregulation (1) shall report for duty as required.

62. An officer shall be paid subsistence and meal allowances at a rate approved by the Minister with responsibility for finance. Subsistence and meal allowance

63. An officer who is required to travel abroad on official business is entitled to such allowance as may be approved by the Minister with responsibility for finance. Allowance for travelling abroad

64. Notwithstanding his rank in a Municipal Police Service, an officer who is an attorney-at-law and who is assigned to the legal department of the Service or who is not so assigned but is required to perform duties as an attorney-at-law shall be paid an allowance, to be called an Attorney Allowance, at a rate approved by the Minister with responsibility for finance. Attorney allowance

65. (1) Where an officer above the rank of constable is not promoted within three years after being interviewed by the Board for promotion, he shall, subject to regulation 20(4), be paid a qualifying allowance as from the third anniversary of the date of the examination. Qualifying allowance

(2) Where a constable is not promoted within three years after being recommended by the Board for promotion, he shall be paid a qualifying allowance as from the third anniversary of the date of the recommendation.

(3) The qualifying allowance shall be equal to an increment payable in the officer's salary range.

(4) When an officer who is in receipt of the qualifying allowance, is promoted, he shall not be paid such an allowance from the date of his promotion.

(5) Where an officer is in receipt of the qualifying allowance on the date of his retirement and has been receiving this allowance for not less than three years from that date, the allowance shall be regarded as part of his salary for the purpose of computing his pension and gratuity.

## PART VII

HOURS OF WORK, RECORDS OF PERSONNEL AND PERFORMANCE APPRAISAL  
REPORTS*Hours of Work*

Work week  
and working  
hours

66. (1) For the purpose of these regulations, a week shall consist of seven days, the normal working hours of which shall be forty hours.

(2) The normal daily period of duty for an officer in the Second Division shall not exceed eight hours, and this may be performed in one tour.

(3) An officer shall not normally be required to be on duty beyond a period of four hours without having a break of at least one hour after the end of that period.

(4) The period of time taken as a break shall not be considered as part of the period of eight hours making up the normal daily period of duty.

(5) Every officer in the Second Division shall be granted in respect of any one week, two full days free from duty to be known as “weekly rest days” provided always that the normal work week is not reduced to less than forty hours.

(6) The weekly rest days shall be in lieu of Saturdays and Sundays, any of which may be counted as a weekly rest day if taken as such.

(7) An officer in the Second Division shall, in respect of work in excess of forty hours a week—

- (a) be given commuted overtime pay or allowance at rates approved by the Minister with responsibility for finance;
- (b) be granted compensatory time-off; or
- (c) where such time-off is not practicable, be paid overtime pay at rates approved by the Minister with responsibility for finance.

(8) The time limit for determining whether compensatory time-off may be granted shall be fixed by agreement between the Chief Personnel Officer and the appropriate recognised association.

(9) Except in special circumstances, no overtime claim shall be allowed if submitted after six months from the date the overtime was earned.

67. Notwithstanding anything contained in these Regulations relating to hours of work, an officer may be required to report for duty at any time if the exigencies of the Service so require. Officer may be required to report for duty at any time

68. (1) Where the Assistant Commissioner proposes to transfer an officer, the Assistant Commissioner shall make an order of transfer in writing and shall give not less than fourteen days' notice to the officer who is to be transferred. Transfer

(2) In considering the transfer of an officer, the Assistant Commissioner shall take into account any hardship that such transfer may occasion.

(3) Notwithstanding subregulation (1), where the exigencies of the Service so require, the Assistant Commissioner may transfer an officer without notice.

*Records of Personnel*

69. (1) The Assistant Commissioner shall keep a personal record of each officer and it shall contain— Personal record

- (a) a description of the officer;
- (b) any change of name of the officer;
- (c) the officer's place and date of birth;
- (d) particulars of marriage, if any, and children, if any;
- (e) a record of service, if any, in any Naval, Military or Air Forces of a Commonwealth territory or in the Public Service;
- (f) a record of service, if any, in any other police service;
- (g) a record of the results of examinations at which the officer was a candidate; and
- (h) a record of service in the Service including particulars of all promotions, transfers, removals, injuries received, commendations, awards, punishments other than cautions, acting appointments, sick leave, academic qualifications, special or technical skills and training, and the date of his ceasing to be a member of the Service with the reason thereof.

(2) The Head of the Division or Branch under whom an officer on his first appointment is first transferred shall cause to be maintained a Divisional or Branch file, and on the officer's transfer from that Station, his Station's file shall be sent direct to the Head of his new Station.

(3) An inset sheet with comments by the Head of the Station shall be kept for each officer in a Station, and on his transfer from a Station the officer's inset sheet shall be sent, as part of his Station's file, direct to the Officer in Charge of his new Station.

(4) An officer may at his request in writing and at a time convenient to the Administration, be allowed to peruse his personal record.

(5) An officer shall be informed in writing of any adverse reports or any commendations that are made on his inset sheet or personal record.

Certificate of  
service to be  
given

70. (1) An officer who leaves the Service may be given a certificate of service stating his office and special skills and setting out the period of his service and in any other police service and the reason, cause or manner for his leaving the Service.

(2) The Assistant Commissioner may append to a certificate under subregulation (1), a recommendation with respect to the officer's efficiency and conduct.

(3) The personal record of a municipal police officer who leaves the Municipal Police Service shall be kept for twenty years by the Assistant Commissioner who shall then forward it to the Government Archivist.

Performance  
appraisal  
reports

71. (1) A performance appraisal report shall—
- (a) be in such form as may be prescribed by the Assistant Commissioner;
  - (b) be made in respect of each officer whether he holds a permanent or temporary or an acting appointment or is employed for a specified period;
  - (c) provide for communication to the officer of the nature of his job performance for the period under review, and his career potential; and

(d) ensure the officer's participation in the establishment of the standards required in order that his job performance and career potential are accurately evaluated by the persons specified in the form.

(2) The Officer in Charge of the Division or Branch shall forward to the Assistant Commissioner in each year in respect of each officer who is—

(a) within the scale of pay, a performance appraisal report not later than sixty days before an increment is due to an officer; and

(b) at the maximum in the scale of pay or who receives a fixed pay, a performance appraisal report not later than the anniversary of the date of appointment of an officer to the office.

(3) A performance appraisal report shall relate to the period of service during the immediate preceding twelve months.

(4) The Assistant Commissioner shall cause an assessment of the job performance and career potential of each officer to be made by the officer identified as the reporting officer in the performance appraisal report.

(5) A reporting officer shall, after ensuring that proper communication has occurred with the officer being assessed concerning that officer's job performance, record in the performance appraisal report—

(a) the strengths and weaknesses of that officer's job performance based on the duties and standards previously agreed upon with that officer;

(b) the means, if any, by which the officer's job performance may be improved or his job satisfaction may be enhanced;

(c) the training and developmental needs of that officer within the Service;

(d) the future career potential of that officer and how it may be developed; and

(e) the duties and standards of performance required of that officer for the next year.

(6) The reporting officer shall ensure that any commendation or award given to the officer shall be recorded in that officer's performance appraisal report.

(7) The officer being appraised may comment on the performance appraisal report on any aspect of it, whether it is satisfactory or not, and shall sign it.

(8) Notwithstanding regulation 191, and for the purpose of this regulation, an officer who is dissatisfied with his performance appraisal report is entitled to make a written complaint directly to an officer of a rank higher than the Officer in Charge of his Station.

(9) The officer who makes a complaint under subregulation (8) shall set out the specific nature of his dissatisfaction and is entitled to be heard by the officer to whom he has made the complaint and who shall make a final decision on the matter.

Officer to be  
informed of  
adverse report

72. In order that an officer may be given every opportunity to correct any shortcomings which he might evince during the course of the twelve months' period of service to be reported on under regulation 71, the Officer in Charge of his Station shall cause the officer to be informed in writing when—

- (a) such shortcomings are noticed;
- (b) adverse markings are included, in the performance appraisal report, before he submits the report to the Assistant Commissioner.

Annual  
increments

73. (1) A performance appraisal report made in respect of an officer under regulation 71 shall be the basis for determining the eligibility of an officer for an increment.

(2) Where the Officer in Charge of a Division or Branch, in a report made under regulation 71, recommends that an increment ought not to be granted, he shall notify the officer in writing, not later than sixty days before the increment is due, of the reasons for which he considers that the increment ought not to be granted.

(3) Where an officer is notified under subregulation (2), he may, within seven days of the receipt of such notification, make representations in writing through the Officer in Charge of his Division or Branch to the Assistant Commissioner.

(4) An annual increment shall not be suspended except on the authority of the Assistant Commissioner.

(5) Where the Assistant Commissioner, after considering any representation by an officer made under subregulation (3), supports the commendation of the Officer in Charge of his Station referred to in subregulation (2), or where in the opinion of the Assistant Commissioner a report made under regulation 71 does not justify the payment of an increment to the officer, the Assistant Commissioner, upon advising the Commission, shall notify the Officer in writing of his decision to suspend the payment of the increment.

(6) Subject to subregulation (7), the Assistant Commissioner may suspend the payment of an increment under subregulation (5) for a period not exceeding six months.

(7) Where the Assistant Commissioner suspends an increment to an officer under subregulation (5) for a specified period, the Officer in Charge of the Division or Branch shall, not less than thirty days before the expiration of the specified period, make a report on such officer and if in the opinion of the Assistant Commissioner—

- (a) the report justifies the payment of the increment, the Assistant Commissioner shall grant the increment which shall be payable from the date from which it is granted; or
- (b) the report does not justify the payment of the increment, the Assistant Commissioner may suspend the payment of the increment for a further period not exceeding six months.

(8) Where the Assistant Commissioner suspends the payment of an increment to an officer under this regulation, the suspension shall not affect the officer's incremental date.

## PART VIII

### VACATION LEAVE, SPECIAL LEAVE AND MEDICAL MATTERS

74. (1) Subject to subregulations (2) and (3), and unless otherwise stated in these regulations, leave of absence may be granted to an officer to the extent and under such conditions as are provided in this Part. Leave to be granted in accordance with this Part

(2) Leave, other than sick leave, injury leave and maternity leave, shall be granted subject to the exigencies of the Service.

(3) The Assistant Commissioner shall determine whether the exigencies of the Service are such as to enable an officer to proceed on leave at any given time.

(4) The Assistant Commissioner may, if the exigencies of the Service so require—

- (a) cancel any leave already granted; or
- (b) recall to duty an officer who has proceeded on leave.

#### *Vacation Leave*

Eligibility for  
vacation leave

75. (1) An officer is eligible for vacation leave each year only after the completion of one year of service.

(2) Where an officer has been recalled from vacation leave, he is eligible for the unexpired period of such leave.

(3) An officer who is recalled from vacation leave shall be reimbursed of any reasonable out-of-pocket expenses, including actual financial loss sustained as a consequence of the decision to recall him from such leave.

(4) The period of training undertaken by a trainee who is appointed as an officer shall be considered in the computation of that officer's vacation leave.

Vacation leave  
entitlement

76. (1) An officer is entitled to vacation leave each year as follows:

<i>Years of Service</i>	<i>Working Days</i>
1-10	28 working days
Over 10 years	35 working days

(2) In computing length of service for the purpose of subregulation (1), service shall include "other public service" and "service in the group" as defined in section 2 of the Pensions Act.

(3) In calculating vacation leave, Saturdays, Sundays and public holidays shall not be counted.

(4) No more than fifteen per cent of the officers assigned to any Division or Branch may be granted leave at any one time.

77. An officer shall not earn vacation leave while on vacation leave or extended sick leave. Vacation leave not to be earned

78. Subject to the exigencies of the Service, an officer shall proceed on annual vacation leave as provided for in regulation 76(1), and where the leave taken is less than his maximum leave, the amount of leave taken shall be deducted from his vacation leave entitlement specified in regulation 76(1) for his grade. Vacation leave taken annually

79. An officer who, owing to the exigencies of the Service, is required to defer his vacation leave, shall, in the year following that in which his vacation leave was deferred, be granted such deferred vacation leave together with the vacation leave for that year. Deferment of vacation leave

80. (1) Subject to regulation 76, an officer may, with the prior written approval of the Assistant Commissioner, be allowed casual absences from duty, which shall be deducted from his vacation leave entitlement specified in regulation 76(1) for his grade to a maximum of— Casual absences to be deducted from vacation leave

- (a) fourteen working days where he holds an office in the First Division; or
- (b) seven working days where he holds an office in the Second Division.

(2) Notwithstanding regulation 75(1), the Assistant Commissioner may apply subregulation (1) to meet the case of an officer who has not completed a full year of service, but leave so granted shall not exceed the total amount of vacation leave that the officer can be considered as having earned on a *pro rata* basis at the time of the grant of such leave.

81. Vacation leave, once earned, shall not be forfeited.

Non-forfeiture of vacation leave earned

82. (1) Vacation leave may normally be accumulated, with the approval of the Assistant Commissioner, to a maximum of — Accumulation of vacation leave

- (a) ninety working days, in the case of an officer in the First Division; and
- (b) sixty working days, in the case of an officer in the Second Division.

(2) An officer may accumulate leave in excess of the maximum specified in subregulation (1) with the approval of the Commission on the advice of the Assistant Commissioner.

(3) Where, upon the coming into force of these Regulations, an officer has accumulated annual leave in excess of ninety days, he may be required to take all or such part of the excess as is agreed upon by the Assistant Commissioner.

Grant of  
vacation  
leave

83. (1) Subject to subregulation (2), the Assistant Commissioner shall have authority to grant vacation leave to all officers.

(2) Vacation leave in the case of the Director or a Deputy Director shall require the approval of the Minister.

Application of  
vacation  
leave

84. (1) An application for vacation leave to be spent in or out of Trinidad and Tobago shall be submitted to the Assistant Commissioner, on the prescribed form, not later than the 31st day of October in the preceding year to facilitate the preparation of the leave roster for the year ahead.

(2) The Assistant Commissioner may in special circumstances vary the requirement of subregulation (1).

(3) An officer who has applied for vacation leave within the specified time shall, subject to the exigencies of the Service, be informed not less than one month before his vacation leave is due to commence, whether or not his application has been granted.

Record of  
officers on  
leave

85. The Assistant Commissioner shall cause a record to be kept to show—

- (a) the officers to whom he has granted leave;
- (b) particulars of the duration of such leave; and
- (c) the address at or other means of contact by which an officer may be located during his leave.

Attending  
court while  
on vacation  
leave

86. An officer who is required to attend court while on vacation leave as a result of his official duty shall have his vacation leave extended by a period equal to the number of days he has attended court.

#### *Special Leave*

Duty leave  
and special  
leave

87. (1) An officer selected as a member of an official Police Service team as approved by the Commission on the advice of the Assistant Commissioner and engaging in a sporting, educational or cultural event or series of such events may, subject to the exigencies of the Service, be granted duty leave with full pay for such purpose.

(2) An officer selected to represent Trinidad and Tobago as a member of a national team engaging in a sporting, educational or cultural event or series of such events shall, subject to the exigencies of the Service, be granted special leave with full pay to enable him to complete his engagement.

(3) Leave granted under this regulation shall not affect an officer's entitlement to vacation leave.

88. (1) An officer granted a scholarship sponsored by the Government is eligible for study leave and for such allowances and benefits as may from time to time be provided for other public officers. Scholarship and study leave

(2) An officer who undertakes a course of study approved by the Commission on the advice of the Assistant Commissioner is eligible for study leave and for such allowances and benefits, as may from time to time, be provided for other public officers.

89. (1) An officer is entitled to fourteen days sick leave a year. Sick leave

(2) An officer who is away from duty, due to illness, for a period—

- (a) not exceeding two days is not required to tender a medical certificate; or
- (b) exceeding two days shall submit a medical certificate prepared and signed by a duly qualified medical practitioner, and any leave taken under this regulation shall count in calculating the total sick leave for the year.

(3) An officer mentioned in subregulation (2)(a) shall, by any means, inform the Second Division officer or the Officer in Charge of the shift or the station where he is posted at least two hours before he is due to report for duty that he would be away from duty.

(4) The Assistant Commissioner may require an officer who habitually takes advantage of subregulation (2)(a) to present himself to a Government medical officer for a medical examination.

90. (1) An officer who seeks an extension of sick leave while in the country shall apply to the Assistant Commissioner in writing and the application shall be supported by a medical certificate issued by a duly qualified medical practitioner, a duly qualified medical practitioner attached to the Service or the duly qualified medical practitioner in the medical institution where the officer has been treated and who treated the officer. Extension of sick leave in Trinidad and Tobago

(2) An officer who seeks an extension of sick leave under subregulation (1) shall within the first three days, inform by any means, the Second Division Officer in Charge of the Police Station where he is posted, who shall communicate such information to the Assistant Commissioner.

(3) Upon receipt of the application referred to in subregulation (1), the Commission on the advice of the Assistant Commissioner may grant an extension of sick leave with full pay, partial pay or no pay and in accordance with the relevant guidelines issued by the Chief Personnel Officer.

(4) An officer shall make an application for extended sick leave in accordance with subregulation (1) within two days of his absence from duty.

(5) In exceptional circumstances, an application under subregulation (1) shall be made by the officer not later than seven days after his resumption of duty.

Extension of  
sick leave  
outside of  
Trinidad and  
Tobago

91. (1) An officer who becomes sick whilst on vacation leave outside of the country, and who has exhausted his sick leave entitlement shall immediately apply for an extension of sick leave through the Ambassador or other duly appointed Representative of Trinidad and Tobago and such an application shall be accompanied by a duly authenticated medical certificate.

(2) Subject to subregulation (3), upon receipt of the application referred to in subregulation (1), the Assistant Commissioner may grant an extension of sick leave with full pay, partial pay or no pay.

(3) An extension of sick leave on full pay shall be granted to an officer to the extent of, at maximum, the number of days sick leave unutilised by the officer over the five-year period preceding the year in which the application is made.

(4) When the time granted under subregulation (1) or (3) has expired and the officer has failed to resume duty, the Assistant Commissioner shall send a notice to the address given in regulation 128(2) ordering him to appear before a Medical Board stating the time and place for such appearance.

(5) The Assistant Commissioner shall publish once in the *Gazette* and twice in two daily newspapers the name of each officer who is required to appear before a Medical Board stating the time and place for such appearance.

(6) If the officer fails to appear before the Medical Board within one month from the date of the notice mentioned in subregulation (5), he is deemed to have abandoned his office and may be dismissed from the Service by the Commission on the advice of the Assistant Commissioner.

(7) An officer who is certified by a Medical Board to be suffering from such disease as renders him unfit for duty may be granted sick leave on full pay for a period not exceeding six months.

(8) If after the period mentioned in subregulation (7), the officer is unfit for duty, he may be granted vacation leave, if any, for which he is eligible.

(9) If after his sick leave and vacation leave, an officer is still unfit to assume duty, he is deemed unfit for the Service and his services shall be terminated by the Commission on the advice of the Assistant Commissioner, with such benefits that may have accrued to him.

(10) Where on the commencement of these regulations an officer who is abroad and has exhausted all his sick leave and entitlement to an extension of sick leave and has not resumed duty, subregulations (4), (5) and (6) shall apply.

92. Absence from duty for more than two consecutive days shall not in any circumstances be considered as sick leave unless supported by a medical certificate issued by a duly qualified medical practitioner. Medical certificate necessary for sick leave

93. (1) A Medical History Book shall be kept to show in respect of each officer every illness, results of random testing for dangerous drugs and injury sustained by the officer during his period of service, together with such account of treatment received and other comments and recommendations made by the duly qualified medical practitioner attached to the Service or the duly qualified medical practitioner concerned with the case, as well as a record of all sick leave granted. Medical record of each officer

(2) Every Medical History Book shall be kept confidential by the person in charge at the Police Hospital.

(3) The Assistant Commissioner shall have the power to order random drug testing for abuse of dangerous drugs by any officer.

94. Where an officer is injured in the performance of his official duty he is entitled to his remuneration for any leave approved by the Commission on the advice of Assistant Commissioner as a result of such injury or until he is discharged by a Medical Board. Entitlement to full pay

Light duty in certain circumstances 95. (1) The Assistant Commissioner may direct upon consultation with the Commission, that a female officer qualifying for maternity leave shall be given light duties to perform at work prior to and following her period of maternity leave and for such period of time as the circumstances of her case may justify and may permit or require such officer to attend work not in uniform for such period of time, but such officer shall not qualify for a Plain Clothes Allowance.

Chap. 45:57

(2) For the purpose of this section “maternity leave” has the same meaning assigned to it by the Maternity Protection Act.

Grant of paternity leave

96. (1) A male officer is eligible for paternity leave of four working days in respect of each pregnancy of his wife or cohabitant, to be granted at the time of delivery where—

- (a) he furnishes a medical certificate stating the expected date of delivery; and
- (b) he registers the name of his cohabitant, where applicable, with the Assistant Commissioner.

(2) For the purpose of this regulation, “cohabitant” means a woman who is living with the officer in a *bona fide* domestic relationship for a period of not less than five years immediately preceding the pregnancy, but only one such woman shall be considered for the purpose of this regulation.

Grant of bereavement leave

97. (1) An officer is eligible for the grant of bereavement leave of—

- (a) three working days where the death of a member of his immediate family occurs in Trinidad and Tobago; or
- (b) five working days where such a death occurs outside of Trinidad and Tobago and the officer actually travels abroad in connection with the death.

(2) When an officer is granted bereavement leave under subregulation (1)(b), he shall submit to the Assistant Commissioner within two weeks of his return documentary evidence of his travel abroad.

(3) For the purpose of this regulation, “immediate family” means the officer’s spouse, child, mother, father, brother, sister and, if the officer had registered his guardian, ward or cohabitant with the Assistant Commissioner, such guardian, ward or cohabitant.

*Medical Matters*

98. (1) An officer who is injured in the course of his duty is entitled to receive free medical, dental, optical and hospital treatment and medicines as may be necessary and as may be provided by a Government Medical Officer or at a Government medical institution. Officer entitled to free medical, etc, attention

(2) Where treatment or medicines mentioned in sub-regulation (1) are not readily available from a Government Medical Officer or from a Government medical institution the officer shall be reimbursed the reasonable cost of any private treatment he may have received or medicines he may have purchased from any registered medical practitioner or from any approved medical institution having obtained the prior written approval of the Assistant Commissioner.

(3) An officer who—

(a) is injured in the course of his duty and is forced to retire on medical grounds; or

(b) has served up to his compulsory retirement age,

is entitled to medical treatment as if he is still an officer in the Service.

(4) Where an officer is injured in the course of his duty and has to travel abroad to seek medical, dental, and optical or hospital treatment, the cost of the airfare and any such treatment shall be provided by the Government.

PART IX

CUSTODY AND CARE OF PRISONERS

99. (1) The cell for female prisoners shall be provided with two locks or padlocks fitted with different keys, and the key of one lock shall be kept by the Officer in Charge of the Charge Room and the key of the other by a female officer. Key for female cells

(2) A duplicate of the key kept by the female officer shall be kept in the Charge Room under the station seal.

(3) Except in a case of emergency, no cell in which a female prisoner is confined shall be opened except by or in the presence of a female officer.

100. A cell in which prisoners are confined shall be opened by not less than two officers. Opening of cell

Searching of  
prisoner

101. (1) A prisoner shall be searched on arrest, on arrival at the Station and immediately before being placed in a cell and again on being taken from the cell.

(2) At a Station, a male prisoner shall be searched by two male officers and a female prisoner by a female officer.

Record to be  
kept of  
prisoner's  
property

102. (1) All property found on a prisoner when he is searched shall be taken from him and a record shall be made in the charge book, and this entry shall be read over to the prisoner who shall be asked to verify and to sign it as being correct.

(2) If the prisoner claims that the entry is incorrect, a note to this effect shall be made immediately against the entry by the most senior officer present and he shall report the matter to the Officer in Charge of the Division for immediate investigation.

(3) Property required as a court exhibit shall be retained and handed over to the General Property Keeper.

(4) The property of a prisoner shall be returned to him on his release from custody and he shall be required to sign for receipt of it in the Charge Book.

(5) The property of a prisoner in the possession of the Municipal Police for more than forty-eight hours shall be handed over to the General Property Keeper and transferred to the General Property Register.

(6) If a prisoner is handed over to a Keeper of a prison, the property of a prisoner shall also be handed over to the Keeper of the prison, who shall give a receipt to the Police for it.

Prisoner's  
property  
handed over

103. Subject to regulation 102(3), the property taken from a prisoner may be handed over to any person as directed by the prisoner, on such person giving a receipt for having received the property and the prisoner certifying that this has been done by signing the Charge Book or the General Property Register.

Prisoner in  
cell to be  
visited

104. Unless as otherwise directed, the officer in charge of the Reception Area shall visit a prisoner in a police cell at least once every hour.

Children of  
prisoner in  
custody

105. (1) The children of a prisoner, who have no relatives or other persons to take charge of them, may be taken charge of by a female officer and taken to a place of safety until other arrangements for their care can be made.

(2) The female officer shall be paid at such rate for each child cared for under subregulation (1) as the Assistant Commissioner may direct.

106. (1) The Assistant Commissioner shall fix the daily ration for a <sup>Feeding of</sup> prisoner in police custody. <sub>prisoner</sub>

(2) A prisoner shall be fed three times daily at 7:30 a.m., 12:30 p.m. and 5:30 p.m. or as near as possible to these hours.

(3) A prisoner may be supplied with food from outside, but the Officer in Charge of the Reception Area shall examine all such food.

107. The legal adviser of a prisoner shall be allowed to communicate <sup>Legal adviser</sup> with the prisoner in private at a Police Station but the prisoner must be <sub>to prisoner</sub> kept in sight by an officer during such communication.

108. (1) When a prisoner reports sick, the senior officer at the <sup>Sick prisoner</sup> Station shall immediately notify the appropriate Government Medical Officer or take the prisoner to a duly qualified medical practitioner or medical institution.

(2) Upon notice under subregulation (1), the Government Medical Officer, the duly qualified medical practitioner or medical institution may order the prisoner be taken to a public hospital and he shall be escorted to such hospital in custody.

109. The strength of an escort to be provided for the removal of <sup>Numerical</sup> prisoners, except those conveyed in a prison van, shall be regulated as <sub>strength of</sub> follows: <sup>escort</sup>

- (a) one prisoner shall be accompanied by at least one officer;
- (b) two to five prisoners shall be accompanied by at least two officers; and
- (c) six to ten prisoners shall be accompanied by at least three officers.

110. In the case of a prisoner considered to be dangerous and unruly <sup>Dangerous</sup> additional officers shall be sent as may be necessary. <sub>prisoner</sub>

111. An officer on escort duty shall be provided with handcuffs that <sup>Handcuffs</sup> shall be used when necessary.

112. An officer escorting prisoners may be armed if the <sup>Armed escort</sup> circumstances so warrant.

## PART X

## GOVERNMENT BUILDING, FURNITURE, ETC.

- Quarters 113. (1) An officer may reside in official quarters provided or in quarters approved by the Minister.
- (2) An officer in the First Division who occupies official quarters shall do so furnished and rent-free.
- (3) An officer in the Second Division who occupies official quarters shall do so furnished and rent-free.
- Furniture to be kept in good condition 114. All government furniture in Stations, buildings, offices and quarters shall be maintained in good order and condition, the responsibility for which shall rest with the senior officer in charge of the Station, building or office, or the occupant of the quarters.
- Repair to or replacement of furniture 115. When any government furniture referred to in regulation 114 requires repair or needs to be replaced, the appropriate officer of the relevant Ministry shall be notified so that inspection, repairs or replacements may be effected.
- Notice Board 116. All proclamations, Government Notices or other official notices, notices of rewards or advertisements of similar import shall be posted on notice boards at each Station.
- Reception area 117. A Reception Area shall be attached to each Station and all books and records of the Station shall be kept and maintained in it and in the manner directed by the Assistant Commissioner.
- Prisoner's cells 118. There shall be at least two prisoners' cells provided at each Station one for adult male prisoners and the other for adult female prisoners.

## PART XI

## UNIFORM, EQUIPMENT, ARMS, STORES, ETC.

- Uniform and orders of dress 119. The description of all items of uniform and the orders of dress to be worn by officers shall be set out as prescribed by the Assistant Commissioner with the approval of the Minister and shall be published in the *Gazette*.
- Issue of arms and ammunition 120. (1) The Assistant Commissioner shall decide the quantity in which arms and ammunition may be issued to an officer or Station.
- (2) The Assistant Commissioner may withdraw any arms and ammunition issued to an officer or Station without assigning any reason for so doing.
- (3) The authority of the Assistant Commissioner under this regulation is subject to the overriding authority of the Commissioner of Police and the Minister.

121. (1) Ammunition issued to a Station that is not actually in use shall be kept in sealed boxes which shall be opened only in cases of inspection or emergency. Control of arms and ammunition

(2) The type and quantity of arms and ammunition issued and the date of issue shall be endorsed on each box.

(3) When any ammunition is discharged or lost, an immediate report shall be made to the Assistant Commissioner setting out the quantity so discharged or lost and the circumstances relating to the discharge or loss of such ammunition.

(4) The Assistant Commissioner shall cause to be kept a detailed account of all arms and ammunition received and issued.

(5) No arms or ammunition shall be issued except on the written authority of the Assistant Commissioner.

122. Uniforms, including accessories, and equipment shall be issued to an officer in such quantities and at such periods as the Assistant Commissioner may direct. Issue of uniform

123. (1) The Assistant Commissioner may, in special circumstances, require an officer to wear uniform when off duty. Wearing of uniform and plain clothes

(2) An officer shall not wear plain clothes whilst on duty, unless he is so authorised by the Assistant Commissioner.

124. Miscellaneous stores shall be issued to Stations at such intervals and in such quantities as the Assistant Commissioner may direct. Issue of stores

125. (1) Uniform, equipment and stores shall be supplied only on a requisition made to the person responsible for finance. Requisition

(2) A delivery and receipt voucher signed by the officer issuing the stores shall be sent with the stores, and on receipt, the voucher shall be signed by the officer receiving the stores and returned to the person responsible for finance.

126. (1) Stores Ledgers shall be kept by the person responsible for finance in which he shall enter all stores received, issued and returned to store. Stores Ledgers

(2) Receipts for all articles returned to store shall be given by the person responsible for finance.

## PART XII

## CONDUCT

Duties of an  
officer

127. (1) An officer's whole time shall be at the disposal of the Government.

(2) An officer in the First Division who is in charge of a Station shall be responsible for the state of his command as well as the state of his district and for the conduct and efficiency of all the officers under his command.

(3) An officer in the Second Division who is in charge of a Station shall be responsible for such Station and its district and for the conduct and efficiency of all the officers under his charge.

(4) In the absence of an officer referred to in subregulation (2) or (3), the authority and responsibility of that officer shall devolve upon the next in seniority unless the Assistant Commissioner otherwise specifically directs.

Absence  
without leave

128. (1) Subject to subregulation (2), an officer shall not leave the country without the permission in writing of the Assistant Commissioner.

(2) An officer who has been granted permission to go abroad shall supply the Assistant Commissioner with both a local and foreign address, to which any correspondence may be sent by registered mail and any correspondence sent to both addresses is deemed to have been received by him.

(3) In an emergency, such permission may be given by an officer of the First Division to an officer in the Second Division, and in the case of an officer in the First Division by an officer senior in rank.

(4) Where an officer grants permission under subregulation (3) he shall report the fact immediately in writing to the Assistant Commissioner.

Activities  
outside the  
service

129. An officer—

- (a) shall not engage in any activity, occupation or undertaking which would impair his usefulness as an officer or in any way conflict with the interest of the Service;
- (b) shall not, without the consent of the Assistant Commissioner, accept any paid employment or engage in any trade or any professional, commercial, agricultural or industrial undertaking, or undertake private work for remuneration, whether in or outside of Trinidad and Tobago; or
- (c) who invests in or acquires shares in any company carrying on business in or outside of Trinidad and Tobago or who acquires any interest in any professional, commercial, agricultural or industrial undertaking in or outside of Trinidad and Tobago shall, within thirty days after his investment or acquisition, inform the Assistant Commissioner of the fact in writing.

130. (1) An officer shall not call a public meeting to consider any action of the Government or actively participate in the proceedings of a meeting called for such purpose or procure signatures to any public petition regarding the actions of the Government.

Officer not to call or participate in certain public meeting

(2) Nothing in these regulations shall affect an officer's right to participate actively in any meeting called, or sign any petition prepared by his appropriate recognised association on matters affecting the Service.

131. An officer shall not institute or take part in any processions, demonstrations or public meetings other than religious functions unless the permission of the Assistant Commissioner is first obtained.

Participation in demonstration etc., prohibited

132. (1) An officer shall not make public or communicate to the press or to any person, or make private copies of documents, papers or information of which he may have become possessed in his official capacity, unless his duties require him to do so.

Officer not to publish information

(2) Notwithstanding that he may be charged with an offence under any other written law, an officer who contravenes subregulation (1) commits a disciplinary offence.

133. An officer, whether on duty or on leave of absence, shall not allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of Trinidad and Tobago or of any other country unless his official duties require him to do so.

Officer not to allow interview on question of public policy

134. (1) An officer shall not, without the written permission of the Assistant Commissioner, broadcast on the radio, television, internet or by any other means or matter publish in any manner any statement which is in the nature of a personal comment on any national or local, political or administrative matter unless his official duties require him to do so.

Officer not to publish comment

(2) An officer may, with the written permission of the Assistant Commissioner, publish in his own name articles relating to other subjects of general interest, or give a lecture or presentation on the radio, television or Internet on such subjects.

135. An officer shall not make any public expression of political and sectarian opinions, and shall bear himself with strict impartiality in all matters.

Partisanship

136. An officer shall not act as editor of a newspaper or take part directly or indirectly in the management of a newspaper, or contribute thereto any statement or article which may reasonably be regarded as a commentary on the politics of the country or the administration of the Government or that of any other Government.

Officer not to contribute to, edit or manage newspaper

Rules relating  
to lecture or  
presentation

137. (1) A lecture or presentation by an officer shall be governed by the following rules:

- (a) no question of payment either to the officer employed in the preparation or delivery of the lecture or presentation, or to the Service, shall arise in connection with the lecture or presentation that is necessary or desirable in order to enable the Service to carry out its recognized duties to the community;
- (b) a lecture or presentation which is not necessary for departmental purposes may be given by an officer who is an expert in a particular subject, whether or not he has specialized in this subject in his official capacity; and in all such cases, if the subject matter is related to the work or the policy of the Service, or if the officer is to be announced by his departmental title, the prior written permission of the Assistant Commissioner is required with the object of ensuring that—
  - (i) there is nothing in the lecture or presentation contrary to the public interest or inconsistent with the status of an officer; and
  - (ii) the standing of the officer is sufficient to justify the delivery by him of a lecture or presentation under his departmental title.

(2) Subject to subregulation (1), and to the due observance of any professional rule that may be in force as to the acceptance of remuneration for the preparation or delivery of a lecture or presentation, an officer is entitled to make his own terms with the broadcasting authority, but in these cases the work involved in the preparation and delivery of the lecture or presentation shall be done outside official hours.

Reprimand of  
officers

138. A senior officer shall not berate an officer junior in rank in the presence or hearing of an officer junior to the officer being berated or in the presence or hearing of any member of the public.

Appearance  
and turn-out

139. (1) An officer shall always appear in the public view properly dressed, cleanly and smartly turned out, smart in his movements, and respectful in his bearing and manner.

(2) An officer on duty shall not wear items of jewelry and trinkets for personal adornment, except a wristwatch, a bracelet for “allergy alert” and no more than two rings.

- (3) In the case of a male officer on duty—
- (a) the hair on his head shall be kept short;
  - (b) the chin and under lip shaven;
  - (c) facial hair shall not be worn; and
  - (d) the shaving of the upper lip is optional.

- (4) In the case of a female officer on duty—
- (a) the hair on her head shall not be worn lower than the nape of her neck;
  - (b) unnatural hair colours and hair decoration shall not be worn;
  - (c) fingernails shall be kept short and only natural nail polish shall be used; and
  - (d) makeup shall be simple and kept to a minimum.

(5) When a female officer on duty is exempted from wearing regulation shoes, she shall wear footwear as prescribed by an orthopedic specialist.

140. (1) An officer shall not incur a debt that he knows or ought to <sup>Indebtedness</sup> know he is unable to discharge or which is likely to impair his efficiency or to bring the Service into disrepute.

(2) The Assistant Commissioner may require an officer to authorize deductions from his pay for the repayment of any debt to the Government.

(3) An officer who finds himself unable to discharge a debt he has incurred shall inform the Assistant Commissioner as soon as possible in the form prescribed in Schedule 3. Schedule 3

(4) Where the Assistant Commissioner has reasonable grounds to believe that an officer is unable to discharge a debt which he has incurred, the Assistant Commissioner shall direct the officer to complete and submit the form prescribed in Schedule 3 within a specified period.

141. An officer who has been declared a bankrupt or against whom <sup>Bankruptcy</sup> bankruptcy proceedings have been taken or who becomes insolvent shall, within seven days of the occurrence of the fact, report the fact in writing to the Assistant Commissioner.

142. Except with the written permission of the Assistant <sup>Gift or reward</sup> Commissioner, an officer shall not accept a gift or reward from a member of the public or an organization.

- Exception to gift 143. Notwithstanding regulations 142, 146 or 148, an officer may accept a gift offered by—
- (a) a representative of a foreign government on the occasion of an official visit to that country or on the visit of a representative of a foreign government to this country;
  - (b) a community organization, on a social occasion where the gift represents the appreciation of the organization for his contribution to the work or achievement of the organization;
  - or
  - (c) any person on a celebratory occasion.
- Officer not to accept present from subordinate officer 144. An officer shall not receive a gift or reward from a subordinate officer except with the written permission of the Assistant Commissioner.
- Legal proceedings 145. (1) An officer who—
- (a) desires to initiate legal proceedings against any person; or
  - (b) is charged with a criminal offence and is brought before a court,
- shall promptly inform the Assistant Commissioner, in writing.
- Offences 146. (1) An officer who contravenes any of these regulations commits a disciplinary offence.
- (2) Without prejudice to the generality of subregulation (1), an officer is liable to be charged with a disciplinary offence if he commits any of the following:
- (a) discreditable conduct, that is to say, if an officer acts in a disorderly manner prejudicial to discipline or reasonably likely to bring discredit to the Service;
  - (b) insubordinate or oppressive conduct, that is to say, if an officer—
    - (i) is insubordinate by word, act or demeanour;
    - (ii) is oppressive or tyrannical in his conduct towards an officer of a lower rank;
    - (iii) uses obscene, abusive or insulting language to another officer; or
    - (iv) assaults another officer;
  - (c) disobedience to orders, that is to say, if an officer disobeys or without good and sufficient cause omits or neglects to carry out a lawful order, written or otherwise;

(d) neglect of duty, that is to say, if an officer—

- (i) neglects, or without good and sufficient cause omits, promptly and diligently to attend to or carry out anything which is his duty as an officer;
- (ii) withholds a report or allegation against another officer;
- (iii) is not alert while on duty;
- (iv) fails to work his beat in accordance with orders, or leaves his beat, point or other place of duty to which he has been ordered, without due permission or sufficient cause;
- (v) permits a prisoner to escape;
- (vi) fails to report a matter which is his duty to report;
- (vii) fails to report anything which he knows concerning a criminal charge, or fails to disclose any evidence which he, or any person within his knowledge, can give for or against any prisoner or defendant to a criminal charge;
- (viii) omits to make any necessary entry in any official document or book; or
- (ix) neglects or without good and sufficient cause omits to carry out any lawful instruction of the Police Medical Officer or, while absent from duty on account of sickness, does any act or conduct calculated to retard his return to duty;

(e) falsehood or prevarication, that is to say, if an officer—

- (i) knowingly makes or signs a false statement in an official document or book;
- (ii) wilfully or negligently makes any false, misleading or inaccurate statement; or
- (iii) without good and sufficient cause destroys or mutilates any official document or record, or alters or erases any entry therein;

- (f) breach of confidence, that is to say, if an officer—
- (i) divulges any matter which it is his duty to keep secret;
  - (ii) gives notice, directly or indirectly, to a person against whom a warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons;
  - (iii) without proper authority communicates by any means to the public, press, or to any unauthorized person, any matter connected with the Service;
  - (iv) without proper authority shows to any person outside the Service any book or written or printed document which is the property of the Service;
  - (v) makes any anonymous communication to the Commission, Assistant Commissioner or an officer in a senior office;
  - (vi) signs or circulates any petition or statement with regard to any matter concerning the Service, except through the proper channel; or
  - (viii) calls or attends any unauthorized meeting to discuss any matter concerning the Service;
- (g) corrupt practice, that is to say, if an officer—
- (i) fails to account for or to make a prompt and correct return of any money or property received by him in his official capacity;
  - (ii) directly or indirectly solicits any gratuity, gift or reward, subscription or testimonial without the consent of the Assistant Commissioner;
  - (iii) places himself under pecuniary obligation to any person who holds a licence concerning the granting or renewal of which the Police may have to report or give evidence; or
  - (iv) improperly uses his position as an officer for his private advantage;
- (h) unlawful or unnecessary exercise of authority, that is to say, if an officer—
- (i) without good and sufficient cause makes an unlawful or unnecessary arrest;
  - (ii) uses unnecessary violence to a prisoner or other person with whom he may be brought into contact in the execution of his duty; or
  - (iii) is uncivil to a member of the public;

- (i) malingering, that is to say, if an officer feigns or exaggerates any sickness or injury with a view to evading duty;
- (j) absence without leave or being late for duty, that is to say, if an officer, without reasonable excuse, is absent without leave or is late for any duty;
- (k) loss or damage to clothing or other property supplied, that is to say, if an officer –
  - (i) wilfully or by carelessness abandons, causes any loss or damage to any clothing, accoutrements, or to any book, document or other property of the Service supplied to him or used by him or entrusted to his care; or
  - (ii) fails to report any loss or damage as mentioned in subparagraph (i);
- (l) drunkenness, or drug taking, that is to say, if an officer, while on or required for duty, is unfit for duty through the taking of intoxicating liquor or dangerous drugs;
- (m) drinking on duty or soliciting drink, that is to say, if an officer—
  - (i) drinks intoxicating liquor while he is on duty;
  - (ii) demands or endeavours to persuade any other person to give him, or to purchase or obtain for him, any intoxicating liquor while he is on duty; or
  - (iii) reports for duty under the influence of intoxicating liquor or with the odor of intoxicating liquor on his breath;
- (n) entering licensed premises, that is to say, if without permission or reasonable excuse an officer enters while on duty, any premises licensed under any written law or any other premises where intoxicating liquor is stored or distributed;
- (o) lending, borrowing or accepting money, that is to say, where an officer compromises his ability to discharge his responsibility by lending, borrowing or accepting money from another officer;
- (p) being an accessory to a disciplinary offence, that is to say, if an officer connives at or is knowingly an accessory to a disciplinary offence; or
- (q) using any property or facility of the Service without the written consent of the Assistant Commissioner for a purpose not connected with his official duties.

(3) An officer who is suspected of being under the influence of dangerous drugs or intoxicating liquor is required to submit to a breath test or analysis or a laboratory analysis to determine his blood alcohol concentration in accordance with the Motor Vehicles and Road Traffic Act.

### PART XIII

#### DISCIPLINARY PROCEDURE

Disciplinary proceedings 147. An officer who fails to comply with these regulations, or any order or directive for the time being in force in the Service commits a disciplinary offence and is liable to disciplinary proceedings in accordance with the procedure prescribed in this Part.

Suspension 148. (1) When a report or allegation is received by the Assistant Commissioner from which it appears that a municipal police officer may have committed an offence, and the Assistant Commissioner is of the opinion that the public interest or the repute of the Service requires it, the Commission on the advice the Assistant Commissioner may in writing, direct the officer to cease to report for duty until further notice, and an officer so directed shall cease to perform the functions of his office immediately.

(2) An officer who is directed to cease to perform the duties of his office in accordance with subregulation (1) shall continue to receive full pay until such date as shall be specified in an order made by the Assistant Commissioner.

Interdiction 149. (1) Where disciplinary proceedings for his dismissal are instituted or criminal proceedings are instituted against an officer and the Assistant Commissioner is of the opinion that the public interest or the repute of the Service requires that the officer should immediately cease to perform the functions of his office, the Assistant Commissioner shall advise the Commission, before making a decision whether or not to interdict the officer, inform the officer in writing of his intention to interdict him and give the officer an opportunity to be heard.

(2) An officer interdicted shall receive such proportion of the pay of his office, not being less than one-half, by the Commission, on the advice of the Assistant Commissioner as determine after taking into consideration the officer's monthly deductions.

(3) Where an officer is interdicted and criminal or disciplinary proceedings are determined in his favour, and notwithstanding an appeal is filed by the State in relation to the criminal proceedings, he is entitled to the full amount of the remuneration which he would have received if he had not been interdicted.

(4) Where a decision is given in favour of an officer interdicted under subregulation (1), the interdiction order shall immediately cease to have effect.

(5) If disciplinary proceedings against an officer result in any punishment other than dismissal, the officer shall be allowed such pay as the Commission on the advice of the Assistant Commissioner may in the circumstances determine.

(6) Where an officer is interdicted and criminal or disciplinary proceedings are not determined in his favour, and he files an application for review or an appeal, as the case may be, the interdiction order shall continue to have effect until the completion of the review or appellate process.

(7) Notwithstanding subregulations (2) to (6), the Assistant Commissioner may quash an interdiction order at any time and the officer is entitled to the full amount of the remuneration that he would have received if he had not been interdicted.

150. Where an officer is suspended under regulation 148 or Reporting in interdicted under regulation 149, he shall report in person once per person month to the Officer in Charge where he lives, and the Officer in Charge shall report that fact in writing to the Assistant Commissioner.

151. (1) The Assistant Commissioner may establish disciplinary Disciplinary tribunals at any Municipal Police Station consisting of such number of tribunals officers as he considers necessary to conduct disciplinary proceedings.

(2) A disciplinary tribunal established by the Commission on the advice of the Assistant Commissioner shall exercise such powers as may be delegated to it by the Commission.

152. (1) The Assistant Commissioner shall designate an officer of Procedure on the First Division, who is not the head of the Station, as the alleged commission of “disciplinary officer” in each Station, and the disciplinary officer shall offence be responsible for receiving all complaints against an officer by any person, including a member of the public or an officer, and he shall maintain a record of all such complaints.

(2) Where a member of the public or an officer makes a complaint against an officer (hereinafter referred to as “the officer concerned”) to another officer junior in rank to the officer concerned, or such junior officer finds the officer concerned committing a disciplinary offence; such junior officer shall inform the disciplinary officer of the complaint as soon as possible in writing.

(3) The disciplinary officer shall, within seven days from the date he is informed of the complaint under subregulation (2) or (11), appoint an investigating officer who shall give the officer concerned a written notice stating the specific nature of the complaint, that the matter shall be investigated and the officer concerned may, within seven days of receipt of the written notice, give to the disciplinary officer an explanation in writing concerning the complaint.

(4) The investigating officer shall hold an office higher than that of the officer concerned.

(5) Subject to subregulation (6), the investigating officer shall promptly but not later than thirty days after his appointment, investigate the matter, produce a report of his investigations and forward the report to the disciplinary officer.

(6) The investigating officer may apply to the disciplinary officer during the time specified in subregulation (5) for an extension of time but shall not be granted an extension exceeding thirty days to forward his report to the disciplinary officer.

(7) Where, in the explanation given under subregulation (3), the officer concerned makes an admission of guilt, the investigating officer shall forward the matter to the disciplinary officer who shall forward it to a disciplinary tribunal which shall determine the penalty to be imposed without further enquiry.

(8) Where the disciplinary officer, based on the results of the investigation under subregulation (3), finds that the complaint is without substance he shall so inform the officer concerned and the record of the complaint and of the investigation shall be immediately forwarded to the Assistant Commissioner for his final determination.

(9) Where the disciplinary officer, based on the results of the investigation under subregulation (3), finds that there is substance in the complaint he shall cause the officer concerned to be charged for any disciplinary offence disclosed and refer the matter to the disciplinary tribunal not later than twenty days from the date of the charge.

(10) The disciplinary officer shall cause a copy of the charge to be served on the officer concerned and the charge shall contain the particulars of the time, date and place of the hearing.

(11) Where an officer finds an officer of a lower rank than him committing a disciplinary offence or receives a report from another officer or a member of the public, the senior officer shall warn the officer in writing that he may be charged for a disciplinary offence and shall refer the matter to the disciplinary officer immediately.

(12) Where an officer is warned under subregulation (11), subregulation (2) shall not apply.

153. (1) Where the officer admits the charge he shall be allowed to state any extenuating circumstances in mitigation and the disciplinary tribunal may impose any penalty within its delegated powers. Power of disciplinary tribunal

(2) Where the officer denies the charge the disciplinary tribunal shall proceed to hear and determine the matter.

(3) A disciplinary tribunal has the power to dismiss the charge on any ground, or find the officer guilty of the charge and impose a penalty that it is authorized to impose by law.

154. (1) It shall be the duty of every person appointed to hear the evidence, find the facts and determine the charge, to do so as soon as possible. Duty of officers appointed to disciplinary tribunal

(2) Where an officer who is a member of a disciplinary tribunal of three or more members is absent for whatever reason, including the grant of sick leave, the disciplinary tribunal may continue to hear and determine the matter in the absence of that officer, but the tribunal shall not be constituted of less than two members.

155. An officer who is charged with an offence shall not, without the written permission of the Assistant Commissioner, be permitted to take leave, other than sick leave or maternity leave, until the determination of the charge. Officer on charge not to be permitted leave

156. (1) Where an officer fails to give an explanation under regulation 156(2) or fails to admit or deny the charge, the hearing shall proceed as though the officer denied the charge. Procedure at hearing

(2) The following procedure shall apply to a hearing by a disciplinary tribunal:

- (a) the officer shall be given full opportunity to defend himself;
- (b) the case against the officer may be presented by another officer, but that officer shall be the holder of an office higher than that of the officer charged;
- (c) at the hearing the officer may conduct his defence either in person or may be represented by another officer of his choice or by his staff association or by an attorney-at-law, except where the hearing is before a disciplinary tribunal constituted of one officer, the officer charged shall not be represented by an attorney-at-law, and the officer or his representative may cross-examine the witnesses called in support of the case against him; and
- (d) a true record of the proceedings shall be taken.

(3) Nothing in this regulation shall be construed so as to deprive the officer from making a submission at any time that the facts disclosed in the evidence do not support the charge.

- Witnesses            157. (1) The officer shall be allowed to state the names and addresses of any witnesses whom he may desire to give evidence at the hearing of the matter.
- (2) Any such witness who is an officer shall be ordered to attend at the hearing and any other witness shall be given due notice that his attendance is desired and of the date, time and place of the hearing.
- (3) The disciplinary tribunal may order that a witness be granted a sum for reasonable out of pocket expenses.
- Adjournment of hearing        158. The hearing of any charge may be adjourned from time to time as may appear necessary for due hearing of the case, but not longer than fourteen days.
- Proceedings in private        159. The proceedings before a disciplinary tribunal shall be held in private.
- Hearing in absence of accused officer        160. If an officer does not attend the hearing of the charge against him without good reason, the hearing may proceed and conclude in his absence, but if good reason is given to the disciplinary tribunal or on behalf of the officer why he is unable to attend the hearing, the hearing shall be adjourned.
- Hearing in absence of prosecutor        161. Where the prosecutor is absent without satisfactory explanation, the disciplinary tribunal shall adjourn the matter and so inform the Officer in Charge of the Station where the prosecutor is posted and that officer shall make inquiries and inform the tribunal in writing, before the next hearing, why the prosecutor was absent.
- Standard of proof            162. (1) The standard of proof in any proceedings under this Part shall be that required in a court in civil cases.
- (2) The rules governing the admissibility of evidence shall be observed but the rules relating to the proof of documents may be waived except where a document is an issue in the proceedings.
- (3) No documentary evidence shall be used against the officer unless he has previously been supplied with a copy of it or given access to it.
- Tribunal to report            163. The disciplinary tribunal shall make a confidential report to the Assistant Commissioner and the report shall contain the facts, decision, reasons and any comments thereon it considers advisable.

164. (1) Where, during the course of the hearing of a charge, it appears to the disciplinary tribunal that there is evidence which could form the basis of another charge for which the penalty is within its delegated authority, the disciplinary tribunal shall—

- (a) cause the officer to be charged for the other offence;
- (b) proceed to hear and determine the original charge; and
- (c) subject to subregulation (2), proceed to hear and determine the other charge.

(2) Where an Officer is charged for another offence under subregulation (1), the disciplinary tribunal shall adjourn the hearing of the other offence, if requested by the officer, for not more than seven days.

165. (1) Where a disciplinary tribunal has heard the evidence, found the facts and is of the opinion that the appropriate penalty for any offence is dismissal it shall make a report to the Assistant Commissioner.

(2) The Assistant Commissioner shall consider the report of the disciplinary tribunal submitted under subregulation (1) and may or may not dismiss the officer or impose any other penalty specified in regulation 173.

166. Where a disciplinary tribunal on hearing the evidence finds that the evidence is insufficient to support the charge or charges it shall dismiss the matter, without calling on the officer for his defence.

167. (1) At the conclusion of a matter, the disciplinary tribunal shall inform the officer who is convicted that he may—

- (a) appeal the decision of the tribunal to the Commission; and
- (b) apply, in writing, to the Assistant Commissioner for a copy of the record of the proceeding.

(2) The Assistant Commissioner shall, as soon as possible after making a decision under regulation 165, inform the officer in writing of the—

- (a) decision;
- (b) right to appeal the decision to the Police Service Commission; and
- (c) right to apply, in writing, to the Assistant Commissioner for a copy of the record of the proceedings.

(3) Where the officer—

- (a) files an application for a review, the penalty shall not take effect pending determination by the reviewing authority; and
- (b) does not file an application for review, the penalty shall take effect at the expiration of the time specified in any written law for filing such application.

(4) Where an officer is informed that the penalty imposed on him is dismissal, the officer, notwithstanding that he files an application for review within the time specified in the written law, shall not receive any pay or allowances from the date specified by the Assistant Commissioner.

(5) The failure to inform an officer of his right to file an application for review or to apply for a copy of the record of the proceedings shall not invalidate the decision of the Assistant Commissioner or a disciplinary tribunal.

Assistant  
Commissioner  
may remove  
officer in  
public interest

168. Where, after considering the report of the disciplinary tribunal submitted under regulation 165, the Assistant Commissioner is of the opinion that the officer does not deserve to be dismissed by reason of the charges alleged but that the proceedings disclose other grounds for removing him from the Service in the public interest, the Commission on the advice Assistant Commissioner may make an order for the removal of the officer without recourse to the procedure prescribed by regulation 32.

Penalties

169. (1) The following are the penalties that may be imposed by the Assistant Commissioner in disciplinary proceedings brought against an officer in respect of a disciplinary offence-

- (a) dismissal, that is, termination of appointment;
- (b) reduction in an office, that is, removal to another grade with an immediate reduction in pay;
- (c) reduction of remuneration, that is, an immediate adjustment of remuneration to a lower point on the scale of remuneration attached to the particular office;
- (d) deferment of increment, that is, a postponement of the date on which the next increment is due, with corresponding postponements in subsequent years;
- (e) stoppage of increment, that is, no payment for a specified period of an increment otherwise due;
- (f) fine; or
- (g) reprimand.

(2) Where a fine is imposed, the amount of such fine shall be deducted from the pay of the officer in such manner as may be determined by the Commission on the advice Assistant Commissioner.

Non-payment  
of remunera-  
tion on  
conviction for  
a criminal  
offence

170. (1) An officer convicted of a criminal charge and sentenced to imprisonment without the option of a fine or convicted of a criminal charge involving dishonesty or fraud shall not receive any pay or allowance after the date of conviction.

(2) The Commission, on the advice of the Assistant Commissioner may direct that an officer convicted of a criminal charge shall cease to perform the duties of his office immediately.

(3) Notwithstanding that an officer referred to in subregulation (1) has appealed against his conviction, he shall not receive any pay or allowance after the date of conviction.

PART XIV

RECOGNITION OF MUNICIPAL POLICE SERVICE ASSOCIATION

171. (1) In this Part—

Interpretation  
of Part XIV

“applicant association” means an association making an application;

“application” means an application made under regulation 176;

“association” means an association formed under the Municipal Corporations Act;

“member” means an officer who has paid by way of subscription to an association for a continuous period of two months immediately prior to the date on which an application is made, the sum required by the rules of that association;

“Minister” means the Minister assigned with responsibility for finance;

“objecting association” means an association making an objection under regulation 174.

(2) For the purpose of these regulations, where an officer is a member of an appropriate recognized association, any subscription paid by him to any other association shall not be taken into account for the purpose of determining membership of that other association.

172. (1) An association seeking recognition as an appropriate association shall apply in writing to the Minister. Application for recognition

(2) An application shall be accompanied by—

(a) a document from the Registrar General certifying that the rules of the association have been filed under section 36(2) of the Act;

(b) a copy of the rules of the association;

(c) a list of the names of members of the association that the association purports to represent and of the class and any category of office into which those members fall; and

(d) an affidavit made by the person authorised by the executive of the association testifying that at the date of the application—

(i) no member of the association is a member of any other association; and

(ii) the membership of the association comprises more than fifty per cent of the persons falling into the class that the association purports to represent.

- Publication of application 173. The Minister shall within seven days of receipt of an application cause a notice to be published in the *Gazette* stating—
- (a) the date of the application, the name of the applicant association and the place where the documents specified in regulation 172(2)(b) and (c) may be examined; and
  - (b) that unless an association objects before the expiry of fourteen days from the date of the publication of the notice, the application shall be determined under the Act.
- Objection to application 174. (1) An association may object to an application by writing to the Minister before the expiry of fourteen days from the date of the publication of the notice referred to in regulation 173(b).
- (2) The grounds for an objection shall be—
    - (a) that more than fifty per cent of the class that the applicant association purports to represent, are already represented by the objecting association; or
    - (b) that the members of the application association are members of the objecting association.
  - (3) The Minister on receipt of those objections shall cause the applicant association to be informed in writing of the objection of the objecting association.
  - (4) The applicant association may respond to those objections in writing to the Minister no later than seven days of being so informed.
- Examination of records 175. (1) Where an application is made, or where an objection is made to the Minister under regulation 174(1), the Minister may require the applicant association or the objecting association to produce before the expiry of seven days of the date of the application or the objection, such books, records or other documents as he thinks fit.
- (2) The Minister shall cause any books, records or other documents produced by an association under subregulation (1) to be examined in order to ascertain—
    - (a) the membership of the association; and
    - (b) which association is representative of more than fifty per cent of a class of officers.
- Decision of Minister 176. The Minister shall make his determination under section 34 of the Act no later than thirty days from the date of the notice referred to in regulation 173, and in so doing shall consider any objections or responses to those objections made under regulation 174(1).
- Public recognition 177. The Minister, upon being satisfied that an association satisfies section 34 of the Act, shall cause a notice of recognition of that association as the appropriate recognized association to be published in the *Gazette* together with any withdrawal of recognition from an appropriate recognized association under section 34 of the Act, as may be necessary.

178. (1) Subject to the exigencies of the Service, special duty leave with full pay up to fourteen days per year may be granted by the Assistant Commissioner to an officer who is required to attend a conference in or outside of the State as a delegate of an appropriate recognized association. <sup>Special duty leave and time off</sup>

(2) Leave granted to an officer under subregulation (1) shall not affect his entitlement to vacation leave.

(3) An officer who is a member of an appropriate recognized association and who is authorized to do business for that association shall be allowed time off to do such business by the Assistant Commissioner if the work of the Service would not be unduly affected.

(4) An application for leave or time off under this section shall, as far as practicable, be made well in advance of the commencement of such leave or time off.

## PART XV

### GRATUITIES AND PENSIONS

179. (1) The computation and authorization of gratuities and pensions of officers whose retirement from a Municipal Police Service is known to be impending shall be treated as urgent matters of high priority. <sup>Computation of gratuity, etc., a matter of high priority</sup>

(2) The Assistant Commissioner shall ensure that particulars of service and pay of all officers whose retirement is known to be imminent are furnished accurately to the Comptroller of Accounts not less than three months before the date on which the officers concerned are due to retire, in order to enable the computation and checking of pensions, retiring allowances and gratuities to be completed by the Comptroller of Accounts and the Auditor General and submitted for authorization before the date on which the retirement of the officer from the Service is due to take effect.

180. (1) As a contribution towards the special superannuation allowances provided to officers, there shall be deducted from the pay of every officer a sum at such yearly rate as the President from time to time directs, not being a greater rate than one and a quarter per cent and all such sums shall be paid to the Comptroller of Accounts on or before the eighth day of every month. <sup>Contribution to superannuation allowances</sup>

(2) In the event of an officer leaving the Service by reason of dismissal without being eligible for a pension or gratuity under any written law, he is entitled to the return in full, of all deductions made from his pay under subregulation (1), but the President may direct that any amount due to the State in respect of any liability or defalcation be deducted from any amount so returnable.

(3) In addition to the contribution payable under subregulation (1), an officer shall, if the case so requires, pay arrears of contribution in respect of his full-time service as an officer or in a pensionable office in the Public Service or in respect of both.

(4) The arrears of contribution payable under sub-regulation (3) shall be determined on the basis of the actual pay received by the officer for each year in respect of which the arrears are payable and the aggregate amount thereof shall, in the case of an officer who retires from the Service, be deducted from his pay, as far as practicable, by equal monthly installments, over a period of three years from the above-mentioned date or such lesser period, where the remainder of the service of the officer in the Service is less than three years, or from his gratuity, by lump sum, where any arrears of contribution are unpaid on the retirement of such officer.

(5) In subregulation (3), "Public Service" has the same meaning as in the Pensions Act and includes service in the Fire Service established under the Fire Service Act, in the Prison Service established under the Prison Service Act, and as a full-time member of the Special Reserve Police established by the Special Reserve Police Act.

Chap. 23:52  
Chap. 35:50  
Chap. 13:02  
Chap. 15:03

181. (1) Subject to subregulation (2), an officer who is physically or mentally disabled may retire and, if he has completed ten years of satisfactory service, he may be granted a monthly pension not exceeding 1/480th of a month's pay for each completed month of service.

Pension to officer in special cases

(2) A pension shall not be granted under subregulation (1) unless it is stated in a certificate of a Medical Board that the officer to whom the certificate refers is incapable from infirmity of mind or body of performing the duties of his office and that such infirmity is likely to be permanent.

(3) Subject to this regulation, an officer who is not disabled, has attained the age of fifty years and has served in the Service for not less than ten years may be granted a monthly pension not exceeding 1/480th of a month's pay for each completed month of service.

(4) For the purpose of regulation 183(3) and subregulation (3), a period of full-time service in a pensionable office in the Service shall be counted as service in the Service if it terminates not earlier than the day immediately preceding the commencement of service in the Service.

(5) In subregulation (4), "full-time service" means service remunerated at a monthly paid rate and includes any period of absence from duty on leave with full pay.

(6) The amount of any pension payable to an officer under this regulation shall not exceed eighty-five per cent of his final pay for the year in which he retires.

(7) Where a period of service as an officer is or has been immediately followed by service in a pensionable office in another public service as defined in the Pensions Act, such an officer, notwithstanding anything contained in subregulation (4), is entitled to a monthly pension under the Act not exceeding 1/480th of a month's pay for each completed month of service if he has served in the Service for not less than ten years, and if he ultimately retires from that other public service at an age less than fifty years at which he is permitted by regulations of that service to retire with a pension, the pension which may be granted to him under the Act shall be payable from the date of such retirement, notwithstanding that he shall not be fifty years of age.

(8) An officer may, if he has exercised his option as provided in subregulation (9) but not otherwise, be paid, in lieu of any pension for which he is eligible, a pension at the rate of three-fourths of such pension together with a gratuity equal to twelve and one-half times the amount of the annual reduction so made in the pension.

(9) The option referred to in subregulation (8) shall be exercisable, and if it has been exercised may be revoked—

- (a) not later than one month after the retirement of the officer in case of a pension awarded under subregulation (1) or (2); and
- (b) not later than the day immediately preceding the date of his retirement from another public service in the case of a pension awarded under subregulation (7), but the President may, if it appears to him equitable in all the circumstances to do so, allow such an officer to exercise the option or revoke an option previously exercised at any time between that date and the actual date of award of pension under the Act.

(10) The date of the exercise of the option by an officer under subregulation (8) is deemed to be the date of the receipt of his written notification addressed to the Assistant Commissioner.

(11) Subject to subregulation (8), if an officer has exercised the option, his decision shall be irrevocable so far as concerns any pension to be granted to him under this regulation.

(12) Where an officer has not exercised the option, and dies after his retirement but before a pension has been awarded under the Act, the President may grant a gratuity and a reduced pension as provided for in subregulation (9) as if the officer before his death, had exercised the option.

(13) Nothing in this subregulation shall be construed to entitle an officer absolutely to any pension, or to prevent his being dismissed without pension, subject to subregulations (14) and (15), if such an officer to whom a pension has been granted under the Act is sentenced to a term of imprisonment by a court in Trinidad and Tobago or elsewhere for any crime or offence, or quits Trinidad and Tobago after having reason to know that a charge of having committed any indictable or summary offence has been laid against him, and before such charge has been heard and determined, the President may direct that such pension shall immediately cease.

(14) An officer whose pension has ceased in pursuance of subregulation (13), and who at any time receives a pardon in respect of the offence for which he had been convicted, is entitled to have such pension restored to him with effect from the date on which it was ceased.

(15) The President may, where a pension ceases for the reasons set out in subregulation (13), cause all or any part of the moneys to which the pensioner would have been entitled by way of pension to be paid to or applied for the benefit of his wife or children or, after the expiration of his sentence, for his personal benefit in such proportions and manner as the President thinks proper, and such moneys shall be paid or applied accordingly.

Payments out  
of pension

182. (1) Where an order of maintenance is made against an officer to whom a pension has been granted under any written law, the President may, on its being proved to him that there is no reasonable probability of such order being satisfied, from time to time cause to be deducted from the moneys payable to such person such sum as the President may consider expedient and may cause the same to be applied to satisfy wholly or partly the said order.

(2) Where an officer to whom a pension has been granted has left Trinidad and Tobago and has deserted and left his wife or child in Trinidad and Tobago without sufficient means of support, by reason of such officer's absence from Trinidad and Tobago, unable and would, but for such absence be able to obtain an order of maintenance, the President may from time to time cause to be deducted from the moneys payable to such officer by way of pension such sum as the President may consider expedient and apply the same for the maintenance and support of such wife or child.

Service for  
less than ten  
years

183. (1) When an officer has been retired in accordance with regulation 181(1), and regulation 181(2) has been satisfied, but such officer has not served in the Service for ten years, he may be granted by way of gratuity a sum not exceeding one-twelfth of a month's pay for each completed month of service.

(2) An officer who has served in the Service for more than five years but less than ten years and who—

- (a) does not at the end of any period of enlistment or re-enlistment, re-enlist; or
- (b) is dismissed or has his services dispensed with may be granted by way of gratuity such sums not exceeding one-twenty-fourth of a month's pay for each completed month of service.

184. (1) No pension, gratuity or other allowance shall be granted <sup>Broken service</sup> in respect of a period of service that is broken by dismissal or removal.

(2) Service is not broken where it is interrupted by one or a combination of the following—

- (a) one day;
- (b) weekends;
- (c) public holidays;
- (d) suspension; or
- (e) interdiction, where the outcome is favourable to the officer.

185. (1) Subject to subregulation (2), when the President is <sup>Permanent injury</sup> satisfied that an officer has been permanently injured—

- (a) in the actual discharge of his duty;
- (b) without his own default; and
- (c) by some injury specifically attributable to the nature of his duty,

and his retirement is thereby necessitated or accelerated, such an officer may be granted in respect of such injury, in addition to any pension or gratuity granted to him, an allowance in proportion to his injury of such monthly amount as the President may direct, not exceeding the following:

When his capacity to contribute to his support is—

Slightly impaired	1/12th of a month's salary
Impaired	1/6th of a month's salary
Materially impaired	1/4th of a month's salary
Totally destroyed	1/3rd of a month's salary

(2) An officer who is permanently injured while travelling by air in pursuance of official instructions is deemed to have been injured in the circumstances detailed in subregulation (1)(a) and (c) and in any such case, if the provisions of subregulation (1)(b) are also satisfied, the rates of allowances shall be one eighth, one quarter, three eighths, and one half of a month's pay respectively, instead of the rates of allowance prescribed in subregulation (1).

(3) The allowance referred to in subregulation (1) together with any pension granted hereunder shall not exceed five sixths of a month's pay as at the date of injury and for the purposes of this subregulation any exercise of the option conferred by regulation 181(9) shall be ignored in calculating any such pension.

(4) The allowance referred to in subregulation (1) shall be less than the maximum specified in subregulation (3) by such amount as the President thinks reasonable in the following cases, namely—

- (a) where the injured officer has continued to serve for not less than one year after the injury in respect of which he retires;
- (b) where the injured officer is forty-five or more years old at the date of the injury; or
- (c) where the injury is not the sole cause of the retirement.

(5) Before granting an allowance under subregulation (1), the President shall be furnished with the report of a Medical Board, so far as may be possible, on the matters relevant to his decision, and shall be guided by such report.

(6) Where an injured officer has not qualified for any pension under this Act but is entitled to a gratuity under regulation 181(8) he may be granted, in lieu of such gratuity, a further allowance of such monthly sum, not exceeding one-twelfth of so many 480ths of a month's salary as is equal to the number of months he has actually served, as the President may direct.

Pension to dependant of officer killed on duty and gratuity to spouse, etc. of officer who dies in the Service

186. (1) If an officer dies as a result of injuries received—

- (a) in the actual discharge of his duty;
- (b) without his own default; and
- (c) on account of circumstances specifically attributable to the nature of his duty,

while in the service of the Service, the President subject to subregulation (2), may grant, in addition to the grant, if any, made under regulation 181(3) where—

- (d) the deceased officer leaves a spouse, a pension to the spouse, while unmarried, according to such scale as may from time to time be fixed by the President;
- (e) the deceased officer leaves a spouse to whom a pension is granted under paragraph (d) and a child, a pension in respect of each child, until such child attains the age of eighteen years, of an amount not exceeding one-eighth of the pension payable under the paragraph (d);

- (f) the deceased officer leaves a child, but does not leave a spouse or no pension is granted to the spouse, a pension in respect of each child, until such child attains the age of eighteen years, of an amount not exceeding one quarter of the pension payable under paragraph (d);
- (g) the deceased officer leaves a child and a spouse to whom a pension is granted under paragraph (d), and the spouse subsequently dies, a pension in respect of each child, as from the date of the death of the spouse until such child attains the age of eighteen years, of an amount not exceeding one quarter of the pension payable under paragraph (d);
- (h) the deceased officer does not leave a spouse, or if no pension is granted to his spouse and if his mother was wholly or mainly dependent on him for her support, a pension to the mother, whilst she is without adequate means of support, of an amount not exceeding the pension which might have been granted to his spouse.

(2) A pension shall not be payable under subregulation (1) at any time in respect of more than six children, and where there are more than six children in respect of whom, but for this subregulation, a pension would be payable, then the amount payable in respect of six children shall be divided equally among all such children during the period in which there are more than six children of pensionable age.

(3) In the case of a pension granted under subregulation (1)(f), if the mother is a widow at the time of the grant of such pension and subsequently remarries, such pension shall cease as from the date of the remarriage; and if it appears to the President at any time that the mother is adequately provided with other means of support, such pension shall cease as from such date as the President may determine.

(4) A pension granted to a female child under subregulation (1) shall cease upon the marriage of such child under the age of eighteen years.

(5) For the purpose of subregulation (1), the word “child” includes—

- (a) a posthumous child;
- (b) a step-child born before the date of the injury and wholly or mainly dependent upon the deceased officer for support; and
- (c) an adopted child, adopted in the manner recognized by law, before the date of the injury, and wholly or mainly dependent upon the deceased officer for support.

(6) An officer who dies as a result of injuries received while travelling by air in pursuance of official instructions is deemed to have died in the circumstances mentioned in subregulation (1)(a) and (c).

(7) If an officer dies while in the Service, the President may grant to his spouse or to his children or to any of his dependents a gratuity of an amount not exceeding one year salary of such officer, or his commuted pension gratuity, if any, whichever is the greater.

(8) Where an officer, to whom either an unreduced pension or a gratuity and reduced pension has been granted, dies after retirement from the Service, and the sums paid or payable to him at his death on account of such unreduced pension, or gratuity and reduced pension as the case may be, are less than the amount of the annual salary enjoyed by him at the date of his retirement, the President may grant to his spouse or to his children or to any of his dependents a gratuity equal to the deficiency.

(9) For the purpose of subregulations (7) and (8)—

“commuted pension gratuity” means the gratuity, if any, calculated in the manner prescribed in regulation 181, which might have been granted to the officer if he had retired immediately before his death in circumstances rendering him eligible to receive a gratuity and reduced pension instead of an unreduced pension; and

“dependent” means a spouse, child including, an adopted child and a child of the family, parent, grandparent, step-parent, brother, sister, half-brother, half-sister, or a person who stood in *loco parentis* to the deceased officer whether related to him by consanguinity or not.

## PART XVI

### MISCELLANEOUS PROVISIONS

187. (1) Any communication that an officer wishes to address to the Assistant Commissioner shall be forwarded through the senior officer under whom he is serving.

(2) The senior officer in forwarding a communication from a junior officer is expected to comment and give advice on the questions dealt with in such communication.

188. An official communication that an officer wishes to address to a Government Official or Department shall be forwarded to the Assistant Commissioner through the senior officer under whom he is serving.

189. (1) Orders may be issued to officers as follows:  
 (a) Standing Orders, by the Commissioner and Assistant Commissioner; and  
 (b) Service Orders, by the Commissioner and Assistant Commissioner.

(2) The Assistant Commissioner may appoint a committee to advise him on the issue of Standing Orders.

(3) The appropriate recognized association shall be invited by the Assistant Commissioner to nominate representatives to serve on a committee appointed under subregulation (2).

190. The Assistant Commissioner may issue Standing Orders to the Service setting out the books and other records to be kept at Divisions, Branches, Stations or other Administrative or Operational Units of the Service, the manner in which such books or other records are to be kept, and how they should be disposed of.

191. No erasures shall be made in any official book or document but mistakes shall be crossed out and initialled, except in the case of corrections in a Station Diary which shall be made by the recording of a new entry correcting the original entry.

192. (1) The Assistant Commissioner shall bring all orders, regulations and other official publications affecting officers to their attention.

(2) The Assistant Commissioner shall circulate the *Gazette* for the information of all officers.

193. (1) An officer shall have in his possession his pocket diary at all times.

(2) An officer shall record in his pocket diary all entries in relation to his duties.

194. Where an officer, who is charged other than by the police with a criminal offence arising out of or in the course of the execution of his duty, seeks legal aid in the conduct of his defence, the Assistant Commissioner, if satisfied that the officer acted in good faith in the execution of his duty, shall so report to the Attorney General who shall decide whether the officer shall be granted legal aid.

195. An officer shall inform the Assistant Commissioner in writing when he changes his name and shall submit documentary evidence of that fact as soon as possible.

196. (1) An officer of the First Division shall salute his seniors in rank.

(2) An officer of the Second Division shall salute an officer of the First Division.

(3) An officer shall salute such designated persons on such occasions as the Assistant Commissioner may direct.

- Register of found property      197. A record shall be kept in a register of all found property in such manner as the Assistant Commissioner may direct.
- Sport Club      198. (1) There shall be a Municipal Police Sports Club of which every officer and trainee shall be a member and of which the Assistant Commissioner shall be President.
- (2) The Municipal Police Sports Club shall be managed by a committee (“the Management Committee”) to be elected annually by the members and approved by the Assistant Commissioner.
- (3) The Management Committee shall submit annually to the Assistant Commissioner an audited financial statement of the Sports Club.
- (4) Members shall pay a subscription to be fixed by the Assistant Commissioner after consultation with the Management Committee.
- (5) Rules for the general management of the Sports Club shall be—
- (a) made at the annual General Meeting or at any other general meeting called for the purpose;
- (b) subject to the approval of the Assistant Commissioner; and
- (c) binding on all members of the Club.
- Police Band      199. A member of the Municipal Police Band shall not participate as a player at any public or private entertainment except with the written permission of the Assistant Commissioner.
- Police Band to play with permission      200. (1) The Municipal Police Band or part of the Band may, with the written permission of the Assistant Commissioner, play at any entertainment.
- (2) Fees shall be charged for playing at such entertainment at such rates as may be approved by the Assistant Commissioner.
- (3) Fees paid under subregulation (2) shall be paid in advance and eighty per cent of it shall be divided amongst members of the Band playing at such entertainment in such proportion as the Assistant Commissioner shall direct and the remainder shall be paid into the unincorporated Trust Fund.
- Application of regulations      201. These regulations shall apply to every officer, whether the officer is appointed to an office in the Service for an indeterminate period, on probation or on contract.





13. Academic or other Qualifications including musical ability, Certificates, etc. (G.C.E., 'O' Level and 'A' Levels, etc.)

.....  
.....

14. Languages spoken .....

15. Give details of your employment since leaving school:

Name and address of employer	Capacity in which employed	Dates Employed		Reason for leaving
		From	To	

16. (a) Are you the holder of a driving permit?

(b) If so, state date of issue:

(c) Types and classes of vehicles you are permitted to drive:

(d) Driving Permit number:

17. Give details of any special skills

.....  
.....

18. Married/Single ..... If married, state Spouse's Name and Address:

.....  
.....

19. Number and ages of children .....

20. State your height (in bare feet) and weight in (kg)

.....

21. Details of any sports or other extra curricular activities in which you take part, and at what level: .....

22. Have you ever been charged with or summoned before a court for any offence?  
 .....

If so, give particulars of offence, date, place, court and result:  
 .....  
 .....  
 .....

23. Give names and addresses of two citizens (not relatives) who have known you for not less than five (5) years, and to whom reference may be made:

24.

Name	Address	Occupation	Period of Knowledge of Candidate	
			From	To

25. Attach at least (2) testimonials from persons other than those mentioned at 23 above.

I hereby declare that all the above statements made by me are true and correct to the best of my knowledge and belief.

Date ..... Signature of Applicant .....

N.B.: Applications must be submitted to the Officer in Charge of the Municipal Police Station nearest to which the applicant resides.

SCHEDULE 2

(REGULATION 13)

TRINIDAD AND TOBAGO MUNICIPAL POLICE SERVICE

PROBATIONER'S ASSESSMENT

Number: ..... Date Enlisted: .....

Name: .....

Assesment

	Unsatisfactory	Improvement Required	Satisfactory	Above Average
1. Has he/she shown sustained interest in his/her duties?				
2. Induatry: Does he/she do his/her full share of work?				
3. Performance: Has his/her work been generally of good standard?				
4. Is he/she clear and precise in his/her speech and writing?				
5. Has he/she been reasonable in dealing with reports and applying the law?				
6. Has he/she been found wanting in his/her behaviour towards the public?				
7. Is he/she amendable to discipline?				
8. Is his/her appearance and turnout always of good standard?				

	Unsatisfactory	Improvement Required	Satisfactory	Above Average
9. Can he/she be depended upon to perform duties within his/her competence without direct supervision?				
10. Punctuality.				
11. Absent from duty.				
12. Does he/she have personal problems, domestic, financial or otherwise?				

General remarks of Appraisal:

.....  
 .....  
 .....

Rank: .....

.....

Signature

Date

Remarks of Officer in Charge of Division:

.....  
 .....  
 .....

Rank: .....

.....

Signature

Date

