



JAMAICA CONSTABULARY FORCE ORDERS

SERIAL NO. 3963
18TH MAY, 2023

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JAMAICA CONSTABULARY FORCE ORDERS

'We Serve'
'We Protect'
'We Reassure'

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CONFIDENTIAL



PART I - ADMINISTRATION AND NOTIFICATIONS

18TH MAY, 2023

SERIAL NO. 3963

Sub. No. 1 APPLICATION FOR SUB-OFFICERS AND CONSTABLES TO JOIN THE COMMUNICATION FORENSIC AND CYBERCRIMES DIVISION (CFCD) AND COUNTER TERRORISM AND ORGANIZED CRIME INVESTIGATION BRANCH (C-TOC)

Applications are hereby invited from suitably qualified Sub-Officers and Constables of the Force to join the Communication Forensic and Cybercrimes Division and the Counter Terrorism and Organized Crime Investigation Branch.

The applicants must possess the following qualifications, knowledge, skills and competencies:

- Associate Degree in Computer Science, ICT, Data Analytics, Applied Sciences, Computer Application and Business Studies or Certificate in any Digital Forensics field or a related discipline;
- Have a minimum of two (2) years service;
- Strong analytical and problem-solving skills;
- Possess good judgement and effective communication skills (both oral and written);
- Have good working knowledge of relevant laws, Jamaica Constabulary Force Policies and Procedures;
- Be exposed to CIB Level I training;
- Proficiency in the use of relevant computer applications;
- Excellent interpersonal and team management skills; and
- Demonstrate sound personal and professional integrity, reflecting high ethical and moral values.

Applications should be submitted to the Assistant Commissioner of Police, in-charge C-TOC, 45 East Queen Street, Kingston *no later than Friday June 9, 2023*.

Sub. No. 2 APPLICATION FOR SUB-OFFICERS AND CONSTABLES TO JOIN THE TRANSPORT MANAGEMENT AND MAINTENANCE DIVISION (TMMD)

Applications are hereby invited from suitably qualified Sub-Officers and Constables of the Force to join the Transport Management and Maintenance Division.

Applicants must possess a certificate or have experience in one or more of the following areas:

- Auto-Mechanic (Motor Vehicles);
- Auto Mechanic (Motorcycles);
- Auto Air Condition Technician;
- Electrical Technician;
- Heavy Duty Equipment Operator;
- Information Technology;
- Inventory Management;
- Warehouse Management;
- Records Management;
- Upholstering;
- Data Entry; and
- Any other technical skills.

Applications should be submitted to the Assistant Commissioner of Police, in-charge Services Branch, 2nd Floor, South Tower Building, 2 Oxford Road, Kingston 5, no later than *Friday, June 16, 2023*.

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Sub. No. 3 MAJOR ORGANISED CRIME AND ANTI-CORRUPTION AGENCY - COPY BADGE

The Major Organised Crime and Anti-Corruption Agency has provided a copy of their Badge at [Appendix 'A'](#) for general information.

Sub. No. 4 SECURITY STUDIES PROGRAMMES OFFERED BY THE CARIBBEAN MARITIME UNIVERSITY: CENTRE FOR SECURITY, COUNTER TERRORISM AND NON-PROLIFERATION (CSCTN)

Attached to these Orders as [Appendices 'B'](#) and ['C'](#) are Flyer and Schedule of Academic Programmes from, Centre for Security, Counter Terrorism and Non-Proliferation, Caribbean Maritime University, Palisadoes Park, Norman Manley Highway, P.O. Box 8081, Kingston C.S.O., offering courses to members of the Jamaica Constabulary Force, for general information.

Candidates without Mathematics are welcome to apply and will be required to do College Mathematics as per the University requirement.

Sub. No. 5 REMINDER - WORKERS' WEEK AND LABOUR DAY 2023

Force Orders No. 3962, Part I, Sub. No. 1 dated 2023-05-11, is hereby republished with modification for general information.

Workers' Week and National Labour Day 2023 will be observed during the period **Sunday, May 14 to Tuesday, May 23.**

National Labour Day 2023 will be celebrated on Tuesday, May 23 under the theme "**Plant a tree for life - Promoting Climate Change Mitigation, Food Security and Road Safety**"

The focus for Labour Day 2023 was borne out of the Forestry Department's **National Tree Initiative** to plant three million trees in 3 years. Launched on October 4, 2019 by The Honourable Prime Minister Andrew Holness, the objective was to support national development in the areas of climate change and national reforestation in order to increase forest cover and establish high value urban green spaces for all Jamaicans. This initiative would promote sustainable development which is a key priority. The drive towards the 3 million-tree target, slowed-down by the Covid-19 Pandemic, is currently at 2.5 million. The plan is to use Labour Day 2023 to re-ignite the nation to strive for the 3 million goals by summer 2023.

Within the focus to plant trees this Labour Day, Jamaicans will also be encouraged to start or refresh their backyard and school gardens as part of the thrust towards food security.

Labour Day 2023 will also be used to highlight the importance of Road Safety, another important element of sustainable development. The high levels of road fatalities continue to be of major concern and can only be lowered with the concerted effort of all Jamaicans, as most of the fatalities are avoidable. Focus will be on the rehabilitation/painting of pedestrian crossing and the erection of signs within school zones.

The National Project: A National project will be a tree planting exercise along Highway 2000 in the vicinity of Hartlands Road, located off Old Harbour Road. This project will be led by the Most Hon. Prime Minister, Leader of Opposition and relevant Portfolio Ministers.

Thanksgiving Service. In observance of Workers' Week & Labour Day, a Thanksgiving service will be held on Sunday May 21, 2023 at the Church of Open Bible, Washington Boulevard.

Labour Day Concert. It has been the custom for Labour Day activities to end with a national concert. This year the concert will be a Gospel Extravaganza to be held at Emancipation Park on Labour Day from 7pm to 10pm.

A committee has been set up for the Corporate Area and there is a parish committee in each of the other parishes. All committees are chaired by the respective Mayor. Divisional Commanders should work in conjunction with the parish committees and provide the necessary support for planned activities.

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WORKERS' WEEK AND LABOUR DAY 2023 (CONT'D)

Divisional Commanders are to forward a list of projects that will be undertaken by the police on Labour Day in their respective divisions through their Area Offices to Assistant Commissioner of Police in charge Operations Branch via email operationsbranch@jcf.gov.jm by **Friday, May 19, 2023**.

A return including information on other groups (if any) that provided support as well as a brief comment on the degree of success is to be submitted via the same medium by Friday, June 2, 2023.

Attached to Force Orders 3962 as Appendix 'A' is a flyer entitled '*Labour Day 2023*' for general information and guidance.

Sub. No. 6 REMINDER - CHANGE IN FORMAT OF CERTIFICATES FROM THE REGISTRAR GENERAL'S DEPARTMENT

Force Orders No. 3963, Part I, Sub. No. 2 dated 2023-05-11, is hereby republished with modification for general information.

Effective March 2023, The Registrar General Department has been printing Certificates on new security paper.

The new security paper will include updated features to combat fraud and protect against tampering which is part of the Department's continued effort to employ the latest and most effective technologies in preventing identity theft.

Attached to Force Orders 3962 as Appendix 'B' is a sample Certificate.

Commanding Officers are required to notify all members under their command.

Sub. No. 7 MODIFICATION - JAMAICA CONSTABULARY FORCE POLICY AND STANDARD OPERATING PROCEDURES ON THE MANAGEMENT OF ELETRONIC MAIL

Force Orders No. 3641, Part I, Sub. No. 7 dated 2017-03-17, is hereby republished with modification for general information.

Attached to these Orders as [Appendix 'D'](#) is the Jamaica Constabulary Standard Operating Procedures on the Management of Electronic Mail for general information and strict compliance.

Sub. No. 8 MODIFICATION - JAMAICA CONSTABULARY FORCE GRIEVANCE MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES

Force Orders No. 3371, Part I, Sub. No. 2 dated 2012-01-19, is hereby republished with modification for general information.

Attached to these Orders as [Appendix 'E'](#) is the Jamaica Constabulary Force Grievance Policy and Standard Operating Procedures for general information and strict compliance.

Sub. No. 9 MODIFICATION - JAMAICA CONSTABULARY FORCE DIVERSITY POLICY AND STANDARD OPERATION PROCEDURES

Force Orders No. 3711, Part I, Sub. No. 6 dated 2018-07-19, is hereby republished with modification for general information.

Attached to these Orders as [Appendix 'F'](#) is the Jamaica Constabulary Force Diversity Policy and Standard Operation Procedures for general information and strict compliance.

This Order rescinds Force Order No. 3351 dated 2011-08-25 and all subsequent republications.

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Sub. No. 10 MODIFICATION - JAMAICA CONSTABULARY POLICY AND STANDARD OPERATING PROCEDURES FOR THE MANAGEMENT OF SEXUAL HARASSMENT

Force Orders No. 3697, Part I, Sub. No. 4 dated 2018-04-12, is hereby republished with modification for general information.

Attached to these Orders as [Appendix 'G'](#) is the Jamaica Constabulary Force Policy and Standard Operating Procedures for the Management of Sexual Harassment for general information and strict compliance.

This Order rescinds Force Order No. 3579 dated 2016-01-07 and all subsequent republications.

Sub. No. 11 MODIFICATION - JAMAICA CONSTABULARY FORCE ADMINISTRATIVE REVIEW POLICY AND STANDARD OPERATING PROCEDURES

Force Orders No. 3432, Part I, Sub. No. 5 dated 2013-03-11, is hereby republished with modification for general information.

Attached to these Orders as [Appendix 'H'](#) is the Jamaica Constabulary Force Administrative Review Policy and Standard Operating Procedures for general information and strict compliance.

This Order rescinds sections 156-161, Force Orders 2944, Part 1, Sub. No. 1 dated 2003-11-06.

Sub. No. 12 MODIFICATION - JAMAICA CONSTABULARY FORCE LOCK-UP ADMINISTRATION POLICY AND STANDARD OPERATING PROCEDURES

Force Orders No. 3709, Part I, Sub. No. 2 dated 2018-07-05, is hereby republished with modification for general information.

Attached to these Orders as [Appendix 'I'](#) is the Jamaica Constabulary Force Lock-up Administration Policy and Standard Operating Procedures for general information and strict compliance.

This Order rescinds Force Order No. 3522 dated 2014-12-04 and all subsequent republications.

Sub. No. 13 REMINDER - MODIFICATION - POLICE FEDERATION 80TH ANNUAL JOINT CENTRAL CONFERENCES

Force Orders No. 3963, Part I, Sub. No. 11 dated 2023-05-11, is hereby republished with modification for general information.

The Police Federation will be hosting its 80th Annual Joint Central Conferences from **May 30, 2023 to June 1, 2023** at the Ocean Coral Spring Resort, Trelawny, under the theme **'Focus Together; One Path One Goal Through Excellence and Commitment.'**

The Conferences are held on the authority of the Constabulary Force Act, specifically the Second Schedule of 1944, which allows delegates to meet and establish ideas and goals for the growth of the Police Federation.

The Guest Speaker will be Chief Justice of Jamaica, The Honourable Mr. Justice Bryan Sykes OJ, CD. Several other dignitaries to include the Minister of National Security, Opposition Spokesman on National Security, Commissioner and Deputy Commissioners of Police will be in attendance.

The Appropriate Officer for these elections is Mrs. Ann Marie Blake-Johnson, Superintendent, Administration and Support Services Portfolio.

She may be contacted at the following number: 876-822-4304

Commanding Officers are reminded that, delegates who wish to attend are to be afforded the opportunity and assisted as best as possible.

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Sub. No. 14 POLICE FEDERATION BRANCH BOARDS - ELECTION OF REPRESENTATIVES
2023/2024

Reference Force Orders No. 3951, Part I, Sub. No. 2, dated 2023-02-23, the following members have been elected members for the respective Branch Boards for the year 2023/2024:-

ST. ANDREW SOUTH

Sergeants

Sgt. N.C. Robinson	W/Sgt. S.L. Harris	Sgt. R.M. Rhoden
Sgt. C.A. Tucker	W/Sgt. T. P. Merchant-Layne	Sgt. A.A. Bloomfield
W/Sgt. W.E. Douglas	D/Sgt. N.O. Prendergast	W/Sgt. A.R. Campbell
W/Sgt. J.M. Reid-Tenn	Sgt. F. Richards	Sgt. D.K. Bissick
W/Sgt. L.D. Frazer	W/Sgt. J.F. Hurlington-Dacres	Sgt. E.G. Brown
D/Sgt. M.L. Watson	Sgt. S.R. Palmer	Sgt. R.O. Murray

Corporals

Cpl. R.O. Gordon	D/W/Cpl. K.K. Gardener	Cpl. N.N. Ridley
Cpl. J.R. Hanson	Cpl. M.E. McKnight	Cpl. S.J. Smith
D/Cpl. J.R. Powell	Cpl. K.A. Campbell	Cpl. J.C. Waite
Cpl. F.A. Sutherland		D/Cpl. P.C. Whyte

Constables

Cons. D.S. Nevers	W/Cons. S.Y. Vassell	Cons. D.A. Forbes
W/Cons. N.A. Bryan	Cons. L.C. Francis	W/Cons. A.T. Johnson
W/Cons. S.A. Pinnock	Cons. K.J. Brithwright	W/Cons. E.N. Wellington
Cons. D.A. Phillips	Cons. D.S. Wheatley	Cons. R.O. Roberts

SPECIALIZED OPERATOPNS

Sergeants

D/Sgt. S.J. Wisdom	W/Sgt. A.S. Thomas	Sgt. D.F. Smith
Sgt. R.J. Dennis	W/Sgt. A.M. Flannigan-Munroe	Sgt. T.C. Samuels
	W/Sgt. K.A. Jackson	

Corporals

Cpl. R.R. Roberts	Cpl. H.M. Smith	Cpl. K.R. Carter
<u>Cpl. E.A. Gayle</u>	Cpl. J. Stultz	Cpl. P.J. Dunkley
W/Cpl. K.A. Campbell	Cpl. M.C. Scott	W/Cpl. C.J. Pringle
	Cpl. J.J. James	

Constables

D/Cons. N.J. Whyte	Cons. D.D. Barrett	Cons. D.R. Taylor
Cons. A.R. Walcott	Cons. J.S. Allen	Cons. S.S. Segree
W/Cons. S.S. Fraser	W/Cons. T.T. Lewis	Cons. A.S. Ross
Cons. T.J. Fearon	Cons. C.A. Warren	W/Cons. P.I. Mundle
W/Cons. T.S. Nelson	W/Cons. S.D. Reid-Session	Cons. B.B. Martin

FORCE DEVELOPMENT AND LOGISTIC PORTFOLIO

Sergeants

D/W/Sgt. K.D. Morgan	W/Sgt. D.A. Brown-Crosby	D/Sgt. R.L. Robinson
Sgt. R.A. Reynolds	W/Sgt. E.M. Stevens	W/Sgt. R.V. Young-White
Sgt. S.L. Waugh	D/Sgt. J.M. Jones	W/Sgt. N.D. Thomas
W/Sgt. K.P. Gordon	W/Sgt. J.S. Williams-Scarlett	Sgt. A.C. Jones
Sgt. G.G. Lounges	Sgt. D.A. Stedford	Sgt. C.N. Campbell
	Sgt. D.V. Lynch	

Corporals

Cpl. R.K. Bryan	W/Cpl. D.A. Thomas	W/Cpl. P.A. Williams
Cpl. A.T. Pagan	W/Cpl. G.A. Champagnie-Waugh	Cpl. K.A. Simms
Cpl. K.N. Richards	Cpl. C. Curtis	Cpl. G.G. McLean
Cpl. L.D. Wint	Cpl. K.D. King	Cpl. R.A. Watson
W/Cpl. L.B. Skyers	Cpl. A.E. Balckstock	Cpl. K.M. Gordon
Cpl. K.K. Wright		Cpl. A.N. Francis

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**POLICE FEDERATION BRANCH BOARDS - ELECTION OF REPRESENTATIVES
2023/2024 (CONT'D)**

FORCE DEVELOPMENT AND LOGISTIC PORTFOLIO (CONT'D)

Constables

Cons. D.O. Smith	Cons. J.A. Riley	W/Cons. C.A. Bogle
Cons. C.A. Cameron	Cons. W.J. Maitland	Cons. N.R. Rhone
	W/Cons. S.A. Foreman	

ST. JAMES

Sergeants

Sgt. A.P. Whyte	Sgt. K.K. Brown	W/Sgt. K.K. Griffiths
D/Sgt. R.R. Hutchinson	D/Sgt. H.B. Bann	Sgt. G.G. McKenzie
Sgt. R.A. McFarlane	D/Sgt. R.Y. Ford	Sgt. A.O. Sharpe
D/Sgt. M. A. Chisholm	W/Sgt. D.M. Barrett	Sgt. D.A. Jones

Corporals

D/W/Cpl. S.A. Orridge	Cpl. F.L. Hudson	W/Cpl. K.O. Haughton
W/Cpl. O. Watson	D/W/Cpl. N.N. Dixon	W/Cpl. S.P. Watson
W/Cpl. M.D. Tomlinson	D/Cpl. S.H. Nelson	Cpl. A.A. Wint
W/Cpl. J.A. Williams	W/Cpl. O.M. Lawrence	Cpl. A.P. Fagan
Cpl. O.N. Hutchinson	Cpl. O.A. Tomlinson	W/Cpl. N.R. Brown
D/Cpl. D.P. Miller	Cpl. O.A. Daley	Cpl. O.G. Dixon
D/Cpl. R.L. Lattibeaudiere	Cpl. M.M. Morris	Cpl. H.E. Reid
Cpl. O.A. Dallas	Cpl. L.L. Walker	D/Cpl. D.M. Moulton
	W/Cpl. R.A. Stultz-Beckford	

Constables

D/W/Cons. N.N. James	W/Cons. T.K. Hinds	Cons. M.A. Carter
Cons. L. Simmis	D/W/Cons. S.A. Tummings	W/Cons. N.A. Muirhead
Cons. C.N. Ricketts	Cons. D.O. Issacs	D/Cons. N.A. Forbes
Cons. M.G. Bennett	D/Cons. C.C. Dunn	Cons. D.S. Harding
Cons. D.R. Smith	D/Cons. R.A. Bowen	Cons. R.J. Brown
Cons. L.L. Bailey	D/Cons. A.D. Luton	Cons. R.O. White
W/Cons. S.A. Francis		W/Cons. C.C. Claire

OPERATIONS BRANCH

Sergeants

Sgt. L.C. Reid	Sgt. D.L. Brown	W/Sgt. C.M. Dixon
Sgt. N.A. Wallace	W/Sgt. L.G. Rodney	W/Sgt. S.A. Hawkins
Sgt. G.O. Edwards	W/Sgt. D.M. Grant-Taylor	W/Sgt. A.S. Murray
Sgt. C.A. Fenner	Sgt. F.O. Sutherland	Sgt. R.W. Geohagan
Sgt. A.A. Bucknor		W/Sgt. L.J. Wheatle

Corporals

Cpl. V.A. Coke	Cpl. E.O. Lambert	Cpl. C.J. Lee
Cpl. H.R. Francis	Cpl. A.D. Blake	Cpl. A.G. Williams
	Cpl. S.A. Paul	

Constables

Cons. C.K. Strachan	Cons. T.O. Wilson	Cons. S.D. Thomas
Cons. S.A. Tyndale	Cons. A.N. Allen	W/Cons. S.A. Burke

FORCE ORDERS (CONT'D)

18TH MAY, 2023

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**POLICE FEDERATION BRANCH BOARDS - ELECTION OF REPRESENTATIVES
2023/2024 (CONT'D)**

HANOVER

Sergeants

Sgt. A.K. McNab
Sgt. N.A. Barrett
Sgt. D. Watt

Sgt. J.W. Sharpe
D/W/Sgt. M.M. Crooks-Jones

W/Sgt. C.D. Gordon
W/Sgt. A.M. Reid-Allen
Sgt. H.A. Francis

Corporals

Cpl. M.H. Prince
Cpl. S.G. Lee
Cpl. D.M. Ellis

W/Cpl. S.M. Parkinson
Cpl. E.L. Ebanks

Cpl. L.S. Farquharson
D/W/Cpl. N.M. Bailey
Cpl. J.O. Reid

Constables

Cons. S.E. Earle
Cons. A.A. Stephenson
Cons. A.R. Reid

Cons. A.A. Daley
D/W/Cons. R.A. Newland
Cons. K.R. Rose
W/Cons. S.A. Brooks

Cons. A.O. Titus
W/Cons. D.S. O'Connor
D/Cons. D.A. Hamilton

ST. ELIZABETH

Sergeants

D/W/Sgt. P.N. White
W/Sgt. S.N. Wright

W/Sgt. B.A. Samms
W/Sgt. D.M. Smikle
Sgt. C.M. Simpson

Sgt. A.L. Ewart
D/W/Sgt. V.T. Reid

Corporals

D/W/Cpl. A.K. Evans
W/Cpl. D.T. Martin
D/Cpl. G.G. Smith
Cpl. R.O. Dale
W/Cpl. S.N. Edwards
W/Cpl. M.N. Smith

Cpl. A.A. Watson
W/Cpl. M.D. Archer
D/Cpl. R.W. Brown
Cpl. T.A. Calbert
W/Cpl. D.A. McLeod
W/Cpl. S.E. Smith-Shaw
Cpl. L.A. Hamilton

W/Cpl. R.S. Henry
W/Cpl. R.A. Peart
Cpl. A.D. Simpson
W/Cpl. S.G. Dawkins
D/Cpl. C.K. Thompson
W/Cpl. A.P. Howard

Constables

D/Cons. K.A. Fagan
W/Cons. R.S. James

W/Cons. J.Q. Nelson
W/Cons. S.S. Stewart
W/Cons. S.A. Lewis

Cons. A.R. Davis
D/W/Cons. L.C. Pinnock

Sub. No. 15 POLICE FEDERATION BRANCH BOARDS - ELECTION OF DELEGATES 2023/2024

Reference Force Orders No. 3951, Part I, Sub. No. 2, dated 2023-02-23, the following members have been elected delegates for the respective Branch Boards for the year 2023/2024:-

ST. ANDREW SOUTH

Sergeants

W/Sgt. S.L. Harris
W/Sgt. J.M. Reid-Tenn

D/Sgt. N.O. Prendergast
Sgt. S.R. Palmer

W/Sgt. A.R. Campbell
Sgt. R.O. Murray

Corporals

D/W/Cpl. K.K. Gardener

Cpl. N.N. Ridley
Cpl. K.A. Campbell

D/Cpl. J.R. Powell

Constables

W/Cons. S.Y. Vassell

Cons. L.C. Francis
Cons. R.O. Roberts

W/Cons. A.T. Johnson

FORCE ORDERS (CONT'D)

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**POLICE FEDERATION BRANCH BOARDS - ELECTION OF DELEGATES 2023/2024
(CONT'D)**

SPECIALIZED OPERATOPNS

Sergeants

D/Sgt. S.J. Wisdom

W/Sgt. A.S. Thomas

Corporals

Cpl. R.R. Roberts

Cpl. P.J. Dunkley

Cpl. M.C. Scott

Constables

W/Cons. T.T. Lewis

Cons. A.S. Ross

Cons. C.A. Warren

W/Cons. T.S. Nelson

Cons. B.B. Martin

FORCE DEVELOPMENT AND LOGISTIC PORTFOLIO

Sergeants

W/Sgt. D.A. Brown-Crosby

D/Sgt. R.L. Robinson

W/Sgt. R.V. Young-White

W/Sgt. N.D. Thomas

W/Sgt. K.P. Gordon

Sgt. C.N. Campbell

Corporals

Cpl. R.K. Bryan

W/Cpl. D.A. Thomas

W/Cpl. P.A. Williams

Cpl. L.D. Wint

W/Cpl. G.A. Champagnie-Waugh

Cpl. R.A. Watson

Constables

W/Cons. C.A. Bogle

Cons. C.A. Cameron

W/Cons. S.A. Foreman

OPERATIONS BRANCH

Sergeants

Sgt. L.C. Reid

W/Sgt. C.M. Dixon

Sgt. R.W. Geohagan

W/Sgt. A.S. Murray

Sgt. N.A. Wallace

Corporals

Cpl. V.A. Coke

Cpl. H.R. Francis

Cpl. A.G. Williams

Constables

Cons. C.K. Strachan

W/Cons. S.A. Burke

HANOVER

Sergeants

Sgt. J.W. Sharpe

D/W/Sgt. M.M. Crooks-Jones

Sgt. D. Watt

Corporals

Cpl. M.H. Prince

W/Cpl. S.M. Parkinson

Cpl. D.M. Ellis

Constables

Cons. S.E. Earle

Cons. A.A. Stephenson

D/W/Cons. R.A. Newland

Cons. A.R. Reid

ST. ELIZABETH

Sergeants

D/W/Sgt. P.N. White

Sgt. A.L. Ewart

W/Sgt. S.N. Wright

Corporals

D/W/Cpl. A.K Evans

Cpl. A.A. Watson

D/Cpl. G.G. Smith

Cpl. A.D. Simpson

W/Cpl. S.G. Dawkins

W/Cpl. D.A. McLeod

W/Cpl. M.N. Smith

Constables

D/Cons. K.A. Fagan

Cons. A.R. Davis

D/W/Cons. L.C. Pinnock

FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

**POLICE FEDERATION BRANCH BOARDS - ELECTION OF DELEGATES 2023/2024
(CONT'D)**

ST. JAMES

Sergeants

Sgt. A.P. Whyte
D/Sgt. R.R. Hutchinson

W/Sgt. K.K. Griffiths

Sgt. A.O. Sharpe
D/Sgt. M. A. Chisholm

Corporals

D/W/Cpl. S.A. Orridge
W/Cpl. O. Watson
D/Cpl. D.P. Miller

Cpl. F.L. Hudson
W/Cpl. M.D. Tomlinson
Cpl. O.G. Dixon

W/Cpl. K.O. Haughton
W/Cpl. O.M. Lawrence
D/Cpl. D.M. Moulton

Constables

D/W/Cons. N.N. James
W/Cons. N.A. Muirhead

W/Cons. T.K. Hinds
D/Cons. N.A. Forbes
Cons. R.O. White

D/W/Cons. S.A. Tummings
D/Cons. R.A. Bowen

Sub. No. 16 HR CORNER - KEEPING YOU IN THE KNOW!

The Human Resource Division has provided a flyer entitled "*Survivor's Benefits*" at [Appendix I](#) for general information.

Sub. No. 17 APPENDICIES

'K' [The Jamaica Police Co-operative Credit Union Limited Update.](#)

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18TH MAY, 2023

SERIAL NO. 3963

PART II - PERSONNEL

Sub. No. 1 GAZETTED POLICE OFFICERS

11. Leave

Departmental

Ports	Mr. W.W. Cameron, M.Sc., B.Ed. (Hons.), Dip. Ed., pjsc., pc., psc.	Snr. Supt.	6 days w.e.f 2023-05-16
MID	Mr. R.A. Hylton	Supt.	6 days w.e.f 2023-05-26
Area 5 Hq.	Mr. R.S. Martin, pofcc.	Supt.	8 days w.e.f 2023-06-22
St. Andrew 'C'	Mr. W.L. Hunt, pc.	Supt.	5 days w.e.f 2023-06-30
CIB	Mrs. R.M. Heron-Curate, B.Sc., pcj, pc.	Dep. Supt.	8 days w.e.f 2023-05-10
St. Andrew 'C'	Ms. Y.N. Burgess, pcj.	Dep. Supt.	3 days w.e.f 2023-05-18
Narcotics	Ms. L.H. Madden, Dip. MPI, pcj.	Dep. Supt.	14 days w.e.f 2023-05-22
NPCJ	Ms. K.R. Grindley, M.Sc., B.Sc. (Hons.)	Dep. Supt.	14 days w.e.f 2023-06-01

Amendment

Reference Force Orders No. 3961, Part II, Sub. No. 1(11) dated 2023-05-04, the **departmental leave** appearing for Mr. W.A. Sutherland, M.Sc., B.Ed., pjsc, pc., Dep. Superintendent as **2 days with effect from 2023-06-22** is amended to read **6 days with effect from 2023-05-29**.

Vacation

CIB	Mr. W.A. Josephs, MG, pcj, psjcc, psc.	Snr. Supt.	21 days w.e.f 2023-06-30 & 21 days w.e.f 2023-11-17
St. Andrew 'S'	Mr. H.G. Wade, pcj.	Dep. Supt.	70 days w.e.f 2023-07-28
Trelawny	Mr. O.R. Dennis, LL.B (Hons.), A.Sc., pjsc.	Dep. Supt.	90 days w.e.f 2023-08-04

Amendment

Reference Force Orders No. 3955, Part II, Sub. No. 1(11) dated 2023-03-23, the **vacation leave** appearing for Ms. V.P. Calder, M.Phil., MBA, BA (Hons.), LL.B (Hons.), L.E.C., psotc, Dep. Superintendent as **35 days with effect from 2023-03-01** is amended to read **28 days with effect from 2023-03-01**.

12. Resumption

The following members resumed off vacation leave on the dates shown:-

2023-04-12	Training Branch	Ms. V.P. Calder, M.Phil, MBA, LL.B (Hons.), BA (Hons.), L.E.C, psotc.	Dep. Superintendent
2023-04-19	St. Elizabeth	Mr. A.T. Diah, B.Sc. (Hons.), A.Sc., pofcc.	Dep. Superintendent

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FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

Sub. No. 2 INSPECTORATE

4. Retirement

Traffic Enforcement Div. Inspector Ronald R. McLeod, pcj, is permitted to retire from the Force with effect from 2023-06-16. (A19/M1228)

11. Commendation

The following members are commended for zeal, energy and initiative displayed considerably beyond average in the performance of duty for:-

Capture of wanted man

2021-02-14

St. Thomas W/Inspector F. Kelly (F21/1 C)

Recovery of Firearm and Ammunition

2021-03-13

St. Andrew 'N' Inspector P.L. Green, psjcc. (F21/1 BN)

Sub. No. 3 OTHER RANKS

4. Discharge

Resignation

The following members resigned voluntarily from the Force with effect from the dates shown:-

2022-05-17

TSD (Area 1) 13583 D/Cpl. Anthony Stewart, with pay to 2022-05-16 (A19/S1959)

2021-12-03

Trelawny 6940 W/Sgt. Vivette S. Angus, with pay to 2021-12-02 (A19/A456)

2022-07-13

NPCJ (FOMST) 18013 Cons. Levar S. Barro, with pay to 2022-07-12 (A19/B3079)

2022-09-26

St. Elizabeth 17518 D/Cons. Kadeen K. Hamilton, with pay to 2022-09-25 (A19/H1795)

2022-12-20

CISOCA 13198 D/W/Cons. Lerlette N. Adams, with pay to 2022-12-19 (A19/A648)

2023-01-20

Kingston 'C' 15297 D/Cons. Fabian Granston, with pay to 2023-01-19 (A19/G1457)

2023-01-21

Manchester 17529 Cons. Conroy G. Bryan, with pay to 2023-01-20 (A19/B3169)

Decline to Re-enlist

Pursuant to Section 5 of the Constabulary Force Act the following member gave written notice of and exercised her option not to re-enlist with effect from 2022-10-26:-

Narcotics 17913 D/W/Cpl. Nelisha N. Bramwell, B.Sc. (A19/B3131)

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FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

Discharge (Cont'd)

Not Permitted to Re-enlist

St. Elizabeth 19483 Cons. Shawn D. Spence has been discharged from the Force as **not being permitted to re-enlist** with effect from 2021-10-09. (A19/S2486)

10.	<u>Transfers w.e.f</u>	<u>From</u>	<u>To</u>
	<u>2023-05-08</u>		
10604	Cons. R.D. Parchment	St. Catherine 'S'	St. Andrew 'S'
	<u>2023-05-22</u>		
11877	Cpl. C.S. Tapper	St. Andrew 'C'	Manchester
	<u>2023-05-24</u>		
14953	Cons. D.F. Wilson	St. James	Westmoreland
	<u>2023-05-29</u>		
20693	Cons. B.A. Thorpe	Clarendon	Hanover
20985	Cons. L.L. Lyle	CIB	Clarendon
20632	Cons. R.R. Griffiths	Clarendon	Hanover
21709	Cons. W.A. Watson	Hanover	Clarendon
	<u>2023-06-02</u>		
19012	Cons. J.L. Kerr	PMMD	St. Catherine 'N'

NB: All transfers must be taken up on the effective date. Regular members must be dressed in uniform and CIB personnel in work business suit. Each member must be escorted by a sub-officer and handed over to the receiving sub-officer along with a copy of the transfer return. These new members must be introduced to the Divisional Commander or his/her representative for a welcome brief.

13. Commendation

The following members are commended for zeal, energy and initiative displayed considerably beyond average in the performance of duty for:-

Recovery of Firearm and Ammunition

2021-01-01

St. Catherine 'S'	11244	Cons. D.T. Dunn)
St. Catherine 'S'	12512	Cons. M.G. Beckford) F21/ 1 NS

2021-03-13

St. Andrew 'N'	7065	Cpl. M.L. Ebanks)
St. Andrew 'N'	10035	Cons. D.A. Manchan)
St. Andrew 'N'	13133	Cons. T.D. McNee) F21/1 BN
St. Andrew 'N'	14404	Cons. O.O. Samuels)

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FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

Commendation (Cont'd)

Recovery of Firearm and Ammunition

2021-03-15

C-TOC	9759	D/Sgt. C.A. Fearon)
C-TOC	12911	D/Cons. D.H. Stewart, A.Sc.)
Kingston 'E'	18274	D/Cons. D.O. Campbell) F21/1 C-TOC
C-TOC	15906	Cons. L.N. Williams)

Capture of wanted man

2021-02-14

C-TOC	17673	D/Sgt. D.O. Raymond)
St. Thomas (CIB)	16819	Cpl. L.J. Brown)
St. Thomas	11248	Cpl. G.T. Henry)
St. Thomas	17248	Cons. C.O. Fuller) F21/1 C
St. Thomas	12516	Cons. E.H. Chisam)
St. Thomas	17219	Cons. B.D. Brown)
St. Thomas	14644	Cons. D.J. Wilkinson)

Amendment

Reference Force Orders No. 3960, Part II, Sub. No. 3(13) dated 2023-04-27, the **name** appearing for No. 20915 as W/Cons. S.K. **Irvin** is amended to read W/Cons. S.K. **Irwin**.

Reference Force Orders No. 3960, Part II, Sub. No. 3(13) dated 2023-04-27, the **name** appearing for No. 14924 as Cons. O.G. Perry is amended to read Cons. O.S. Perry.

Reference Force Orders No. 3960, Part II, Sub. No. 3(13) dated 2023-04-27, the **division** appearing for No. 10534 Cons. A.F. Jones as **St. Andrew 'S'** is amended to read **St. Andrew 'N'**.

17. Courses of Instruction

Business Administration (Accounting)

The following member pursued a course in Business Administration (Accounting) at the Portmore Community College, Waterford, St. Catherine, from September 2019 to September 2021 and was awarded the Bachelor of Science Degree with Second Class Honours (Lower):-

NPCJ (DWTT)	12379	Cpl. D.R. Ricketts, B.Sc. (Hons.), A.Sc.
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NB. On behalf of all members of the Force, heartiest congratulations.

Computer Systems Technology

The following member pursued a course in Computer Systems Technology at the Vector Technology Institute, 35A Eastwood Park Road, Kingston 10, from September 2020 to October 2021 and was awarded a Diploma:-

PSTEB	18415	Cons. A.A. Watson, Dip. CST
-------	-------	-----------------------------

Customer Service Supervision - Level 3

The following member pursued a course in Customer Service Supervision - Level 3 at the Heart Trust NTA LEAP Centre, 115-117 Duke Street, Kingston, from September 2021 to December 2021 and was awarded a Diploma:-

C-TOC	9164	D/W/Sgt. A.L. Hynes-Henderson, BA (Hons.), Dip. CSS
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FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

Courses of Instruction (Cont'd)

Leadership and Management

The following member pursued a course in Leadership and Management offered by the Shaw Academy via an online learning platform from July 2021 to November 2021 and was awarded a professional Diploma with Distinction:-

St. Ann	13401	Cons. P.A. Williams
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Human Resource Management - Level 5

The following member pursued a course in Human Resource Management - Level 5 offered by the Ebony Park HEART Academy via an online learning platform, from June 2021 to January 2023 and was awarded a certificate:-

Area 3 Hq.	6668	W/Sgt. A.R. Bailey-Gordon, A.Sc. (Hons.)
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Executive Assistant Skills

The following member pursued a course in Executive Assistant Skills offered by ALISON via an online learning platform in October 2020 and was awarded a certificate:-

C-TOC	9164	D/W/Sgt. A.L. Hynes-Henderson, BA (Hons.), Dip. CSS
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Workshop - Domestic Violence Prevention

The following member attended the Domestic Violence Prevention Workshop hosted by the Ministry of Culture, Gender, Entertainment and Sport at the Medallion Hall, 53 Hope Road, Kingston 6, from 2022-03-24 to 2022-03-25 and was awarded a certificate:-

C-TOC	9164	D/W/Sgt. A.L. Hynes-Henderson, BA (Hons.), Dip. CSS
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Basic Course of Fiscal and Customs Police

The following member attended the Basic Course of Fiscal and Customs Police offered by the Republic of Colombia, National Police through the Criminal Investigation School, Bogota, Colombia, from 2022-10-03 to 2022-11-04 and was awarded a certificate:-

C-TOC	9164	D/W/Sgt. A.L. Hynes-Henderson, BA (Hons.), Dip. CSS
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Tactical Level 2 (OST) Training

The following members successfully completed the Tactical Level 2 (OST) Training Course at Specialized Operations, Kingston 4, from 2023-04-16 to 2023-05-06:-

Clarendon	12008	Cpl. T.R. Dockery
Clarendon	22349	Cons. D.K. Nish
Clarendon	21477	Cons. T.S. Davis
Clarendon	15565	Cons. K.L. Williams
Clarendon	15828	Cons. O.B. Sharpe
Clarendon	21418	Cons. C.G. Whyte
Clarendon	21977	Cons. S.A. Grant
Clarendon	22357	W/Cons. A.A. Preddie
Clarendon	21323	Cons. A.T. Evans
Clarendon	19860	Cons. B.D. Salmon
Clarendon	19882	Cons. A.O. Stephenson
Clarendon	20014	Cons. O.A. Hudson
Clarendon	21355	Cons. D.D. Lewis

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FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

Courses of Instruction (Cont'd)

Tactical Level 2 (OST) Training

Clarendon	21408	Cons. K.E. Thomas
Clarendon	22265	Cons. N.S. Bartley
Westmoreland	16182	Cpl. R.N. Thompson
Westmoreland	15510	Cons. Z.A. Meade
Westmoreland	16089	Cons. R.N. Stephens
Westmoreland	19657	Cons. A.A. Sutherland
Westmoreland	19549	Cons. S.S. Bailey
Westmoreland	19622	Cons. S.L. Mullings
Westmoreland	22054	Cons. C.S. Burke
Westmoreland	22119	Cons. O.G. Owens
St. Catherine 'N'	22881	Cons. S.O. Thompson
Westmoreland	21332	Cons. R. Gidarsingh
Westmoreland	21403	Cons. D.A. Smith
Westmoreland	22919	Cons. N.A. Ebanks
Westmoreland	22955	Cons. R.R. Muir
Westmoreland	22123	Cons. D.A. Pryce

20. Marriage

The following member was married on 2022-12-29:-

Kingston 'E'	10156	W/Cpl. S.T. Lewis-Kelly
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Sub. No. 4 CADETS

NIL

Sub. No. 5 POLICE AUXILIARIES

NIL

ISLAND SPECIAL CONSTABULARY FORCE

OFFICERS

NIL

INSPECTORS

NIL

OTHER RANKS

NIL

DISTRICT CONSTABLES

Resignation

2018-12-01	St. Andrew 'S'	100038	Dist. Cons. Garfield A. Shea (A15/S547)
2023-02-10	Area 5 Hq.	100457	W/Dist. Cons. Elian O. Phipps (A15/P287)
2023-02-12	St. Elizabeth	99477	Dist. Cons. Prince R. Banton (A15/B555)
2023-02-12	St. Andrew 'S'	100413	W/Dist. Cons. Aneshka R. Webb (A15/W585)

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FORCE ORDERS (CONT'D)

18TH MAY, 2023

SERIAL NO. 3963

Resignation (Cont'd)

2023-02-12	Kingston 'C'	100164	Dist. Cons. Alex D. Green	(A15/G421)
2023-02-12	St. Andrew 'S'	100396	Dist. Cons. Arjay C. Wildman	(A15/W590)
2023-02-12	Resort Areas	100084	W/Dist. Cons. Brynn D. Broadie	(A15/B752)

Amendment

Reference Force Orders No. 3962, Part II, Sub. No. 5 dated 2023-05-11, the **date** appearing for No. 99861 Dist. Cons. Marvin H. Evans as **2021-06-03** is amended to read **2022-06-03**.

Commendation

The following members are commended for zeal, energy and initiative displayed considerably beyond average in the performance of duty for:-

Capture of wanted man

2021-02-14

St. Thomas	88618	Dist. Cons. D.H. Fraser)
St. Thomas	81442	Dist. Cons. D.E. Bonner)
St. Thomas	85422	Dist. Cons. F. Graham) F21/1 C
St. Thomas	100246	W/Dist. Cons. S.S. Smith)

Recovery of Firearm and Ammunition

2021-01-01

St. Catherine 'S'	88425	Dist. Cons. J. McKay	(F21/ 1 NS)
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Major General Antony Anderson, CD,
JP, MDA, B.Eng (Hons.), psc
Commissioner of Police
The Jamaica Constabulary Force

Per:



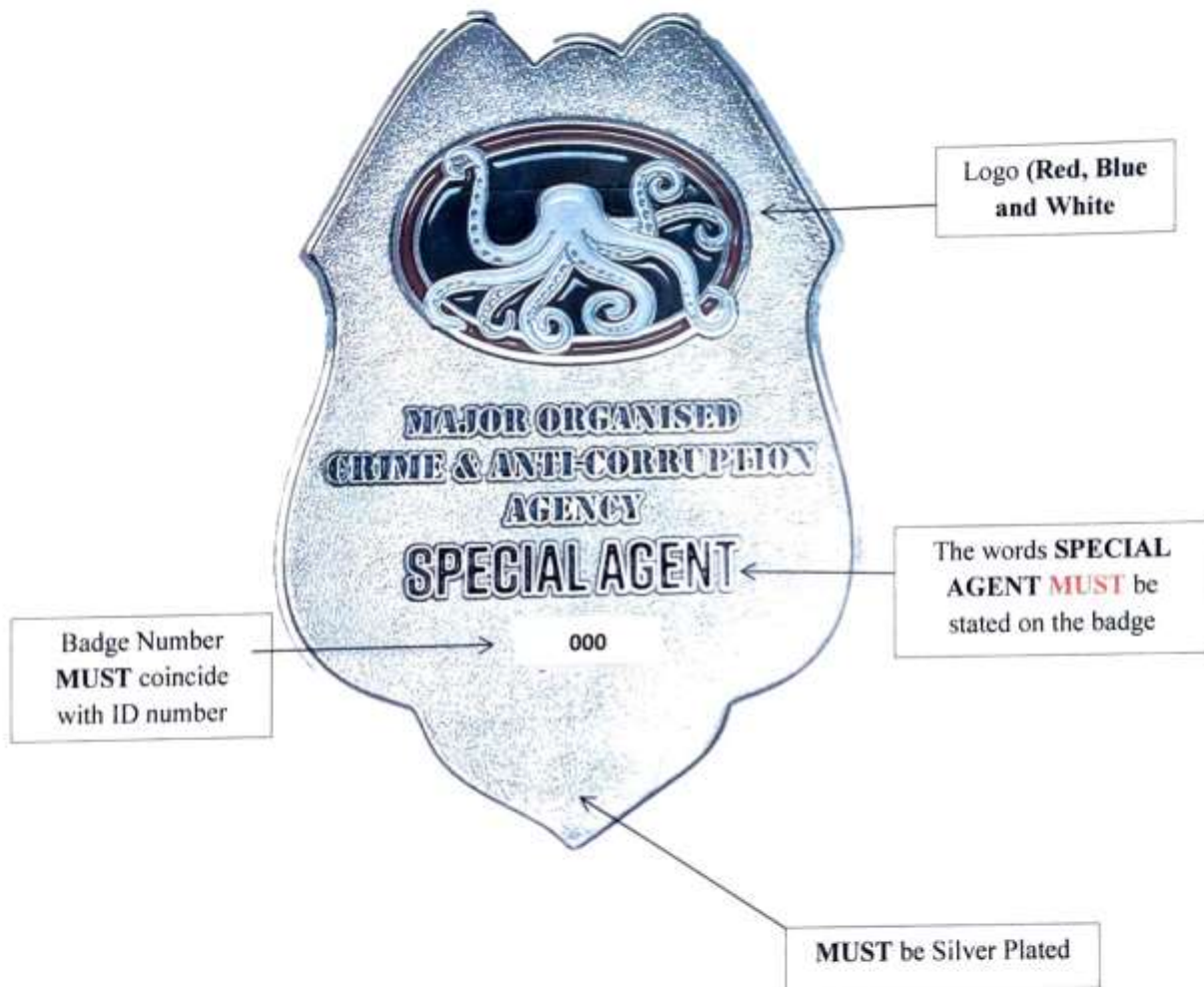
Mr. Andrew A. Lewis
LL.B (Hons.), B.Sc. (Hons.), LEC, psc.
Assistant Commissioner of Police
(ADMINISTRATION BRANCH)

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APPENDICES

APPENDIX 'A' MAJOR ORGANIZED CRIME AND ANTI-CORRUPTION AGENCY - COPY BADGE
TO FORCE ORDERS NO. 3963 DATED 2023-05-18

TRUE IMAGE OF THE MAJOR ORGANISED CRIME AND ANTI-
CORRUPTION AGENCY LAW ENFORCEMENT BADGE



APPENDIX 'B' CARIBBEAN MARITIME UNIVERSITY - CSCTN FLYER
TO FORCE ORDERS NO. 3963 DATED 2023-05-18



The Centre for Security Counter Terrorism and Non-Proliferation (CSCTN) was established on May 1, 2018 at the Caribbean Maritime University. The CSCTN promises to be the premier learning centre in the Caribbean to offer a comprehensive academic and professional experience to students and professionals wishing to match their competencies with the demands of a modernized security industry. The vision is to create industry-ready leaders for the public and private security sectors.

**IMPROVE YOUR CHANCES
FOR CAREER SUCCESS
IN THE PUBLIC AND PRIVATE SECURITY
INDUSTRY BY ENROLLING IN ONE OF
OUR PROGRAMMES:**

- ▶ Bachelor of Science in Security Administration and Management
- ▶ Bachelor of Science in Industrial Security Management
- ▶ Bachelor of Science in Police Sciences
- ▶ Bachelor of Science in Forensic Sciences
- ▶ Bachelor of Science in Cyber Security and Digital Forensics
- ▶ Postgraduate Diploma in Strategic Counter Terrorism Management
- ▶ Master of Science in Security Administration and Management
- ▶ Master of Science in Security Studies
- ▶ Intelligence Management Programme
- ▶ Diploma Police Management



Executive Director
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Admin
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**APPENDIX 'C' CARIBBEAN MARITIME UNIVERSITY - SCHEDULE OF ACADEMIC PROGRAMMES
TO FORCE ORDERS NO. 3963 DATED 2023-05-18**



Programme Offerings

Programme Description	Prerequisites and Minimum Requirement	Duration	Cost (Annual)
Bachelor of Science in Security Administration and Management	Minimum of five (5) CSEC/GCE O'Level including Mathematics and English Language or international equivalent. OR Minimum of three (3) CSEC/GCE O'Level subjects or international equivalent and at least three (3) years' service in a related profession OR Mature candidates with over five (5) years' service with JDF/JCF or related profession and a minimum of 240 hours of in-service professional training	4 YEARS part-time	\$479,070.00
Bachelor of Science in Industrial Security Management	Minimum of five (5) CSEC/GCE O'Level including Mathematics and English Language or international equivalent. OR Minimum of three (3) CSEC/GCE O'Level subjects or international equivalent and at least three (3) years' service in a related profession OR Mature candidates with over five (5) years' service with JDF/JCF or related profession and a minimum of 240 hours of in-service professional training	4 YEARS part-time	\$532,190.00
Bachelor of Science in Police Sciences	Minimum of five (5) CSEC/GCE O'Level including Mathematics and English Language or international equivalent. OR Minimum of three (3) CSEC/GCE O'Level subjects or international equivalent and at least three (3) years' service in a related profession. OR Mature candidates with over five (5) years' service with JDF/JCF or related profession and a minimum of 240 hours of in-service professional training	4 YEARS part-time	\$532,190.00
Bachelor of Science in Forensic Sciences	Minimum of five (5) CSEC/GCE O'Level including Mathematics, English Language and one science related subject or international equivalent. OR Serving members of the JDF, JCF or related profession with training and certification in related fields.	4 YEARS full-time	\$532,190.00
Bachelor of Science in Cyber Security and Digital Forensics	Minimum of five (5) CSEC/GCE O'Level including Mathematics and English Language or international equivalent. OR Minimum of three (3) CSEC/GCE O'Level subjects or international equivalent and at least three (3) years' service in a related profession. OR Mature candidates with over five (5) years' service with JDF/JCF or related profession and a minimum of 240 hours of in-service professional training	4 YEARS full-time	\$579,059.00
Postgraduate Diploma in Strategic Counter Terrorism Management	Bachelor's Degree OR Mature candidate specifically selected and referred by JDF/JCF or related industry leaders.	1 YEAR part-time	\$413,500.00
MSc. Security Administration and Management	Bachelor's Degree OR Mature candidate specifically selected and referred by JDF/JCF or related industry leaders.	18 MONTHS part-time	\$1,616,000.00
Master of Science in Security Studies	1. Undergraduate Degree with a 2.5 GPA 2. Held a Senior Supervisory position in the Public Security Sector; attained a rank/position equivalent to that of Inspector of Police and completed training equivalent to Staff and/or Junior Command level. 3. Held a senior supervisory or management position for 5 years in the private security industry.	12 MONTHS part-time (weekends)	\$910,000.00; US\$7000.00
Diploma in Police Management	Mature candidate specifically selected and referred by JCF/JDF or related leading Industry	1 YEAR	US\$5000.00
Intelligence Management Programme	Mature candidate specifically selected and referred by JCF/JDF or related leading Industry	12 MONTHS	TBA

**APPENDIX 'D' JCF POLICY AND STANDARD OPERATING PROCEDURES ON THE MANAGEMENT
OF ELECTRONIC MAIL
TO FORCE ORDERS NO. 3963 DATED 2023-05-18**



JAMAICA CONSTABULARY FORCE
Policy on the Management of Electronic Mail

Title: JCF Policy and Standard Operating Procedures on the Management of electronic Mail	Number: JCF/FW/PL/Adm/0005/2021
Effective Date: March 16, 2017	Pages: 6
Review Date: Nil	Distribution: Force-wide
Revision # 0	Process Owners: Technology Branch Administration Branch;
Rescinds: 0	Accreditation Standards:
Authors: Technology Branch	Owner: JCF
First Published: F.O. #3641 dated March 16, 2017	Review: Biennially

JCF Policy on the Management of Electronic Mail

JCF/FW/PL/Adm/0005/2021

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APPENDIX 'D' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

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JCF Policy on the Management of Electronic Mail

JCF/FW/PL/Adm/0005/2021

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APPENDIX 'D' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

1.0 Introduction

An essential strategic priority of the JCF is the promise of effective internal and external communication. External communication facilitates the engagement of the organization's key stakeholders, primarily the citizens of Jamaica. One of the strategies employed to achieve this objective is the sharing of the Weekly Force Orders.

While the organization seeks to improve external communication, it must simultaneously improve the way in which communications are made within. The past few years have witnessed revolutionary changes in the use of information and communication technology within the JCF. In particular, electronic mail (email) has become a vital component of the total job function of the average member.

The use of email within the JCF must however be managed and guided by policy in order to achieve a common standard of quality that can enhance the members' productivity and organizational success. Against this background, this policy seeks to present a framework for the management of emails in the organization.

2.0 Purpose

The purpose of this document is to provide policy directives governing the use of the Jamaica Constabulary Force (JCF) official Email. This document amends section D.5E-Mail in the Information and Communication Technology Policy for the JCF. More specifically it:

- 2.1 sets standards to ensure professional uses of the JCF Email;
- 2.2 outlines the requirements for use of the JCF email; and
- 2.4 allows for JCF's email to become an official means of communication.

3.0 Scope

This policy applies to all sworn and unsworn members of the JCF, and includes contractors and consultants who are assigned JCF Email accounts. It covers the appropriate use of the JCF Email as an official means of communicating.

4.0 Abbreviations

ICTD	Information Communication and Technology Division
JCF	Jamaica Constabulary Force

5.0 Definition

- 5.1 **JCF E-Mail** Refers to any email account with the domain being **jcf.gov.jm**
It covers any and all email messages including attachments sent using this email account
- 5.2 **Defamatory** False statement or series of statements which affect the reputation of a person or an organisation.

JCF Policy on the Management of Electronic Mail

JCF/FW/PL/Adm/0005/2021

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6.0 Roles and Responsibilities

- 6.1 ACP Technology Branch** is responsible for the creation, administration and security of the JCF E-mail systems and user accounts.
- 6.2 Members** shall be responsible to observe this policy and SOP for the effective and professional handling and use of the JCF E-mail.
- 6.3 Officers and sub-officers** are responsible to ensure that:
- 6.3.1 members under their command/supervision are made aware of the provisions of this policy and are able to deal professionally with issues relating to it
 - 6.3.2 members who fail to comply with this policy are held accountable and dealt with in accordance with JCF disciplinary process.

7.0 Policy Statements

It is the policy of the JCF that:

- 7.1** All members of the JCF and its auxiliary shall be issued with JCF Email accounts
- 7.2** Executive command directives and communiqués to the members that are sent by email will be considered read:-
- i. two (2) days after it is sent; or
 - ii. upon acknowledgement by the recipient
- 7.2** All members of the Officer Corp are required to check their E-mails at least twice per day;
- 7.3** All other members shall check their emails at least once per day; and
- 7.4** Members are allowed to use their personal computers, and smart phone devices to access their JCF email accounts.
- 7.5 Official Use**
The JCF Email shall be used to treat with official matters (such as outlined in **Appendix 1**) and include:
- 7.5.1 matters of law enforcement and national security
 - 7.5.2 communication by members operating in their official capacity
- 7.6 Personal Use**
- 7.6.1 Members shall not utilize their personal Email to conduct official work except where special provision is made.

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APPENDIX 'D' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

7.7 Prohibited Use

The JCF Email system shall not be used for:

7.7.1 The creation and distribution of any offensive messages, images, and videos including offensive comments that might be construed to be fraudulent, defamatory, racist, homophobic, political and irreligious.

7.7.2 Targeting any minority group to include persons living with disabilities, suffering from any disease etc

7.8 Access to JCF Email

All members of the JCF are required to have a JCF Email account. Members without E-mail access shall:

8.4.1 Inform their immediate supervisor

8.4.2 Contact ICTD helpdesk

7.9 Maintenance

The capacity of the email is 10 Gigabytes. Therefore, it is the responsibility of each member to ensure that the respective inbox is cleared prior to it reaching the capacity. If this is not done then emails that are sent afterwards will not be delivered, and even so, such emails would have been deemed 'sent' and 'received' by the sender.

7.10 Monitoring

The JCF reserves the right to:

8.7.1 monitor all emails without prior notification;

8.7.2 retrieve the contents of all incoming and outgoing messages; and

8.7.2 to assist in the investigations of wrongful acts or to comply with any legal obligation.

7.11 Enforcement

Any member who violates this policy may be subject to disciplinary action or criminal actions as appropriate.

8.0 Legislative Authority/Guiding Principles

This Policy shall be read in conjunction with the following:

8.1 JCF Corporate use of Social Media Policy

8.2 JCF Personal Use of Social Media Policy

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Appendix 1: Email Communication

Some of the communiqués that will be sent via email includes:

- a. Force Orders
- b. Issuing of Force directives
- c. Examination syllabi
- d. Administrative correspondences
- e. Work schedules (All changes should be sent at least six (6) hours before start of duty)
- f. Notices and Reminders about Court Attendance and related duties
- g. Alerts and Bulletins for frontline officers
- h. Staff Commendations
- i. Officer Safety Reminders
- j. Citizen Security Reminders

Communication Hubs:

- a. ICTD - All HQ communications and All Staff messages
- b. Portfolios - All communications ongoing to that level
- c. Branches and Areas - All communications ongoing at that level
- d. Divisions - All communications ongoing from that level and confined to
- e. Divisional staff.

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APPENDIX 'E' JCF GRIEVANCE MANAGEMENT POLICY AND STANDARD OPERATING PROCEDURES TO FORCE ORDERS NO. 3963 DATED 2023-05-18



JAMAICA CONSTABULARY FORCE
Grievance Management Policy and Standard Operating Procedures

Title: JCF Grievance Management Policy and Standard Operating Procedures	Number: JCF/FW/PL/Adm/0001/2021
Effective Date: 2015-March-12	Pages: 9
Review Date: January 2015	Distribution: All Staff
Revision # 1	Process Owners: PRDB, Admin Portfolio;
Rescinds: F.O. 3372, 2012-January-19	Accreditation Standards:
Authors: DCP Administration, PRDB	Owner: JCF
First Published: F.O. 2320, 1990-November-21	Review: Biennially

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1.0 Introduction

The Grievance Procedures are means of dispute resolution that can be used by a group or organization to address complaints by members/employees. Grievances may be any measure of situation which concerns the relations between the employer and the employee or which may affect the conditions of employment, concerns, problems or complaints identified by an employee and must be made in writing. In some instances the settling of grievances becomes a sort of scoreboard that reinforces a negative mentality towards management by the labour force. However before using the grievance procedure it is expected that the employee/group will try to resolve their complaint informally.

Grievances, therefore, should be resolved quickly and close to the point of origin as possible. A grievance procedure policy adaptable to modern policing will reduce fear of recrimination, prevent abuse and or overuse of the procedure, and increase confidence in the outcomes and boost worker morale.

The existence of grievances within the organization can have detrimental effect on service delivery. This Grievance Policy and Standard Operating Procedure aims to provide a medium where any member can have his /her grievance addressed justly and promptly.

2.0 Purpose

The purpose of this policy and standard operating procedures is to establish a system through which all members of the JCF may file a grievance. It seeks to create understanding and awareness among members of the problem of grievances and presents a standardized way in which the reports/complaints are managed in an equitable manner to secure the respect of the parties involved

3.0 Scope

This Policy and Standard Operating Procedures applies to all sworn and unsworn members of the JCF and its auxiliary. It covers the procedures to manage grievance reports within the Force.

4.0 Abbreviations and Acronyms

SOP	Standard Operating Procedures
JCF	Jamaica Constabulary Force
GMB	Grievance Management Board

5.0 Definitions

For the purpose of this policy and Standard Operating Procedures (SOP) the following definitions are adopted:

- 5.1 **Adverse Effect:** A decision/action is considered to have an adverse effect where it was not properly handled or resolved and resulted in bitterness on both sides in the working relations.
- 5.2 **Formal Grievance Procedure:** the stage where written grievance petitions are heard and findings determined by a Grievance Management Board
- 5.3. **Grievance:** Any discontent or dissatisfaction with any aspect of the organization
- 5.4 **Grievance Report:** A written request by a member or group of members for personal relief/remedy in a matter of concern or dissatisfaction relating to a grievable issue as outlined at **Appendix 1.**

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- 5.5 **Grievant**
Any member or group of members who brings a grievance petition
- 5.6 **Grievance Management Board**
A constituted body with authority to hear grievances; it shall be hereafter referred to as "The Board".
- 5.7 **Grievance Management Board Chair**
A person designated by the Commissioner of Police to convene and preside over all meetings of Grievance Management Board hearings.
- 5.8 **Informal Grievance Procedure:** the stage where a grievance is heard by the Commander in charge of a station, division or area within which the grievance is reported
- 5.9. **Investigator**
A neutral individual appointed to conduct investigations into an issue or issues raised in a grievance. An investigator may be a member of the civilian staff with the requisite skills or a member of the JCF with similar skills and competence. He/she should not be involved in the matter which is the subject of grievance
- 5.8 **Observer**
An individual who may attend a pre-hearing or hearing (as a third person) on behalf of the grievant or respondent but will have no interference in the procedure. He/she may be an attorney or a representative from a staff association
- 5.9 **Preponderance of Evidence**
A preponderance of evidence refers to a situation where the evidence which, when fairly considered, produces the stronger impression and is more convincing as to the truth when weighed against other opposing evidence.
- 5.10 **Respondent**
Person(s) against whom a grievance is brought
- 5.11 **Secretary of Grievance Board**
An individual identified by the Grievance Management Board for the purpose of accurately recording its proceedings

6.0 Responsibilities

- 6.1 **The Commissioner of Police** has responsibility to ensure systems are in place to facilitate the proper management, to include investigation and hearing, of grievance issues brought by members; and constitute a Grievance Management Board to hear submitted grievance issues
- 6.2 **The Grievance Management Board** has responsibility to determine without bias whether the submitted grievance is within the jurisdiction of the grievance board and if so to hear the grievance. The Board shall also forward written findings of facts, and recommendations in keeping with these findings to the Commissioner of Police
- 6.3 **The Grievance Board Chair** has the responsibility to:
- 6.3.1 convene and preside over all meetings of grievance hearings.
 - 6.3.2 ensure that the Board's work is completed and delivered in a timely manner.
 - 6.3.3 take notes and facilitate the discussions at all meetings and submit periodic brief to the Commissioner of Police on the outcome of each meeting.
 - 6.3.4 on completion of the hearing, compile the findings and recommendations

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of the Board and submit same to the Commissioner of Police.

7.0 Policy Statements

The JCF reaffirms its commitment to provide a work environment that is harmonious and supportive of members' development, and as such it is the policy of the JCF that:

- 7.1 systems shall be put in place to manage all grievances brought by members in the workplace,
- 7.2 grievances brought to the attention of management shall be dealt with promptly, equitably and as close to the point of origin as possible.
- 7.3 confidentiality shall be guaranteed at all stages of the grievance procedure as far as it is practicable, to ensure the fair and just handling of the matter.
- 7.4 members who raise grievances shall not be victimized as a consequence of their complaint. However any member who abuses the spirit and aim of this policy and SOP by making malicious and spurious claims may be the subject of disciplinary process as a consequence.
- 7.5 Members of staff have the right to representation at each stage of the grievance procedure by a recognised Staff side organisation if they wish
- 7.6 Stated timescales and results / decisions/ recommendations must be adhered to by all parties.
- 7.7 At the conclusion of the appeals process the final decision of the Grievance Management Board/Services Commission shall be the final decision and shall be adhered to by all parties

8.0. Standard Operating Procedures

The management of all grievance reports or petitions shall be in accordance with the following procedures:

- 8.1. Where a member wishes to file a grievance report, such report/petition shall:
 - a) be written in chronological order (day, date, time, place of occurrence) and include the facts upon which it is based .
 - b) outline the alleged wrongful act, clearly describing the harm done to the aggrieved member and
 - c) outline the resolution sought to remedy the grievance
- 8.2 It is encouraged that aggrieved member(s) use the Informal Grievance Procedure prior to seeking resolution under the Formal Grievance Procedure
- 8.3 The use of the Grievance Management Policy and SOP shall be a means of ensuring a final settlement in a specific procedure for dealing with issues identified as grievances. The following should be strictly adhered to:-
 - a. Grievances should be resolved quickly and close to the point of origin as possible as their existence within the organisation can have detrimental effect on service delivery.
 - b. Members of staff have the right to representation at each stage of the procedure by a recognised Staff side organisation if they wish.
 - c. Any member who raises a grievance shall not in any way be victimised as a consequence. This is equally applicable to the respondent. However any member who abuses the spirit and aim of this policy by making malicious and

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spurious claims may be the subject of disciplinary proceedings as a consequence.

- d. Stated timescales and results / decisions/ recommendations must be adhered to by all parties. At the conclusion of the appeals process the final decision of the Management Board/Services Commission shall be the final decision and shall be adhered to by all parties.
- e. Where any dubiety exists concerning the legitimacy of a grievance submission, the final decision on whether the matter is progressed within the ambits of this policy shall rest with the Chair of the Grievance Management Board.
- f. All members who are parties to the grievance will be required to submit any information pertinent to the investigations into the matter.
- g. Where a grievance is raised against a colleague by another, that member shall be advised of the allegations made against him/her at the earliest opportunity.
- h. If a related disciplinary issue shall arise at the time of the submission of the report the disciplinary charge shall take precedence over the grievance procedure and such proceedings suspended until the disciplinary matter(s) have been disposed of.**
- i. At all stages of the **grievance procedure confidentiality shall be guaranteed to all parties as in so far as it is compatible with fair** and just handling of the matter

8.4 The Grievant must file a written petition of grievance in a timely manner to the chairman of the Grievance Management Board. The petition should state the nature of the grievance, the parties against whom the grievance is being filed and the redress being sought.

8.5 Where a grievant is not satisfied with the results at the informal stage, such grievance must be filed as an appeal within 60 days after the results at the informal stage. The grievant should allow for sufficient use of preliminary steps which would have facilitated all attempts at the resolving the matter at the informal stage. It is the responsibility of the grievant to prove by preponderance of the evidence for the grievance. Preponderance is not determined by the number of witnesses or quantity of documents but by the greater weight of all evidence.

8.6 If the grievant does not follow the guidelines set forth in the grievance procedure, the committee may dismiss the grievance.

8.7 The respondent may respond in writing to the grievance where the Grievance Management Board provides him/her with the opportunity so to do.

8.8 The observer may give/ provide advice to a party before a hearing but NOT during the proceedings. The observer may prepare correspondence and other documents for a party. The presence of the observer should not be disruptive to the proceedings.

8.9 The chairman shall schedule all hearing dates and meetings, make all procedural ruling regarding the grievance process, exercise complete control over all stages of the hearing.

8.10 Five persons shall constitute a quorum inclusive of the Chair and Secretary. The Board shall meet at least two times per month on dates agreed on by all members or otherwise as directed by the Commissioner unless there are no matters. The Board shall ensure the

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timely and orderly process of grievance (attempting to dispose of the grievance within six weeks from the date of pre-hearing).

- 8.11 The investigator is responsible to submit to the Area Commander or the Board in keeping with the place from which he/she was dispatched, a written report touching on his findings during the investigation.

8.12. Constitution of Grievance Management Board

- 8.12.1 The complement of the Grievance Management Board shall be seven selected by the Commissioner from the JCF and its Corporate Services and or Human Resource Management as follows:

- I. Assistant Commissioner of Police
- II. Corporate Services Director or Human Resources Management Director
- III. A Senior Superintendent with operational responsibilities
- IV. Force Chaplain/counsellor or anyone acting in that capacity
- V. One female Gazetted Officer Observer
- VI. A Senior representative of the Medical Services Branch
- VII. The Commissioner and Deputy Commissioner of Police in charge Administration Portfolio shall be *ex officio* members and shall have the right to attend any meeting of the Board but not to participate in the process.

Where any member of the Board is a party to the grievance, the Commissioner shall name an officer of appropriate rank to replace that officer on the Board or that particular sitting.

8.13. Power and Authority of the Board

The Grievance Management Board has the authority to make the following recommendations in addressing the requests from the grievant

- Disciplinary actions against an individual
- Request apologies from an individual
- Adoption of suggestion or proposal
- Refer to the Police Services Commission

8.14. Reporting a grievance

To facilitate efficient determination of a grievance, the following information shall be included in a grievance submission:

- 8.14.1 The grievance shall be written in the form of a statement or report. It shall be in chronological order (day, date, time and place of occurrence) and contain the facts upon which it is based.

- 8.14.2 The alleged wrongful act must be clearly stated describing the harm done to the aggrieved member and the actions sought by the aggrieved in relation to remedy or adjustment in his favour.

- 8.14.3 The under mentioned summary information shall be contained in an appropriately designed form when submitting a grievance along with the written detailed report:

- a. Consecutive number
- b. Name, rank and regulation numbers of the aggrieved member
- c. Day, date and time of the occurrence
- d. Date submitted

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- e. Facts in brief
- f. Specific wrongful act and harm done
- g. Remedy or adjustment sought
- h. Action taken
- i. Remarks

8.15 Responding to a Grievance

The following procedures are to be followed in responding to grievance:

- 8.15.1 Acknowledge receipt of grievance report by noting the time, date and person receiving the report;
- 8.15.2. The Divisional Commander should analyse the facts or allegations (as adduced at the informal stage)
- 8.15.3. The Divisional Commander should affirm or deny in writing allegations pertaining to the outcome of the informal intervention
- 8.15.4. Where the respondent is the Divisional Commander then an investigator should be assigned by the Area Officer to investigate the allegations. The investigator is to conduct investigations, submit a written report within forty-eight hours from the time of receiving the report. The grievant shall not be responsible to route the grievance report through the Divisional Commander but shall submit same to and through the Area Chaplaincy Unit
- 8.15.5 Where the results of the investigation are produced/submitted, the process may take the form of any of the under mentioned:
 - i. Informal procedure
 - ii. Refer to Grievance Management Board (Formal Procedure)

8.16. Grievance Coverage

For the purpose of this policy matters that may be considered grievable should be related to the employment of an employee(s) which is subject to the control or the management of the Jamaica Constabulary Force and include:

- a. A decision which is appealable to the Commissioner e.g. removal or reduction in pay grade, denial of incremental increase;
- b. Non-selection for promotion from a group of properly ranked and qualified candidates in keeping with the Promotional Policy;

9.0 Legislative Authority /Guiding Principles

This policy shall be read in conjunction with the following:

- 9.1 JCF Code of Conduct
- 9.2 JCF Disciplinary codes (Book of Rules, Police Service Regulation 1961)

10.0 Relevant Records and Forms

- 10.1 Grievance Register

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APPENDIX 'E' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

Appendix 1: Issues for which a Grievance Report can be filed:

1. Transfer
2. Leave
3. Political Influence
4. Lack of equipment and stationary
5. Non-selection to participate in developmental/advancement course even though the employee (s) have the skills and competence in the field /discipline
6. Failure to receive a non-competitive promotion although having successfully matriculated and no explanation or results offered.
7. An action which terminates a temporary promotion within the maximum period of six months (staff Order) and returns the employee to the position from which the employee was temporarily promoted.
8. An action that results in the failure of an employee to be granted an increment increase or amount agreed upon under the Secondary Employment Programme
9. Failure to adopt an employee suggestion or invention that when employed would have resulted in benefits to the organization/formation/department
10. Failure to recommend an employee for meritorious or distinguished performance on a specific task/assignment.
11. Discriminatory actions toward an employee as a result of gender, age, sexual orientation, physical handicap or medical condition.
12. Concerns in respect of assessment on confidential report
13. Any other matter that affects harmonious relations within the force.

**APPENDIX 'F' JCF DIVERSITY POLCY AND STANDARD OPERATING PROCEDURES
TO FORCE ORDERS NO. 3963 DATED 2023-05-18**



JAMAICA CONSTABULARY FORCE
Diversity Policy and Standard Operating Procedures

Title: JCF Diversity Policy and Standard Operating Procedures	Number: JCF/FW/PL/Gen/0003/2021
Effective Date: July 19, 2018	Pages: 7
Review Date: January 2018	Distribution: Force Wide
Revision #: 1	Process Owners: JCF
Rescinds: F.O. # 3351 August 25, 2011	Accreditation Standards:
Authors: PRDB	Owner: JCF
First Published: F.O. # 3351 August 25, 2011	Review: Biennially

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1.0 INTRODUCTION

The nature and scope of law enforcement is such that members of the Jamaica Constabulary Force (JCF) encounter and interact with individuals and groups from a broad spectrum of demographic and philosophical differences. These diverse individuals and groups may be faced with unique circumstances that require a more tactful and empathetic approach by law enforcement professionals. Thus, there is the need to establish protocols aimed at ensuring that all individuals receive high quality, professional service. In so doing the JCF seeks to fulfill the mandate for fair and equitable treatment of all individuals, irrespective of their gender identity, religion, ethnicity, sexual orientation, class, colour, belief or political ideology.

Against this background, the Diversity Policy and Standard Operating Procedure was developed by the JCF to enhance professionalism and intensify awareness of the human rights obligations and responsibilities of members in their interactions with citizens and visitors within our jurisdiction.

This Policy and Standard Operating Procedures shall be adopted by all members as a set of practical guide to minimum standards to be adhered to by all members of the JCF and Rural Police. Any departure from these procedures will be viewed as a breach of discipline.

2.0 PURPOSE

The purpose of this policy is to provide standardized guidelines to members of the JCF in relation to the handling of issues brought to their attention by any individual or group from diverse communities. The aim of the policy is to:

- 2.1 improve public confidence by demonstrating fairness, integrity, tolerance and understanding in dealing with all sections of the community;
- 2.2 show commitment, value and support to every individual by seeking to eliminate all forms of harassment and discrimination;
- 2.3 develop a workforce which empathizes with the community it serves; and
- 2.4 ensure the provision of high quality, professional policing services to all members of the public.

3.0 SCOPE

This policy and standard operating procedure apply to all sworn and unsworn members of the JCF and Rural Police. It encompasses all victims of crimes, accused, witnesses or any concerned citizen who come in contact with the police, irrespective of individuality or

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grouping. It also extends to the general community since the JCF has a role to educate the community about prejudice-related violence as part of its crime prevention and reduction strategy.

4.0 ABBREVIATIONS AND ACRONYMS

JCF Jamaica Constabulary Force
SOP Standard Operating Procedures

5.0 DEFINITIONS

- 5.1 Diversity** - This is a concept that recognizes individuals and groups from a broad spectrum of demographic and philosophical differences. It includes the acceptance of persons without prejudice and discrimination, irrespective of their gender identity, religion, ethnicity, sexual orientation, class, colour, belief or political ideology.
- 5.2 Diverse Communities** - Conceptually, diverse communities are made up of groups of persons of various gender identity, ethnicity, religion, sexual orientation, class, colour, political ideology, physical or mental challenges and any other unique feature that adds variety to mainstream society.

6.0 RESPONSIBILITIES

- 6.1** All members of the JCF shall be responsible for complying with this policy and SOP, all forms of discrimination and inequitable treatment towards all members of the public.
- 6.2** It is the responsibility of officers and sub-officers to ensure that:
- 6.2.1** members under their command/supervision are made aware of the provisions of this policy and SOP and are able to deal professionally with issues relating to it.
- 6.2.2** members who fail to comply with this policy and SOP are held accountable and dealt with in accordance with JCF disciplinary process.
- 6.3** The Divisional Commander shall ensure that all reports/complaints are investigated thoroughly.

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- 6.4** It is the responsibility of the ACP i/c National Police College of Jamaica to ensure that this policy and SOP is incorporated and taught at all levels of training.

7.0 POLICY STATEMENT

It is the policy of the JCF that:

- 7.1 all citizens and visitors to Jamaica shall be treated with dignity and respect, irrespective of who they are or the particular grouping to which they belong; and
- 7.2 all reports from any individual or group shall be handled in a manner which reflects the highest level of professionalism, sensitivity and tact.

8.0 STANDARD OPERATING PROCEDURES

The following standard operating procedures are to be strictly adhered to as soon as it is established that any individual or group was victimized because of their gender identity, religion, ethnicity, sexual orientation, class, colour, belief or political ideology:

- 8.1** If the initial report is made at a police station, a sub-officer must be informed immediately. The sub-officer will cause the full report and statement(s) to be collected in private and a report along with the case file forwarded to the Divisional Commander.
- 8.2** The Divisional Commander will cause the file to be assigned to an investigator for full investigation of the report.
- 8.3** The investigator will ensure the privacy and security of the victim and try to bring an early closure to the investigation.
- 8.4** The investigator will update the victim as to the progress of the investigation on a timely basis.
- 8.5** In cases where the initial report is made to members working on the street, the matter must be immediately brought to the attention of the supervisor by secure communication. The supervisor will ensure the safety and security of the victim while he or she is being taken to the station for the report to be taken in privacy. The same protocol at 8.1 to 8.4 will be followed until the conclusion of the case.
- 8.6** At no time should public statements be made or information divulged to the media about the case under investigation, without the approval of the divisional commander.

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- 8.7** Members will treat cases of diversity with alacrity, sensitivity and dignity
- 8.8** In cases where the complaint is about members who refuse to take report or treats the complainant in a disrespectful manner, or is tardy in the investigation of the matter, the sub-officer in charge of the station shall report such matter to the divisional commander who will:
- 8.8.1 cause the report/case to be reassigned and
 - 8.8.2 cause the necessary disciplinary action to be taken against the member concerned
- 8.9** The divisional commander will cause a record to be made for statistical purposes of all diversity cases reported, the nature of the reports and the outcome of investigations. This data is to be forwarded to the Statistics Unit on a monthly basis.

9.0 LEGISLATIVE AUTHORITY/GUIDING PRINCIPLES

This policy and standard operating procedure on Diversity shall be read in conjunction with the following:

- [The Jamaican Constitution \(The Charter of Rights and Freedoms\);](#)
- Jamaica Constabulary Force Citizens' Charter;
- Jamaica Constabulary Force Manual for Community Policing Services Delivery;
- Jamaica Constabulary Force Human Rights and Police Use of Force and Firearms Policy;
- The Jamaica Police Manual;
- Jamaica Constabulary Core Values and Principles;
- Jamaica Constabulary Force Ethics and Integrity Policy; and
- Police Public Interaction Policy and Standard Operating Procedures.

10.0 RELEVANT RECORDS AND FORM

The following record must be completed or updated:

- Station Diary

11.0 ROLES AND FUNCTIONS

11.1 Divisional Commander

The Divisional Commander shall:

- 11.1.1 cause the file to be assigned for full investigation;

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- 11.1.2 effect the necessary disciplinary actions for members in breach; and
- 11.1.3 cause a record to be made for statistical purposes of all diversity cases reported, the nature of the reports and the outcome of investigations. This data is to be forwarded to the Statistics Unit on a monthly basis.

11.2 Investigating Officer

The Investigating Officer shall:

- 11.2.1 ensure that all matters are investigated swiftly giving sensitivity to victim's privacy and security;
- 11.2.2 keep victims updated on the progress of the investigation on a timely basis; and
- 11.2.3 treat cases of diversity with alacrity, professionalism, sensitivity and dignity.

11.3 Supervisor/Sub-Officer in Charge

The supervisor/sub-officer i/c shall:

- 11.3.1 provide guidance in the investigation of the cases;
- 11.3.2 report members in breach of the policy to the Divisional Commander for disciplinary action;
- 11.3.3 cause the full report and statement(s) to be collected in private and a report along with the case file forwarded to the Divisional Commander; and
- 11.3.4 ensure the safety and security of the victim while he or she is being taken to the station for the report to be taken in privacy, in the case a report was given to members while working on the street.

11.4 Members

All members shall:

- 11.4.1 inform a sub-officer upon initial report after it has been established that any individual or group was victimized because of their gender identity, religion, ethnicity, sexual orientation, class, colour, belief or political ideology; and
- 11.4.2 ensure that all reports of victimization of members of diverse community are recorded in a private and safe location.

**APPENDIX 'G' JCF POLICY AND STANDARD OPERATING PROCEDURES FOR THE MANAGEMENT
OF SEXUAL HARASSMENT
TO FORCE ORDERS NO. 3963 DATED 2023-05-18**



JAMAICA CONSTABULARY FORCE

Policy and Standard Operating Procedures for the Management of Sexual Harassment

Title: JCF Policy and Standard Operating Procedures for the Management of Sexual Harassment	Number: JCF/FW/PL/Adm/0003/2021
Effective: February 24, 2022	Pages: 11
Review Date: September, 2021	Distribution: Force Wide
Rescinds: Sexual Harassment Guidelines F.O. 3579 dated January 7, 2016	Accreditation Standards:
Authors: PRDB, JCF	Owner: DCP Administration
First Published: F.O. 3579 dated January 7, 2016	Review: Biennially

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1.0 Introduction

The International Labour Organization (ILO) standards on decent work and elimination of discrimination in the workplace presents a platform of equal employment opportunities for both men and women characterised by equity, security, and human dignity¹. Sexual Harassment in any form runs counter to these standards, as it causes emotional distress in victims, fear and distrust of the perpetrators and a lack of confidence in accountability and staff protection systems in organizations. These conditions lead to unfavourable, hostile, and unhealthy work environments which negatively impact productivity and operational effectiveness, and ultimately organizations' ability to thrive.

The Jamaica Constabulary Force (JCF) recognizes and asserts that its human resource is its greatest asset and affirms that the creation of a work environment that respects and supports the rights and dignity of all persons is most essential. To this end, the organization deems it prudent to review and revise the existing Guidelines in Dealing with Allegations/Acts of Sexual Harassment in the Jamaica Constabulary Force².

Sexual assault and other related offences are covered in several legislations and must not be misconstrued with sexual harassment. However, persons who engage in inappropriate or unwelcomed behaviours may be cited for sexual harassment if the conduct does not reach the threshold of a crime.

Sexual Harassment is gender neutral; any person can either be a victim or perpetrator of sexual harassment.

2.0 Purpose

This document outlines the organization's policy on sexual harassment and sets out the procedure for the reporting, investigation, and resolution of complaints of sexual harassment in an effort to create and maintain an environment that is not conducive to sexual harassment.

3.0 Scope

This policy and standard operating procedures apply to all sworn and unsworn members of the JCF, its auxiliary and contractors. It covers the reporting and investigation of complaints of sexual harassment involving members and the measures available to resolve complaints which do not warrant criminal action. It also imposes responsibilities on key personnel in the reporting, investigation, and resolution process, as well as on creating an environment that discourages sexual harassment.

¹ <https://www.ilo.org/caribbean/areas-of-work/ils/rights-at-work/lang--en/index.htm>, Fundamental Rights at work

² Promulgated in Force Order 3579 dated January 7, 2016.

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4.0 Definitions

- 4.1 **Alleged Perpetrator**
any member of the JCF, its auxiliary or contractor against whom an allegation of sexual harassment is made.
- 4.2 **Investigating Officer**
any member, of equal or higher rank relative to the alleged perpetrator, possessing the requisite expertise and free from conflict of interest, who is assigned to investigate a case of sexual harassment.
- 4.3 **Complainant**
Any member of the JCF or the public (to include vulnerable groups) reporting a case of sexual harassment committed upon him/her by a member of the JCF, its auxiliary or contractor.
- 4.4 **Egregious Breach**
A complaint of sexual harassment that warrants disciplinary action with view to dismissal
- 4.5 **Hostile Working Environment**
a work environment within which a member is subjected to unwelcome advances or sexual innuendos. This environment will facilitate pervasive and sufficiently severe sexual harassment and misconduct which may unfavourably alter the conditions of the offended member's employment.
- 4.6 **Member**
any gazetted officer, rank and file personnel, district constable or civilian whether employed or contracted to the JCF.
- 4.7 **Quid Pro Quo**
occurs when decisions regarding employment, duties, pay, benefits, title, position or other opportunities for advancement or training are promised, given, or threatened based on the condition that an individual submits to sexual-oriented advances/conduct, whether implicit or explicit, and where the rejection of such is used as a basis for such decisions affecting an individual.
- 4.8 **Responsible Officer**
an Administrative Officer, Commanding Officer, Area Commander, Inspector General of IPROB, or any other senior officer who, in respect to a complaint of sexual harassment has responsibility for the appointment of a Investigating Officer (IO), the management of the investigative and resolution processes, and all other functions as prescribed by this policy. A Responsible `Officer shall not be any member who has an interest in, or will preside in any proceeding for which he has directed or appointed the IO.

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4.9 Sexual Harassment

any unwelcomed sexual advance towards a person by another person, which is reasonably regarded as inappropriate, offensive or humiliating by the person towards whom the sexual advance is made; or which has the effect of interfering unreasonably with the work performance of the person to whom the sexual advance is made, or creating an intimidating, offensive or hostile working environment. Sexual harassment is classified in four categories: non-verbal, physical, verbal and written/visual/graphic:

4.10 Non-verbal Harassment

Unwelcomed explicit or implicit sexual actions to include lewd or suggestive gesturing, blowing kisses, winking, and leering or licking one's lips in a suggestive manner

4.11 Physical Sexual Harassment

unwelcomed bodily contact such as touching, patting, pinching, kissing

4.12 Verbal Sexual Harassment

unwelcome utterances of a sexual nature that affect a member's performance or create a uncomfortable, intimidating or hostile working environment. Examples of verbal sexual harassment include telling sexual jokes, using sexually explicit profanity, requesting sexual favours, dates and/or meetings that are unrelated to work and using sexually explicit expressions to describe certain attributes of one's physical appearance

4.13 Written/Visual/Graphic Sexual Harassment

unwelcome written, printed or electronic materials of a sexually suggestive nature shared. Examples include displaying and/or sending unwelcomed sexually oriented images, notes, letters or electronic messages (SMS, Whatsapp and other forms of social media)

4.14 Vulnerable Group

includes persons who, based on the power relationship or position within which they operate, may be placed in situations where they become susceptible to unwelcomed sexual advances by members of the Force. Examples include Force applicants, recruits, cadets, persons in custody and any member of the public to which the police must provide service.

4.15 Workplace

any structure, installation or building on land, any vehicle, vessel, aircraft or other mobile structure, any waters or place that is provided for a member to perform his functions.

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5.0 Responsibilities

The following summarizes the key areas of responsibilities:

- 5.1 The Commanding Officer shall establish and communicate to all staff, clearly defined systems and mechanisms for the reporting, investigation, and resolution of complaints of sexual harassment, and promote a gender sensitive workplace by removing underlying factors that contribute to hostile working environment.
- 5.2 The Responsible Officer shall ensure that all reports of sexual harassment are investigated, victims and protected, and alleged incidents are adjudicated in accordance with this policy and standard operating procedure.
- 5.3 The Inspector General shall ensure that formations are in compliant with this policy and standard operating procedures, and establish and maintain a database of all reports of sexual harassment.

6.0 Policy Statements

The JCF is committed to the protection of every member's right to dignity, decency, respect, and fairness in the workplace, and to provide a work environment that is free from sexual harassment. To this end, it is the policy of JCF that:

- 6.1 sexual harassment of all form is unacceptable and will not be tolerated;
- 6.2 all allegations of sexual harassment will be expeditiously investigated, and appropriate actions instituted;
- 6.3 persons making reports of sexual harassment will not be victimised;
- 6.4 persons accused of sexual harassment will be notified in writing and given a reasonable opportunity to respond;
- 6.5 members are sensitized and/or trained on how to prevent the perpetuation of sexual harassment and hostile work environment; and
- 6.6 disciplinary actions will be instituted against members proven to have wilfully made a false report of sexual harassment.

7.0 Standard Operating Procedures

The management and coordination of all reports of sexual harassment will be treated according to the following guidelines and procedures

7.1 Reporting Sexual Harassment

- 7.1.1 Where a member is exposed or believes that he/she has been exposed to any act of sexual harassment, the member should clearly indicate to the accused person that the advance/action is unwelcome.

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- 7.1.2 In the event where a clear indication cannot be made due to reasons of fear, intimidation or otherwise, or, where having clearly indicated that the advance/action is unwelcome the perpetrator continues, the member may make a formal report in writing as soon as is reasonably practicable to his or her Administrative Officer. The Administrative Officer to whom a report of sexual harassment is made shall be the Responsible Officer.
- 7.1.3 Where the subject of the complaint is the Administrative Officer, or, where it is not desirable to submit the report of sexual harassment to the complainant's Administrative Officer, the report should be submitted to the respective Area Commander. The Area Commander to whom a report of sexual harassment is made shall be the Responsible Officer.
- 7.1.4 Where the complaint is against the Area Commander, or, where it is not desirable to submit the report to the Area Commander, the affected member should submit the report to the Inspector General. Where the Inspector General receives a report of sexual harassment, he or she becomes the Responsible Officer.
- 7.1.5 Where the complaint is against the Area Commander, the Inspector General or other senior officer, the report should be submitted to the Commissioner of Police. The Commissioner of Police shall be the Responsible Officer.
- 7.1.6 Where the alleged perpetrator/accused is an unsworn member or contractor, the report shall be submitted to the Senior Director, JCF Human Resource Management Division to be dealt with in accordance with Staff Orders, Public Service Regulations and the JCF Code of Conduct for Civilian Staff.
- 7.1.7 Where the complainant is a member of the public or falls within the vulnerable group, any sworn member is authorized to appreciate the report.
- 7.1.8 Upon receipt of a report from a member of the public or a person who falls within the vulnerable group, the person appreciating the report shall immediately bring the matter to his or her Administrative Officer within 24 hours.
- 7.1.9 All members to whom complaints are made are obliged to ensure that matters are handled expeditiously with strict confidentiality, sensitivity, and tact.
- 7.1.10 Responsible Officers are obligated to take all reasonable and necessary steps to protect complainants against reprisal or victimization because of complaints.

7.2 Conduct of Investigation

- 7.2.1 The purpose of the investigation is to determine the facts of the case and assess the validity of the allegations. It will also serve to advise the management of any concerns within the workplace that may be creating a hostile working environment. The following steps outline the investigative process:
- 7.2.2 On receipt of the report, the Responsible Officer, shall:

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- i. notify the alleged perpetrator of the report in writing.
- ii. appoint a Investigating Officer; and
- iii. notify the complainant and alleged perpetrator in writing of the investigative process and any further action(s) that may be expected of them.

7.2.3 Upon appointment, the Investigating Officer, shall:

- i. commence investigation forthwith;
- ii. on completion, make a thorough, impartial, and objective recommendation based on the findings; and
- iii. submit a completed case file containing all information gathered, findings and recommendations to the Responsible Officer within 14 consecutive days.

7.2.4 If the investigation is not completed within 14 days, the Investigating Officer shall submit the working casefile and a report detailing the circumstances for the delay to the Responsible Officer.

7.2.5 If the Responsible Officer is satisfied that more time is needed to complete the investigation, he shall grant an additional seven days. Thereafter, the Responsible Officer may grant additional time for completion of the investigation if the reason(s) for the delay is submitted in writing, and if he/she is satisfied that the delay is reasonable, justified and will not defeat the pursuit of justice. In any case, the total number of additional days granted after the initial 14 days shall not exceed 30 days.

7.2.6 If the Responsible Officer is not satisfied that more time is needed to complete the investigation, the Investigating Officer shall submit the working case file and a report detailing the circumstances for the incompleteness to the Responsible Officer.

7.2.7 If during the investigation it is borne out that the allegation reaches the threshold of criminal conduct, the Investigating Officer shall without delay, submit the casefile to the Responsible Officer for onward transmission to the *Centre for the Investigation of Sexual Offences and Child Abuse (CISOCA)* Headquarters for further investigation.

7.2.8 The CISOCA shall refer all criminal cases to the Director of Public Prosecution (DPP) for ruling.

7.3 Resolution

7.3.1 The Responsible Officer shall review the casefile, the recommendation(s) of the Investigating Officer and the totality of circumstances and may:

- a) where he/she determines that the nature of the matter does not warrant further intervention and does not meet the threshold for disciplinary or criminal action, close the file on the written agreement of both parties.

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- b) where he/she determines that the nature of the matter warrants intervention but does not meet the threshold for disciplinary or criminal action, require either or both parties to attend counselling. The Responsible Officer may thereafter close the file upon either or both parties' successful completion of counselling.
- c) where he/she determines that the nature of the matter warrants intervention and is of sufficient gravity but does not meet the threshold for disciplinary or criminal action, serve a warning on the perpetrator and close the file; or
- d) where he/she determines that the nature of the matter meets the threshold for disciplinary or criminal action, engage the established disciplinary/administrative processes as hereunder:

Status of Accused	Outcome of Investigation	Action for Resolution
Member or Contractor	Reaches criminal threshold	Refer to CISOCA for DPP
Below rank of Inspector	Administrative breach established	Refer to the ACP Administration with a view for the Commissioner of Police to determine whether to appoint a Court of Enquiry*
Inspector or above	Administrative breach established	Refer to the Police Service Commission with a view to the Commission determining whether to recommend the appointment of a Court of Enquiry
District Constable	Administrative breach established	Refer to administration for Board of Enquiry
Unsworn Member/ Contractors	Departmental breach established	Refer to Senior Director, Human Resource Management

* Court of Enquiry for more egregious and/or repeated breaches

- e) The Responsible Officer shall inform both parties in writing of the result of the investigation and the action(s) recommended.

7.4 False, Malicious, Mischievous and/or Frivolous Complaints

- 7.4.1 Sexual harassment allegations are serious and can cause reputational injury, embarrassment, apprehension or discomfort to the member, alleged offender, and the organization.
- 7.4.2 Therefore, false, malicious, mischievous and/or frivolous complaints will not be tolerated and shall result in disciplinary action. A matter may be deemed false, malicious, mischievous and/or frivolous if evidence that shows that the allegation did not or could not have occurred and/or was motivated by malice.
- 7.4.3 Where the Investigating Officer concludes that a report of sexual harassment has been false, malicious, mischievous and/or frivolous, a written report outlining such details shall be forwarded to the Responsible Officer for the appropriate disciplinary actions.

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8.0 Legislative Authority and Policies

This policy and standard operating procedures is in keeping with the following legislations, guiding principles and policies:

- [International Labour Organization \(ILO\) Violence and Harassment Convention](#)
- [United Nations Code of Conduct for Law Enforcement Officials](#)
- [Universal Declaration of Human Rights](#)
- [Staff Orders for the Public Service, 2004](#)
- [Constabulary Force Act](#)
- [Book of Rules for the Guidance and General Direction of the Jamaica Constabulary Force, 1988](#)
- [Jamaica Constabulary Force Ethics and Integrity Policy](#)
- Jamaica Constabulary Force Code of Conduct for Civilian Staff

9.0 Roles and Functions

9.1 Commanding Officers

Commanding Officers shall:

- i. establish and communicate to all staff, clearly defined systems and mechanisms for the reporting, investigation, and resolution of sexual harassment complaints;
- ii. ensure that all allegations of sexual harassment are investigated within the stipulated period;
- iii. ensure that their Division has adequately trained Investigating Officer to conduct investigations of the sexual harassment complaint;
- iv. where appropriate, reassign parties where it is practicable to ensure that the complainant and the alleged perpetrator do not work in the same environment during the investigation of sexual harassment;
- v. ensure that sexual harassment awareness and sensitization is incorporated in divisional training, briefings and station lectures;
- vi. promote a gender sensitive workplace and remove underlying factors that contribute to hostile working environment; and
- vii. submit monthly return of sexual harassment complaints to the Inspector General, IPROB.

9.2 Inspectorate and Professional Standards Oversight Bureau

The Inspector General shall:

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- i. Develop and institute the relevant returns to ensure divisions/formations are compliant with sensitization seminars.
- ii. Coordinate reviews and monitoring activities, including periodic review of formations to ensure compliance of policy and standard operating procedures.
- iii. Establish and maintain a database of all complaints of sexual harassment.

9.3 Assistant Commissioner, Training Branch

The Assistant Commissioner of Police in charge of Training shall:

- i. Develop a sexual harassment awareness module as part of the curriculum to be delivered at all levels of training.
- ii. Develop and deliver sexual harassment sensitization sessions for all instructors, trainees, and staff.
- iii. Promote a gender sensitive workplace and remove underlying factors that contribute to hostile working environment.
- iv. Institute programmes to protect vulnerable groups attached/associated to the Training Branch and prevent any actual or perceived *quid pro quo* opportunities being offered to them.

9.4 Assistant Commissioner, Planning, Research & Development Branch

The Assistant Commissioner of Police in charge of PRDB shall review this policy and standard operating procedures every two years or as may be needed.

APPENDIX 'H' JCF ADMINISTRATIVE REVIEW POLICY AND STANDARD OPERATING PROCEDURES
TO FORCE ORDERS NO. 3963 DATED 2023-05-18



JAMAICA CONSTABULARY FORCE
Administrative Review Policy and Standard Operating Procedures

Title: JCF Administrative Review Policy and Standard Operating Procedures	Number JCF/FW/PL/Adm/0006/2021
Effective Date: March 11, 2013 F.O. 3432 Part 1, Sub#5	Pages: 17
Review Date: October 6, 2014	Distribution: Force Wide
Revision # 2	Process Owners: DCP Strategic Operation, ACP Area Commanders
Rescinds: Sections 156-161, Sub#1Part 1, F.O. # 2944 dd. November 06, 2003	Accreditation Standards:
Authors: PRDB, JCF	Owner: JCF
First Published: November 06, 2003 F.O. # 2944 Part 1 Sub#1	Review: Biennially

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1.0 Introduction

The use of lethal or deadly force is not uncommon among members, primarily due to the extent of crime and violence within the Jamaican environment in which the police must work. However, the Jamaica Constabulary Force (JCF) is obligated to ensure that members' actions are lawful and fully consistent with the JCF's policies, procedures, rules, regulations and stipulated training, and that where required, the degree of force used is justified and necessary to execute their functions as humanely as possible.

Lethal force on the Use of Force continuum includes the discharge of a firearm which may or may not result in bodily injury or death. When death is occasioned by the use of force, or where a member discharges a firearm whether on or off duty an administrative and criminal investigation of the incident will immediately take place. The scope of the investigation is likely to be wide ranging. It will not only include the circumstances of any injury to, or death of any person who may have been shot, but also the circumstances leading up to the incident and all the surrounding issues such as the persons involved directly or indirectly to include the Force's Control room staff, Command and control personnel etcetera. An incident involving the use of firearm(s) by members of the JCF may affect those involved differently, and it is not possible nor should it be attempted to say who may be affected and to what extent. Both research and experience have shown that officers who have not discharged their weapons or suffered injury, may also be traumatized.

The JCF Human Rights and Police Use of Force and Firearms Policy stipulates that an Administrative Review (AR) must be conducted in every case where a member uses lethal force, that is, in every case where the member discharges a firearm whether death, injury or no injury resulted therefrom.

The Administrative Review is a separate and distinct enquiry from the criminal investigation of the incident. Although the criminal investigation may require some time to reach a conclusion, the Administrative Review shall be of short duration, reaching preliminary findings within five (5) days of the incident

This Administrative Review Policy and Standard Operating Procedure (SOP) sets out the guideline for the Administrative Review process in the JCF and must be complied with by all members. It incorporates the Administrative Review process published in Force Orders No. 3432 Part 1 Sub No 5 dated 2013-03-14, and recommendations adopted arising from an assessment of the administrative review process contained in Force Orders No. 3513 Part 1 Sub. No. 2 dated 2014-10-02.

Breaches of this policy and SOP will be dealt with by the JCF's disciplinary process.

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APPENDIX 'H' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

2.0 Purpose

This document outlines the JCF's Policy and Standard Operating Procedures on the conduct and management of the Administrative Review process which must follow subsequent to the discharge of firearm(s) by police personnel. It also sets out the objectives, procedures and possible outcomes of the Administrative Review, which are all geared at ensuring that a greater level of objectivity is applied in its process, findings and recommendations.

3.0 Scope

This Policy and SOP apply to all members of the JCF and its auxiliary, and covers the conduct of the administrative review surrounding a shooting incident. It does not cover the enquiries regarding the criminal investigation of the incident.

4.0 Abbreviation

DCP	Deputy Commissioner of Police
DWTT	Department of Weapons and Tactical Training
IPROB	Inspectorate of Professional Standard and Oversight Bureau
JCF	Jamaica Constabulary Force

5.0 Definition

For the purpose of this policy and SOP, the following definitions will apply:

- 5.1 **Administrative Review** An administrative process carried out by the organization to determine whether a member's action(s) was justified or in compliance with force policies, procedures, rules, and training.
- 5.2 **Involved Officer** A member who was involved in a shooting incident.
- 5.3 **Lethal Force/ Deadly Force** Lethal or deadly force is defined as any action of a member which when applied results or is likely to result in the serious bodily injury or death of another person. On the Use of Force continuum it is considered to be the discharge of a firearm which may or may not result in bodily injury or death.

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6.0 Responsibilities

The following summarizes key responsibilities:

- 6.1 **The Deputy Commissioner of Police i/c Strategic Operations** has responsibility to review the circumstances of the shooting incident and the outcome of the Administrative Review; and reserves the right in all cases to determine the return of the member to operational duties and any other sanction(s) where necessary.
- 6.2 **The Assistant Commissioner of Police in charge of Area** is responsible for appointing a Panel to conduct the Administrative Review where such shooting incident occurs within his/her command.
- 6.3 **Divisional Commanders** are responsible for the coordination of the staff activities/responses required to complete the Administrative Review process. Where an incident occurs within his or her division, he/she shall complete the Administrative Review Form (**Appendix 1**) as outlined in this policy and SOP and forward same to the Area Officer concerned within seventy two (72) hours of the occurrence of the incident.

7.0 Policy Statement

It is the policy of the JCF that:

Upon the occurrence of a shooting incident/use of lethal or deadly force involving any member, an Administrative Review shall be conducted to enquire into the administrative aspects of the circumstances to determine if the member's action(s) were in conformity with the force's policies, standard operating procedures, directives, rules, regulations and training, and based on the findings determine the outcome(s) consistent with Force policies.

8.0 Standard Operating Procedure

In order to ensure that the Administrative Review is seamless, transparent, and objective the following procedures must be adhered to.

8.1 Administrative measures after the shooting incident

On occurrence of an incident in which lethal/deadly force was occasioned:-

- 8.1.1 The Commanding Officer of the member(s) involved:
 - a) shall immediately relieve the involved member(s) from duties in any operational assignments;

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- b) may either assign the member(s) to some administrative duty or relieve the member(s) from all police duties, pending the outcome of the Administrative Review;
- c) should, where it is suspected that the member(s) involved in the incident might have been under the influence of drug or alcohol at the time of the incident, ensure that such member(s) is/are subjected to breath/drug testing.

8.1.2 It shall be the duty of the officer in charge of the Division where the incident occurred to complete and forward the Administrative Review Data Capture Form (**Appendix 2**) to the Area Officer concerned within seventy two (72) hours of the occurrence of the incident

8.2 Administrative Review Panel

8.2.1 The Officer in charge of the Area where the incident occurred shall ensure that a panel is appointed to conduct the Administrative Review in the incident.

8.2.2 The Panel shall be constituted as follows:

- i. **Chair** The panel will be chaired by a gazetted officer selected by the Area Officer in collaboration with the Inspectorate of Professional Standards Oversight Bureau (IPROB).
- ii. Force Chaplain;
- iii. An officer or senior sub-officer of the Internal Investigations Unit, IPROB;
- iv. A gazetted officer (not involved in the incident) from the division where the incident occurred;
- v. Firearms' expert from the Department of Weapons and Tactical Training (DWTT) (where necessary)

8.2 The Panel shall complete the review within five (5) days of the occurrence of the incident.

8.4 Objectives of Administrative Review

The Administrative Review shall determine whether:

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- 8.4.1 Force Policies, Regulations and Standard Operational Procedures are clear and effective to cover the situation
- 8.4.2 Force Policies, Regulations and Standard Operational Procedures were adhered to
- 8.4.3 Human Rights and Police Use of Force training in relation to the specific incident are current and adequate
- 8.4.4 Management, supervision and direction had been applied appropriately.

8.5. Focus of the Outcome of Administrative Review

The outcome of the Administrative Review should:

- 8.5.1 Determine if the shooting seemed justified or not.
- 8.5.2 Determine if there were policy violations and/or training inadequacies
- 8.5.3 Inform the appropriate authority, providing recommendation for remedial and/or disciplinary action
- 8.5.4 Determine if the physical and emotional state of the member(s) involved is such that he/she/they is/are capable of resuming normal police duties
- 8.5.5 Provide documentation for an annual review and assessment by the Commissioner of Police.

8.6 Administrative Review Findings

At the conclusion of the Administrative Review, the following shall be documented and determined:

- 8.6.1 Whether the use of force was reasonable and lawful;
- 8.6.2 Whether the actions of the officer(s) were in accordance with Force Policies;
- 8.6.3 Whether any training, tactical awareness, equipment, or policy modifications are necessary;
- 8.6.4 Whether policy failure or training failure contributed to the outcome of the incident;
- 8.6.5 Whether supervision, command control or the absence thereof contributed to the outcome of the incident

8.7 Submission of Reports

8.7.1 On conclusion of the Administrative Review, the Chairman shall complete the Administrative Review Form (**Appendix 1**) and submit it along with a written report embodying all the facts, through the Area Officer to reach the Deputy Commissioner of Police, Strategic Operations Portfolio, within twenty four (24) hours after the completion of the Review.

8.7.2 The Chairman's report must highlight variances where the decision(s) is/are not unanimous.

8.8 Administrative Review Attendance

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The Administrative Review process shall be:

- 8.8.1 treated as a duty; therefore, uniformed members must attend in uniform unless properly excused.
- 8.8.2 attended by members involved in shooting incidents, whether or not they were the actual shooters (ie. All members of the team)

8.9 Update of firearm certification for police personnel

Managers of Stations and Formations are required to generate and continuously update a list of qualification/certification status of their members to use service firearms. A copy of this list must be kept at the guardroom/reception area to guide the process of arming personnel for duty.

8.10 Duty of Involved Officers

Members who are involved in fatal or injury shooting incidents shall:

- 8.10.1 be made to declare to their team leaders whether or not they had discharged their firearms during the incident and the number of live/expended ammunitions in their possession at the time of the declaration;
- 8.10.2 not be allowed to proceed on leave, except in emergency cases and guarantee must be given that the member will attend the Administrative Review on the appointed day;
- 8.10.3 be held accountable for not being armed with less lethal options, where such were available;
- 8.10.4 present their firearm booklets to the Administrative Review panel for inspection;
- 8.10.5 be held accountable for failing to report injury, self-inflicted or otherwise, as a result of shooting incidents.

8.11 Responsibility and Accountability of Managers /Supervisors

Managers and Supervisors shall:

- 8.11.1 keep proper record of the information and or declaration made to them by members on the occurrence of a shooting incident, and which should form part of their official reporting after the incident and for presentation at the Administrative Review.
- 8.11.2 be held accountable for failing to report any occurrence of injury, self-inflicted or otherwise, as a result of shooting incidents.

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8.11.3 be held accountable for allowing members to arm themselves with service firearms they are not qualified to use

8.11.4 be held accountable where it can be established that they failed to exercise proper supervision in this regard

8.12 Disciplinary Action

8.12.1 Members who deliberately arm themselves with weapons they are not qualified to use will be subjected to severe disciplinary action.

8.12.2 team leaders who fail to fulfil their obligations in compliance with this policy and SOP will be dealt with in accordance with Force disciplinary process.

8.12.3 members who fail to comply with the provisions of this policy and SOP will be dealt with by the JCF disciplinary process

9.0 Legislative Authority/Guiding Principles

This policy and SOP on the conduct and management of Administrative Review shall be read in conjunction with the following:

- i. Police Service Regulations 1961
- ii. JCF Human Rights and Police Use of Force and Firearms Policy

10 Relevant Documents and Forms

- i. Station Diary
- ii. Station Firearm Register
- iii. Administrative Review Form
- iv. Administrative Review Data Capture Form

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APPENDIX 'H' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18



APPENDIX 1

**Jamaica Constabulary
Administrative Review Form**

1. Type of Incident (Tick the

Fatal Shooting <input type="checkbox"/>	Injury Shooting <input type="checkbox"/>	Discharge of Firearm <input type="checkbox"/>	Use of Less Lethal Force <input type="checkbox"/>
---	--	---	---

2. Place Where Incident Occurred

Dwelling House <input type="checkbox"/>	Public thoroughfare <input type="checkbox"/>	Business Place <input type="checkbox"/>	In a Motor Vehicle <input type="checkbox"/>	Terrain <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
---	--	---	---	----------------------------------	--

3. Details of the Incident

Division: _____ Date _____ Exact Location _____

Adult Fatalities: Male _____ Female _____ Children Fatalities: Male _____ Female _____

Adult Casualties: Male _____ Female _____ Children Casualties: Male _____ Female _____

Summary of the Incident _____

4. Review Panel Details

Date of Review _____ dd _____ mth. _____ yr Time of Review _____ AM _____ PM

Place Review Held _____

Panelists:

(i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____

(vi) _____

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APPENDIX 1

**Jamaica Constabulary
Administrative Review Form**

5. Review Considerations

A. Person Involved in Incident:

Person who led the team: Reg. No. _____ Rank _____ Name _____

Member(s) who fired/used force:

(i) Reg. # _____ Rank _____ Name _____ Age _____ Service _____ # Rds Expended _____ Type of Firearm _____
Qualified to Use Firearm () Yes () No. Certification Status _____

(ii) Reg. # _____ Rank _____ Name _____ Age _____ Service _____ # Rds Expended _____ Type of Firearm _____
Qualified to Use Firearm () Yes () No. Certification Status _____

(iii) Reg. # _____ Rank _____ Name _____ Age _____ Service _____ # Rds Expended _____ Type of Firearm _____
Qualified to Use Firearm () Yes () No. Certification Status _____

(iv) Reg. # _____ Rank _____ Name _____ Age _____ Service _____ # Rds Expended _____ Type of Firearm _____
Qualified to Use Firearm () Yes () No. Certification Status _____

(v) Type/Nature of Duty Member(s) was/were engaged in:
() Special Patrol () Routine patrol () VCP () Covert Activity () Off duty and responded to citizens distress () Off duty and responded to attack on self/family member(s)

(vi) Was duty logged at Station () Yes () No. Explain _____

(If more space is needed please continue on a separate sheet of paper)

A. Person Involved in Incident (cont'd):

(v) Was/were the member(s) properly issued with the firearm(s)? Yes No
If No explain _____

(vi) Was/were the member(s) appropriately armed for the duty? Yes No
If No explain _____

(vii) Circumstances under which member(s) fired: _____

(viii) Was Less lethal Option(s) Available? () Yes () No. If yes, Was/were it/they applied () Yes () No
Explain _____

APPENDIX 'H' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18



APPENDIX 1

**Jamaica Constabulary
Administrative Review Form**

B. Particulars of the Incident

(1) Was warning given before the member(s) fired? Yes No
Explain _____

(2) Was/were the victim(s) at any time under the control of the police before he/she became a casualty? Yes No
Explain _____

(3) Based on the circumstances of the incident, was the member trained to deal with this type of incident? Yes No
Explain _____

(4) Does the JCF train members to deal with this type of incident? Yes No

(5) Was the police response to the incident (a) Spontaneous (b) Planned?

(i) Was the police activity consistent with guidelines in the Police Use of Force Response? Yes No
Explain _____

(6) Was the Response Team briefed? Yes No
Explain _____

(7) Were there defined roles? Yes No (8) Was there assignment of roles? Yes No

(9) Was any property damaged as a result of the incident? Yes No

C. Supervision

(1) Was there adequate supervision? Yes No
Explain _____

(2) Was the supervisor in control of the activities? Yes No
Explain _____

(3) Were the appropriate actions taken to deal with casualties? Yes No
Explain _____

(4) Were adequate actions taken to protect the scene prior to the arrival of Scene of Crime Officers? Yes No
If No explain _____

(5) Was the incident reported immediately after the occurrence? Yes No
If No explain _____

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APPENDIX 1

**Jamaica Constabulary
Administrative Review Form**

D. Result of Critical Incident Stress Debriefing

Name of Person who conducts CISD _____ Date of CISD _____

State of member(s)

1. **Member 1** Reg. No. _____ Rank _____ Name _____
(a) Physical _____
(b) Emotional _____

2. **Member 2** Reg. No. _____ Rank _____ Name _____
(a) Physical _____
(b) Emotional _____

3. **Member 3** Reg. No. _____ Rank _____ Name _____
(a) Physical _____
(b) Emotional _____

Other Observations _____

Recommendations _____

(If more space is needed please continue on a separate sheet of paper)

APPENDIX 'H' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18



APPENDIX 1

**Jamaica Constabulary
Administrative Review Form**

E. Administrative Management

(1) Was/were the member(s) involved removed from frontline duty immediately after the incident? Yes No
If no explain _____

(2) Was/were the member(s) counseled within the prescribed time after the incident? Yes No
If no explain _____

(3) Was/were the weapon(s) used by the police immediately taken out of service and properly handled for testing? Yes No
If no, explain _____

(4) Was/were the hands of the member(s) swabbed? Yes No
If no, explain _____

(5) Was/were the hands of the victim(s) swabbed? Yes No
If no, explain _____

(6) Was Police Control informed after the incident occurred? Yes No
If no, explain _____

(7) Was the member(s) subjected to drug/alcohol testing? Yes No
explain _____

F. Administrative Review Findings

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APPENDIX 1

**Jamaica Constabulary
Administrative Review Form**

G. Recommendations of Administrative Review Panel

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APPENDIX 2

**Jamaica Constabulary
Administrative Review: Data Capture Form
(To be completed by Divisional Officer)**

1. **Division Incident Occurred:** _____ Date Incident Occurred _____
2. **Summary of the Incident:** _____
3. **Persons Involved:** _____
4. **Person who lead the team:**

Reg. No. _____ Rank _____ Name _____

5. Members of Police Party involved:

(i) Reg. No. _____ Rank _____ Name _____ Firearm# _____

No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(ii) Reg. No. _____ Rank _____ Name _____ Firearm# _____

No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(iii) Reg. No. _____ Rank _____ Name _____ Firearm# _____

No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(iv) Reg. No. _____ Rank _____ Name _____ Firearm# _____

No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(v) Reg. No. _____ Rank _____ Name _____ Firearm# _____

No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(vi) Reg. No. _____ Rank _____ Name _____ Firearm# _____

No. of Rounds expended _____
Qualification Status _____ Certification Status _____

6. Member(s) who fired/used force:

(i) Reg. No. _____ Rank _____ Name _____

Service/Personal Firearm# _____ No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(ii) Reg. No. _____ Rank _____ Name _____

Service/Personal Firearm# _____ No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(iii) Reg. No. _____ Rank _____ Name _____

Service/Personal Firearm# _____ No. of Rounds expended _____
Qualification Status _____ Certification Status _____

(iv) Reg. No. _____ Rank _____ Name _____

Service/Personal Firearm# _____ No. of Rounds expended _____

Review Questions

1. Was/were the member/s properly issued with the firearm(s)? Yes No
If no explain _____
2. How was member issued with the firearm?
3. Was/were the member/s appropriately armed for the duty? Yes No
If no, explain _____

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APPENDIX 'H' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18



APPENDIX 2

**Jamaica Constabulary
Administrative Review: Data Capture Form
(To be completed by Divisional Officer)**

4. What are the circumstances under which member/s fired?

5. Was the victim the target of the police fire? Yes No

Explain _____

Supervision

1. Was there adequate supervision? Yes No

Explain _____

2. Was/were member(s) involved briefed after the incident? Yes No

If Yes, by whom? _____

3. Was the incident reported (where appropriate) on a timely basis to:

- | | | |
|--------------------------|--|-------------------------|
| a. Patrol Supervisor | <input type="checkbox"/> Yes <input type="checkbox"/> No | Give date and time..... |
| b. Divisional management | <input type="checkbox"/> Yes <input type="checkbox"/> No | Give date and time..... |
| c. Police Control Centre | <input type="checkbox"/> Yes <input type="checkbox"/> No | Give date and time..... |
| d. INDECOM | <input type="checkbox"/> Yes <input type="checkbox"/> No | Give date and time..... |
| e. BSI | <input type="checkbox"/> Yes <input type="checkbox"/> No | Give date and time..... |
| f. Force Chaplain | <input type="checkbox"/> Yes <input type="checkbox"/> No | Give date and time..... |

Management Decisions

1. Was/were the member(s) involved removed from frontline duty immediately after the incident? Yes No If no explain

(If yes, state the medium used and provide evidence. Example; Diary Entry, Written notice.)

2. Was/were the member(s) subjected to counseling within the prescribed time after the incident?

Yes No

If no explain _____

3. Was/were the weapon(s) used by the police taken out of service and properly handled for testing? Yes No

If no explain _____

4. Was/were the hand(s) of the member(s) swabbed? Yes No

If no explain _____

5. Was/were the hand(s) of the victim(s) swabbed? Yes No

If no explain _____

Signatures:

Date:

Chairman _____

Member _____

Member _____

Member _____

Member _____

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APPENDIX 'T' JCF LOCK-UP ADMINISTRATION POLICY AND STANDARD OPERATING PROCEDURES
TO FORCE ORDERS NO. 3963 DATED 2023-05-18



JAMAICA CONSTABULARY FORCE
Lock-up Administration Policy and Standard Operating Procedures

Title: JCF Lock-up Administration Policy and Standard Operating Procedures	Number JCF/FW/PL/Ops/0007/2021
Effective Date: August 31, 2017 F.O. 3665 Sub # 3	Pages: 31
Review Date: August 14, 2016	Distribution: Force Wide
Revision # 3	Process Owners: DCP Administration; SP Detention and Courts Division, ACP Area Commanders
Rescinds: Force Orders 3567 dated 2015-10-15	Accreditation Standards:
Authors: PRDB, JCF	Owner: JCF
First Published: F.O. # 2310 dated April 09-1992	Review: Biennially

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APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

1.0 Introduction

The Jamaica Constabulary Force (JCF) has a responsibility to ensure that all persons taken into custody are treated in a respectful and dignified manner, and that their human rights are upheld. To this end policy, standard operating procedures and directives governing Lock-ups Administration have been promulgated over the years for the information and compliance of members. The 2014 revised Lock-up Administration policy and procedures consolidated numerous Force Orders and directives as well as an extract from the International Convention Governing Interrogation and Detention of Prisoners (Geneva 1955)

All members of the JCF and its auxiliary shall take the requisite steps to ensure the safety and effective management of all prisoners while in police custody. This Lock-ups Administration Policy and Standard Operating Procedures (SOP) 2017 is republished for strict compliance. Breaches will be dealt with by the JCF disciplinary process.

2.0 Purpose

The purpose of this policy and SOP is to ensure that:

- 2.1 all members of the Jamaica Constabulary Force, working within the Lock-up System fully comply with the Policies and Standard Operating Procedures governing safe custody of prisoners.
- 2.2 responsible officers are held accountable for the provision of the proper management, safe custody and welfare of all prisoners within their facilities.
- 2.3 the human rights and dignity of all persons taken into police custody are upheld, through the proper administration of all aspects of the Lock-up Administration Policy and Standing Operating Procedures and all other force policies and regulations treating on the human rights, care and safety of persons during any form of interaction.

3.0 Scope

This Policy and Standard Operating Procedures on Lock-up Administration applies to all sworn and unsworn members of the JCF and Rural Police. It covers the management of all lock-ups within the organization and the safe custody of persons taken into police facilities.

4.0 Abbreviations and Acronyms

CCTV	Close Circuit Television
CIB	Criminal Investigation Branch
CPFSA	Child Protection and Family Services Agency
DCS	Department of Correctional Services

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DIU	Divisional Intelligence Unit
INDECOM	Independent Commission of Investigations
IPROB	Inspectorate and Professional Standards Oversight Bureau
JCF	Jamaica Constabulary Force
NIB	National Intelligence Bureau
NSWMA	National Solid Waste Management Authority
OCA	Office of the Children Advocate
PCOA	Police Civilian Oversight Authority

5.0 Definitions

For the purpose of this policy and standard operating procedures the following shall be adopted:

- 5.1 **Detainee**- someone who is kept in jail/lock-up and has not yet been convicted of a crime.
- 5.2 **Gaol Delivery**- means a sworn accounting of prisoners in police custody presented by the Divisional Officer to the Judge at the end of a Circuit Court session, showing the status of prisoners at the beginning, throughout and ending of Circuit within the respective division.
- 5.3 **Lay Visitors**- persons not connected with the police who are authorized to inspect and report on the ways in which arrested persons are dealt with and the conditions in which they are held, and include Justices of the Peace, judges, attorneys-at-law, Public Defender and members of PCOA and INDECOM.
- 5.4 **Lock-up** - a facility in which persons who are detained are held for the purposes of appearing before the court.
- 5.5 **Process**- refers to the serving of summons and subpoena and the execution of warrants and commitments.

6.0 Responsibilities

The following summarizes key responsibilities:

- 6.1 The Deputy Commissioner of Police i/c Administration has overall responsibility for the effective management of lock up facilities in the JCF and for the proper administration of safety and security of all prisoners in police custody
- 6.2 Divisional Commanders are responsible to:

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

6.2.1 ensure the proper management of lock up facilities in their respective divisions and the assignment of appropriate staff to ensure the safety and security of prisoners in their police custody

6.2.2 hold members accountable for breaches of this policy and SOP and take the necessary disciplinary actions for non-compliance

6.3 The Assistant Commissioner of Police in-charge Training is responsible to ensure the inclusion lock-up administration policy and procedures within all levels of the training curriculum.

6.4 The Assistant Commissioner of Police i/c PRDB is responsible to conduct periodic review of the policy in accordance with legislative and/or operational changes and best practices.

6.5 The Inspector General is responsible for:

6.5.1 ensuring that divisions and formations are compliant with policies and guidelines treating on prisoners in police custody

6.5.2 conducting investigation in the escape of prisoners, jail breaks and death of prisoners in custody.

6.6 The Superintendent of Police i/c Detention and Courts is responsible for coordinating all matters relating to police lock-ups and shall conduct visits and inspections on a regular basis and report on their condition.

7.0 Policy Statement

It is the policy of the JCF that:

7.1 the proper management of all police lock-ups and the safety and welfare of all prisoners in police custody shall be the responsibility of the JCF

7.2 the police lock-up is the recognized place provided for the safe custody of persons in police custody

7.3 Lock-ups shall be a place provided for the confinement of persons awaiting trial, remanded in custody, sentenced to a short term imprisonment or detained otherwise by due process of law.

8.0 Standard Operating Procedures

The management of all lock-ups within the JCF shall be treated in accordance with the following:

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

8.1. Admission of Persons into Police Custody

- 8.1.1 The Sub-officer on duty or other police personnel receiving a prisoner at any police station shall ensure that the prisoner is properly committed or detained under the law, examining all commitments, warrants or other documents on which a prisoner is committed and be satisfied that the papers are genuine and complete for this process.
- 8.1.2 The Custody Officer or Sub-Officer in charge of lock-ups has the right to refuse a charge if he found it to be frivolous, malicious, or unlawful. He/she may instruct that a summons be served for minor offences and grant bail providing the identity of the accused person can be ascertained.
- 8.1.3 Whenever a prisoner is brought to a station for admission the following information shall be recorded in the appropriate registers whether at the station or lock-ups:
- a) the date and time of each entry and the name, rank, number and signature of the person who brought the prisoner into custody;
 - b) name, age, sex, address, occupation of the person in custody;
 - c) the date, time and place of arrest;
 - d) the offence or suspected offence for which the person is arrested;
 - e) a summary of the circumstances of the arrest;
 - f) the physical condition of the person at the time when he is brought to the lock-up including any marks, bruises or other signs of injury observed or complained of by such person;
 - g) the condition of the clothing of the person when brought to the lock-up;
 - h) any property taken from the prisoner;
 - i) the name, rank and number of the person who made the arrest.

8.1.4 Station Registers and recording information on Prisoners

The following station registers will record arrest or detention:

8.1.4.1 Station Diary

- a) name of the arresting Constable, and where stationed;
 - b) name, age, sex, address and occupation of the person arrested;
 - c) day, date, time and place of occurrence;
 - d) offence for which arrested or reason for detention;
 - e) how the offence was committed;
 - f) physical condition of the person arrested;
-

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

- g) any complaint made by the person arrested;
- h) arrival at station and other movements of the prisoner;
- i) complaints made by or concerning person detained;
- j) Reports made by Sub-officer in charge lock-ups to visiting Officer. (Section 6 of Prisoners, Lock-ups Regulations 1980);
- k) Daily inspections by "Visiting Officer" to lock-ups.

8.1.4.2 Charge and Prisoners Property Book

- a) To record names of all persons charged and placed into custody. (Force Orders No. 1809, Part I dated 4.2.82 and its Appendix refer).

8.1.4.3 Visitors Register

- a) names, addresses, relationship and occupations of persons visiting detainee;
- b) if visit is not permitted - reason to be recorded;
- c) articles taken to be given to detainee to be listed whether accepted or refused. If refused, reason MUST be stated.

8.1.4.4 Prisoners' Medical Journal

- a. This is use to record all sickness reported by prisoners in custody at the station.
- b. The Sub-officer in charge station will ensure that all relevant records are completed.
- c. The Sub-officer or Constable recording this information shall endeavour to obtain the truth from the prisoner as this will help to establish his identity in order to prevent the risk of mistaken identity whenever the question of bail or discharge is contemplated. The procedure outlined in the prison
- d. (Lock-ups) Regulation, dated 10.9.80 shall be followed.

8.1.5 Every prisoner received in custody shall be thoroughly searched before being placed in lock-up.

8.1.6 A female must only be searched by another female.

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

- 8.1.7** The police have a responsibility to secure all property taken from prisoners in police custody until their release or their case is disposed of by the court.
- 8.1.8** All personal property including cash taken from a prisoner shall be carefully checked and properly recorded in the appropriate register. Cash shall be recorded in the same denominations as received, e.g. one fifty dollar note, serial number, four ten cents, etc. This entry shall be signed by the prisoner and witnessed by two police personnel.
- 8.1.9** Where a prisoner is searched before arriving at the Lock-ups, particulars of every article taken from such prisoner is to be checked in his or her presence and recorded in the Station Registers as soon as practicable and signed accordingly.
- 8.1.10** It shall be the responsibility of the Sub-officer in charge lock-ups or the Station Officer/Guard to ensure that all these items are properly tagged and thereafter secured in storage receptacle provided for prisoner's property.
- 8.1.11** Where any property is taken from a prisoner, and retained for evidentiary purpose, same shall be sealed in the prisoner's presence where practicable and tagged using the J.C.F. Property/Exhibit Card (See Force Order #2247 dated 28.6.90 with instructions on its use), and stored in the exhibit storeroom
- 8.1.12** All members are reminded to be extremely careful when taking possession of prisoners' property, not only to avoid against articles being used to cause injury to themselves and others but to guard against destruction of irreplaceable evidence.
- 8.2. Detainee Record, Identification and Property**
- 8.2.1** The Sub-officer in charge lock-ups will maintain records securely with the confidentiality necessary. This function includes prisoner and or detainee records.
- 8.2.2** To ensure confidentiality of such records, the following procedure shall be adopted:
1. The record of a prisoner or detainee shall not be improperly disseminated to any person or group of persons;
 2. It shall be the responsibility of the Sub-officer in charge (lock-ups) to secure the Registers used for the proper administration of documents as they form a part of the Station

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- Records (lock-ups);
3. Access to these records shall be limited and on a need-to-know basis, same may be verbal or written and shall be channeled through the Custody Officer or the Sub-officer in charge lock-ups;
 4. The procedures outlined in Force Orders #2274 dated 3.1.91 on Station Records, Policy and Procedures for Records Management are relevant.

- 8.2.3** The Force receives from outside agencies:
- i. Person or persons detained;
 - ii. Prisoners already confined to penal institutions but required by a court of law or tribunal to give evidence.

(Outside agencies include prisons, Places of Safety, the Military or employees of National Solid Waste Management Authority (N.S.W.M.A.), etc.

8.3 Procedure for facilitating positive identification and accountability of Prisoners

To facilitate positive identification and accountability of detainees and agency representatives during this exercise, the following procedure shall be adopted:

- 8.3.1** Whenever an inmate is removed from a penal institution and or a Place of Safety and handed over to the police, it shall be the responsibility of the police receiving such inmate to establish a positive identification of both inmate and escort by examining accompanying documents, identification badge, card or booklet, and record appropriate entries in relevant registers noting vehicle registration, etc.;
- 8.3.2** Where a private citizen apprehends any person found committing, attempting to commit or who has reasonable cause to believe that such person has committed an offence hands over such person to the police, it shall be the responsibility of the police personnel receiving such person to:
- i. enquire into the circumstances for veracity;
 - ii. establish identity of the apprehending party;
 - iii. collect statements for court procedures;
 - iv. carry out any other police action relevant to such investigation, e.g. visiting the scene, collecting physical evidence to be used as exhibit.

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8.4 Procedure on the release of Prisoners from Police Custody

The release of prisoners from custody is a daily activity by the police. To ensure that the right person is released at all times the following procedure shall be adopted:

8.4.1 The Sub-officer in charge lock-ups will ensure that a positive identification is made of all prisoners before release by way of:

- i. checking with the investigator or contacting members of cell staff;
- ii. Interviewing and examining prisoner for marks, scars, complexion, colour of hair, eyes or any deformity observed as recorded at the time he was received into the lock-up.

8.4.2.1 The personal property of each prisoner shall be returned to him upon release from custody;

8.4.2. The prisoner's personal property will accompany him/her to another lock-up or agency provided that property is not the subject of police investigations;

8.4.3. The Sub-officer in charge lock-ups, after establishing proper identity of prisoner to be released from his/her custody, shall check Station Records for an inventory of such prisoner's property and ensure that the prisoner signs for his/her property in the appropriate column of the relevant Station Register and witnessed by two other persons;

8.4.4. If such prisoner is unable to sign his/her name, the Sub-officer shall instruct such prisoner to make his/her mark in the appropriate column which shall be witnessed by two (2) other persons and an entry made in the Station Diary to that effect.

8.5 Procedure for Accepting Articles from Visitors for Prisoners

The Prisons (Lock-up) Regulations, 1980 make provision for the police to accept articles from visitors for prisoners in police custody so long as the security of the lock-ups is not threatened by this activity. The police shall institute appropriate systems to inspect all incoming articles including letters/mail in order to intercept unauthorized items/contraband.

To facilitate a proper process of inspection the following procedure shall be followed:

8.5.2 All letters, packages, food, clothing, etc. taken to any police station/lock-up for prisoners in custody shall be handed over to the Station Officer/Guard or the Sub-officer in charge lock-ups for inspection;

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- 8.5.3** It shall be the responsibility of the Station Officer or Guard or the Sub-officer in charge lock-ups to receive, open and inspect all incoming letters, packages, food, clothing, etc. for prisoners in the presence of the bearer and police witnesses;
- 8.5.4** Any cash, cheque or money orders received during such exercise shall be recorded in the appropriate Station Registers, e.g. Station Diary, Prisoners' Property Register, and a receipt given to the bearer. The prisoner shall be informed, then asked to signed or make his/her mark in the appropriate column and same witnessed by two police personnel. The property shall be labelled/tagged and secured with prisoner's property already in police custody;
- 8.5.5** Unauthorized items include cellular phones; cutlery (knife, fork, spoon); glassware including bottles with drinks, alcoholic beverages; matches; cigarettes; drugs; hacksaw blade or any article not conducive to lock-up or personal security;
- 8.5.6** Any unauthorized item/contraband found concealed in any letter, package or food shall be confiscated, the matter investigated with a view of preferring criminal charge(s) against the bearer or sender and the article(s) disposed of as outlined in Force Orders #2235 dated 5.4.90 on Custody, Security and Disposal of Property in Police Custody.

8.6 Cell Security

To minimize the opportunity for escape of prisoners from police lock-ups it shall be the responsibility of the Sub-officer in charge lock-ups to ensure the security of all cells

8.6.1 Precautionary Measures to Minimize Prisoners' Escape from Police Lock-ups.

The following precautionary measures must be taken to minimize prisoners escape:

- 8.6.2.1** No cell shall be entered without the knowledge of the Sub-officer in charge lock-ups;
- 8.6.2.2** No single member of staff shall enter an occupied cell;
- 8.6.2.3** Where the police have to enter an occupied cell the Sub-officer in charge lock-ups shall ensure that adequate personnel are deployed to control the number of inmates in

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that particular cell;

- 8.6.2.4** No prisoner shall be appointed orderly and allowed to let out prisoners from their cells;
- 8.6.2.5** No prisoner shall be allowed to remain in the passage of the cell block without reasonable cause;
- 8.6.2.6** The Custody Officer shall have possession of duplicate keys or a master key for the lock-ups which shall be accessible or readily available in emergency;
- 8.6.2.7** All doors leading to vacant units, unoccupied cells, or storage rooms inside the lock-ups shall be locked when not in use. Doors shall be tested for vulnerability after they are secured;
- 8.6.2.8** All keys for the lock-ups shall be properly labelled and secured;
- 8.6.2.9** A twenty four (24) hour duty forecast shall be posted on a daily basis to identify the various duties each day in order that proper arrangements can be made as to the cell doors that are to be secured;
- 8.6.2.10** All unoccupied cells and passages are to be searched for weapons or other contraband before prisoners are placed in them;
- 8.6.2.11** Lock-up staff is required to exhibit maximum alertness at all times, as well as the highest level of observation, being mindful always of the sensitive area in which they are deployed;
- 8.6.2.12** Any unusual conditions or occurrence observed in the cells should immediately be reported to the Sub-officer in charge lock-ups whether verbally or in writing depending on the nature of the occurrence for appropriate action to be taken;
- 8.6.2.13** The Sub-officer in charge lock-ups shall endeavour to record in the appropriate registers any incident reported to him that may threaten the facility or persons therein and prepare a documented report forwarding same through the appropriate channel;

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- 8.6.2.14** In case of emergency situations the Sub-officer in charge lock-ups may communicate verbally to the Custody Officer or Divisional Officer depending on the nature of the emergency, but in any event as soon as possible thereafter a comprehensive report shall be submitted by him through the proper channel for administrative review.
- 8.6.2.15** To achieve proper administrative control and to ensure the security of lock-ups, a documented security inspection of the physical facilities should be carried out at regular intervals, but at least once weekly. Such exercise will help to ensure the safety of police and prisoners and minimize opportunity for escape. During security inspection emphasis must be placed on areas through which prisoners are generally known to escape such as:-
- a. Doors – whether grilled or otherwise
 - b. Openings which afford ventilation
 - c. Roofs and walls which abut or adjoin premises not owned by the police.
- 8.6.2.16** All steel bars, locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors and other security devices shall be checked carefully for operational wear and inmate tampering. Search should also checking of apertures or crevices for weapons, drugs, matches or any other implements or materials that can be used to inflict injuries or assist in escape.
- 8.6.2.17** It shall be the responsibility of each Custody Officer to submit in writing the results of these inspections clearly indicating all defects or otherwise, to their Divisional Officers to be channeled through the Custody Officer.
- 8.6.2.18** Sub-Officers in-charge stations with lock-ups shall channel their reports through their Custody Officer to their Divisional Officer.
- 8.6.2.19** It shall be the responsibility of the Custody Officer to forward a comprehensive report on all lock-ups or holding facilities island-wide to the Assistant Commissioner, Services on a weekly basis

8.6.3 Access to Lock-up Facilities

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The following procedure shall be adopted to gain access to lock-up:

- 8.6.3.1** The lock-ups or cell shall be out of bounds to all personnel not required for duty;
- 8.6.3.2** Any person desirous of entering the lock-ups shall first seek the permission of the Custody Officer or the Sub-officer in charge lock-ups, giving a valid reason;
- 8.6.3.3** Where any person is granted access to the lock-ups the Sub-officer in charge lock-ups shall ensure that such person is thoroughly searched before entering. In addition, the person shall be escorted in and out by a member of the lock-ups staff;
- 8.6.3.4** Where any person is entering the lock-ups to effect repairs, the Sub-officer in charge lock-ups shall make a list of the tools such person is taking inside and ensure that such person is accompanied by members of the lock-ups staff. On completion of repairs the tools taken out shall be tallied with this list to ensure that none is left inside. On completion of any repairs, all debris or dangerous material must be removed before any person is placed in the cells. Similarly all utensils taken into lock-ups must be checked to ensure that they are removed therefrom.
- 8.6.3.5** The Sub-officer in charge lock-ups shall ensure that the presence of persons in the lock-ups does not:
 - i. violate the prisoners' privacy, especially female prisoners;
 - ii. impede the administration and operations of the lock-ups;
 - iii. prejudice criminal investigation.
- 8.6.3.6** Members or other persons with firearms are strictly prohibited from taking or introducing firearms into lock-ups or cells.
- 8.6.3.7** No member of the lock-up staff or any other member of the JCF shall be armed with a firearm whilst performing duties inside the cell block.
- 8.6.3.8** Personnel performing perimeter patrol duties shall be properly armed at all times and if possible equipped with a two-way radio communication system to

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communicate with Cell Block, Guard Room or Control.

8.6.3.9 Other personnel, whether in uniform or plain clothes, that may wish to interview an inmate, visit cells, make preparation for identification parade or other legitimate purpose shall hand over at the Guard Room any firearm in their possession before proceeding into the cells.

8.6.4 Procedure for Maintaining Proper Supervision of Lock-ups

To maintain proper supervision of lock-ups with an accurate accountability of prisoners within, the following procedure shall be followed:

8.6.4.1 The Sub-officer in charge lock-ups and or the Station Guard shall be responsible for the security of the cell and the safety and welfare of all prisoners in custody;

8.6.4.2 The Sub-officer in charge lock-ups or Station guard on taking over duty shall physically check all cells and prisoners and ensure that the cells are secured and that all prisoners are present and accounted for as per station records;

8.6.4.3 Prisoners shall be visited and visually observed at least once in each hour. In cases of "drunks," mentally challenged or other exceptional cases, they will be observed once in each half hour and at least three (3) times every hour between 7:00 p.m. and 5:00 a.m. each day. Each visit shall be recorded in the Station Diary or Cell Diary as appropriate.

8.6.4.4 At facilities where Close Circuit Televisions (CCTV) are installed, sub-officers must ensure that they are in good working condition. Cameras must be correctly position so that administrators have a clear view of occurrences in the cells, hallways and outer perimeter.

8.6.5 Mandatory Cell Searches

In light of the regular spate of jail breaks and the continuous discovery of cell phones, weapons, implements of breaking and other contraband in the lockups, the following procedures should be adopted:

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- 8.6.5.1 All cells are to be searched thoroughly once every 48 hours in addition to the regular daily searches.
- 8.6.5.2 It shall be the responsibility of the Administrative Officer in each division to assemble a team independent of the lockup staff to effect such searches at the large lockup facilities.
- 8.6.5.3 The Administrative Officer is also responsible for ensuring that these mandatory searches are conducted at each facility within the division.
- 8.6.5.4 Divisional Commanders are to ensure that these directives are adhered to by those under their command.
- 8.6.5.5 Area Administration Officers are to monitor the divisions to ensure that these searches are carried out and update the Area Commander of the level of compliance.
- 8.6.5.6 A weekly return of the searches for each Area is to be compiled the respective area officers and forwarded to Administration Portfolio and the Inspector General (IG).

8.6.6 Prevention of Fire and Other Health Hazard at Lock-Ups

A fire is a serious threat to human life and Government property in and around the lock-ups or cell block. The Sub-officer in charge lock-ups shall ensure the following anti-smoking measures:

- 8.6.6.1 That there is no smoking in and around the cell block, whether by police personnel or prisoners;
- 8.6.6.2 That no naked light is taken into the cell block;
- 8.6.6.3 That no inflammable matter is taken into or stored near the cell block;
- 8.6.6.4 Ensure that no rubbish is burnt near the cell block. If this activity is inevitable same shall not be left unattended;
- 8.6.6.5 In case of fire in the cell block the Sub-officer in charge lock-ups shall:

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- i. Mobilize the lock-up staff and spare no effort in saving life and property;
- ii. Summon the fire brigade;
- iii. Inform the station officer who will inform the Divisional Officer and Control;
- iv. Remove prisoners from affected areas;
- v. Render first aid to the injured if any;
- vi. Use equipment/resources at disposal to contain or extinguish the fire until the fire unit arrives;
- vii. If the fire is threatening the security of the prisoners, the Divisional Officer or his deputy shall arrange alternate accommodation and ensure their safe removal.

8.7 Cell Block Capacity

Under normal circumstances, officer must ensure that the maximum capacity for the cells is not exceeded. However, there may be instances where the police carry out police operations, which result in the arrest or detention of a number of persons which exceeds the maximum capacity of the cell block area for the zone where such operation took place. Whenever such a situation exists the following procedure shall be adopted:

- 8.7.1 The Divisional Officer or the officer in charge of the operation shall provide adequate personnel to ensure safe custody of the persons arrested;
- 8.7.2 The sub-officer in charge lock-ups shall examine the charge(s) against the person(s) arrested, with a view of granting bail to those persons who can be released on recognizance or bond with or without surety observing the points to be considered before granting bail;
- 8.7.3 Where the process of bail has been exhausted and there remains a problem of accommodating the remaining prisoners, the Divisional Officer shall arrange for their transfer to other holding facilities within the division;
- 8.7.4 Where there is no more available accommodation within the division the Divisional Officer shall notify the area officer of the situation who will make arrangements to have these prisoners accommodated in other divisions within the Area.

8.8 Procedures following jail break or prisoner escape

- 8.8.1 It shall be the responsibility of the entire cell staff at all times to exercise vigilance in preventing escape.

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- 8.8.2 In the event a prisoner escapes from custody (lock-ups), it shall be the responsibility of the member who has information of the escape immediately to report the matter verbally to the Sub-officer in charge of the lock-ups.
- 8.8.3 It shall be the responsibility of the Sub-officer in charge lock-ups or the station commander (where applicable) to communicate to the Custody Officer, Divisional Officer and Police Emergency Communication Centre (PECC) by police radio, telephone or other means. The following information shall be made available to the receiver:
- i. Name, age, address and occupation of prisoner;
 - ii. Type of clothing being worn by prisoner at the time;
 - iii. Personal description of the prisoner;
 - iv. Offence for which charged;
 - v. Exact location where prisoner escaped;
 - vi. Whether or not the prisoner was handcuffed.
- 8.8.4 It shall be the responsibility of the Divisional Officer to initiate action to recapture the prisoner and alert the C.I.B. staff, patrol units and mobilize resource personnel.
- 8.8.5 It shall be the responsibility of the Sub-officer in charge lock-ups or station commander (where applicable) to submit a written preliminary report through the Custody Officer to the Divisional Officer within twenty-four (24) hours for information and appropriate action.
- 8.8.6 Upon the receipt of the preliminary report the Divisional Officer shall:
- i. Instruct the Crime Officer to direct an investigation into the jail break/prisoner escape and cause the appropriate statements to be recorded and the scene to be processed by Scene of Crime Investigators.
 - ii. Inform Area Officer, IPROB, SP *v/c* Detention and Courts and INDECOM for their appropriate action.
- 8.8.7 Within 24 hours of receipt of the preliminary report the Divisional Officer shall forward a written report of the jail break/prisoner escape to the Area Officer for the information of the Deputy Commissioner *v/c* Strategic Operations and Commissioner of Police.
- 8.8.8 The Crime Officer shall submit the completed investigation case file (including all statements) to the Divisional Officer within five (5)

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days of the jail break/prisoner escape.

8.8.9 The Divisional Officer shall submit the completed file along with his recommendation(s) to the Commissioner of Police through the Area Officer within seven (7) days of jail break/prisoner escape.

8.8.10 The Commissioner of Police shall take administrative and other actions as he/she deems necessary.

8.9 Female and Children in Custody

8.9.1 Supervision of female prisoners

The supervision of female prisoners by lock-up staff of opposite sex is a sensitive task, bearing in mind that their privacy must not be violated. To ensure a smooth lock-up supervision of female prisoners the following procedures shall apply:

- 8.9.1.1 It shall be the responsibility of the Sub-officer in charge Head Station and the Sub-officer in charge other stations with lock-ups facilities to ensure that at least one female attendant is detailed on each shift for lock-ups or cell duties on a daily basis to attend to female prisoners;
- 8.9.1.2 Whenever a female attendant is not available to work on a particular shift, the Sub-officer in charge lock-ups for that shift shall inform the senior person on duty at the station and record an entry in the Station Diary to the effect;
- 8.9.1.3 It shall be the responsibility of the senior person mentioned at **8.9.1.2** to:
- i. Contact the Divisional Shift Commander to arrange for female police personnel to be temporarily assigned to the lock-ups staff to supervise female prisoners;
 - ii. Instruct the Sub-officer in charge lock-ups (in case of smaller stations the Sub-Officer on duty) to supervise the female prisoner and report accordingly. An entry shall be recorded in the Station Diary as soon as practicable after such activity;
 - iii. Monitor the actions of these male attendants in relation to female prisoners and ensure that they are in accordance with the rules governing lock-ups;
 - iv. Visit the lock-ups himself during the shift and ascertain from the

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male and female prisoners if there is a complaint and if any, initiate investigation without delay.

8.9.2 Separation of Male and Female Prisoners

To ensure separation of male and female prisoners in custody, the following procedure shall be adopted:

- 8.9.2.1 Female prisoners shall be separated by sight and sound from male prisoners although both may be in the same cell block;
- 8.9.2.2 Where both male and female prisoners have to use the same bathroom facilities, the Sub-officer in charge lock-ups shall ensure:
 - i. alternate use of the facility by both sexes;
 - ii. the privacy of each sex is not violated during such activity.

8.9.3 Children in Police Custody

- 8.9.3.1 Children should not be taken in custody for petty offenses but should be cautioned or dealt with in accordance with the Child Diversion Act 2018 and sent or taken home to parents or guardians - A record of which must also be made in the Caution or Child Diversion Register kept at stations;
- 8.9.3.2 Where a child is taken into police custody:
 - i. Child Protection and Family Services Agency (CPFSA) must be informed immediately.
 - ii. He or she must be placed before the Court within forty-eight (48) hours of being arrested. Where no appropriate Court is sitting within the specified time, members are reminded that they may take the child before a Parish Judge in Chambers.
 - iii. Children who are remanded in custody by the court should immediately be transferred to Metcalfe Street and South Camp Road Remand Centres for children or any other facility specified by the Court. (**Appendix 1** relevant) Members must also be reminded that the Department of Correctional Service (DCS) will not admit children unless they are so remanded by the court.
 - iv. Arrangements must be made to transport children to Court when so required.
 - v. The police do not have the authority to charge a child for the offence of 'Uncontrollable Child'.

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- vi. Under no circumstances should children and adults be transported together or placed in the same cell or holding area whether at the court or police lock-ups.
- vii. The CPFSA and the Office of the Children Advocate (OCA) should be given weekly updates on children in police custody.

8.10 Prisoner's Meals or Other Supplies

- 8.10.1 Meals are supplied to all prisoners in police custody three (3) times daily.
- 8.10.2 Diets are supplied to prisoners at the rate and in accordance with orders issued by the Government from time to time.
- 8.10.3 Diets shall not be supplied by any member of the Force or by a person connected in any way to such member.
- 8.10.4 No intoxicating liquor shall be allowed to prisoners.
- 8.10.5 The Divisional Officer or his nominee shall inspect diets supplied to prisoners at reasonable intervals to ensure that satisfactory meals are being provided within the cost allowed.
- 8.10.6 Sub-officers in charge stations shall make these inspections once per week and an entry to this effect shall be made in the Station Diary.
- 8.10.7 While breakfast, lunch and supper are normally served, no more than fourteen (14) hours shall elapse between meals, except when a different dietary regime is recommended by a Government Medical Practitioner.
- 8.10.8 Rule 7 (4) of the Jamaica Constabulary Force Book of Rules states:
"Whenever a prisoner is being escorted by a member over any long period of time or distance, every effort must be taken to have such prisoner supplied with his/her regular diet as though he was confined to an institution."
- 8.10.9 Before a prisoner is released from custody after serving a short term or before being sent off to prison, diet is to be ordered. Diet ordered before a prisoner is released should be served before being released.

8.11 Prisoner under the Influence of Drugs or Alcohol

There are instances where a person or persons appear to be under the influence of alcohol or other drugs and are violent or self-destructive, to such an extent that they pose a danger to the public or themselves. In such instances:

- 8.11.1 The police has power to arrest any person found to be in charge of a vehicle whilst under the influence of alcohol or drugs under Section 34 (3) of the Road Traffic Act which empowers the police to arrest without warrant any person who, when driving or attempting to drive, or when in

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- charge of a motor vehicle on a road or other public place is under the influence of drink or drug to such an extent as to be incapable of having proper control of the vehicle.
- 8.11.2 Whenever an accused person is taken into custody by the police for driving under the influence of alcohol the police shall:
- i. charge and caution the accused in the usual manner;
 - ii. inform the accused that a medical doctor will be sent for to examine him;
 - iii. inform the accused that, if he wishes, he may have present a doctor of his own choice and he should be asked to give the name of a doctor who would come;
 - iv. summon the medical doctor mentioned in paragraph (ii) above, who should proceed to examine the accused, unless he objects. This examination need not be delayed until the medical doctor mentioned in paragraph (iii) arrives;
 - v. Take into consideration that:
 - a. If the accused refuses to be examined by the police medical doctor, he should not be forced;
 - b. The medical doctor may, however, persuade the accused person to consent to an examination;
 - c. Where the medical doctor summoned by the police proposes to do anything of a drastic nature to the accused, e.g. administering an injection, taking the accused's blood or urine for determining the alcohol contents, during the course of his examination, this should not be done without the specific consent of the accused;
 - d. If the accused objects to being examined, the medical doctor may nevertheless observe him (without actually touching him) and give evidence of what he is able to find.
- 8.11.3 When a person other than a motorist is under the influence of alcohol or drugs, is self-destructive and endangering the public, the police may take such person in custody;
- 8.11.4 In handling such person the police shall be courteous, using patience and good judgement at all times;
- 8.11.5 No person (at 8.11.3) shall be placed in a cell with other prisoners. Where there is a temporary holding facility separate and apart from the cell block, such person or persons shall be placed therein under close supervision of the cell staff and/or Guard Room Personnel;
- 8.11.6 Where a person is arrested (at 8.11.2) and has to be placed in a cell,

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the police shall visit such prisoner once every half hour and each visit recorded in the appropriate station registers.

8.12 Guarding of Prisoners at Hospitals

In ensuring the safe custody of prisoners, a member is put at grave risk when he/she alone is detailed to guard prisoners at hospitals. If a prisoner is to be taken to the hospital or other medical facility the following shall apply:

- 8.12.1 Conduct a risk assessment around the mode of transportation, member's safety and the safety of health care staff at the medical facility, propensity for violence by the prisoner and the risk of escape, etc.
- 8.12.2 On no account must a single member, that is, Constable or District Constable be detailed to guard prisoners at hospitals etc., irrespective of the risk classification.
- 8.12.3 Whenever a prisoner is hospitalized under police guard, not less than two (2) persons shall be detailed to guard that prisoner.
- 8.12.4 Where the prisoner is classified as 'high risk', the police guard should be strengthened and kept under constant review.

8.13 Private Medical Attention

In keeping with the Constitution of Jamaica and international conventions governing the interrogation and detention of prisoners, un-convicted prisoners which include persons awaiting trial, detained or remanded in custody are presumed innocent and shall be allowed to be visited and treated by their medical doctor or dentist if there is reasonable ground for the application and the prisoner is able to pay the expense incurred. Where a prisoner in custody requires private medical attention the following procedure shall apply to ensure that the security of the lock-up is not compromised:

- 8.13.1 The Custody Officer in each division or the sub-officer in charge lock-up or the station guard as the case may be shall be responsible to ensure that all requests for private medical treatment are properly assessed to determine if they are reasonable
- 8.13.2 If found reasonable, the name and business address of the medical practitioner must be submitted immediately to National Intelligence Bureau or Divisional Intelligence Unit (NIB/DIU) for security vetting and risk analysis.
- 8.13.3 If the medical practitioner is authentic and no security risk is identified, the necessary arrangement must be made forthwith with

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- the medical practitioner for the visit and treatment.
- 8.13.4 The medical examination/treatment shall be conducted at a safe facility at the station under the supervision of the police.
- 8.13.5 The medical practitioner shall be searched before entering the facility designated for the examination/treatment and then escorted to and from the facility by a member of the cell staff.
- 8.13.6 It shall be the responsibility of the medical practitioner to make available all drugs prescribed by him/her for the prisoner.
- 8.13.7 The sub-officer i/c lock-up or station shall make the appropriate entries in the Station Diary/Cell Diary to include the following:
- i. The name of the prisoner who made the request
 - ii. The date and time of the request
 - iii. If denied, the reason for the denial
 - iv. Name and business address of the medical practitioner
 - v. The date and time of treatment
 - vi. Time of arrival and departure of the medical practitioner
 - vii. Whether medication was prescribed and if so the name of drug
- 8.13.8 Make appropriate entries in the Prisoner Medical Journal which must be signed by the medical practitioner.
- 8.13.9 Notwithstanding this policy, all medical emergencies involving prisoners shall be referred to the nearest public hospital/health centre without delay.

8.14 Attorney's Visits to Prisoner

Prisoners have a right to legal representation, hence the Custody Officer or Sub-Officer in charge Lock-ups should ensure that the prisoner's legal representative is allowed to visit his/her client. The following procedure shall apply:

- 8.14.1. A secure room should be identified to facilitate the visit between the Attorney and the prisoner.
- 8.14.2. The prisoner should be searched before being allowed into the secure room with the Attorney.
- 8.14.3 Once in the room, the prisoner must be in the view but not in the hearing of the police at all times during the visit.
- 8.14.4 Once the visit is over, the prisoner should again be searched before being returned to the cell at the Lock-up

8.15 Prisoner's Court Appearance

The fundamental rights and freedoms of an individual are of paramount importance in

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any democratic society. It shall be necessary therefore, to establish a procedure to ensure the timely court appearance of any person arrested and ensure the constitutional rights of such person. To facilitate the timely court appearance of any person arrested, the following procedure shall be adopted:

- 8.15.1 Where a person is arrested and charged with a crime or other breach of the peace, the investigator shall carry out his/her investigation accurately and intelligently in the highest traditions of the Force in accordance with the principles of the Constitution and Laws of Jamaica and ensure the appearance of such person before a court of Law as soon as practicable;
- 8.15.2 Section 16(2) of the Constitution of Jamaica requires that an accused shall be given a fair hearing within a reasonable time by an independent and impartial court established by law;
- 8.15.3 To prevent undue delay in compliance with Section 16(2) of the Constitution, an investigator shall promptly prepare his/her case, have same vetted by a senior Sub-officer and thereafter submitted to the court for the initiation of the legal process;
- 8.15.4 Where any person is arrested and charged by the police under Section 5(a) of the Unlawful Possession of Property Act the police shall take such person before a Parish Judge sitting in court along with anything found in his possession or under his control;
- 8.15.5 Section 5(b) of the Unlawful Possession of Property Act states: "If the Parish Judge is not sitting in court within forty-eight (48) hours after the arrest, the arresting officer or authorized person shall take the accused before a Justice of the Peace who may grant bail or remand in custody to appear at the earliest convenient date before a Parish Judge sitting in court."

9.0 Legislative Authority/Guiding Principles

This policy and standard operating procedure on lock-up administration shall be read in conjunction with the following:

- 9.1 [The Jamaica \(Constitution\) Order in Council, 1962](#)
- 9.2 [The Corrections Act, 1985](#)
- 9.3 [The Child Care and Protection Act, 2004](#)
- 9.4 [The Child Diversion Act, 2018](#)
- 9.5 [The Bail Act, 2000](#)
- 9.6 [INDECOM Act, 2010](#)

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

- 9.7 [The Road Traffic Act, 2018](#)
- 9.8 [The Prisons \(Lock-Ups\) Regulations, 1980](#)
- 9.9 [The Jamaica Constabulary Force Book of Rules](#)
- 9.10 Chapter 41 of Standing Orders
- 9.11 [Extract from the International Convention Governing Interrogations and Detention of Prisoners, \(Geneva 1955\)](#)
- 9.12 Arrangements to provide services to children in police custody

10.0 Relevant Records and Forms

The following registers must be used as appropriate:

- 10.1 Station Diary
- 10.2 Cell Diary
- 10.3 Prisoner's in Custody Register
- 10.4 Prisoner's Charge and Property book
- 10.5 Prisoner Medical Journal
- 10.6 Visitor's Register

11.0 Roles and Functions

The following summarizes specific roles and functions:

11.1 Divisional Commander/Officer

- 11.1.1 The Divisional Commander/Officer is accountable to the Area Officer for the overall management of the various police stations, units, lock-up facilities and the delivery of police service throughout the division.
- 11.1.2 Conduct periodic inspection to ensure that the lock-up facilities are structurally secure and where there are weaknesses, take steps to ensure corrective measures are taken, and give directives that they are not used until rendered safe.
- 11.1.3 Conduct risk assessment pertaining to internal and external security arrangement and make necessary request for the installation of close circuit monitoring system where none exist.
- 11.1.4 Ensure that all staff, especially those with direct responsibility for the safe custody of prisoners are trained and lectured on the Lock-Ups Administration Policy and procedures and related policies dealing with Bail, Use of Force and Human Rights.

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

- 11.1.5 Ensure that all lock-ups/cells within his/her command are physically inspected at least once in every twenty-four (24) hours and a record made in the Station Diary as to the physical condition of prisoners and the structure of the lock-ups/cells.

11.2. Administrative Officer

The Administrative Officer in the division is accountable to the Divisional Commander/Officer to:

- 11.2.1 Supervise Lock-Ups, Courts and Process in the division.
- 11.2.2. Ensure that adequate personnel are detailed at all times to man all lock-up facilities throughout the division.
- 11.2.3. Monitor the Prisoners in Custody Register, the Prisoners' Charge and Property book and other records pertaining to prisoners in the police custody within the division.
- 11.2.4. Ensure that prisoners in custody are properly remanded, or are not denied bail if they can be bailed, and that those convicted are dispatched to the respective Adult Correctional facility on a timely basis.
- 11.2.5. Ensure that the Lock-up Administration Policy and Procedures are strictly complied with.

11.3 Custody, Detention and Courts Officer (Custody Officer)

The Custody, Detention and Courts Officer in the division are accountable to the Divisional Administrative Officer and shall ensure that:

- 11.3.1 They are conversant with all the laws, rules and regulations governing the treatment, procedure and handling of prisoners.
- 11.3.2 persons taken into custody are properly received, detained and supervised to safeguard their human rights.
- 11.3.3 persons taken into police custody are lawfully arrested/detained by interviewing such person(s) in the presence of the arresting officer.
- 11.3.4 arrested persons are released on bail when appropriate and to complete relevant forms.

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

- 11.3.5 arrested persons are aware of their rights and take appropriate action to notify legal representative.
 - 11.3.6 the relevant station and custody records relating to the arrest/detention are completed and maintained.
 - 11.3.7 when non-Jamaican citizens are arrested/detained, the appropriate authorities are notified.
 - 11.3.8 when persons request that relatives or other persons be notified of their arrest/detention, appropriate action is taken to do so, unless operational reasons preclude this.
 - 11.3.9 detained/arrested persons are facilitated visits.
 - 11.3.10 arrested/detained persons receive regular meals.
 - 11.3.11 arrested/detained persons do not escape.
 - 11.3.12 medical attention is given to prisoners when required.
 - 11.3.13 the highest possible hygiene and health conditions in cells, holding areas and surroundings are maintained.
 - 11.3.14 where prisoners are removed from cells or holding areas for interview, attendance at Court, etc., they are properly escorted and records made.
 - 11.3.15 prisoners attending Court are properly fed and clothed prior to departure.
 - 11.3.16 adequate arrangements are made for the transfer of prisoners to other penal or correctional institutions.
 - 11.3.17 children taken into custody are dealt with in accordance with the provisions of the Child Care and Protection Act.
 - 11.3.18 prisoners' records are reviewed daily and all irregularities are reported immediately to senior officers.
 - 11.3.19 bail bonds, warrants or other required documents accompany the prisoner to Court.
 - 11.3.20 gaol Delivery is prepared for each sitting of the Circuit Court.
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APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

- 11.3.21 lay Visitors are assisted during their formal visits to police station.
- 11.3.22 direct, supervise, monitor, develops and train police staff with respect to Custody Officer's duties.

11.4 Station Officers/Sub-Officers in-charge Stations/Lock-ups

He/she is the chief jailor for that facility under his command, and is accountable to the Custody Officer, Administrative Officer and the Divisional Officer. He/she shall have the following responsibilities:

- 11.4.1 ensure that all cells are searched before admitting prisoners.
 - 11.4.2 ensure that all prisoners are thoroughly searched before admitting to lockups.
 - 11.4.3 ensure all articles of clothing, food, letters etc. taken to lockups by families, relations, friends of prisoners in custody are searched.
 - 11.4.4 ensure all entrances and access ways to cells are kept clear of rubble, loose tools, sticks, metal bars and any other offensive or potentially offensive weapons.
 - 11.4.5. retain safe custody of all cell keys for entrances and exits to the lockups
 - 11.4.6 deploy staff at all times to ensure that physical control is exercised over prisoners in custody i.e. they are seen and observed during each tour of duty.
 - 11.4.7 cells are kept locked at all times except when prisoners have to be taken out for feeding, ablutions, transportation etc.
 - 11.4.8 frequent rotation of prisoners in cells is done.
 - 11.4.9 ensure cells are opened only when adequate man power is available and they are properly equipped with batons; **(NO FIREARMS MUST BE TAKEN INTO CELLS)**
 - 11.4.10 frequent visits are made to the cells and all prisoners observed to
-

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

be in custody and in apparent good health; and all such visits to be recorded in the appropriate register.

11.4.11 ensure that appropriate diets are ordered and recorded for all prisoners and they are fed on time.

11.4.12 personnel in charge lock-ups are charged with the responsibility for the cleanliness and security of the cells, and the safety of all prisoners in custody.

APPENDIX 'I' (CONT'D) TO FORCE ORDERS NO. 3963 DATED 2023-05-18

**APPENDIX 1 -ARRANGEMENTS TO PROVIDE SERVICES TO CHILDREN
IN POLICE CUSTODY**

The Metcalfe Street was established as a remand centre for boys which houses children in police lock-ups island-wide. A programme was developed to provide medical, psycho-social and other basic services to these children.

Phase I

Two (2) Nurse Practitioners and coordinator (Nurse/Social Worker) will administer two screening tools to the children to capture medical and mental health data. The nurses are required to make appropriate referrals for treatment. The nurses will come to the Police lock-ups to carry out the exercise.

Phase 2

Based on the referrals made the children will be taken to the health centres/hospitals for treatment (medical, psychiatric assessment, psycho-social assessment). At this stage special arrangement will be made with the Ministry of Health to have the children attended to in the health centres/hospitals.

Phase 3

The services referred to in phase I and II will be established at Metcalfe Street so there will be no need to have the children access medical services externally except in cases where hospitalization is required. Requirements of the Jamaica Constabulary Force to facilitate the successful completion of the project:

1. To allow the Nurses and Coordinator access to police lock ups where the children are located at mutually agreed times.
2. To ensure the safety and security of the Nurses and Coordinator while they are attending to the children.
3. To submit a list of Administrative/Court Officer and telephone contacts to the Ministry of National Security for distribution to the Nurses and Coordinators.

APPENDIX 'J' HR CORNER - KEEPING YOU IN THE KNOW
TO FORCE ORDERS NO. 3963 DATED 2023-05-18



JAMAICA CONSTABULARY FORCE
HUMAN RESOURCE DIVISION
KEEPING YOU IN THE KNOW



**Survivor's Benefits for Officers who have
Died in the Line of Duty**

As an officer who died in the line of duty both your surviving spouse and children are entitled to payment of Survivor's Benefits.

Did You Know?

Payment of Survivor's Benefits are made to:

- Both the surviving spouse and a relevant child
- A person entitled to any benefit under subsection (1) of The Pension (Public Services) Act 2017, # 31 is a relevant child, such benefit may be paid to the legal guardian of the child

Notice of Marriage and Birth of Child of Pensionable Officer

1. Every pensionable officer within six (6) months after the birth of each child born to him or after the adoption of a child **should** notify the Ministry, Department of Government in writing, of the name and date of birth of such child.

Submit the child's Birth Certificate

2. Every pensionable officer who **shall** marry, within six (6) months thereafter, notify the Ministry of Department of Government in which he is employed of the following, in writing:-

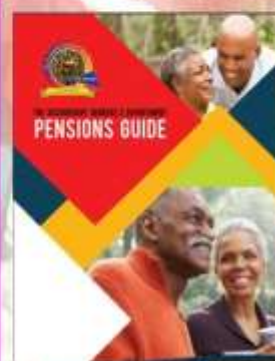
- ♦ The name of his/her spouse;
- ♦ The date of marriage; (**Marriage Certificate**) and
- ♦ If there is a step child who is a relevant child, the name and date of birth of the step child.

Where Do I Apply?

Application and supporting documents are to be routed through the JCF Human Resource Division

**For further information or clarification, please feel free to contact
the JCF Human Resource Division**

3rd Floor South Towers
2 Oxford Road
Kingston 5
Contact #: (876) 754-0600
Email: hrbranch@jcf.gov.jm



**APPENDIX 'K' JAMAICA POLICE CO-OPERATIVE CREDIT UNION LIMITED
TO FORCE ORDERS NO. 3963 DATED 2023-05-18**



May 19, 2023.



Dear Members,

Please be advised that the following locations will be **closed** on **Saturday, May 20, 2023**, to facilitate our 69th Annual General Meeting:

**Portmore Branch
National Police College of Jamaica Agency.**

Members are encouraged to utilize our alternative service delivery channels. These include our Access Plus Debit Mastercard and online banking platform (I-link).

We apologize for the inconvenience this may cause.

Email:
info@jpccu.com.jm

Phone:
(876)618-5728

@JPCCU:
 



69th Annual General Meeting Notice

Notice is hereby given that the 69th Annual General Meeting (AGM) of the Jamaica Police Co-operative Credit Union Limited will be held in a hybrid format at the Jamaica Pegasus Hotel at 81 Knutsford Boulevard, Kingston 5, on Saturday, May 20, 2023 commencing at 10 a.m. to present the 2022 Audited Financial Statement.

Remote access will be facilitated via the Zoom platform, and a maximum of 250 members will be hosted at the Jamaica Pegasus Hotel. No children are allowed.

Members attending virtually are invited to register online at [https://us06web.zoom.us/meeting/register/tZ0rdOCrrToqGNDHLYwEFZK3_QJVjkJLRs](https://us06web.zoom.us/j/91234567890) by Tuesday, May 16, 2023 at 11:59 p.m. Once members have been registered, a link will be provided for the AGM.

The 2022 Annual Report can be found on our website at www.jpccu.com.jm.

All participation, including election and voting will be conducted electronically.

For more information on attendance, registration, voting and AGM documents, please visit <https://jpccu.com.jm/home-store/ogm/> or call us at (876)618-5728.

Dated the 5th day of May, 2023

Dr. Lorna Wilson Morgan
Secretary, Board of Directors

The Jamaica Police Co-operative Credit Union Ltd. (JPCCU)

Telephone: 1 (876) 618 - 5728

Website: www.jpccu.com.jm

E-mail: info@jpccu.com.jm

www.facebook.com/jpccu

www.instagram.com/jpccu

Branches: Kingston * Portmore * St. Mary * Montego Bay * Mandeville

Agencies: National Police College * St. Thomas * Portland * Westmoreland * May Pen * Black River

Overseas Liaison: Jamaica Ex-Police Associations - Brooklyn * Bronx * Queens * Immigration * New Jersey

* Connecticut * South Florida * Central Florida

CORE VALUES: Honesty * Trust * Respect * Communication * Teamwork * Corporate Responsibility