



# JAMAICA CONSTABULARY FORCE ORDERS

SERIAL NO. 3709  
5<sup>TH</sup> JULY, 2018

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# JAMAICA CONSTABULARY FORCE ORDERS

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

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## PART I - ADMINISTRATION AND NOTIFICATIONS

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**Sub. No. 1**     **JAMAICA CONSTABULARY FORCE POLICY AND STANDING OPERATING PROCEDURES FOR THE INVESTIGATION OF ACCIDENTS/OTHER INCIDENTS INVOLVING SERVICE VEHICLES**

The Jamaica Constabulary Force reiterates its commitment to the prudential management of service vehicles, and as such, will take all necessary steps in order to minimize the risk of loss, damage or deficiency of its fleet, and to ensure efficiency in its operation.

The procedures for investigating and reporting of accidents involving force vehicles as previously promulgated vide Force Orders No. 3357 dated 2011-10-06 is superseded by this policy and Standard Operating Procedures (SOP) which is attached as [Appendix 'A'](#).

This policy must form the subject of lectures for the next six (6) week.

**Sub. No. 2**     **REMINDER - REVISED LOCK-UP ADMINISTRATION POLICY AND PROCEDURES**

Force Orders No. 3667, Part I, Sub. No. 5 dated 2017-09-14, is hereby republished for general information.

The Jamaica Constabulary Force has responsibility for the safe custody of prisoners in police lock-ups and to ensure that they are treated in a dignified manner with respect for their human rights. Several incidents in recent times have reinforced the need for this responsibility to be reviewed and for members to be more vigilant in the discharge of their related duties.

In order to strengthen the guidelines within which members must operate, the Lock-up Administration Policy has been revised and attached to these Orders as [Appendix 'B'](#) for general information. It is imperative, that the policy is adhered to by all members who perform lock-up duties or who have responsibility for the administration of lock-ups as any failure to do so may result in strong disciplinary or other actions.

Commanding Officers are to ensure that the policy forms the subject of lecture for the next six (6) weeks and returns submitted to the Inspector General, Inspectorate of Constabulary.

**Sub. No. 3**     **REMINDER - JAMAICA CONSTABULARY FORCE POLICY ON DIVERSITY**

The Diversity policy is one in a series of policies developed by the Jamaica Constabulary Force to enhance our professionalism and intensify awareness of our human rights obligations and responsibilities as we interact with all citizens and visitors within our jurisdiction. Force Orders No. 3600, Part I, Sub. No. 11 dated 2016-06-02, treating on the sub-head is hereby republished for general information and strict compliance.

### **POLICY STATEMENT**

The Jamaica Constabulary Force believes that all citizens of Jamaica and visitors to its shores have a right to be treated with dignity and respect, irrespective of who they are or the particular grouping to which they belong. Through the Jamaica Constabulary Force Policy on Diversity, the organization will strive to ensure fair treatment of all in our service delivery. It is the policy of the Jamaica Constabulary Force that all reports from any individual or group be handled in a manner which reflects the highest level of professionalism and respect for human rights and dignity. This should be done with a view to portraying a professional image of the police and enhancing positive relationship between the wider community and the police service.

The Standard Operating Procedures for police interaction with individuals or members of all diverse groups are adopted 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.

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## FORCE ORDERS (CONT'D)

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### REMINDER - JAMAICA CONSTABULARY FORCE POLICY ON DIVERSITY (CONT'D)

#### **PURPOSE**

The purpose of this policy is to provide overall direction to members of the Police Force 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 effectively transform the negative aspects of police culture manifested in the scant regards paid to reports made by members of diverse groups, as it relates to incidence of crimes committed against them.

#### **OBJECTIVES**

The objectives of this policy are to:

- improve public confidence by demonstrating fairness, integrity, tolerance and understanding in dealing with all sections of the community;
- show commitment, value and support to every individual by seeking to eliminate all forms of harassment and discrimination;
- develop a workforce which empathizes with the community it serves;
- provide necessary support and referral to victims of crime and violence, regardless of individual or group differences of the complainant;
- reduce the fear of individuals from diverse groups of reporting crime and violence;
- ensure the provision of high quality, professional policing services to *all* members of the public;
- ensure that police officers remain informed about emerging diversity issues affecting communities;
- ensure that all individuals have access to the full range of available policing services and other referrals; and
- decrease the number of complaints against the police regarding unprofessional conduct.

#### **SCOPE**

This policy affects all sworn and unsworn members of the Jamaica Constabulary Force and Rural Police. It encompasses all victims of crime, accused, witnesses or any concerned citizen who come in contact with the police, irrespective of individuality or 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.

#### **DEFINITIONS**

**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 religion, ethnicity, sexual orientation, class, colour, creed or political ideology.

**Diverse Communities:** Conceptually, diverse communities are made up of groups of persons of various ethnicity, religion, sexual orientation, class, colour, political ideology, physical or mental challenges and any other feature that adds variety to mainstream society.

#### **ROLES AND RESPONSIBILITIES**

It is the duty of all members of the police force to adhere to the policy on diversity, which aims to eliminate all forms of discrimination and inequitable treatment towards all members of the public.

All officers and sub-officers must ensure that members under their supervision are made aware of the provisions of this policy. They should ensure that individuals who fail to comply with this policy and other related rules and regulations of the organization are disciplined.

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**REMINDER - JAMAICA CONSTABULARY FORCE POLICY ON DIVERSITY (CONT'D)**

**OPERATING PROTOCOL**

The following operating protocols are to be strictly adhered to as soon as it is established that any individual or group was victimized because of their religion, ethnicity, sexual orientation, class, colour, creed or political ideology.

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.
2. The divisional commander will cause the file to be assigned for full investigation. The investigator will ensure the privacy and security of the victim and try to bring an early closure to the investigation.
3. The investigator will update the victim as to the progress of the investigation on a timely basis.
4. 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.
5. The same protocol at (1) to (3) will be followed until the conclusion of the case.
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.
7. Members will treat cases of diversity with alacrity, professionalism, sensitivity and dignity.
8. In cases where complaints are about members of the police force who refuse to take reports, or treat the complainant in a disrespectful manner, or are tardy in the investigation of matters, the sub-officer in charge of the station will report such matters to the divisional commander who will cause the necessary disciplinary action to be taken and the cases reassigned for investigation.
9. The divisional commanders 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.

**REFERENCES**

This policy must be read in conjunction with:

- **The Jamaican Constitution(The Charter of Rights and Freedoms);**
- **JCF policies, regulations, manuals and charter:-**
  - **Jamaica Constabulary Force Citizens' Charter**
  - **Jamaica Constabulary Force Manual for Community Policing Services Delivery**
  - **The Jamaica Police Manual**
  - **Jamaica Constabulary Core Values and Principles**
  - **Jamaica Constabulary Force Ethics and Integrity Policy**
  - **Police Public Interaction Policy and Standard Operating Procedures**

**IMPLEMENTATION**

This policy should be implemented in accordance with the Standard Operating Procedures guiding proper management, accountability, human right, service and ethics and effective law enforcement. The protocols established are aimed at fulfilling the mandate of the charter of rights which speaks to the fair and equitable treatment of all individuals, irrespective of their religion, ethnicity, sexual orientation, class, colour, creed, or political ideology.

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**REMINDER - JAMAICA CONSTABULARY FORCE POLICY ON DIVERSITY (CONT'D)**

For the purpose of the effective implementation of this policy, it is required that the subject of diversity be taught at all levels of the National Police College of Jamaica. It is the responsibility of divisional commanders to ensure that all members under his or her command are sensitized and conversant with this policy and are able to deal professionally with issues relating to it.

**Sub. No. 4 REMINDER - SELECTION PROCEDURE FOR PROMOTION 2018 - STAGE ONE**

Force Orders No. 3708, Part I, Sub. No. 1 dated 2018-06-28, is hereby republished for general information.

The written stage of the selection procedure will be held on the dates below:

- Corporal Qualifying - Tuesday, August 21, 2018
- Sergeant Qualifying - Wednesday, August 22, 2018
- Inspector Qualifying - Thursday, August 23, 2018

**Information on the times and venues will follow.**

**Sub. No. 5 REMINDER - MINISTRY OF FINANCE COMPUTER LOAN FOR THE RANK AND FILE MEMBERSHIP OF THE JAMAICA CONSTABULARY FORCE (JCF)**

Force Orders No. 3708, Part I, Sub. No. 3 dated 2018-06-28, is hereby republished for general information.

Application for the Ministry of Finance Computer Loan opened on Friday, 15<sup>th</sup> June, 2018 to members of the rank and file of the Jamaica Constabulary Force (JCF).

All applications must be completed and submitted to the Police Federation's Office, 4<sup>th</sup> Floor – Office Centre Building, 12 Ocean Boulevard, Kingston, no later than Friday, 13<sup>th</sup> July, 2018, at 4:00 p.m.

Attached to Force Orders No. 3708 as Appendices 'B' to 'D' are:-

- 'B' Criteria for Computer loan
- 'C' Loan Application Form
- 'D' Surety Form

**Sub. No. 6 REMINDER - FACULTY OF LEADERSHIP AND PROFESSIONAL DEVELOPMENT - NATIONAL POLICE COLLEGE OF JAMAICA - PROGRAMME OFFERINGS 2018/2019**

Force Orders No. 3708, Part I, Sub. No. 4 dated 2018-06-28, is hereby republished for general information.

The Faculty of Leadership and Professional Development of the National Police College of Jamaica is inviting applications from members of the Jamaica Constabulary Force, District Constables and Civilians to pursue the following programme:

- **Associate Degree in Criminal Justice, September 2018**

**Qualifications:**

- Applicants must possess five (5) CSEC or GCEs or the equivalent, including Mathematics and English.

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**REMINDER - FACULTY OF LEADERSHIP AND PROFESSIONAL DEVELOPMENT -  
NATIONAL POLICE COLLEGE OF JAMAICA - PROGRAMME OFFERINGS 2018/2019  
(CONT'D)**

**NB. Adult matriculation will be considered for applicants over age thirty (30).**

- Application forms may be collected at the Faculty of Leadership and Professional Development at a cost of One Thousand Dollars (\$1,000.00).

**Required Documentation**

The original and one (1) copy of the following documents must be submitted with each application:-

- Two (2) passport sized photographs (original)
- Birth Certificate and valid identification
- Academic certificates/grade slips
- Professional certificates/diplomas (where applicable)
- Marriage Certificate/Deed Poll if present name is different from that on Birth Certificate

NB. Applications for the Associate Degree can be downloaded from the Faculty of Leadership and Professional Development website [www.npcj.edu.jm](http://www.npcj.edu.jm).

For additional information, please contact the Faculty of Leadership and Professional Development of the National Police College of Jamaica at 984-2005/984-2775/749-9391/749-9393 or email [academicunit@jcf.gov.jm](mailto:academicunit@jcf.gov.jm).

**Sub. No. 7 REMINDER - SELECTION PROCEDURE FOR PROMOTION 2018 - EXTENSION TO THE  
REGISTRATION PROCESS**

Force Orders No. 3708, Part I, Sub. No. 5 dated 2018-06-28, is hereby republished for general information.

It has been represented by the Central Committee of the Police Federation that some members experienced difficulty in meeting the deadline for registration to participate in the 2018 Selection Procedure for Promotion. Consequently, an extension of the registration process is approved until **Friday, July 13, 2018**. No further extension will be given.

Commanding Officers are reminded that with the exception of the **service criterion**, the decision for eligibility rests with the Examination Secretariat.

**Sub. No. 8 REMINDER - MINISTRY OF NATIONAL SECURITY SCHOLARSHIP GUIDELINES**

Force Orders No. 3708, Part I, Sub. No. 6 dated 2018-06-28, is hereby republished for general information and strict compliance.

Pursuant to the Heads of Agreement reached between the Jamaica Police Federation and the Ministry of Finance and Public Service, the Ministry of National Security will be offering to the members of the Federated ranks, a total of one hundred (100), three-year scholarships per annum, covering tuition for the pursuit of studies at any campus of the University of the West Indies (UWI), University of Technology (UTECH), Northern Caribbean University (NCU) and any other recognized and accredited university in Jamaica.

The Police Federation and the Senior Director of Human Resource Management and Administration within the Ministry of National Security are responsible for the selection of successful applicants and administrative procedures concerning this scholarship.

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REMINDER - MINISTRY OF NATIONAL SECURITY SCHOLARSHIP GUIDELINES (CONT'D)

Each scholarship will not exceed the sum of Two Hundred Thousand Dollars (\$200,000.00), per academic year of study (amended November 2015).

Eligibility Criteria:

1. Applications are open to the children of active or deceased members of the Jamaica Constabulary Force, between the ages of eighteen (18) and twenty three (23) years old. Scholarships will be awarded on a priority basis, firstly to the children of police officers killed in the line of duty, secondly to the children of officers injured and/or disabled in the line of duty, and then to any other children of police officers on the basis of merit.
2. Applicants should provide proof of acceptance to a recognized and accredited tertiary institution.
3. Applicants should be new or continuing students at any campus of the UWI, UTECH, NCU or any other accredited university in Jamaica.
4. Applicants should not be recipients of any other bursaries, scholarships or grants from the Ministry of National Security or any other institution.
5. Applicants must maintain a Grade Point Average of 2.50 and above academic performance for the continuation of the scholarship.

FIRST TIME APPLICANTS ENTERING UNIVERSITY

Documents required for the Ministry of National Security Scholarship:-

- Completed application form
- Two certified passport size photographs (Certified by a Justice of the Peace)
- Original acceptance letter from the institution
- Original fee structure signed and stamped from the institution's accounts department (nothing from the internet)
- Original examination papers (CXC, GCE and CAPE)
- High School Transcript
- Tax Registration Number
- Two (2) recommendations (Pastor, Justice of the Peace or Teacher)
- Certified copy of Birth Certificate

FIRST TIME APPLICANTS ALREADY ATTENDING UNIVERSITY

Documents required for the Ministry of National Security Scholarship.

First time applicants already attending University:

- Completed application form
- Two certified passport size photographs (Certified by a Justice of the Peace)
- Status letter from the institution
- Original fee structure signed and stamped (nothing printed from the internet)
- Original transcript with GPA for the current academic year
- Two recommendations (Pastor, Justice of the Peace or Teacher)
- Certified copy of Birth Certificate



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REMINDER - MINISTRY OF NATIONAL SECURITY SCHOLARSHIP GUIDELINES (CONT'D)

RENEWAL APPLICATIONS

Documents required for the Ministry of National Security Scholarship.

Applicants who are already in receipt of a scholarship:

- Original Transcripts with GPA stamped and certified from the institution (nothing printed from the internet)
- Status Letter from the institution
- Original fee structure from the institution (nothing printed from the internet)

The requisite application form is attached to Force Orders 3705 dated 2018-06-07 as Appendix 'A'. Incomplete application forms will not be considered.

**NB.** Deadline for the submission of applications for **first time** applicants is **Friday, August 10, 2018; at 4: 00 pm**. Deadline for the submission of applications for **renewal applicants** is **Friday, August 17, 2018, at 4: 00 pm**. Applications should be completed and submitted to the Police Federation Office, 4<sup>th</sup> Floor-Office Centre Building, 12 Ocean Boulevard, Kingston.

Sub. No. 9 REMINDER - MINISTRY OF FINANCE AND THE PUBLIC SERVICE TUITION ASSISTANCE

Force Orders No. 3708, Part I, Sub. No. 7 dated 2018-06-28, is hereby republished for general information and strict compliance.

The Police Federation is advising that application is now open to members of the rank and file of the Jamaica Constabulary Force, who are pursuing tertiary studies at local and accredited universities and colleges, to obtain assistance with their tuition from a fund provided by the Ministry of Finance and the Public Service.

The requisite application form is attached Force Orders 3705 dated 2018-06-07 as Appendix 'B'. Application forms are to be completed and submitted to the Police Federation Office, 4<sup>th</sup> Floor - Office Centre Building, 12 Ocean Boulevard, Kingston Mall, no later than **Friday, August 10, 2018 at 4:00pm**.

Sub. No. 10 MEDICAL ARTICLE - "DEALING WITH LOSS OF RELATIVE/CO-WORKER/FRIEND"

The Medical Services Branch has provided the attached article at [Appendix 'C'](#) on "Dealing with loss of Relatives/Co-worker/Friend" for general information.

Sub. No. 11 APPENDICES

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

'E' [Public Sector Employees Co-operative Credit Union Limited Update.](#)

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PART II - PERSONNEL

Sub. No. 1 GAZETTED POLICE OFFICERS

5. Retirement

The undermentioned are permitted to retire from the Force with effect from the dates shown:-

2018-08-07	Admin. & Support Serv. Portfolio	Ms. P.N. Grant, MA, M.Sc, B.Sc (Hons.),	Dep. Comm. (A98/G38)
2018-08-08	St. Andrew 'C'	Ms. J.M. Campbell, B.Th,	Asst. Supt. (A98/C86)

11. Leave

Departmental

NIB (Area 3 Hq.)	Mr. F.F. Scille	Supt.	7 days w.e.f 2018-06-28
Portland	Mr. D.L. Wellington, pc	Supt.	3 days w.e.f 2018-07-05
PECC	Ms. E. Roache, pc	Supt.	5 days w.e.f 2018-07-12
Clarendon	Mr. W.A. Davis	Dep. Supt.	2 days w.e.f 2018-07-06
Clarendon	Mr. G.R. Taylor, B.Sc (Hons), pc	Dep. Supt.	2 days w.e.f 2018-06-29 & 2 days w.e.f 2018-07-13
Motorized Patrol	Mr. C.A. Green, M.Sc, B.Sc (Hons), Dip.Ed.(Hons), pc	Dep. Supt.	7 days w.e.f 2018-07-20
NIB(Area 5 Hq.)	Mr. O.E. Lewis, pofcc, pcj	Dep. Supt.	7 days w.e.f 2018-07-20
Manchester	Ms. E.A. Smith, B.Ed(Hons),pc	Dep. Supt.	3 days w.e.f 2018-06-29
IOC	Mr. E.G. Samuels, psotc.	Dep. Supt.	9 days w.e.f 2018-07-09
Motorized Patrol	Ms. J.I. Rowe	Dep. Supt.	6 days w.e.f 2018-07-30
Narcotics	Mr. C.L. Faulkner, pc	Dep. Supt.	3 days w.e.f 2018-07-26
MOCA	Mr. R.R. Reid, pcj	Dep. Supt.	8 days w.e.f 2018-08-15
Protective Services	Mr. L.A. Wilson	Dep. Supt.	7 days w.e.f. 2018-07-31
St. Ann	Mr. R.G. Taylor, pofcc	Dep. Supt.	12 days w.e.f 2018-08-21
St. Catherine 'S'	Ms. N.J. Simms, BBA (Hons), psjcc (s), AFI, pjsc.	Asst. Supt.	2 days w.e.f 2018-07-06
Westmoreland	Mr. R.I. Gordon, LLB, LEC, AFI	Asst. Supt.	8 days w.e.f 2018-07-10

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Leave (Cont'd)

Vacation

Narcotics	Mr. D.F. Daley, LLB (Hons), LEC, A.Sc, psotc, pc	Supt.	14 days w.e.f 2018-08-07
NPCJ	Mr. E.L. Thompson, B.Ed (Hons), Dip. Ed.	Supt.	16 days w.e.f 2018-07-26
Hanover	Ms. S.E. Beeput, M.Sc, BA (Hons), Dip. HRM, pc	Supt.	50 days w.e.f 2018-07-17
St. Elizabeth	Ms. C.M. Lord, B.Ed, psotc	Supt.	50 days w.e.f 2018-08-17
Portland	Ms. S. Green	Dep. Supt.	40 days w.e.f 2018-07-13
St. Andrew 'S'	Mrs. E.M. Halliman-Watson, A.Sc,	Dep. Supt.	70 days w.e.f 2018-09-07
St. Andrew 'S'	Ms. C.J. Golding	Asst. Supt.	35 days w.e.f 2018-07-27

Amendment

Reference Force Orders No. 3708, Part II, Sub. No. 3(4) dated 2018-06-28, the **vacation leave** appearing for Mr. A.H. Shakes, Dep. Superintendent as 10 days with effect from **2017-07-20** is amended to read 10 days with effect from **2018-07-20**.

Recreational Leave

Area 4 Hq.	Mr. D.S. Watkis, MA, M.Sc., Dip. Mktin.	Asst. Comm.	10 days w.e.f 2018-06-12
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Resumption

The undermentioned resumed off vacation leave on the date shown:-

2018-06-22	SIB	Mr. E.W. Nelson, M.Sc., B.Sc. (Hons)	Asst. Commissioner
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21. Courses of Instruction

Strategic Security Studies

The undermentioned pursued a course in Strategic Security Studies at the National Defense University, Washington DC, USA from July 2017, to June 2018, and was awarded the Master of Arts Degree:-

Area 4 Hq.	Mr. D.S. Watkis, MA, M.Sc., Dip. Mktin.	Asst. Commissioner
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***NB. On behalf of all members of the Force, heartiest congratulations.***

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Courses of Instruction (Cont'd)

International Security and Combating Terrorism

The undermentioned pursued a course in International Security and Combating Terrorism at the National Defense University, Washington DC, USA from July 2017, to June 2018, and was awarded the College's War College Diploma:-

Area 4 Hq. Mr. D.S. Watkis,  
MA, M.Sc., Dip. Marketing Asst. Commissioner

Seminar - Highway Safety

The undermentioned attended a Highway Safety Seminar at the Treadways Command Centre, Linstead, St. Catherine from 2018-04-11 to 2018-04-12:-

Traffic Hq. Mr. P.M. Wray, pcj Superintendent

**Sub. No. 2 INSPECTORATE**

4. Retirement

Kingston 'E' Inspector L.A. Rumble, pcj, is permitted to retire from the Force with effect from 2018-03-01 (A19/R639)

21. Course of Instruction

Seminar - Highway Safety

The undermentioned attended a Highway Safety Seminar at the Treadways Command Centre, Linstead, St. Catherine from 2018-04-11 to 2018-04-12:

Traffic Hq. Inspector H.A. Page, pcj

**Sub. No. 3 OTHER RANKS**

2. Promotion

To be Sergeants w.e.f 2018-07-02

12242	W/Cpl. J.A. Chambers	Clarendon
9922	Cpl. K.D. Brown	NPCJ (DWTT)
11037	Cpl. C.A. Elliott	NPCJ (DWTT)
10715	W/Cpl. A.R. Wedderburn	NIB (Imm. Invest. Unit)
14528	W/Cpl. S.S. Hassock, M.Ed., B.Tech, A.Sc, Dip.Ed.	NPCJ
13359	Cpl. J.W. Betty	NPCJ
12740	W/Cpl. S.A. Morgan, Dip. PE	NPCJ
10842	W/Cpl. J.E. Taylor	St. James
11601	Cpl. R.A. Brooks, BA (Hons)	Manchester
10310	D/Cpl. J.A. Hanson	MID
7154	D/W/Cpl. E.R. Elliston	MID
11642	W/Cpl. L.N. Redden, B.Ed. (Hons)	Motorized Patrol
11633	W/Cpl. D.K. Gordon	Motorized Patrol

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Promotion (Cont'd)

To be Sergeants w.e.f 2018-07-02

10536	Cpl. A.D. Knight, B.Sc	Narcotics
10935	D/W/Cpl. M.S. Hewitt, B.Sc (Hons), A.Sc.	Narcotics
10931	W/Cpl. K.R. Harrison	Narcotics
13369	Cpl. C.I. Daley	NIB
12244	D/W/Cpl. M.L. Ingleton, Dip. Ed.	NIB
11414	D/W/Cpl. S.S. Smith	NIB
10418	D/Cpl.L.O. Bernard	NIB
7580	D/Cpl. H.B. Hall, B.Sc.	NIB
11373	D/Cpl. J.G. Whilby, A.Sc. (Hons)	NIB
9256	D/W/Cpl. J.F. Fagan	NIB
10973	D/Cpl.C.H. Burgher	PSD
12155	W/Cpl. M.A. Smith, BBA (Hons)	PSD
9793	Cpl. R.A. Pearson	PSD
12158	D/W/Cpl. K.M. Walker	St. Catherine 'N'
9609	D/W/Cpl.V.T. Reid	St. Elizabeth
6796	Cpl. L.G. Grant	Traffic Hq.
9795	Cpl. W.C. Perry, B.Sc (Hons)	Training Branch
14385	Cpl. L.L. Morgan, B.Ed (Hons), A.Sc., Dip.Ed.	Area 3 HQ
10724	Cpl. L.A. Anderson, B.Sc (Hons)	CP's Office
12824	D/Cpl. O.D. Salmon, BBA (Hons),A.Sc., AFI, Dip.Bus.Stds.	C-TOC
14099	Cpl. D.D. Gordon, B.Sc., A.Sc.	C-TOC
13726	Cpl. M.A. Goode	C-TOC
14004	D/W/Cpl. G.S. Frazer B.Ed (Hons)	C-TOC
14125	D/Cpl. A.T. Brown, MBA, B.Sc., Dip. Span.	OCID
15173	D/W/Cpl. N.S. Patterson, B.Sc	Area 1 Hq. (MID)
14254	D/Cpl.S.K. Fagan, BA (Hons)	MOCA
14616	D/Cpl.P.A. Lindsay, B.Ed. (Hons)	MID
13092	W/Cpl. K.T. Grant, B.Ed. (Hons), Dip. Ed.	NPCJ
13212	W/Cpl. N.N. Ross, B.Sc (Cum Laude), A.Sc.	Operations
15008	Cpl. H.D. Lewis, B.Sc (Hons)	PSD
13895	W/Cpl. J.S. Williams	PRDB
13939	Cpl. M.A. Robinson, B.Sc (Hons)	PRDB
9711	Cpl. O.G. Wyndham, A.Sc (Cum Laude), Dip. Mgnt. St.	Manchester
14189	W/Cpl. T.A. Wilson, B.Sc (Cum Laude), A.Sc.	St. Andrew 'C'
15025	D/Cpl.D.J. Ewers, B.Sc (Hons), A.Sc.	St. Andrew 'N'
14194	W/Cpl. V.Y. Shaw, B.Sc (Hons)	St. Andrew 'S'
13888	W/Cpl. M.S. Morgan, B.Sc.	St. Catherine 'N'
14213	D/Cpl.A.P. Whyte, BBMS	NIB (St. James DIU)
14907	Cpl. D.A. Jones, BBA (Hons)	Ports (St. James)

To be Corporals w.e.f 2018-07-02

13257	W/Cons. V.R. Williams, BA. (Hons)	Chaplaincy Serv. Br.
13164	Cons. J.N. Gordon	CISOCA
11374	Cons. K.D. White	Kingston 'W'
13106	W/Cons. L.D. Miur	Manchester

**FORCE ORDERS (CONT'D)**

**5<sup>TH</sup> JULY, 2018**

**SERIAL NO. 3709**

Promotion (Cont'd)

To be Corporals w.e.f 2018-07-02

13042	W/Cons. S.C. Crosse, B.Sc (Cum Laude), A.Sc.	Manchester
13385	Cons. O.W. Salmon	Manchester
11447	Cons. L.K. Bennett	Manchester
14579	Cons. M.R. Williams, B.Sc.	Manchester
12701	Cons. R.L. Henry	Mobile Reserve
13217	W/Cons. R.N. Wilson, B.Sc., A.Sc.	Motorized Patrol
12927	W/Cons. A. Henry	Motorized Patrol
13302	D/Cons. O.M. Williams	Narcotics
13526	D/Cons. C.A. Hewitt	Narcotics
12708	D/Cons. N.A. Leslie, B.Sc. (Hons), Dip. ISL	NIB
13019	Cons. G.K. Mattis	PSD
13877	W/Cons. K.N. Bramwell	St. Andrew 'C'
13830	D/W/Cons. A.L. Roland	St. Andrew 'C'
13886	D/W/Cons. A.A. Archer	St. Andrew 'C'
12795	Cons. M.S. Henry	St. Andrew 'N'
13041	D/W/Cons. S.S. Christian	St. Elizabeth
12965	W/Cons. S.N. Edwards	St. Elizabeth
12804	Cons. C.O. Julal	St. Thomas
11292	Cons. M.G. Whyte	Traffic Hq.
13221	Cons. A.C. Robinson	Trelawny
13958	Cons. M.A. Mendez	Trelawny
13845	D/W/Cons. N.N. Haffenden	TSD (Area 1)
13843	D/Cons. D.O. Haye	St. Catherine 'N'

*These are the remaining members deemed suitable for promotion from the Selection Procedure 2014 following a refresh of the process of vetting for conduct and assessment for performance.*

*These Sub-Officers are on six (6) months probation from the date of promotion and a report must be submitted by their Commanding Officers in accordance with Regulation 24(5) of the Police Service Regulations, 1961. Congratulations!*

4. Discharge

Retirement

Amendment

Reference Force Orders No. 3708, Part II, Sub. No. 3(4) dated 2018-06-28, the **regulation number and name** appearing as No. **4607 Sgt. D. Miller** is amended to read No. **4667 Sgt. J.D. Miller**.

Resignation

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

**2017-11-25**

Kingston 'E' 13541 D/Cons. M.A. Malcolm, with pay to 2017-11-24 (A19/M2435)

**2018-04-20**

Clarendon 18710 W/Cons. S.A. Jemison, with pay to 2018-04-19 (A19/J1005)

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**FORCE ORDERS (CONT'D)**

**5<sup>TH</sup> JULY, 2018**

**SERIAL NO. 3709**

10.	<u>Transfer w.e.f 2018-07-09</u>	<u>From</u>	<u>To</u>
19557	Cons. A.A. Brown	Ports	St. James

**Amendment**

Reference Force Orders No. 3708, Part II, Sub. No. 3(10) dated 2018-06-28 the transfer appearing for No. 19776 Cons. S.L. Headlam from **St. Thomas** to **Hanover** is amended to read **St. Thomas** to **Kingston 'W' (ZOSO)**.

***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.***

17. Courses of Instruction

**Seminar - Highway Safety**

The undermentioned attended a Highway Safety Seminar at the Treadways Command Centre, Linstead, St. Catherine from 2018-04-11 to 2018-04-12:

Traffic Hq.	10933	W/Cpl. A.N. Henry
Traffic Hq.	10053	Cpl. N.O. Mills
Traffic Hq.	6796	Cpl. L.G. Grant
Traffic Hq.	10606	Cpl. A.N. Pinnock, B.Sc., A.Sc.
Traffic Hq.	13255	W/Cons. S.K. Stamp
Traffic Hq.	13712	Cons. D.O. Johnson
Traffic Hq.	8050	Cons. D.H. Johnson
Traffic Hq.	8235	Cons. S.M. Lewis
Traffic Hq.	11710	D/Cons. D.D. Skyers, A.Sc.
Traffic Hq.	14426	Cons. W.W. Wilson
Traffic Hq.	12084	Cons. L.K. Chirangeesingh
Traffic Hq.	17835	Cons. G.A. Robinson
Traffic Hq.	14325	Cons. L.L. Brown
Traffic Hq.	11456	Cons. H.X. Brown
Traffic Hq.	13747	Cons. K.D. Rize
Traffic Hq.	14489	Cons. R.O. Allen

**Upgrading Driving and Maintenance**

The undermentioned attended an Upgrading, Driving and Maintenance Course at the National Police College of Jamaica, Faculty of Operations and Skills Management, Twickenham Park, St. Catherine, from 2017-08-23 to 2017-10-06:-

Mobile Reserve	301	Sgt. A.W. Parke
Mobile Reserve	9547	Cpl. N.K. Blair
Mobile Reserve	11365	Cpl. D.F. Smith
Mobile Reserve	7833	Cpl. E.B. Gardner
Mobile Reserve	14780	Cons. H.A. Reid
Mobile Reserve	14367	Cons. K.L. Kerr
Mobile Reserve	13776	Cons. A.D. Barnett
NPCJ (DWTT)	14757	Cons. E.F. Clarke
Mobile Reserve	14733	Cons. A.R. Moodie
Mobile Reserve	13724	Cons. M.M. Grandison
St. Ann	10234	Cons. D.O. Jarrett
Mobile Reserve	18364	Cons. D.K. Williamson

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**FORCE ORDERS (CONT'D)**

**5<sup>TH</sup> JULY, 2018**

**SERIAL NO. 3709**

23. **Special Services: Appointment**

The undermentioned were appointed to drive class 'A' Force vehicles with effect from 2017-10-09:-

Mobile Reserve	301	Sgt. A.W. Parke
Mobile Reserve	9547	Cpl. N.K. Blair
Mobile Reserve	11365	Cpl. D.F. Smith
Mobile Reserve	7833	Cpl. E.B. Gardner
Mobile Reserve	14780	Cons. H.A. Reid
Mobile Reserve	14367	Cons. K.L. Kerr
Mobile Reserve	13776	Cons. A.D. Barnett
NPCJ (DWTT)	14757	Cons. E.F. Clarke
Mobile Reserve	14733	Cons. A.R. Moodie
Mobile Reserve	13724	Cons. M.M. Grandison
St. Ann	10234	Cons. D.O. Jarrett
Mobile Reserve	18364	Cons. D.K. Williamson

**Sub. No. 4 CADETS**

**NIL**

**Sub. No. 5 POLICE AUXILIARIES**

**NIL**

**ISLAND SPECIAL CONSTABULARY FORCE**

**OFFICERS**

**NIL**

**INSPECTORS**

**NIL**

**OTHER RANKS**

**NIL**



FORCE ORDERS (CONT'D)

5<sup>TH</sup> JULY, 2018

SERIAL NO. 3709

DISTRICT CONSTABLES

Retirement

2018-05-26	82008	Westmoreland	Dist. Cons. C. Cooper	(A15/C282)
2018-06-05	82056	Clarendon	W/Dist. Cons. S.E. Ricketts	(A15/R258)

Resignation

2018-02-13	81851	St. Mary	W/Dist. Cons. P. Shaw	(A15/S495)
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Major General Antony Anderson, CD,  
ADC, JP, MDA, B.Eng (Hons.), psc  
Commissioner of Police  
The Jamaica Constabulary Force

Per:



Mr. Richard G. Stewart  
LLB (Hons), M.Sc., B.Sc. (Hons.)  
Attorney-at-law, psc  
Assistant Commissioner of Police  
(ADMINISTRATION BRANCH)

## APPENDICES

### APPENDIX 'A' JAMAICA CONSTABULARY FORCE INVESTIGATION OF ACCIDENTS/OTHER INCIDENTS INVOLVING SERVICE VEHICLES TO FORCE ORDERS NO. 3709 DATED 2018-07-05



#### **JAMAICA CONSTABULARY FORCE INVESTIGATION OF ACCIDENTS/OTHER INCIDENTS INVOLVING SERVICE VEHICLES**

##### **1. Definition of Terms**

- 1.1 Accident involving service vehicle:** an event involving a collision or overturn which is not deliberate and which may result in one or any combination of the following: 1) injury and/or death of occupant or third party; 2) damage to service vehicle and/or other vehicles; or 3) damage to other property.
- 1.2 Other incidents:** any other event, unexpected or otherwise, which is not an accident, and include but not limited to: acts of God, larceny, malicious destruction of property, damage caused by faulty internal electrical wiring or any other damage or deficiency which is not part of or occasioned by an accident.
- 1.3 Service vehicle:** vehicle owned by the Jamaica Constabulary Force, whether marked or unmarked, for the undertaking of official police duties.
- 1.4 Classes of service vehicles:** include 1) Class A for heavy duty service vehicles such as trucks and tractors; 2) Class B for service vehicles such as Coaster and Hiace busses, and 3) Class C for motorcars not including Classes A and B.
- 1.5 Force driver:** any member of the JCF (whether sworn or unsworn) and its auxiliary who has been trained, certified and authorized by the Commissioner to drive service vehicle(s) of specified class(es), and who has in force, at the time of driving, a valid drivers' licence issued by the Government of Jamaica.
- 1.6 Authority to drive service vehicles:** an instruction or permission issued by the officer in command of a division to which a vehicle is assigned for a Force driver to drive a service vehicle on a specified day, date and time, and for official police duties.
- 1.7 Official police duties:** any duty authorized by the Commissioner of Police or any officer to which this function is delegated or in execution of the duties of the office of constable.
- 1.8 Unauthorized passenger:** any passenger who is: 1) not a member of the security forces; 2) not involved, has an interest, or connected in any manner to a matter relevant to the office of constable; or 3) not granted permission by the officer in command of the division to which the respective service vehicle is attached to ride in that service vehicle. **NB** This does not include members of the Jamaica Defence Force, Municipal Police, Justices of the Peace, Certifying Officers or other personnel operating in the course of law enforcement operations.

##### **2. Background**

- 2.1** The procedures for investigating and reporting of accidents involving force vehicles as previously promulgated vide Force Orders No.3357 dated 2011-10-06 is superseded by this policy and standard operating procedures (SOP). This policy and SOP is in keeping with the requirements of Section 26 of the Financial Administration and Audit Act, 2012 and the Government of Jamaica (GOJ) Revised Comprehensive Motor Vehicle Policy for the Public Sector (June 19, 2017).

## APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

- 2.2 Additionally, this policy seeks to consolidate the management (including reporting requirements) of all accidents and incidents involving service vehicles for efficiency, and to promote/optimize frugality in the operations of all service vehicles.

### **3. Policy Statement**

- 3.1 The Jamaica Constabulary Force reiterates its commitment to the prudential management of service vehicles, and as such, will take all necessary steps in order to minimize the risk of loss, damage or deficiency of its fleet, and to ensure efficiency in its operation. It is the policy of the JCF that:
- 3.1.1 all service vehicles shall only be used for official police duties;
  - 3.1.2 only Force Drivers shall be allowed to drive service vehicles;
  - 3.1.3 no unauthorized passenger shall be conveyed in service vehicles, given the possibility of government's liability in cases of accidents;
  - 3.1.4 where permission is given to convey persons other than security services personnel, an entry must be made to the effect in the Station Diary;
  - 3.1.5 responsibility for the investigation of accidents/other incidents involving service vehicles rests with the officer in command of the division where the accident or incident occurred;
  - 3.1.6 in the event of an accident, the Force driver may immediately be relieved of driving duties, taking into account his/her mental, physical and emotional well-being at least forty-eight (48) hours from the time the accident would have occurred;
  - 3.1.7 after an accident/other incident in which there is injury or damage, the service vehicle involved shall immediately be taken out of service; and
  - 3.1.8 all service vehicle accidents/other incidents shall be investigated by a sub-officer not below the rank of sergeant.

### **4. Scope**

This policy and standard operating procedures shall apply to all sworn and unsworn members of the JCF and its auxiliaries.

### **5. Procedure after an Accident/other Incident**

#### **5.1 Responsibility of Force Driver after an accident**

- 5.1.1 Under **no circumstance** should the Force driver declare responsibility or accept liability to a third party for any damage caused by the accident.
- 5.1.2 Following an accident involving a service vehicle, and where practicable, the Force driver shall:
  - 5.1.2.1 immediately report the accident to the Police Emergency Communication Centre (PECC) and the police station in the area in which the accident occurred;
  - 5.1.2.2 make an entry in the service vehicle log book, detailing the following:
    - a) how the accident occurred;
    - b) physical evidence of damage to service vehicle and/or other property;
    - c) complaint(s) of injury;
    - d) condition of spare parts and accessories, such as tires, battery, lug tools, radios; and
    - e) where possible, retain photographs of vehicle, spare parts and accessories;

APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

- 5.1.2.3 retrieve and hand over service vehicle log book and photographs retained to the officer in charge of the division to which the vehicle is assigned;
- 5.1.2.4 complete and sign *the Accident Data Form (see Appendix 1)*, ensuring that the details of the other vehicle(s) and party(ies) involved in the accident are ascertained;
- 5.1.2.5 be available to be breathalyzed within four (4) hours;
- 5.1.2.6 hand over the service vehicle, keys and all spare parts and accessories to the station officer; and
- 5.1.2.7 submit statements of the accident to the investigating officer within twenty-four (24) hours or the earliest possible time.

**5.2 Responsibility of Investigating Officer after an accident/other incident**

- 5.2.1 In the case of an accident, the investigating officer shall:
  - 5.2.1.1 where possible, immediately arrange for the drivers to be breathalyzed within four (4) hours;
  - 5.2.1.2 arrange for the serving of warning notices of intended prosecution, where necessary;
  - 5.2.1.3 arrange for the vehicle(s) to be examined by a Certifying Officer within twenty four (24) hours or on the first working day, if the accident occurs on a weekend or public holiday. A report from the Certifying Officer must be on the completed case file;
  - 5.2.1.4 arrange for the Accident Investigation and Reconstruction Unit (AIRU) to assist with the investigation and obtain a technical report to be included on the completed case file;
  - 5.2.1.5 record whether or not emergency signals (light/siren) were being used at the time of the accident. The circumstance of the emergency must be stated in the initial report. If emergency signals were used, the PECC or Supervision Log authorizing usage must also be included on the case file;
  - 5.2.1.6 in the event the Force Driver is not able to hand over the force vehicle, keys and all spare parts and accessories to the Station Officer, due to injuries and/or incapacitation resulting from the accident, the investigating officer should arrange for the safe custody of these items to the station officer;  
**NB. The station officer in this instance is where the service vehicle is assigned.**
  - 5.2.1.7 where possible, collect statement from the driver(s), passenger(s) and all witness(es); and
  - 5.2.1.8 within twenty-four (24) hours, submit an initial report along with the completed and signed **Accident Data Form** to the officer in charge of the division in which the accident occurred. This report must include, *inter alia*:
    - a) results from the breathalyzer test;
    - b) the circumstances of the emergency (if apply);
    - c) the circumstances of the accident;
    - d) list of spare parts and accessories secured from the service vehicle;
    - e) name(s), address(es) and contact of interested/affected party(ies); and
    - f) submission as to the party responsible for the accident, where possible.

**APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05**

5.2.2 In any other incident which results in the loss or damage of a service vehicle, the investigating officer shall:

5.2.2.1 take all necessary steps to retrieve/secure vehicle, spare parts and accessories;

5.2.2.2 collect statement from the last driver and/or witness(es);

**5.3 Responsibility of officer in charge of the division in which the accident/other incident occurred**

5.3.1 After an accident/incident involving a service vehicle, the officer in charge of the division in which the accident/incident occurred shall, in the case of an accident:

5.3.1.1 within twenty-four (24) hours, submit a report accompanied by the completed '**Accident Data Form**' to the Assistant Commissioner of Police, Services Branch and copied to the Senior Superintendent of Police, Traffic and Highway Patrol Division and Deputy Commissioner, Inspectorate of Constabulary (IOC). This report must contain, *inter alia*:

- a) an informed opinion of the cause of the accident/other incident;
- b) make appropriate recommendation to include suspension from driving and cessation of Driving Allowance as deemed fit based on the evidence/information obtained from the initial investigation; and
- c) names of person(s) against whom legal proceedings may be instituted;

5.3.1.2 within twenty-four (24) hours, inform the officer in command of the division/formation to which the vehicle is assigned of the accident/incident;

5.3.1.3 within seven (7) days, submit a written report, giving details of the accident, including, where applicable, fatalities, injuries, the extent of damage to the Force vehicle, an informed opinion on whether the Force driver was at fault and any other property involved, together with the names of interested insurance companies to the Assistant Commissioner of Police, Services Branch. This report shall also state the following: action taken; proposed action(s); possibility of a civil action against the Force; and whether or not the other party has expressed willingness to pay for the cost of repairs to the Force vehicle;

5.3.1.4 where necessary a completed accident investigation file must be submitted to the Clerk of Courts for a ruling within two months from the date of the accident;

5.3.1.5 where the file is submitted to the Clerk of Courts for a ruling, charges should not be preferred until the ruling is obtained;

5.3.1.6 send copy of the investigation file to the Deputy Commissioner of Police, Inspectorate of Constabulary, who has oversight for the investigation; and

5.3.1.7 In out of court settlement, consideration should be given to recover costs for repairs, loss of use of the vehicle and wrecking fees.

5.3.2 Accident files within the Corporate Area must be forwarded to the Senior Superintendent of Police in charge Traffic and Highway Patrol Division who will obtain the ruling of the Clerk of the Traffic Court.

**5.4 Responsibility of officer in charge of the division to which a Force driver involving in an accident/incident is attached**

5.4.1 The officer in charge of the division to which a Force driver who is involved in an accident/other incident is attached shall:

APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

- 5.4.1.1 in the case of an accident, relieve the Force driver of all driving duties for a period of forty-eight (48) hours. Once the preliminary investigation indicates that the Force driver is not likely to be at fault, the Commanding Officer may allow the driver to continue active driving duties after the forty-eight (48) hours have expired;
- 5.4.1.2 once it has been determined that the Force driver is or is likely to be at fault, and the forty-eight (48) hours have expired, warn the force driver, in writing, of intention to suspend him from driving duties and allowances;
- 5.4.1.3 allow the force driver to respond in writing within seven (7) days of receipt of the notice;
- 5.4.1.4 within 48 hours of receipt of the response, submit file with your warning and the response of the Force driver to IOC with recommendation whether or not to suspend the driver from driving duties and allowances;
- 5.4.1.5 where IOC directs that the member should be, serve the affected Force driver a *Notice of Suspension from Driving Duties and Driving Allowances (Appendix 2)*. In any event, a member shall not be relieve from driving duties for a period exceeding fourteen (14) days unless that member is served the prescribed notice;
- 5.4.1.6 submit a copy of the *Notice of Suspension from Driving Duties and Driving Allowances (Appendix 2)* to the Principal Officer, JCF Finance Branch; the Senior Director, Human Resource Management and Development Branch; and the Assistant Commissioner; Administration Branch; and
- 5.4.1.6.1 in case where the Force driver accepts liability and there is no third party involved, coordinate through the Services Branch, Legal Affairs Division and the Principal Director, JCF Finance Branch on any agreement, which must be by way of written contract, with the Force driver to settle out of court.
- In out of court settlements, consideration should be given to recover costs for repairs/replacement of unit, loss of use of the vehicle and wrecking fees. Additionally, where applicable, the Force driver must produce evidence that he/she has made arrangement with the appropriate Government agency in cases where there are damage/destruction of road furniture such as traffic signal, light poles, barriers/guardrails etc.
- The Commissioner of Police reserves the right to waive the loss of use and wrecking fee charges having regard to the circumstance of the accident and the conduct of the member.
- 5.4.1.6.2 The member shall not be returned to active driving or be paid associated allowances until the completion of a thorough review by the Inspectorate of Constabulary and instruction is given by the Commissioner of Police.

**Responsibilities of Inspectorate of Constabulary (IOC)**

- 5.4.2 In every case of accident to a force vehicle, the Deputy Commissioner, Inspectorate of Constabulary will liaise with the Assistant Commissioner of Police in charge Services Branch and the officer in charge of the division in which the accident occurs and assume the following monitoring and procedural responsibilities:
- 5.4.2.1 Ensure that investigations are conducted impartially and that all relevant facts surrounding accidents are ascertained.
- 5.4.2.2 Ensure that the driver(s) are suspended from driving where necessary and suspension notices are properly endorsed.

**APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05**

- 5.4.2.3 Ensure that warning notices of intended prosecution are served promptly on both police and civilian drivers and properly endorsed.
- 5.4.2.4 Ensure that initial reports of accidents are made within twenty-four (24) hours and are submitted.
- 5.4.2.5 Ensure that the advice of the Clerk of Courts or other law officers of the Crown is sought where necessary.
- 5.4.2.6 Ensure that where necessary disciplinary proceedings are instituted.

**5.5 Responsibility of officer in charge Services Branch**

**5.5.1.1.1** The officer in charge of Services Branch shall:

- 5.5.1.2 submit to the Financial Secretary, Ministry of Finance and Planning and the Auditor General Department, a 'Monthly Return' of all accidents and other incidents involving service vehicles in the JCF. The 'Monthly Returns' shall include:
  - a) comprehensive reports and associated *Accident Data Forms* in respect to all accidents involving service vehicles
  - b) comprehensive reports on all other incidents involving service vehicles
  - c) an estimate of the cost to repair service vehicle(s)
- 5.5.1.3 Give instructions for repairs to force vehicles damaged in accidents to the division/formation concerned.
- 5.5.1.4 coordinate through the Attorney General, Legal Affairs Division and the Principal Financial Officer, JCF Finance Branch on any agreement, which must be by way of written contract, in instances where a third party has accepted liability and is willing to settle out of court.

**6. GENERAL PROCEDURE**

- 6.1 All repairs to service vehicles must be done at a garage approved by the Services Branch.
- 6.2 On no account will repairs be carried out without the expressed approval of the Assistant Commissioner of Police, Services Branch, or the Senior Superintendent of Police, Transport Management and Maintenance Division.
- 6.3 After a force vehicle has been repaired, it must not be returned to service before it has been inspected and certified by the officer in charge Transport Management and Maintenance Division or an officer assigned by him/her as having been satisfactorily repaired.
- 6.4 Disciplinary action may be taken as deemed appropriate by the Commissioner of Police
- 6.5 The Force driver may be barred from driving duties and associated allowances
- 6.6 All persons suspended from driving duties and allowances for a period of five years or more, shall be referred for special training in driving and maintenance and assessed at the end of the course.
  - 6.6.1 In cases where persons are charged, the Officer in charge of the division in which the accident/other incident occurred shall:
    - 6.6.1.1 seek guidance from the JCF Legal Affairs Division regarding application for the award of cost for repair/replacement of service vehicle;

**APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05**

- 6.6.1.2 obtain cost of repairs or replacement of service vehicle
- 6.6.1.3 personally attend court whenever a person is charged and being tried in respect to accident/other incident involving service vehicle. Where he is unable to attend, another gazetted officer or an inspector will be deputed by him to attend.
- 6.6.1.4 make an application to the court for an award of the cost for repairs or replacement of service vehicle; and
- 6.6.1.5 if the court, in its discretion, does not award the cost for repairs, the file should be sent to the Assistant Commissioner of Police, Administration Branch for the advice of the Honourable Attorney General to be obtained.

**6.7 Compensation for Damage & Recovery of Loss of Use from liable and/negligent Force drivers**

- 6.7.1 Where a Force driver is found liable and negligent
  - 6.7.1.1 The full cost or a portion thereof to repair the service vehicle and the other party's vehicle and/or property involved in the accident, must be recovered from the Force driver
  - 6.7.1.2 The force driver may be required to compensate for the loss of use of the service vehicle
  - 6.7.1.3 Prior to recovery, the Commissioner of Police shall submit the recommendation from the Attorney General for the recovery of the loss to the Ministry of Finance for approval.

CONFIDENTIAL



**APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05**

**APPENDIX A – ACCIDENT DATA FORM**

Date of Accident	Time of Accident	Accident Location	
Name of Government Driver		Name of Passengers in Government Vehicle	
Driver's Licence No.			
Expiry Date			
Government Vehicle Type	Government Vehicle Make/Model	Government Vehicle Licence Plate Number	
<b>PARTICULARS OF OTHER VEHICLE(S) INVOLVED IN THE ACCIDENT</b>			
	<b>Vehicle 1</b>	<b>Vehicle 2</b>	<b>Vehicle 3</b>
Licence Plate Number			
Vehicle Make/Model			
Name of Driver			
Driver's Licence Number			
Driver's Licence Expiry Date			
Name of Insurer			
Insurance Certificate Expiry Date			
Certificate of Fitness Expiry Date			
Motor Vehicle Registration Certificate Expiry Date			
Name of Persons Injured			
Other Property(ies) Damaged			

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05**

**APPENDIX 2: Notice of Suspension from Driving Duties and Driving Allowances**

**Jamaica Constabulary Force  
Notice of Suspension from Driving Duties and Driving Allowances**

This serves to notify you, \_\_\_\_\_, that you are suspended  
(Name of Force driver)  
from driving duties and will cease earning driving allowances for \_\_\_\_\_ hours/days  
from \_\_\_\_\_ am/pm on \_\_\_\_\_  
(DD/MM/YYYY)

\_\_\_\_\_  
Signature of Commanding Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Force Driver

\_\_\_\_\_  
Date

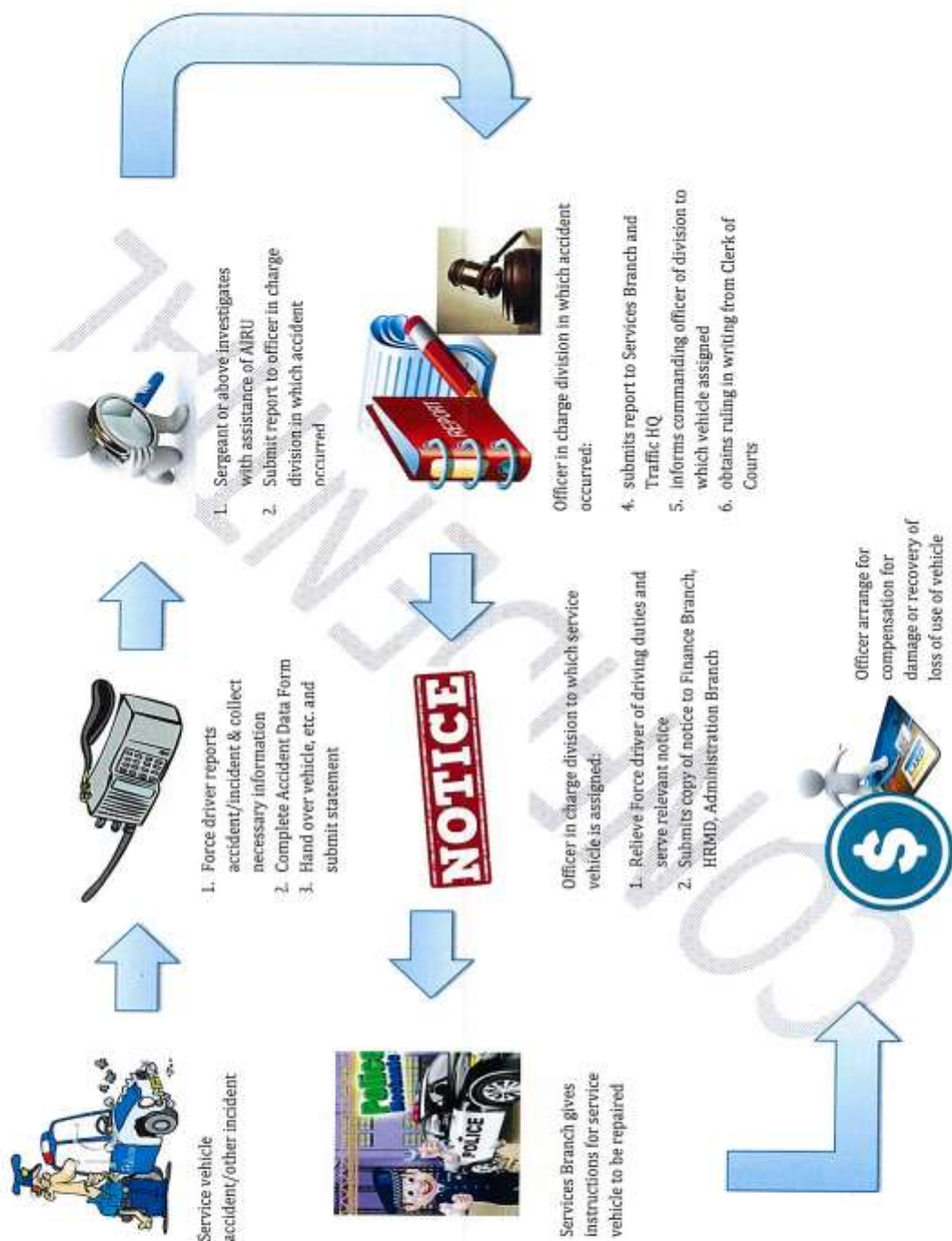
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

CONFIDENTIAL

APPENDIX 'A' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

APPENDIX 3: Service Vehicle Accident Investigation Flow Chart



**APPENDIX 'B' LOCK-UP ADMINISTRATION POLICY AND PROCEDURES  
TO FORCE ORDERS NO. 3709 DATED 2018-07-05**

**LOCK-UP ADMINISTRATION POLICY AND PROCEDURES**

Revised and updated August 14, 2014, Next Revision: August 2016

**I. BACKGROUND:**

The Jamaica Constabulary Force 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, all Policies and Standard Operating Procedures (SOPs) governing Lock-up Administration has been consolidated into one Lock-Up Administration Policy and Procedure. This policy includes publications from Force Orders 2310 dated April 9, 1992; F.O. 2521 dated September 28, 1995; F.O. 3366 dated December 8, 2011; F.O. 3393 dated June 14, 2012, F.O. 3410 dated October 11, 2012 and extract from the International Convention Governing Interrogations and Detention of Prisoners, (Geneva 1955).

**II. POLICY STATEMENT:**

1. The Jamaica Constabulary Force (JCF) is responsible for the proper management of all police lock-ups and the safety and welfare of all prisoners in police custody.
2. The police lock-up is the recognized place provided for the safe custody of persons in police custody.
3. Lock-up is a place provided for the confinement of persons:
  - a. awaiting trial;
  - b. remanded in custody;
  - c. sentenced to a short term imprisonment;
  - d. detained otherwise by due process of law.
4. The purpose of this Order is to regulate the administration and management of police lock-ups.

**III. PURPOSE**

The purpose of this policy is to:

1. To ensure that responsible officers and personnel working within the Lock-up System fully complies with the policies and Standard Operating Procedures governing safe custody of officers are held accountable for the provision of the proper management, safe custody and welfare of all prisoners within their facilities.
2. To ensure that 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 procedures and all other Force policies and regulations treating on the human rights, care and safety of persons during any form of interaction.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

**IV. RESPONSIBILITIES AND DUTIES**

Divisional Commanders, Administrative Officers, Custody, Detention and Courts Officer (Custody Officers) and Sub- Officers in charge of stations that houses lock-up, are charged with specific responsibilities and duties under this policy and will be held accountable for any breach on their part and for failing to take the necessary disciplinary action for non - compliance by subordinates.

It is expected that the requisite steps will be taken by the aforementioned officers to ensure the safety and effective management of prisoners in police custody. All necessary steps must be taken to reduce overcrowding through strict compliance with the Bail Act. Responsible officers must ensure that all detainees are properly processed and released or charged within the timeline stated in this policy, and that persons taken into custody for minor offences are promptly granted bail in accordance with the Bail Act.

**A. Divisional Commander/ Officer**

The Divisional Commander 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.

The Divisional Officer's specific responsible under this policy include:

- I. Satisfying his or herself that the facilities (lockups) are structurally secure - where doubt exists, to register directions that they are not used until rendered safe.
- II. Conducting risk assessment pertaining to internal and external security arrangement and make necessary request for the installation of Close Circuit Monitoring System where none exist.
- III. Ensuring 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 Right. Training must place emphasis on safety and security of staff and prisoners; security rights and the use of physical restraining devices.
- IV. In addition, Divisional Officers are to ensure that all lockups/cells within their 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.

During this 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.*

**B. Administrative Officer**

The Administrative Officer in the division is accountable to the Divisional Commander pursuant to the duties set out below:-

1. Supervise Lock-Ups, Courts and Process in the division.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

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

**C. Custody, Detention and Courts Officer (Custody Officer)**

The Custody, Detention and Courts Officer in the division is accountable to the Divisional Administrative Officer for the reception, detention and supervision of persons taken into police custody, to ensure that such persons human rights are upheld.

*Main duties/responsibilities*

1. To ensure that persons taken into police custody are lawfully arrested/detained by interviewing such person(s) in the presence of the arresting officer.
2. Ensure that arrested persons are released on bail when appropriate and to complete relevant forms.
3. Ensure that arrested persons are aware of their rights and take appropriate action to notify legal representative.
4. Ensure that the relevant station and custody records relating to the arrest/detention are completed and maintained.
5. Ensure that when non-Jamaican citizens are arrested/detained, the appropriate authorities are notified.
6. Ensure that 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.
7. Ensure that detained/arrested persons are facilitated visits.
8. Ensure that arrested/detained persons receive regular meals.
9. Ensure arrested/detained persons do not escape.
10. Ensure that medical attention is given to prisoners when required.
11. Ensure that the highest possible hygiene and health conditions in cells, holding areas and surroundings are maintained.
12. Ensure that where prisoners are removed from cells or holding areas for interview, attendance at Court, etc., they are properly escorted and records made.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

13. Ensure that prisoners attending Court are properly fed and clothed prior to departure.
14. Ensure that adequate arrangements are made for the transfer of prisoners to other penal or correctional institutions.
15. Ensure that children taken into custody are dealt with in accordance with the Care and Protection Act.
16. Ensure that prisoners' records are reviewed daily and all irregularities are reported immediately to senior officers.
17. Ensure that bail bonds, warrants or other required documents accompany the prisoner to Court.
18. Ensure that jail Delivery is prepared for each sitting of the Circuit Court.
19. Assist Lay Visitors during their formal visits to police station.
20. Ensure that they are conversant with all the laws, rules and regulations governing the treatment, procedure and handling of prisoners.
21. Direct, supervise, monitor, develops and train police staff with respect to Custody Officer's duties.

**D. Station Officers/Sub-Officers in-charge Stations/Lockups**

**Sub-Officers in charge of police stations which houses lock-up facilities are deemed to be the chief jailor for that facility, and are accountable to the Custody Officer, Administrative Officer and the Divisional Officer. His/Her main duties and responsibilities include:**

1. Ensuring that all cells are search before admitting prisoners. Search should include: checking grills for loose or insecure bars/ grills, or defective locks, checking apertures or crevices for weapons/drugs, matches, or any other implement or materials that can be used to inflict injury or assist in escapes etc.
2. All prisoners must be thoroughly search before admitting to lockups.
3. All articles of clothing, food, letters etc. taken to lockups by families, relations, friends of prisoners in custody must be search.
4. All entrances and access ways to cells must be kept clear of loose tools, rubble, sticks, metal bars and any other offensive or potentially offensive weapons.
5. Retain safe custody of all cell keys for entrances/exits to the lockups.
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.
7. Cells are kept locked at all times except when prisoners have to be taken out for feeding, ablutions, transportation etc.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

8. Frequent rotation of prisoners in cells is done.
9. Ensure cells are opened only when adequate man power is available, and properly equipped with batons; (NO FIREARMS TO BE TAKEN INTO CELLS)
10. Frequent visits are made to the cells and all prisoners observed to be custody and in apparent good health; and all such visits to be recorded in the appropriate register.
11. Ensuring that appropriate diets are ordered and recorded for all prisoners and they are fed on time.

**V. ADMISSION OF PRISONERS**

- A. 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.
- B. 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 summon be served for minor offences and grant bail providing the identity of the accused person can be ascertained.

**C. Information to be recorded on Prisoner**

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:

- i. the date and time of each entry and the name, rank, number and signature of the person who brought the prisoner into custody;
- ii. name, age, sex, address, occupation of the person in custody;
- iii. the date, time and place of arrest;
- iv. the offence or suspected offence for which the person is arrested
- v. a summary of the circumstances of the arrest;
- vi. 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;
- vii. the condition of the clothing of the person when brought to the lock-up;
- viii. any property taken from the prisoner;
- ix. the name, rank and number of the person who made the arrest.

**D. Station Registers and recording information on Prisoners**

The following station registers will record arrest or detention:

**1. Station Diary**

- i. name of the arresting Constable, and where stationed;
- ii. name, age, sex, address and occupation of the person arrested;
- iii. day, date, time and place of occurrence;
- iv. offence for which arrested or reason for detention;
- v. how the offence was committed;
- vi. physical condition of the person arrested;



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

**2. Charge and Prisoners Property Book**

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).

**3. Visitors Register**

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

**4. Prisoners' Medical Journal**

To record all sickness reported by prisoners in custody at the station.

**5. The Sub-officer in charge station will ensure that all relevant records are completed.**

**6. 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 (Lock-ups) Regulation, dated 10.9.80 shall be followed.**

**D. Other Procedures to be followed on the admission of a prisoner in custody**

- 1. Every prisoner received in custody shall be thoroughly searched before being placed in lock-up.
- 2. A female must only be searched by another female.
- 3. 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.
- 4. All personal property including cash taken from a prisoner shall be carefully 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.
- 5. 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.

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6. 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.
7. 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. 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.

**VI. DETAINEE RECORD, IDENTIFICATION AND PROPERTY**

- A. The Sub-officer in charge lock-ups will maintain records securely with the confidentiality necessary. This function includes prisoner and or detainee records.
- B. 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 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
  5. Records, Policy and Procedures for Records Management are relevant.
- C. The Force receives from outside agencies:
  1. Person or persons detained;
  2. 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.

- D. Procedure for facilitating positive identification and accountability of Prisoner  
To facilitate positive identification and accountability of detainees and agency representatives during this exercise, the following procedure shall be adopted:
  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.;

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

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.

**E. Procedure on the release of Prisoner 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:

1. The Sub-officer in charge lock-ups will ensure that a positive identification is made of all 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.
2. The personal property of each prisoner shall be returned to him upon release from custody;
3. 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;
4. 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;
5. 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.

**F. Procedure for Accepting Article from Visitors for Prisoner**

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. It shall be necessary therefore, to establish a procedure 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:

1. 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;
2. 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;

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

3. 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 sign in the appropriate column and same witnessed by two police personnel. The property shall be labeled/tagged and secured with prisoner's property already in police custody;
4. Unauthorized items include 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;
5. 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.

**VII. CELL SECURITY**

- A. 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.
- B. Precautionary Measures to Minimize Prisoner's Escape from Police Lock-ups

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 that the following precautionary measures are taken:

1. No cell shall be entered without the knowledge of the Sub-officer in charge lock-ups;
2. No single member of staff shall enter an occupied cell;
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 that particular cell;
4. No prisoner shall be appointed orderly and allowed to let out prisoners from their cells;
5. No prisoner shall be allowed to remain in the passage of the cell block without reasonable cause;
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;
7. All doors leading to vacant units, unoccupied cells, or storage rooms inside the when not in use. Doors shall be tested for vulnerability after they are secured;
8. All keys for the lock-ups shall be properly labelled and secured;
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;
10. All unoccupied cells and passages are to be searched for weapons or other contraband before prisoners are placed in them;
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;
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;
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

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therein and prepare a documented report forwarding same through the appropriate channel;

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.
- C. 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.
- D. 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.
- E. 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.
- F. Sub-Officers in-charge stations with lock-ups shall channel their reports through their Custody Officer to their Divisional Officer.
- G. 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.
- H. Access to Lock-up Facilities

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

1. The lock-ups or cell shall be out of bounds to all personnel not required for duty;
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;
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;
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.
5. The Sub-officer in charge lock-ups shall ensure that the presence of persons in the lock-ups does not:
  - a. violate the prisoners' privacy, especially female prisoners;
  - b. impede the administration and operations of the lock-ups;
  - c. prejudice criminal investigation.
- I. Force members or other persons with firearms are strictly prohibited from taking or introducing firearms into lock-ups or cells.
- J. No member of the lock-up staff or any other member of the Force shall be armed with a firearm whilst performing duties inside the cell block

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

- K. Personnel performing perimeter patrol duties shall be properly armed at all times and if possible equipped with a two-way radio communication system to communicate with Cell Block, Guard Room or Control.**
- L. 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.**
- M. 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:

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;
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;
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.
4. At facilities where Close Circuit Televisions 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.

**N. Prevention of Fire and Other Health Hazard**

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:

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

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- 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.

**VIII. 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 followed:

1. It shall be the responsibility of the divisional officer or the officer in charge of the operation to provide adequate personnel to ensure safe custody of the persons arrested;
2. It shall be the responsibility of the sub-officer in charge lock-ups to 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;
3. Where the process of bail has been exhausted and there remains a problem of remaining prisoners, the divisional officer shall arrange for their transfer to other holding facilities within the division;
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 another division within the area.

**IX. ANTI ESCAPE PROCEDURES**

- A. It shall be the responsibility of the entire cell staff at all times to exercise vigilance in preventing escape.
- B. 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.
- C. It shall be the responsibility of the Sub-officer in charge lock-ups to communicate to the Custody Officer, Divisional Officer and Police Control Centre by radio, telephone or other means.
- D. The following information shall be made available to the receiver:
  1. Name, age, address and occupation of prisoner;
  2. Type of clothing being worn by prisoner;
  3. Personal description of the prisoner;
  4. Offence for which charged;
  5. Exact location where prisoner escaped;
  6. Whether or not the prisoner was handcuffed.
- E. It shall be the responsibility of the Divisional Officer to initiate action to recapture the prisoner by alerting C.I.B. staff and patrol units and mobilizing resource personnel.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

- F. It shall be the responsibility of the Sub-officer in charge lock-ups to submit a written preliminary report through the Custody Officer to the Divisional Officer within twenty-four (24) hours for information and appropriate action. The completed file (including all statements) shall be submitted to the Divisional Officer within five (5) days of the occurrence.
- G. The Divisional Officer shall submit the completed file along with his recommendation to the Commissioner of Police through the Area Officer within seven (7) days of escape.
- H. The Commissioner of Police shall take administrative and other actions as he deems necessary.

**X. FEMALE AND CHILDREN IN CUSTODY**

- A. 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 procedure shall be followed:
  - 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;
  - 2. Whenever a female attendant is not available to work on a particular shift due to the exigencies of the service or otherwise, 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;
  - 3. It shall be the responsibility of the senior person mentioned at "2" to:
    - a. Contact out/head stations and arrange for female police personnel to be temporarily assigned to the lock-ups staff to supervise female prisoners;
    - b. Instruct the Sub-officer in charge lock-ups and one other of the lock-up's staff to supervise the female prisoner and report accordingly. An entry shall be recorded in the Station Diary as soon as practicable after such activity;
    - c. 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;
    - d. Visit the lock-ups himself during the shift and ascertain from the male and female prisoners if there is a complaint and if any, initiate investigation without delay.

**B. Separation of Male and Female Prisoners**

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

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



APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

C. Children in Police Custody

Children should not be taken in custody for petty offenses but should be cautioned and sent or taken home to parents or guardians - A record of which must also be made in the Caution Register kept at stations;

Procedure in Dealing with Children Taken into Police Custody:

With immediate effect the following procedures must be observed when dealing with children taken into police custody:

1. Child Development Agency (CDA) and the Office of the Children Advocate (OCA) must be informed as soon as a child is taken into police custody.
2. Children taken into police custody 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 Resident Magistrate Chambers.
3. Children who are remanded in custody by the Court should immediately be transferred to Metcalfe Street Secure Child Centre, Fort Augusta or any other facility specified by the Court. Members must also be reminded that the Department of Correctional Service (DCS) will not admit children unless they are so remanded by the Court.
4. Arrangements must be made to transport children to Court when so required.
5. The police do not have the authority to charge a child for the offence of 'Uncontrollable Child'.
6. Under no circumstances should children and adults be transported or placed in the same cell or holding area whether at the Court or police lock-ups.
8. The Child Development Agency (CDA) and the Office of the Children Advocate (OCA) and the Office of Children Registry (OCR) should be given weekly updates on children in police custody.

XI. PRISONER'S MEALS OR OTHER SUPPLIES

- A. Meals are supplied to all prisoners in police custody three (3) times daily.
- B. Diets are supplied to prisoners at the rate and in accordance with orders issued by the Government from time to time.
- C. Diets shall not be supplied by any member of the Force or by a person connected in anyway to such member.
- D. No intoxicating liquor shall be allowed to prisoners.
- E. 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.
- F. 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.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

G. 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.

H. 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."

I. 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.

**XII. 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

A. Whenever such a situation exists and warrants police action the following procedure shall be adopted:

1. Section 34 (3) of the Road Traffic Act empowers the police to arrest without warrant any person who, when driving or attempting to drive, or when in 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. Arising from this instrument the following instructions published in Force Orders #342 dated March 18, 1954 is republished for the information and guidance of all ranks:
2. Whenever an accused person is taken into custody by the police for driving under the influence of alcohol contrary to Section 34 of the Road Traffic Act, the following procedures shall be adopted:
  - i. The accused shall be charged and cautioned in the usual manner by the police;
  - ii. The accused should be informed that a medical doctor will be sent for to examine him;
  - iii. The accused should be informed 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. The police should summon the medical doctor mentioned in paragraph 2, who should proceed to examine the accused, unless he objects. This examination need not be delayed until the medical doctor mentioned in paragraph 3 arrives;
  - v. If the accused refuses to be examined by the police medical doctor, he should not be forced;
  - vi. The medical doctor may, however, persuade him to consent to an examination;
  - vii. Where the police medical doctor 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;
  - viii. If the accused objects to being examined, the medical doctor may nevertheless observe him (without actually touching him) and give what he is able to find.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

3. When a person other than a motorist is under the influence of drink or drugs, is self-destructive and endangering the public, the police may take such person in custody;
4. In handling such person the police shall be courteous, using patience and good judgement at all times;
5. No persons (at 1 and 4) 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 Guard Room Personnel;
6. Where a person is arrested (at 1 and 4) and has to be placed in a cell, the police shall visit such prisoner once every half hour and each visit recorded in the appropriate Registers.

**XIII. GUARDING OF PRISONER AT HOSPITALS ETC.**

One of the core functions of the Jamaica Constabulary Force is ensuring the safe custody of prisoners. A member is put at grave risk when he/she alone is detailed to guard prisoners at hospitals. The provisions of circular C1/44 dated January 22, 2001, treating on the guarding of prisoners at hospitals etc. are hereby revised and promulgated for the information and compliance by officers and supervisors.

1. If prisoner is to be taken to the hospital or other medical facility, risk assessment is to be done around the transporting, member safety and the safety of health care staff at the facility, propensity for violence by the prisoner and the risk of escape, etc.
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
3. Whenever a prisoner is hospitalized under police guard, not less than two (2) persons should be detailed to guard that prisoner.
4. If the prisoner is classified as 'high risk', the guard should be strengthened and kept under constant review.

*Officer and supervisors will be held responsible for any breach of these in directives*

**XIV. PRIVATE MEDICAL ATTENTION**

- A. In keeping with the constitution 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.
- B. To ensure that the security of the lock-up is not compromised, the following procedure shall be adopted:
  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.
  2. If found reasonable, the name and business address of the medical practitioner must be submitted immediately to NIB/DIU for security vetting and risk analysis.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

3. If the medical practitioner is authentic and no security risk is identified, the necessary arrangement must be made forthwith with the medical practitioner for the visit and treatment.
4. The medical examination/treatment shall be conducted at a safe facility at the station under the supervision of the police.
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.
6. It shall be the responsibility of the medical practitioner to make available all drugs prescribed by him/her for the prisoner.
7. 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.
8. Make appropriate entries in the Prisoner Medical Journal which must be signed by the medical practitioner.
9. Notwithstanding this policy, all medical emergencies involving prisoners shall be referred to the nearest public hospital/health centre without delay.

**XV. ATTORNEY 'S VISITS TO PRISONER**

Prisoner has 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 is to be done:

1. A secure room should be identified to facilitate the visit between the Attorney and the prisoner.
2. The prisoner should be searched before being allowed into the secure room with the Attorney.
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.
4. Once the visit is over, the prisoner should again be searched before being returned to the cell at the Lock-up

**XVI. PRISONER'S COURT APPEARANCE**

- A. The fundamental rights and freedoms of an individual are of paramount importance in 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.
- B. To facilitate the timely court appearance of any person arrested, the following procedure shall be adopted:
  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

APPENDIX 'B' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

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;

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;
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;
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 Resident Magistrate sitting court along with anything found in his possession or under his control;
5. Section 5(b) of the Unlawful Possession of Property Act states: "If the Resident Magistrate 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 Resident Magistrate sitting in court."

**APPENDIX 'C' MEDICAL ARTICLE - DEALING WITH LOSS OF RELATIVE/CO-WORKER/FRIEND  
TO FORCE ORDERS 3709 DATED 2018-07-05**

**DEALING WITH LOSS OF RELATIVE/CO-WORKER/ FRIEND**

**What is Grief?**

Grief is a natural/ normal response to loss. It's the emotional suffering you feel when someone or something you love is taken away. It is a necessary emotional process an individual must go through to successfully recover from the loss. The closer the relationship with the person the more intense the grief is likely to be.

**Everyone grieves differently**

Grieving is a personal and highly individual experience. How you grieve depends on many factors, including your personality and coping style, your life experience, your religious faith, and the nature of the loss. The grieving process takes time. Healing happens gradually; it can't be forced or hurried – and there is no "normal" timetable for grieving. Some people start to feel better in weeks or months. For others, the grieving process is measured in years. Whatever your grief experience, it's important to be patient with yourself and allow the process to naturally unfold or be supportive to the grieving person.

**Myths and Facts About Grief**

**MYTH:** The pain will go away faster if you ignore it.

**Fact:** Trying to ignore your pain or keep it from surfacing will only make it worse in the long run.

**MYTH:** It's important to be "be strong" in the face of loss.

**Fact:** Feeling sad, frightened, or lonely is a normal reaction to loss. Crying doesn't mean you are weak even if you are a man! You don't need to "protect" your family or friends by putting on a brave front. Showing your true feelings can help them and you deal with grief.

**MYTH:** If you don't cry, it means you aren't sorry about the loss.

**Fact:** Crying is a normal response to sadness, but it's not the only one. Those who don't cry may feel the pain just as deeply as others. They may simply have other ways of showing it.

**MYTH:** Grief should last about a year.

**Fact:** There is no right or wrong time frame for grieving. How long it takes can differ from person to person.

**Phases of Grief**

1. Shock & Denial: Disbelief that the loss has occurred- few hours to couple weeks
2. Preoccupation with the person who has died
3. Disorganization and despair: wondering if things will ever be "normal" again
4. Greater/less reorganization: The bereaved begin to make various changes based on the realization that life continue: Social relationships and responsibilities change to accommodate a world without the deceased

Grieving can take several forms:

- Typical expressions – sadness, anxiety, anger, guilt, fear, shock( emotional) & physical

**Common symptoms of grief** - While loss affects people in different ways, many people experience the following symptoms when they're grieving. Just remember that almost anything that you experience in the early stages of grief is normal – including feeling like you're going crazy, feeling like you're in a bad dream, or questioning your religious beliefs.

**Shock and disbelief** – Right after a loss, it can be hard to accept what happened. You may feel numb, have trouble believing that the loss really happened, or even deny the truth. If someone you love has died, you may keep expecting them to show up, even though you know they're gone.

**Sadness** –You may have feelings of emptiness, despair, yearning, or deep loneliness. You may also cry a lot or feel emotionally unstable.

## APPENDIX 'C' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

**Guilt** – You may regret or feel guilty about things you did or didn't say or do. After a death, you may even feel guilty for not doing something to prevent the death, even if there was nothing more you could have done.

**Anger** – Even if the loss was nobody's fault, you may feel angry and resentful. If you lost a loved one, you may be angry at yourself, God, the doctors, or even the person who died for abandoning you.

**Fear** – A significant loss can trigger a host of worries and fears. The death of a loved one can trigger fears about your own mortality, of facing life without that person, or the responsibilities you now face alone.

**Physical symptoms** –including fatigue, nausea, lowered immunity, weight loss or weight gain, eating more or less, aches and pains, and sleep problems.

If you are experiencing any of these emotions following a loss, it may help to know that your reaction is natural and that you'll heal in time. The grieving process can be seen as a roller coaster, full of ups and downs, highs and lows. Like many roller coasters, the ride tends to be rougher in the beginning, the lows may be deeper and longer. The difficult periods should become less intense and shorter as time goes by, but it takes time to work through a loss.

### **Coping with Grief Tip # 1: Support**

The single most important factor in healing from loss is having the support of other people-physical support-help to get things done and emotional support. *Sharing your loss makes the burden of grief easier to carry.*

### **Coping with Grief Tip# 2: Take care of yourself**

Look after your physical health. The mind and body are connected. When you feel good physically, you'll also feel better emotionally. Combat stress and fatigue by getting enough sleep, eating right, and exercising. *Don't use alcohol or drugs or working excessively to numb the pain of grief or lift your mood artificially.*

### **Complicated / Abnormal Grief**

The sadness of losing someone you love never goes away completely, but it shouldn't remain center stage. If the pain of the loss is so constant and severe that it keeps you from resuming your life, you may be suffering from a condition known as complicated or abnormal grief.

### **Symptoms of Complicated/ Abnormal Grief include:**

- \*Intense longing and yearning for the deceased
- \*Persistent thoughts or images of your loved one
- \*Denial of the death or sense of disbelief
- \*Imagining that your loved one is alive
  - \*Searching for the person in familiar places
- \*Avoiding things that remind you of your loved one
- \*Extreme anger or bitterness over the loss
- \*Feeling that life is empty or meaningless

### **The difference between Grief and Depression**

Distinguishing between grief and clinical depression isn't always easy, since they share many symptoms. However, there are ways to tell the difference. Remember, grief can be a roller coaster. It involves a wide variety of emotions and a mix of good and bad days. Even when you're in the middle of the grieving process, you will have moments of pleasure or happiness. With depression, on the other hand, the feelings of emptiness, hopelessness, helplessness and despair are constant.

### **Other symptoms that suggest Depression, not just Grief:**

- Intense, pervasive sense of guilt.
- Thoughts of suicide or a preoccupation with dying.
- Feelings of hopelessness or worthlessness.
- Slow speech and body movements
- Inability to function at work, home, and/or school.
- Seeing or hearing things that aren't there

APPENDIX 'C' (CONT'D) TO FORCE ORDERS 3709 DATED 2018-07-05

**Can antidepressants help grief** - Normal grief does not warrant the use of antidepressants (medication) or sleeping tablets e.g. Valium, Xanax. While medication may relieve some of the symptoms of grief, it cannot treat the cause, which is the loss itself. Furthermore, by numbing the pain that must be worked through eventually, antidepressants or other medications delay the mourning process.

**When to seek professional help for grief or refer someone for professional help?**

If you recognize any of the above symptoms of complicated grief or clinical depressions, seek professional help. Left untreated, complicated grief and depression can lead to significant emotional damage, life-threatening health problems, decreased occupational and social functioning and even suicide. **However, treatment can help you get better!!**

**Contact a grief counselor or clinical psychologist or psychiatrist if you or someone you know:**

- Feel like life isn't worth living
- Wish you had died with your loved one
- Blame yourself for the loss or for failing to prevent it
- Feel numb and disconnected from others for more than a few weeks
- Are having difficulty trusting others since your loss
- Are unable to perform your normal daily activities

*For counseling services to address grief you can contact Medical Services Branch (749 5268 or 9842771 ext. 69103), National Police College of Jamaica, Twickenham Park St. Catherine to make an appointment to see a professional counselor.*



**APPENDIX 'D' JAMAICA POLICE CO-OPERATIVE CREDIT UNION LIMITED UPDATE  
TO FORCE ORDERS NO. 3709 DATED 2018-07-05**



**JAMAICA  
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July 6, 2018



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Submit completed forms with grades attached to your nearest branch – ATTN: GSAT Selection Committee, JPCCU Head Office.



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**Conditions:**  
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Maximum Loan: \$1.5 million per person, with the maximum disbursement at any one time being \$850,000.  
Interest rates:  
• 6% per annum Secured & 9% per annum Unsecured  
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For more info, visit any JPCCU Branch and speak to your Loans Officer.  
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**Apply for a Scholarship!**

- Members of JPCCU for a period not less than two (2) years, or children of Qualified members.
- Students pursuing "Full-Time" studies at UWI, UTECH, NCU & CMU
- Minimum Grade Point Average of 3.0 or High academic achievement in Tertiary/Cape Examination

**THE DEADLINE IS JULY 31, 2018.**

Applications may be collected and submitted through your Office of Students Financing.

**JPCCU is now offering a \$165,000 one-year scholarship**

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Visit a Jamaica Police Co-operative Credit Union Branch and speak to a Member Service Representative Today!

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

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

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CORE VALUES: Teamwork \* Communication \* Trust \* Honesty \* Respect

**APPENDIX 'E' PUBLIC SECTOR EMPLOYEES CO-OPERATIVE CREDIT UNION LIMITED UPDATE  
TO FORCE ORDERS NO. 3709 DATED 2018-07-05**



**Public Sector  
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