



JAMAICA CONSTABULARY FORCE ORDERS

SERIAL NO. 3797
12TH MARCH, 2020

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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 COMMISSIONERS MESSAGE ON CORONAVIRUS - COVID-19

Men and women of the Jamaica Constabulary Force; good day to you all. By now, you should all be aware, that the Government of Jamaica has confirmed the country's first eight cases of the coronavirus - COVID-19.

As law enforcement officers and first responders, it is in these situations that the Nation looks to us for leadership, guidance and reassurance. It gives us the opportunity to SERVE, PROTECT and REASSURE; and to truly be A FORCE FOR GOOD.

I want to emphasize, that even as you seek to protect others, care should be exercised in your interactions with the public. Continue to be guided by the medical bulletins, and always practice proper hand-washing and basic hygiene.

Since the JCF became aware of the COVID-19, we have been working assiduously with key stakeholders to ensure that we are adequately prepared for the eventuality that the virus is confirmed in Jamaica. In light of the first confirmed case, we have now activated our response plan.

This Plan consists of:

- The distribution of additional supplies and protective gear.
- The continued sensitization and training of members; and
- Fulfilling our responsibilities within the national response framework.

We will continue to work closely with our colleagues in the Health and Security sectors, as part of the broader team of first responders dedicated to protecting Jamaica's Health Security.

Let me remind you that, part of showing RESPECT FOR ALL, extends to the way we treat the sick. Due care must be exercised as we restrict movement or exercise our responsibilities under the Quarantine Act. These are our mothers and fathers; our colleagues and friends. Treat everyone with the dignity they deserve.

At times like these, accurate information is vital. Please pay keen attention to the regular updates from the Ministry of Health.

We will also be providing additional information through our various platforms and channels. If you become aware of any information that you believe is valuable to the national response, pass it through your chain of command.

In the words of the World Health Organization's Director-General, "Our greatest enemy right now is not the virus itself. It is FEAR, RUMOURS and STIGMA. Our greatest assets are FACTS, REASON and SOLIDARITY"

The people of Jamaica are counting on us to protect them and that is what we will do!

God bless us all.

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Sub. No. 2 CORONAVIRUS DISEASE (COVID-19) - GUIDELINES FOR MANAGING LOCK-UPS TO MINIMIZE THE RISK TO PRISONERS

Prisoners in our custody have very little control over decisions relating to their health. We therefore have a duty to do what is reasonable within the circumstances to secure their well-being.

In the context of the pandemic caused by the coronavirus disease (COVID-19), our strategy for the care of the lock-up population, is to minimize the importation of the disease through new inmate admittance and; speedy removal of persons suspected to be infected from the lock-up population.

The following guidelines are to be implemented immediately - with the aim of reducing our lock-up population and the risks associated with the COVID-19:

1. Custody Officers and Sub Officers in charge lock-up facilities are to interview Arresting Officers and be satisfied that the admittance of a person into custody is warranted and absolutely necessary. The granting of bail and serving of summons are options to be explored and utilized where available;
2. If an accused who is to be admitted to the lock-ups has a fever, cough or difficulty breathing and it is determined that his detention is absolutely necessary, the person is to be taken to a lock-up designated for quarantine and the local health authority contacted **immediately**;
3. Where a person who is already in custody displays any of the symptoms described above, the steps outlined at (2) are to be applied;
4. Commanding Officers are to ensure that the contact information for the local health department are prominently displayed at all Lock-ups and are known by lock-up staff; and
5. Notwithstanding the provisions of the JCF Lock-up Administration Policy, within the ambit of these Orders, Commanding Officers are tasked with the responsibility to ensure that lock-ups are thoroughly cleaned and sanitized.

The above instructions are to be read and executed with compatibility to the Lock-Up Administration Policy and Procedures as promulgated in Force Orders No. 3709 dated 2018-07-05.

Attached to these Orders as [Appendix 'A'](#) is a guideline from the Ministry of Health and Wellness on Infection Prevention and Control Recommendations for Employers: Interim Guidance for Covid-19.

Area / Branch and Commanding Officers are responsible for bringing these orders to the attention of **all** members of staff within their formation and should be a subject at all briefing sessions for the next four (4) weeks.

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Sub. No. 3 REMINDER - APPLICATIONS FOR FULL SCHOLARSHIP TO PURSUE A MASTERS OF SCIENCE AND POST-GRADUATE DIPLOMA IN FORENSIC SCIENCE AT THE UNIVERSITY OF THE WEST INDIES, MONA

Force Orders No. 3796, Part 1, Sub. No. 1 dated 2020-03-05 is hereby republished for general information.

Applications are invited from members to read for a Masters of Science Degree in Forensic Science or a Postgraduate Diploma in Forensic Science at the University of the West Indies, Mona for the academic year 2020/2021.

The aim of the programmes is to equip middle managers in the security forces with the forensic management skills to improve the efficiency and capacity of Forensic Science Management within the JCF.

In order to be considered, applicants must meet the following criteria:-

- Should not be older than 40 years and MUST have at least five (5) years service;
- Members of the Criminal Investigations Branch stand an advantage;
- Have an Undergraduate Degree from a recognized tertiary institution;
- Have a strong scientific background (This criterion is only for the applicants interested in the Masters of Science)

Procedure

Applications along with detailed resumé are to be submitted directly to the ACP Administration Branch no later than Friday, **March 13, 2020**. Only shortlisted applicants will be contacted and interviewed. The Masters of Science Degree in Forensic Science is 18 months full time studies and the Postgraduate Diploma in Forensic Science is 1 year full time studies. Successful applicants will be bonded. The programmes begin in September 2020.

Sub. No. 4 REMINDER - POLICE FEDERATION BRANCH BOARD - ELECTION OF REPRESENTATIVES 2020/2021

Force Orders No. 3796, Part 1, Sub. No. 2 dated 2020-03-05 is hereby republished for general information.

The nominations for Branch Board representatives, Constables to Sergeants, in all divisions will commence on March 1, 2020 and will conclude on March 23, 2020.

The elections for Sergeants', Corporals' and Constables' Branch Boards in each division, branch and formation, are to be completed by March 30, 2020 and the returns made by the Appropriate Officers to the Assistant Commissioner of Police in charge Administration Branch and to the General Secretary of the Jamaica Police Federation by April 3, 2020.

Each Branch Board will convene and elect its chairman, secretary and delegates to Central Conference by April 15, 2020. The returns for the election of delegates are to be made by the chairman of each Branch Board to the Assistant Commissioner of Police in- charge Administration Branch and to the General Secretary of the Jamaica Police Federation by April 20, 2020.

Nomination Forms (Form No. 3) are attached to Force Orders No. 3795 as Appendices 'A' to 'C':

- 'A' Sergeants' Branch Board
- 'B' Corporals' Branch Board
- 'C' Constables' Branch Board

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Sub. No. 5 REMINDER - POLICE FEDERATION - APPOINTMENT OF APPROPRIATE OFFICERS FOR SELECTION OF BRANCH BOARD REPRESENTATIVES - 2020/2021

Force Orders No. 3796, Part 1, Sub. No. 3 dated 2020-03-05 is hereby republished for general information.

Attached to Force Orders No. 3795 as Appendix 'D' is a list bearing the names of Sub-Officers who have been appointed Appropriate Officers for the purpose of election of Sergeants', Corporals' and Constables' Branch Boards.

Sub. No. 6 REMINDER - REVISED OFFICIAL FUNERAL POLICY AND PROCEDURES FOR SWORN AND SEPARATED MEMBERS OF THE JAMAICA CONSTABULARY FORCE AND ITS AUXILIARY- 2020

Force Orders No. 3796, Part 1, Sub. No. 5 dated 2020-03-05 is hereby republished for general information.

Attached to Force Orders No. 3794 as Appendix 'A' is the Revised Official Funeral Policy and Procedures for Sworn and Separated members of the Jamaica Constabulary Force.

This Policy - 2020 supersedes previous directives published in Force Orders No. 3564, Part I, Sub. No. 1 dated 2015-09-24, Force Orders No. 3438, Part 1, Sub No.4 dated 2013-04-25, and Force Orders No. 3277, Part 1, Sub No.1, dated 2010-03-25, which speaks to Standard Operating Procedures for the conducting of official funerals.

This sub-head must form a series of lectures for the next six (6) weeks.

Sub. No. 7 REMINDER - NOMINATION PERIOD - INSPECTORS' BRANCH BOARD - 2020/2021

Force Orders No. 3796, Part 1, Sub. No. 8 dated 2020-03-05 is hereby republished for general information.

The nomination period for elections to the Inspectors' Branch Board (IBB) will be fourteen (14) days commencing at 8:00am on Monday, March 2, 2020 and concluding at 5:00pm on Monday, March 16, 2020.

The date for the election of candidates to the Inspectors' Branch Board is Thursday, March 26, 2020.

All completed nomination forms from interested candidates are to be returned to the Appropriate Officer for the Inspectors' Branch Board before 5:00 p.m. on the closing date of March 16, 2020. The particulars of the Appropriate Officer for the Inspectors' Branch Board Election 2020/2021 are:

Mr. Oral Ramsay, SP
c/o Administration Branch
101-105 Old Hope Road
Kingston 6
Tel. Nos. 876-927-5629 & 876-391-2167

Divisional/Branch Commanders for geographic and non-geographic formations are to print nomination forms for distribution to Inspectors who are desirous of participating in this exercise.

Attached to Force Orders 3791 as Appendix 'A' is the nomination form and Appendix 'B'; the Regulations for the conduct of Election to the Inspectors' Branch Board 2020/2021 Pursuant to Rule 19 of the Jamaica Police Federation Rules.

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Sub. No. 8 REMINDER - LASCO/JCF POLICE OFFICER OF THE YEAR 2020/2021

Force Orders No. 3796, Part 1, Sub. No. 9 dated 2020-03-05 is hereby republished for general information.

Nominations are now open for the LASCO/JCF Police Officer of the year 2020/2021.

The LASCO/JCF Police Officer of the year award seeks to:

- Select an ambassador reflecting the finest traditions of the Jamaica Constabulary Force within the emerging environment.
- Select a Police Officer reflecting the highest level of commitment, integrity and vision.
- Recognize outstanding members of the Jamaica Constabulary Force who have distinguished themselves in the field of Policing and provide an incentive to boost morale within the Force.

Timing for Selection

- Nomination Period - Thursday, January 2 - Friday, January 31, 2020
- Divisional Selection - Monday, February 3 - Friday, February 21, 2020
- Area Selection - Monday, March 9 - Friday, March 20, 2020
- Week of activity for Area winners - Sunday, March 30 - Friday, April 3, 2020
- Awards Ceremony is proposed for, April 29 or 30, 2020.

Reports of Divisional winners complete with profiles and three (3) passport size photographs in uniform are to be forwarded to Community Safety and Security Branch through Area offices by Friday, February 28, 2020 and Area Winners must be submitted by Tuesday, March 24, 2020.

Divisional and Area Officers are reminded that they are responsible for convening the respective panels and ensuring that the timelines are adhered to. Late entries will not be accepted.

The following will constitute the Selection Committees:-

Divisional Level

School Principal - Chairman
Member of the Clergy
Member of a Civic Group
Social Worker
Commanding Officer

Area Level

Principal of a Tertiary Institution - Chairman
Member of the Clergy
Member of a Civic Group
Media Representative
Area Officer

LASCO Representative

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REMINDER - LASCO/JCF POLICE OFFICER OF THE YEAR 2020/2021 (CONT'D)

National Level

Deputy Commissioner, Administration and Support Services Portfolio – Chairman
University of the West Indies Lecturer
Jamaica Constabulary Force Chaplain
LASCO Representative
Press Association of Jamaica Representative
Member of Civil Society

Attached to Force Orders 3789 as Appendices 'A' to 'C' are:

- 'A' Lasco/JCF Police Officer of the year 2020/2021 Nomination Form
- 'B' Lasco/JCF Police Officer of the year award – Guidelines and Criteria Score Sheet
- 'C' None – Geographic Formations Lasco/JCF Police Officer of the Year

Sub. No. 9

REMINDER - STATUTORY DECLARATION OF ASSETS, LIABILITIES AND INCOME - INTEGRITY COMMISSION ACT, 2017

Force Orders No. 3796, Part 1, Sub. No. 10 dated 2020-03-05 is hereby republished for general information.

The new Integrity Commission Act, 2017, under Part V, Section 39 provides that all public officials, which includes members of the Jamaica Constabulary Force and members of the Rural Police, in receipt of total emoluments of or above three million five hundred thousand dollars or such other amount as may be prescribed by the Minister subject to affirmative resolution by the House of Representative, shall submit to the Director of Information and Complaint a statutory declaration of assets and liabilities and income each year, in the form set out in the third schedule. However, the Director of Information and Complaints directs that all members of the Jamaica Constabulary Force who were required to file under the former Corruption Prevention Act (Regulations) will still be required to file a Statutory Declaration.

Declaration Date

The declaration dates are from the date of appointment as a public official or on the date when the emolument become equivalent or in excess of the amount prescribed in section 39(2) of the Act and thereafter as at the **31st December, in each year.**

Each successive declaration should cover year ending 31st December.

Declaration for Members Demitting Office

A Statutory Declaration is also required whenever a member demits office. This is due at the end of twelve (12) months from the last day in office.

Declaration Forms

An adequate number of declaration forms will be made available to all Commanding Officers, Areas, Branches and Divisions. All Commanding Officers must ensure that a form is delivered to each member under their command and each member must sign a register provided for the purpose.

Completed Declaration

Each completed declaration must be delivered by the declarant to the Information and Complaints Division, Office of the Integrity Commission **45-47 Barbados Avenue, 2nd Floor, New Kingston** during normal working hours **not later than 2020-03-31** and a receipt collected.

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Sub. No. 10 REMINDER - THE INTEGRITY COMMISSION ACT, 2017

Force Orders No. 3796, Part 1, Sub. No. 11 dated 2020-03-05 is hereby republished for general information.

Attached to Force Orders No. 3731 as Appendix 'A' is a letter from Miss Joy A. Powell, Director of Information and Complaints (Assigned), advising all members of the Jamaica Constabulary Force that the Integrity Commission Act, 2017 which requires that all Public Officers who earn emoluments of \$3.5 Million and over shall submit a statutory declaration of his/her assets, liabilities and income to the Information and Complaints Division, 45-47 Barbados Avenue, Kingston 5, for general information and strict compliance.

Sub. No. 11 MEDICAL ARTICLE - STRENGTHENING YOUR IMMUNE SYSTEM

The Medical Services Branch has provided the attached article at [Appendix 'B'](#) on Strengthening Your Immune System during the flu season for general information.

Sub. No. 12 MEDICAL SERVICES BRANCH - THE FORCE IT OUT CHALLENGE

Attached to these Orders as [Appendix 'C'](#) is a flyer from the Medical Services Branch encouraging members to enter the challenge to lose weight, for general information.

Sub. No. 13 MEDICAL ARTICLE - NOVEL CORONAVIRUS (2019-n CoV)

The Medical Services Branch has provided the attached article at [Appendix 'D'](#) on the Novel Coronavirus (2019-n CoV) for general information.

Sub. No. 14 APPENDICES

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

'F' [The Jamaica Police Federation Bulletin.](#)

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PART II - PERSONNEL

Sub. No. 1 GAZETTED POLICE OFFICERS

5. Retirement

Area 3 Hq. Mr. Egbert W. Parkins, pcj., Snr. Superintendent is permitted to retire from Force with effect from 2020-04-09. (A98/P41)

9a. Transfer w.e.f 2020-03-23

		<u>From</u>	<u>To</u>
Ms. K.T. Bailey, M.Sc., BA, Dip. Ed., psotc.	Dep. Supt.	NPCJ	St. Catherine 'N'

11. Leave

Departmental

St. Andrew 'C'	Mr. W.A. Kesler, pc.	Supt.	7 days w.e.f 2020-04-24
Admin. Br. (COE)	Mr. C.L. Walker, LL.B (Hons), B.Sc(Hons), pcj, pc, psc.	Supt.	7 days w.e.f 2020-03-11
Hanover	Mr. D.G. Powell, B.Ed.(Hons), A.Sc., Dip. Ed.(Hons), pcj,pofcc,pc.	Dep. Supt.	6 days w.e.f 2020-03-02
NIB	Mrs. S.V. Newland-Williams, M.Sc., B.Sc., A.Sc., Dip. HRM.	Dep. Supt.	2 days w.e.f 2020-02-03 & 2 days w.e.f 2020-04-09
Kingston 'E'	Mr. O.C. Henry, pcj.	Dep. Supt.	3 days w.e.f 2020-04-08 & 4 days w.e.f 2020-05-27
Hanover	Mr. C.G. Cummings, pcj.	Dep. Supt.	6 days w.e.f 2020-03-27
Trelawny	Mr. P.R. Dewar	Asst. Supt.	6 days w.e.f 2020-03-10
St. Catherine 'N'	Ms. S.C. Barnett, M.Sc., BA, Dip. Ed., psotc.	Asst. Supt.	3 days w.e.f 2020-03-19

Vacation

St. Catherine 'N'	Mr. L.F. Blackstock, psjcc.	Dep. Supt.	40 days w.e.f 2020-05-01
Services Branch	Mr. F. McGowan	Asst. Supt.	50 days w.e.f 2020-06-01

21. Courses of Instruction

Combating Illicit Traffic of Drugs, Psychotropic Substances and their Precursors

The following member who departed the island on 2019-09-14, attended the Combating Illicit Traffic of Drugs, Psychotropic Substances and their Precursors Course at the All-Russian Advanced Training Institute of the Ministry of the Interior of the Russian Federation, Moscow, Russia, from 2019-09-16 to 2019-09-26 and was awarded a Certificate, returned on 2019-09-27:-

Narcotics	Mr. J.H. Lecky, BA (Hons.), Dip. Ed, psjcc (s)	Dep. Superintendent
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Courses of Instruction (Cont'd)

Cyber Security Awareness and Cybercrime Investigation

The following member attended the Cyber Security Awareness and Cybercrime Investigation at the Jamaica Conference Centre, 14-20 Port Royal Street, Kingston, from 2019-09-30 to 2019-10-01:-

NIB Mrs. S.V. Newland-Williams,
M.Sc, B.Sc, A.Sc, Dip. HRM Dep. Superintendent

Sub. No. 2 INSPECTORATE

4. Retirement

CSSB W/Inspector Marilyn A. Benjamin, is permitted to retire from Force with effect from 2020-04-14. (A19/B1358)

21. Courses of Instruction

Caribbean Financial Action Task Force Training

The following member attended the Caribbean Financial Action Task Force Training Course in Bridgetown, Barbados, from 2019-08-12 to 2019-08-16:-

C-TOC Inspector B. Williams, BBA (Hons.),
A.Sc, Dip. Bus. Studs, pofcc.

International Anti-Gang

The following member attended the International Anti-Gang Course at the International Law Enforcement Academy, San Salvador, El Salvador from 2019-11-11 to 2019-11-22 and was awarded a Certificate:-

C-TOC D/W/Inspector P.V. Wynter

Cyber Security Awareness and Cybercrime Investigation

The following member attended the Cyber Security Awareness and Cybercrime Investigation at the Jamaica Conference Centre, 14-20 Port Royal Street, Kingston, from 2019-09-30 to 2019-10-01:-

Telecom. Inspector G.A. Williams, B.Sc. (Hons.)
Marine (St. Ann) D/Inspector E. Craig, B.Sc, A.Sc.

Sub. No. 3 OTHER RANKS

4. Discharge

Retirement

St. Andrew 'S' 16608 Sgt. Christopher B. Hurst, is permitted to retire from the Force with effect from 2020-04-15. (A19/H1726)

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Resignation

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

2019-06-07			
Kingston 'C'	17946	Cons. Matthew A. Foster, with pay to 2019-06-06	(A19/F956)
2019-06-15			
St. James	18634	Cons. Garnel T. Campbell, with pay to 2019-06-14	(A19/C2261)
2019-07-24			
Traffic Enforcement Div.	12901	Cpl. Ricardo D. Mitchell, with pay to 2019-07-23	(A19/M2356)
2019-07-31			
St. Andrew 'S'	9824	Cons. Calvin A. Wilson, AAS, with pay to 2019-07-30	(A19/W1705)
2019-08-30			
St. Andrew 'C'	15134	W/Cons. Kadene N. Howell, with pay to 2019-08-29	(A19/H1604)
2019-08-31			
Westmoreland	15530	Cons. Omarie N. Rowe, with pay to 2019-08-30	(A19/R1532)
2019-09-03			
TSD	13446	D/Cons. Junior A. Baker, with pay to 2019-09-02	(A19/B2691)
2019-09-19			
NIB	12917	D/W/Cpl. Alecia N. Ambursley, B.Ed. (Hons.), Dip. Ed., with pay to 2019-09-18	(A19/A640)
2019-10-23			
St. James	18668	Cons. Omar O. Francis, with pay to 2019-10-22	(A19/F992)
2019-11-26			
TSD	18434	D/Cons. Omar A. Williams, with pay to 2019-11-25	(A19/W2497)
2019-11-30			
PSD	16659	Sgt. Paul A. Morrison, with pay to 2019-11-29	(A19/M2754)

7. Obituary

We wish to announce with regret, the death of No. 11848 Cons. Patroy R. Richards of the Specialized Operations which occurred from natural cause on 2020-01-09, and to express deepest condolences to the bereaved relatives and friends. (A19/R1286)

10. Transfers w.e.f

2003-10-06

		<u>From</u>	<u>To</u>
4874	D/Sgt. L.A. Brown	NFDIC	NIB
5514	D/Cpl. G.W. Irving	NFDIC	NIB
3658	D/W/Sgt. J.M. Morgan	NFDIC	NIB
5163	D/W/Sgt. M.D. Brown-McCarthy	NFDIC	NIB
8425	D/W/Cpl. A.A. Bryan	NFDIC	NIB

2020-03-16

18394	Cons. D.A. Lovelace	Clarendon	St. Ann
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<u>Transfers (Cont'd)</u>	<u>From</u>	<u>To</u>
<u>2020-03-30</u>		
19807 Cons. K.O. Sealy	St. Andrew 'N'	PECC

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

Strategic Counter-Terrorism Management

The following member pursued a course in Strategic Counter-Terrorism Management at the Caribbean Maritime University, Palisadoes Park, Kingston, from May, 2017 to April, 2018 and was awarded a Post Graduate Diploma:-

NIB	18220	D/Cpl. S.A. Phang, Pg Dip.
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Education and Training

The following member pursued a course in Education and Training at the Vocational Training Development Institute, Gordon Town Road, Kingston 6, from September 2017 to May 2019 and was awarded the Post Graduate Diploma:-

TSD	14668	W/Sgt. P.S. Gordon, BBA (Hons.), PgDip.Ed.
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NB. On behalf of all members of the Force heartiest congratulations.

The following members attended the Management Institute for National Development (MIND), 235 Old Hope Road, Kingston on the dates shown and were awarded Certificates as follows:-

<i>Administrative Management Level I</i>	-	<i>2017-07-03 to 2017-08-21</i>
Personnel	10925	W/Sgt. S.M. Edwards-Green
<i>Effective Report Writing</i>	-	<i>2018-01-17 to 2018-02-16</i>
Admin. Br.	16550	W/Sgt. J.A. Dixon
Personnel	8916	W/Sgt. J.D. Duncan, Dip. Admin. Assist.
Admin. Br. (COE)	6454	Sgt. D.C. Simpson
<i>Inventory Management for Administrators</i>	-	<i>2018-11-28 to 2018-12-12</i>
Personnel	12288	Sgt. N.O. Brown, B.Sc (Hons), Dip. Bus. Mgt., Dip. CSS.
<i>Preparing Cabinet Submissions</i>	-	<i>2019-11-08 to 2019-11-29</i>
Personnel	14517	W/Cpl. M.N. Gentles , BA (Hons)
Admin. Br.	14500	W/Cpl. T.A. Brown-Spence
Highway & Safety Patrol	20323	W/Cons. Y.B. Ellis

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Courses of Instruction (Cont'd)

International Anti-Gang

The following members attended the International Anti-Gang Course at the International Law Enforcement Academy, San Salvador, El Salvador from 2019-11-11 to 2019-11-22 and were awarded Certificates:-

C-TOC	2504	D/Sgt. I.M. Raphington
C-TOC	9214	D/Sgt. J.P. Morgan
NIB (Westmoreland DIU)	10671	D/W/Sgt. C.M. Chambers, B.Sc, A.Sc.
St. Ann	10723	D/Cpl. J. Platt

Forensic Tool Kit Training

The following members attended the Forensic Tool Kit Training Course at the Services Branch, NCB South Tower, Kingston 5, from 2019-10-28 to 2019-10-30:-

C-TOC	2570	D/W/Sgt. R.P. Dallas-Jones
C-TOC	9915	Sgt. G.D. Broomfield, B.Sc. (Hons.), A.Sc.
C-TOC	16780	Cpl. W.C. Anderson
C-TOC	13760	Cons. M.A. McIntosh, A.Sc.
CFCD	14750	Cons. C.A. Brown
CFCD	15979	Cons. A.A. Graham
CFCD	17188	Cons. D.Q. Haynes
CFCD	17281	Cons. S.L. Parkes
CFCD	18184	D/Cons. K.A. Smith, B.Sc. (Hons.)
CFCD	18651	Cons. K.A. Davis

Workshop - Investigating and Prosecuting Techniques for Cases of Corruption

The following member attended the Investigating and Prosecuting Techniques for Cases of Corruption offered by the United Nations Office on Drugs and Crime for Central America and the Caribbean at the Holiday Inn Hotel, Panama City, Panama, from 2019-08-21 to 2019-08-23 and was awarded a Certificate:-

C-TOC	12824	D/Sgt. O.D. Salmon, BBA (Hons.), A.Sc, AFI. Dip. Bus. Stds.
-------	-------	--

Cyber Security Awareness and Cybercrime Investigation

The following members attended the Cyber Security Awareness and Cybercrime Investigation at the Jamaica Conference Centre, 14-20 Port Royal Street, Kingston, from 2019-09-30 to 2019-10-01:-

Area 4 Hq.	17120	W/Cpl. M.A. Thomas
NIB	13369	Sgt. C.I. Daley
NIB	12498	W/Sgt. N.R. Reid, M.Sc, BA (Hons.)
NIB	4874	D/Sgt. L.A. Brown
Manchester	16970	D/Cpl. J.M. Jones, B.Sc. (Hons.), Dip. ICT
NIB	15948	D/Cpl. K.R. Davies, BA (Hons.)
NIB	15050	D/W/Cpl. G.Q. Abrahams
NIB	12781	D/Cons. D.M. Fearon
NIB	15388	D/Cons. N.A. Seivwright, M.Sc, B.Sc. (Hons.)

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FORCE ORDERS (CONT'D)

12TH MARCH, 2020

SERIAL NO. 3797

Courses of Instruction (Cont'd)

Cyber Security Awareness and Cybercrime Investigation (Cont'd)

NIB	14842	Cpl. P.K. Thomas
ICTD	9351	Sgt. R.G. Walker, B.Sc. (Hons.), A.Sc.
Technology Branch	14323	Sgt. N.E. Brown, M.Sc, B.Sc. (Hons.), A.Sc.
Telecom.	9645	Sgt. R.O. Branford
Technology Branch	10153	W/Sgt. T.S. King, EMBA, B.Sc. (Cum Laude), A.Sc. (Cum Laude)
Telecom.	14958	Cpl. R.A. Wiltshire, B.Sc.
Technology Branch	15239	Cons. G.N. Beckford
Technology Branch	19419	Cons. S.K. Green
CIB	8058	D/Cpl. R.A. Bromfield
CIB	15324	D/Cons. E.C. Johnson
Area 5 Hq.	14079	D/Sgt. E.A. Ledgister
Area 5 Hq.	13869	Cons. K.R. Charley
Area 2 Hq.	11069	D/W/Sgt. P.V. Johnson

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)

12TH MARCH, 2020

SERIAL NO. 3797


DISTRICT CONSTABLES

Resignation

2018-10-31	Marine	81948	Dist. Cons. Aldain D. Smith	(A15/S504)
2019-05-11	Marine	81783	Dist. Cons. Omarie N. Graham	(A15/G383)
2019-07-13	Area 2 Hq.	100332	W/Dist. Cons. Racquel J. Russell	(A15/R382)
2019-10-07	PECC	88762	W/Dist. Cons. Kemmoya K. Wynter	(A15/W429)
2019-10-25	PSD	81489	Dist. Cons. Ramone M. Baker	(A15/B675)

Major General Antony Anderson, CD,
JP, MDA, B.Eng (Hons.), psc
Commissioner of Police
The Jamaica Constabulary Force

Per:


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

APPENDICES

APPENDIX 'A' INFECTION PREVENTION AND CONTROL RECOMMENDATIONS FOR EMPLOYERS INTERIM GUIDANCE FOR COVID-19 TO FORCE ORDERS NO. 3797 DATED 2020-03-12



24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA
EMERGENCY, DISASTER MANAGEMENT AND SPECIAL SERVICES BRANCH

Telephone Nos. 876-633-8125, 633-8267

E-mail: mohneocja@gmail.com / wrightnc@moh.gov.jm

INFECTION PREVENTION AND CONTROL RECOMMENDATIONS FOR EMPLOYERS:

INTERIM GUIDANCE FOR COVID-19

BACKGROUND

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

METHOD OF SPREAD

When an ill person with COVID-19, coughs or exhales they release droplets of infected fluid.

If persons are standing within **one meter** of a person with COVID-19, they can be infected by breathing in droplets coughed out or exhaled.

Most of these droplets fall on nearby surfaces and objects such as desks, tables or telephones.

Persons can also be infected with COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care.

Therefore, all sections of society including businesses and employers must play a role in halting the spread of this disease.

GENERAL ADVICE TO ALL PERSONS

- Try to maintain a safe distance of 1 meter from all persons
- Avoid touching eyes, nose and mouth
- Cover a cough or sneeze with a tissue / elbow
- Wash hands with soap and water regularly and when visibly soiled. Use Alcohol hand rub in between washing.
- Perform alcohol hand rub after touching things such as money, parking tickets, elevator buttons, and door handles using preparations of 62% and above.

APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12



24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA
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PERSONS WHO DEAL WITH HIGH VOLUME OF PEOPLE

Persons who deal with high volume customer interactions such as customer service representatives, bank tellers, educators, event planners may be at additional risk of exposure when undertaking daily duties.

These persons should implement the following techniques to minimize exposure:

- Have accessible 62% and above alcohol on person or at workstation to facilitate hand rub.
 - Perform hand rub after every interaction with clients.
 - At regular intervals, hand wash with soap and water especially if handling items such as money
- If persons are sneezing or coughing, provide tissues and no-touch disposal receptacles for discard.
- Place 62% and above alcohol hand rubs stations in multiple locations for access by customers and encourage use.
- Ask persons to approach one at time and maintain the 1 meter at all times
- Wipe all surfaces and objects at workstation using commercial bleach wipes for commonly used items such as pens, rubber stamps, telephones, computers, chairs.

PREVENT THE SPREAD OF COVID-19

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate by:

- ***Making workplaces clean and hygienic***
 - Develop a weekly cleaning schedule for all work areas
 - Surfaces (e.g. desks and tables)) should be wiped clean with soap and water but disinfected with commercial bleach wipes at the end of the day.
 - Objects (e.g. Light switches, elevator buttons, telephones, keyboards) should be should to be wiped using a moistened with cotton ball of 62% and above alcohol
 - Tiled Floors should be cleaned daily using soap and water and disinfected such as Commercial Bleach or Pine sol.

APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12



24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA
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Telephone Nos. 878-633-8125, 633 -8267

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- Carpets should be steam shampooed or vacuumed weekly.
 - Service or clean air condition units (central and split unit models) and ensure that all filters are washed weekly.
 - **Promoting regular and thorough hand-washing by employees, contractors and customers**
 - Ensure that staff and customers have **access** to places where they can wash their hands with soap and water
 - Ensure that all hand wash basins are functional and running water is available.
 - Store water safely in covered buckets for hand washing if water is not available. Add 1-2 drops of commercial bleach (not bulk) to a 5 gallon bucket for all stored water containers
 - Ensure that adequate soap and paper towels are available for washing and drying hands
 - Place sanitizing hand rub dispensers in prominent places around the workplace. Ensure these dispensers are regularly refilled
 - Display posters promoting hand-washing or hand rub using alcohol.
 - Enlist company officers such safety officer, school nurse or personnel officer to offer guidance in briefings or meetings and information on the intranet to promote hand-washing
 - **Promoting good respiratory hygiene in the workplace**
 - Display posters promoting respiratory hygiene. Enlist company officers such safety officer, school nurse or personnel officer to offer guidance in briefings or meetings and information on the intranet to promote good respiratory hygiene
 - Educate staff and customers about covering their cough or sneeze
 - Advise staff to avoid touching face, eyes or nose or mouth after sneezing.
 - Ensure adequate paper tissues are available at the workplace, for those who develop a runny nose or cough at work
 - Provide closed bins lined with black trash bags for hygienically disposing of used tissues
 - Promote hand rub after every sneeze, cough or after discarding used tissues
- **Advise all employees to consult national travel advice before going on business trips.**

APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12



24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA
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ADVICE TO ILL STAFF AND CUSTOMERS

- ***Brief all employees and customers that anyone who is ill with a cough or fever needs to stay at home until symptoms have resolved.***
 - Display signs promoting staying at home
 - Provide contact numbers for staff to call to inform of illness
- ***If someone becomes ill while at work, place the ill person in a room or area where they are away from others in the workplace***
- ***Limit the number of people who have contact with the sick person and contacting the local health department***
- ***Educate staff and customers about covering their cough or sneeze***
- ***Wash hands or use 70% alcohol for as a hand rub after assisting the ill person***
- ***After person has been safely transported to a healthcare facility, ensure cleaning of all surfaces and objects***

APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12



**24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA
EMERGENCY, DISASTER MANAGEMENT AND SPECIAL SERVICES BRANCH**

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APPENDIX A

CHECLIST OF ITEMS

ITEM	AVAILABLE	NOT AVAILABLE
Soap		
Paper hand towel		
62% and above Alcohol Hand Rub		
Tissue paper		
Black garbage bags		
Step on bins		
Commercial bleach		
Cleaning rags		
5 gallon buckets		
Industrial gloves		
Bleach cleaning wipes		

APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12



MINISTRY OF
**HEALTH &
WELLNESS**

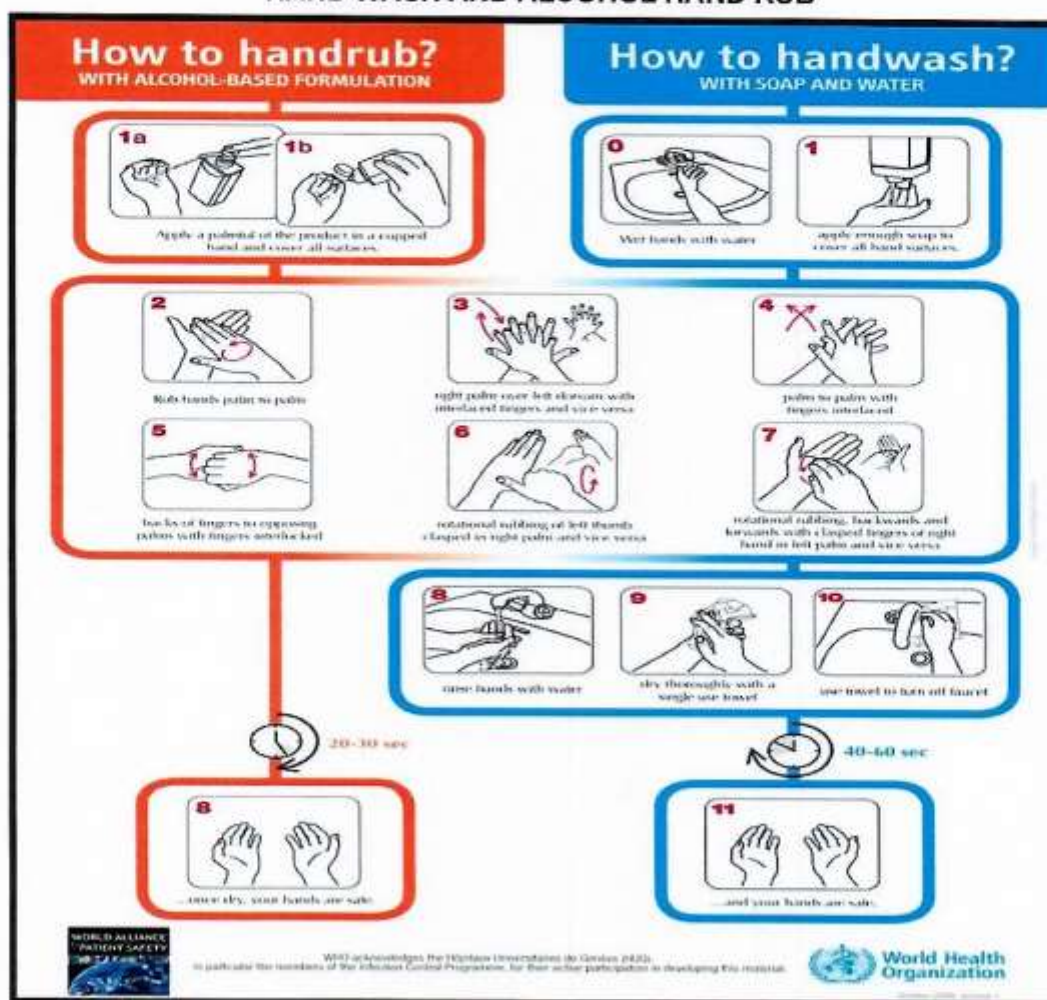
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APPENDIX B

HAND WASH AND ALCOHOL HAND RUB



APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12



24-26 GRENADA CRESENT, KINGSTON 5, JAMAICA
EMERGENCY, DISASTER MANAGEMENT AND SPECIAL SERVICES BRANCH

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APPENDIX C

CLEANING CHECKLIST FOR HIGH TOUCH AREAS

DATE	ROOM #		
HIGH-TOUCH ROOM SURFACES	CLEANED	NOT CLEANED	NOT PRESENT IN ROOM
Table			
Telephone			
Computer Keyboard			
Chair			
A/C Controls			
Room light switch			
Room inner and outer door knob/Handle			
Bathroom inner door knob			
Bathroom light switch			
Bathroom sink			
Toilet seat			
Toilet flush handle			

**APPENDIX 'B' MEDICAL ARTICLE- "STRENGTHENING YOUR IMMUNE SYSTEM DURING THE
FLU SEASON"
TO FORCE ORDERS NO. 3797 DATED 2020-03-12**

Strengthening Your Immune System during the flu season

With the recent announcement that we currently have two imported cases of coronavirus (COVID-19) on the island, many police personnel will be concerned about staying healthy and maintaining a healthy immune system. A strong immune system can help you stay healthy by fighting off viruses, bacteria, and other pathogens. Researchers have explored the effects of diet, exercise, age, stress and other factors that influence and impact the body's immune response. Let's explore some immunity boosters tips to help you and your body stay strong to fight off infections.

- **Is Stress Bad for You?** Stress depresses the immune system and increases the risk of several types of illnesses. You can become more susceptible to viral illnesses including respiratory conditions like colds, flu, and the novel coronavirus infection. Combat stress with strategies like deep breathing, meditation, exercise, and relaxation.
- **Attitude Is Everything**
Be Positive to Boost Immune Response
Expect good things and your immune system will follow. Research has found that there is an association between your level of optimism and the strength of your immune system. Make optimism work for you. Try to see the glass as half full, not half empty. Practice gratitude and think of at least three things that you are grateful for every day. Imagine the best outcome for situations, even difficult ones. You may not always be able to control events around you, but you can always decide how to respond to them. Respond with a good attitude to increase the chances of the best outcome and to strengthen your immunity.
- **What About Antioxidants?**
They Protect Your Cells
Antioxidants are compounds in colourful fruits and vegetables (starchy and non-starchy) that protect against free radicals. Free radicals can damage DNA and other cell components. Fruits and vegetables in a wide array of colours provide the best mix of protective antioxidants to boost overall health and immunity. Eat leafy greens, watermelon, carrots, berries, broccoli, oranges, ortanique, cantaloupe, and other brightly coloured produce (sweet potato, pumpkin) to give your cells and immune system all the natural protection they need to function at their best. Homemade chicken soup with carrots, celery, and other veggies can also be a boost to your immune system. Black or green tea is also a good beverage to have.

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APPENDIX 'B' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12

- **Does Vitamin Status Matter?**

A Multivitamin May Help

Some experts believe that taking a daily multivitamin can help ensure you're meeting at least your daily minimum requirement for certain nutrients. Vitamins that are critical for immune function include vitamins A, C, D, and E. Zinc, selenium, and magnesium are minerals that your immune system needs to function at its best. These minerals are also critical for the function of many enzyme reactions in the body. Keep in mind that there are food sources that do provide these vitamins- oysters, shellfish, sweet potatoes, citrus fruits, vegetables, nuts, seeds.

- **What About Empty Calories?**

Steer Clear of Them

Processed foods including candy, soda, fast food, and snack foods contain empty calories that do not provide your body with nutrients such as vitamins or fibre. They often also contain chemicals and preservatives that are not good for your body. If you eat processed foods instead of foods in their natural, unprocessed form, your body will be deprived of nutrients that it needs to thrive. Ditch processed foods in favour of fruit, vegetables, lean meat, healthy fats, and whole grains/grain provision to give your body and immune system everything they need to function at their best. Optimize your dietary habits to support your health.

- **Herb and Supplement Immune Boosters**

Healing Plants

Some research has suggested that compounds in herbs and supplements can enhance immunity. Garlic, milk thistle, ginger, ginseng, green tea, black cumin, and liquorice are just a few herbs that have been reported to have immune-boosting benefits. Talk to your doctor or pharmacist before including herbs and supplements into your regimen. They may produce side effects, especially when combined with other herbs, supplements, or medications. Probiotics are beneficial strains of bacteria that have also been described as immune boosters – yoghurt and other fermented foods.

- **Does Exercise Boost Immunity?**

Move Your Body

Exercise has numerous health benefits including protecting you against heart disease, osteoporosis, and even certain types of cancer. Exercise is also an immune booster. To reap maximum benefits, try to be moderately physically active for at least 30 minutes on most days of the week. Walking is one of the simplest ways to exercise. If you're not excited about walking, try swimming, playing a sport, take up beat duty.

APPENDIX 'B' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2019-03-12

- **Sleep Your Way to a Better Immune System**

Make Sleep a Priority

Several studies confirm the link between sleep and a healthy immune system. Most people need between 7 to 9 hours to feel adequately rested. Being well-rested improves the function of white blood cells, so you're less likely to get illnesses like respiratory infections, colds, and the flu. Practice good sleep hygiene to optimize sleep. That means waking up and going to bed at the same time every day, even on weekends. Avoid substances that can interfere with sleep, like caffeine and alcohol, for several hours before bedtime. Establish a relaxing evening routine before bedtime e.g. enjoy a shower, relaxing music, or a cup of tea to help you drift off to sleep more easily.

- **Is It Safe to Drink Alcohol?**

It Is Best to Limit It

Alcohol depresses the immune system so it's best to drink it in moderation or not at all. Men may be able to consume up to two alcoholic drinks per day. Women should have no more than one. Whether or not one can safely consume some alcohol has to do with many factors including overall health status, risk factors for disease, and any medications you may be taking.

- **Nicotine Is Immunosuppressive**

A Dangerous Substance

Smoking and nicotine use is bad for the immune system. People who use tobacco are also at increased risk of health problems such as lung cancer, asthma, stroke, and heart attack. Any substance that depresses your immune system is not something that you want to use.

- **Can Handwashing Keep You Healthy?**

Soap Up to Protect Your Health

Frequent handwashing is a simple and effective way to prevent the spread of respiratory infections like colds, flu, coronavirus, diarrhoeal illnesses, and other infectious conditions. Some germs are easily passed from person to person when we come into close contact with one another. It's easy to transfer germs from your hands to your nose, eyes, and mouth if you touch them. This can get you sick. Wash your hands with soap under running water. Scrub the fronts and backs of your hands as well as in between fingers. Antibacterial soap and hand sanitizer may give additional protection against microorganisms. Use an alcohol-based hand sanitizer that is at least 60% alcohol for times when you don't have access to soap and water.

Medical Services Branch Nutrition Department, Twickenham Park, Spanish Town Tel: (876) 749-0470/749-5268 Ext: 69255

**APPENDIX 'C' MEDICAL SERVICES BRANCH ARTICLE- "FORCE IT OUT CHALLENGE"
TO FORCE ORDERS NO. 3797 DATED 2020-03-12**

**JCF MEDICAL SERVICES
BRANCH PRESENTS**

FORCE IT OUT CHALLENGE

DEADLINE FOR REGISTRATION APRIL 1, 2020
DURATION: APRIL 8, 2020- OCTOBER 8, 2020
**15 OR MORE PERSONS PER TEAM FROM EACH
DIVISION/FORMATION**

**CONTACT Dr. Claudia Campbell @876-749-0470 ext69255
Clinical Nutritionist, Medical Services Branch, NPCJ
TWICKENHAM PARK SPANISH TOWN.**

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APPENDIX 'C' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2020-03-12

THE FORCE-IT OUT CHALLENGE

Sign up for the "Force it Out challenge 2020" so that your team can win prizes for doing what is healthy for you.

Commanding Officers are asked to 'Round up' the candidates who will be best suited for the challenge and forward these names to the Nutrition Department, Medical Services Branch.

Deadline for registration is April 1, 2020.

Contest begins April 8, 2020 and ends October 08, 2020 (6 mths)

15 persons or more per team from each division/formation.

Persons must be part of a registered team to enter

Teams should be evenly divided for male and female participants if possible

Each team should have a Team official - the name of each Team Official must be identified prior to start date.

Prize distribution will be awarded to winning team and overall individual winner; who when monitored by the Medical Services branch achieve the most improvements in:

- Blood pressure readings
- Body fat
- Waist (Belly) measurement
- Weight loss

Contact:

Dr. Claudia Campbell

Clinical Nutritionist/ Nutrition Consultant

Medical Services Branch, NPCJ Twickenham Park Spanish Town

Tel: (876) 749-0470 ext. 69255; Email: Claudia.campbell@jcf.gov.jm

**APPENDIX 'D' MEDICAL SERVICES BRANCH ARTICLE - NOVEL CORONAVIRUS
TO FORCE ORDERS NO. 3797 DATED 2020-03-12**

NOVEL CORONAVIRUS (2019-n CoV)

CASE:

A twenty-four-year-old male taekwondo student, Carlos Doe, returns home to Jamaica from a martial arts tournament in Wuhan City, Hubei Province China. Upon his return he begins noticing *fever, cough, stuffy nose with clear mucus draining from nose, joint pains and weakness*. He begins to take over the counter vitamins, honey and lime but three days later he notes *worsening shortness of breath, chest pain and cough*. He presents to his medical practitioner for treatment.

What is Coronavirus?

These are a large family of viruses, studied since the 1960s, that can cause a spectrum of diseases, ranging from the simple common cold to more lethal lung infections such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). *Coronaviruses exist in both humans and some animals such as snakes, cattle, bats.*

What is novel Coronavirus (2019- nCoV)?

This is a newly discovered type of coronavirus. This virus was identified first in late December 2019 when the World Health Organization (WHO) was contacted after several cases of pneumonia (lung infections) were diagnosed in Wuhan City, Hubei Province China. On January 7th Chinese authorities identified the virus as a coronavirus similar to *MERS* and *SARS*. Novel coronavirus, like other coronavirus infections, is characterized by respiratory and flu-like symptoms. Novel coronavirus infections currently do not appear to be as severe as SARS or MERS.

What is SARS (Severe Acute Respiratory Syndrome)?

This is a lethal infectious condition caused by SARS associated coronavirus (*SARS-CoV*) characterized by flu-like symptoms and severe breathing and lung failure (respiratory failure). It was first reported in 2002 in Guangdong Province Southern China.

What is MERS (Middle East Respiratory Syndrome)?

This is a lethal respiratory (lung) infectious disease caused by a special coronavirus, (*MERS-CoV*), which was identified in 2012 in Saudi Arabia. It is linked to countries near the Arabian Peninsula such as Iran, Bahrain, Yemen and Kuwait. It is characterized by flu-like symptoms which can progress to respiratory (breathing) failure.

What are some of the symptoms of novel coronavirus infection?

The symptoms are similar to most coronavirus infections. These include: *fever, weakness, headache, muscle pains, cough, runny nose, shortness of breath*. Initially, persons may have the infection and not display symptoms immediately. When symptoms appear they usually begin with fever, weakness and joint pains. A few days later, respiratory symptoms such as cough and shortness of breath begin. Symptoms may progress to cause organ failure and death in severe cases.

How is novel coronavirus spread from person to person?

Transmission mainly includes respiratory droplets which arise from coughing and sneezing. These droplets usually spread up to three (3) feet away. Spread can occur when an individual comes in contact with a surface which is contaminated with infectious droplets (e.g. door knobs, desks, clothing and unclean hands).

How is novel coronavirus different from the flu or Dengue fever?

It may be difficult to use symptoms to distinguish these viral illnesses as they may manifest in identical ways. Laboratory tests may be the only way of distinguishing these conditions. A key difference with dengue fever however, relates to mode of transmission, where the *Aedes* mosquitoes are needed for transmission as opposed to respiratory droplets for coronavirus transmission.

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APPENDIX 'D' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2020-03-12

How can one reduce the chances of getting infected with novel coronavirus?

1. *Frequent hand-washing with soap and water for at least twenty (20) seconds or using an alcohol based hand sanitizer where appropriate*
2. *Covering mouth and nose with tissue or utilizing the inner elbow rather than palm of hand while coughing*
3. *Frequent sanitization of surfaces with disinfectant*
4. *Avoiding close contact with sick individuals*
5. *Avoiding touching eyes, nose and mouth with unwashed hands*
6. *Avoiding consuming raw or undercooked animal products*
7. *Obtaining the yearly influenza (Flu) vaccine to reduce your chances of getting other types of respiratory viral infections*

Can one be vaccinated against novel coronavirus?

Unfortunately there is no available vaccine specific for novel coronavirus at this time.

What should one do if one begins having some symptoms of the novel coronavirus infection?

- 1) Avoid excessive contact with other individuals
- 2) Ensure proper respiratory etiquette when coughing or sneezing.
- 3) Consult a medical doctor for necessary evaluation, testing, and timely notification of the Ministry of Health.
- 4) Persons who are infected should be quarantined.

Individuals with certain medical conditions (e.g. Diabetes, Human Immunodeficiency Virus (HIV), Heart and Lung diseases) as well as *children* and *the elderly* may have a higher risk of life threatening complications. As such early intervention and medical consultation is warranted.

How is coronavirus treated?

Treatment will depend on a case by case basis and varies based on severity. Suspected cases should be quarantined. The aim of medical care is to stabilize individuals suffering from severe respiratory symptoms and to preventing deterioration. This may require admission to a hospital an even to an Intensive Care Unit. For less severe cases the aim of treatment is to provide supportive care of symptoms. This may include adequate hydration, reduction of fever with fever medications.

What precautions should I take if I have to travel?

Avoid visiting implicated regions unnecessarily (China, Japan, Korea, Thailand). Persons who have symptoms of a sudden respiratory illness before, during or after travel, are urged to seek medical attention. A detailed travel history should be provided to the medical care provider. Typical measures of disease prevention apply during travel. Airport officials will likely check your travel history and perform health screening. There are policies and international standards for treating with an ill person on-board an aircraft.

Case Cont'd:

The student's doctor does relevant checks and refers him to the hospital where he has blood tests and X-rays done. He is admitted to hospital under quarantine and two weeks later his condition improves. He is discharged home. The Ministry of Health Public Health Department is notified of his case, and necessary health surveillance and educational measures are instituted.

For more information regarding this subject feel free to contact the Medical Services Branch at 876-749-0470, extension 69103 or 69107.

APPENDIX 'D' (CONT'D) TO FORCE ORDERS NO. 3796 DATED 2020-03-05

Reduce your risk of **coronavirus** infection:



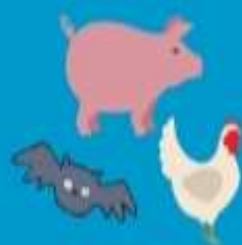
Clean hands with soap and water
or alcohol-based hand rub

Cover nose and mouth when coughing and
sneezing with tissue or flexed elbow



Avoid close contact with anyone with
cold or flu-like symptoms

Thoroughly cook meat and eggs



No unprotected contact with live wild
or farm animals



**APPENDIX 'E' THE JAMAICA POLICE CO-OPERATIVE CREDIT UNION LIMITED UPDATE
TO FORCE ORDERS NO. 3797 DATED 2019-03-12**



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

**APPENDIX 'F' JAMAICA POLICE FEDERATION BULLETIN
TO FORCE ORDERS NO. 3797 DATED 2020-03-12**



Jamaica Police Federation BULLETIN

Wednesday, March 4, 2020

012/2019



**“Coming Together is a Beginning; Staying Together
is Progress; Working Together is Success.”**

Henry Ford

THANK YOU MEMBERS

The Police Federation salutes our members for their invaluable contribution in the recently concluded salary negotiation. It is evident that there was group cohesion, as well as vision. We are indeed grateful for the overwhelming support in what was indeed a very difficult and intense period. The Police Federation will continue to serve you our most valuable resource with pride, professionalism and integrity. For the next two (2) weeks the Police Federation will promulgate excerpts from the signed Heads of Agreement 2017-2019/2019-2021. “Serving You the Protectors, Is Our Priority.”

SALARY NEGOTIATION – ABSTRACT OF 2017-2019/2019-2021 WAGE AGREEMENT

1. SALARY
 - i. To be increased by 5% with effect from April 1, 2017 and a further 2% with effect from April 1, 2018, as per the attached schedule. (Appendix I)
 - ii. Points of Salary Scale and Rank Differential
The current six (6) point scale and differential between the points of scale for members of the rank and file to continue to apply.
2. SALARY PAID AFTER SUCCESS AT PROMOTIONAL EXAMS
The Jamaica Constabulary Force (JCF) agrees to reinstate publishing the names of Rank and File members who have been successful in their promotional examinations in the weekly Force Orders.
3. CONDITIONS OF WORK
 - i. Hours of Work
The Ministry of National Security (MNS) and the Office of the Commissioner of Police (COP) are to continue discussions regarding the normal work week, the normal hours of work and duration of break during time worked in excess of normal working hours.
 - ii. Overtime
The MNS and JCF have committed to purchasing the necessary software that will adequately deal with the scheduling of police officers.
 - iii. Added Hours
To be increased by the same percentage as the increase in salaries, i.e. 5% with effect from April 1, 2017 and a further 2% with effect from April 1, 2018, as per the attached schedule.
4. HOUSING ALLOWANCE
To be increased at the same percentage as the increase in salaries, i.e. 5% with effect from April 1, 2017 and a further 2% with effect from April 1, 2018, as per the attached schedule.
5. SERVICE PAY ALLOWANCE
 - i. The introduction of a new band for the service range of 30 years and over to be applicable with effect from April 1, 2018 and paid at the rate detailed below.

CENTRAL COMMITTEE: Sergeant Patrae Rowe, Chairman; Det. Constable Tameca Thomas; General Secretary, W/Inspector Jaequeline Brown, Inspector Blanche Codner, David Bogle, W/Corporal Arleen McBean, Corporal Rohan James, Det. Constable Nigel Murphy

APPENDIX 'F' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2020-03-12



Jamaica Police Federation BULLETIN



- ii. This allowance to be paid at the existing rates for the contract period., i.e.

Bands	Existing Rates p.a.
6 – 11 Years	\$95,580
12 – 17 Years	\$127,440
18 – 23 Years	\$159,299
24 – 29 Years	\$207,089
30 Years and over	\$237,937

6. PUBLIC HOLIDAY COMPENSATION

The amount of Thirty Thousand dollars (\$30,000) (net), non-taxable, for the contract period, to be paid to officers as public holiday compensation, payable in January 2019.

7. DETECTIVE ALLOWANCE

This allowance will be frozen at the 2016/17 rate; i.e. \$47,452 per annum for the contract period.

8. INSTRUCTOR'S ALLOWANCE

This allowance will be frozen at the 2016/17 rate; i.e. \$47,452 per annum for the contract period.

9. TECHNICAL ALLOWANCE

This allowance will be frozen at the 2016/17 rate for the contract period; i.e.

Category	Existing Rates
A	\$42,848
B	\$32,136
C	\$26,780

10. SPECIAL DUTY ALLOWANCE

This allowance will be frozen at the 2016/17 rate; i.e. \$27,071 per annum and for the contract period.

11. DRIVING ALLOWANCE

- i. This allowance will be frozen at the 2016/17 rate for the contract period; i.e.

Category	Existing Rate p.a.
A	\$46,134
B & C	\$39,543

- ii. A further review to be conducted regarding the allowance payable to the operators of trucks, buses (over 30 seats in capacity), Tractors and other heavy-duty unit allowance.

CENTRAL COMMITTEE: Sergeant Patrae Rowe, Chairman; Det. Constable Tameca Thomas; General Secretary, W/Inspector Jacqueline Brown, Inspector Blanche Codner, David Bogle, W/Corporal Arleen McBean, Corporal Rohan James, Det. Constable Nigel Murphy

APPENDIX 'F' (CONT'D) TO FORCE ORDERS NO. 3797 DATED 2020-03-12



15. INSURANCE COVERAGE FOR JCF MOTOR VEHICLES

The MNS is to pursue the matter for a policy change through The Cabinet.

16. TRANSPORTATION ALLOWANCE

- i. The GOJ policy for on travelling allowance whereby only bonafide travelling officers are eligible for the payment of a travelling allowance will continue to apply.
- ii. Payment of casual mileage to continue as per the policy of the Office of the Commissioner of Police, subject to the availability of funds.
- iii. The GOJ existing policy whereby Duty Concession is granted only to bonafide travelling officers to continue to apply.

17. DEATH BENEFIT

- i. To be increased from \$12M to \$14M for dependents of Police Officers who die:
 - a. In the actual discharge of his/her duty; and
 - b. On account of circumstances specifically attributable to the nature of his/her profession
- ii. For dependents or legal personal representative of the deceased police officer who die of natural cause a sum equal to one year's pay at the date of his/her death or the amount of commuted pension/gratuity which would have been payable if he/she had retired at the date of his/her death, whichever is greater.

18. DISABILITY & DISMEMBERMENT BENEFIT

This matter requires actuarial advice which will be sought by the Ministry of Finance and the Public Service and will be shared with the Jamaica Police Federation upon receipt.

ONE-OFF PAYMENT

Two (2) payments of Ninety Thousand Dollars (\$90,000.00), net, non-taxable per contract period, to be paid in December 2018 and December 2020, respectively.

PUBLIC HOLIDAY COMPENSATION

The amount of Thirty Thousand Dollars (\$30,000.00) (net), non-taxable, for the contract period is to be paid to officers as Public Holiday Compensation, payable in January 2021.

NATIONAL HOUSING TRUST BENEFITS

- a) A reduction in the National Housing Trust Home Improvement Loan qualifying period from Fifteen (15) years to Ten (10) years.
- b) A one percent (1%) reduction in the National Housing Trust interest rate on new and existing mortgages.
- c) The continuation of the cash refund to individuals with existing NHT mortgages.
- d) The National Housing Trust to provide no less than ten percent (10%) of all Housing Units or Service Lots to Rank and File Members.
- e) The National Housing Trust to partner with the GOJ in the development of lands for the delivery of housing solutions to Public Sector Workers.

The Police Federation thank you for your patience and understanding, as we continue to serve you the Protectors.

Yours Respectfully
Central Committee 2019-2020

CENTRAL COMMITTEE: Sergeant Patrae Rowe, Chairman; Det. Constable Tameca Thomas; General Secretary, W/Inspector Jacqueline Brown, Inspector Blanche Codner, Sgt I...
...ogle, W/Corporal Arleen McBean, Corporal Rohan James, Det. Constable Nigel Murphy