

**BOOK OF RULES FOR THE  
GUIDANCE AND GENERAL DIRECTION  
OF THE  
JAMAICA CONSTABULARY FORCE**

---

APPROVED BY:  
THE HONORABLE ERROL ANDERSON, M.P.  
MINISTER OF NATIONAL SECURITY

## PREFACE

I, the Minister of National Security, do hereby **ORDER** and **DIRECT** that all existing Rules relative the Jamaica Constabulary Force made under Section 28 of the Jamaica Constabulary Force Consolidation and Amendment Law 1935 (Law 27 of 1935) or under any Law or Laws amending the same shall be and are hereby rescinded and in exercise of the powers conferred upon the Minister by paragraphs (a), (b), and (c) of Section 26 of the Jamaica Constabulary Force Act 1973, and of every other powers hereunto enabling do hereby frame the Rules hereto subjoined in substitution therefore.

Dated at Kingston this 7th day of September, 1988.

**ERROL ANDERSON, M. P.**  
MINISTER OF NATIONAL SECURITY

TABLE OF CONTENTS

Preface	
Introduction	(v)
Acknowledgement	(vi)
Interpretation	(vii)
ABSENCE, FROM COMMAND	2.2
ALLOWANCES,	5.1
-DETECTIVE	5.4
-DRIVING	5.4
-ENTERTAINMENT	5.7
-HOUSING	5.2
-WASHING	5.4
-UNIFORM	5.4
-PLAIN CLOTHES	5.4
-SPECIAL NON-PENSIONABLE	5.8
-TECHNICAL	5.1
-TRANSPORT	5.5
-UTILITIES	5.7
APPOINTMENT, PROCEDURE FOR	1.1
BEING DRUNK WHEN REQUIRED FOR DUTY	2.14
BOOKS	2.5
-OFFICIAL	2.6
CERTIFICATE OF DISCHARGE	1.14
CESSATION OF DUTIES	1.9
CHANGE OF RESIDENCE	4.30
CIVIL CASES	6.9
COMMAND OF POLICE STATION	2.1
COMMUNICATION, ANONYMOUS	3.11
-INFORMATION	3.15
-OFFICIAL	3.10
-OF STATEMENT TO THE PRESS	3.14
-PRESS RELEASE	3.9
COMPLAINTS, AGAINST MEMBERS	3.7
-BY MEMBERS	3.8
COMPLIMENTS	2.20
-IN PLAIN CLOTHES	2.21

(ii)

CONDUCT	3.1	
CONSTABULARY REWARD FUND	8.10	
DAMAGE TO GOVERNMENT PROPERTY	2.7	
DEATH	4.29	
DISABILITY CLAIM	2.10	
DISMISSAL	1.12	
	-REMUNERATION	4.28
DIVINE WORKSHOP	2.13	
DRESS	2.23	
ENLISTMENT	1.3	
EXPENSE OF WITNESS	6.12	
EXHIBITS, SAFEKEEPING OF	7.6	
FIREARMS	2.16	
	-LOADING AND UNLOADING	2.18
	-SELF DEFENSE	2.17
	-WHEN IN PARTY	2.19
FREE PASSAGE	2.12	
GIFTS, ACCEPTANCE OF	2.17	
IDENTIFICATION BOOKLET	2.24	
IDENTIFICATION PARADE	7.12	
	-ONE WAY MIRROR	7.15
	-OPERATION OF MIRROR	7.16
	-PROCEDURE FOR	7.13
	-WEARING HAT ON	7.14
INFLUENCE OF LIQUOR	2.15	
INSPECTION, OF POLICE ESTABLISHMENT	8.1	
	-GRAVE IRREGULARITY	8.2
LAWFUL COMMAND	3.4	
LEAVE, A RIGHT	4.1	
	-ACCUMULATION OF	4.12
	-AND COURT	4.9
	-APPLICATION FOR	4.7
	-AUTHORITY FOR GRANT OF	4.2
	-DEPARTMENTAL	4.15
	-DIRECTION TO PROCEED ON	4.3
	-EARNING, WHILST ON	4.14

(iii)

-ELIGIBILITY FOR	4.6
-EXTENSION OF	4.26
-HALF PAY	4.23
-INJURY IN DISCHARGE OF DUTY	4.21
-MATERNITY	4.19
-MEMBER MAY BE RECALLED	4.8
-NO GUARANTEE	4.13
-NOT TO BE GRANTED	4.16
-OUTSIDE OF JAMAICA	4.11
-OVERDUE OFFICIAL DOCUMENTS	4.5
-RECREATIONAL	4.18
-SICK	4.20
-SPECIAL	4.24
-STUDY	4.17
-SUBJECT TO THE REGULATION WHILST ON	4.4
-UNABLE TO RETURN OFF	4.25
LEGAL PROCEEDINGS, AGAINST MEMBERS	6.1
-AGAINST OFFICIALS	6.2
-ARISING OUT OF DUTY	6.8
-ATTORNEY GENERAL	6.5
-CIVIL PROCEEDINGS	6.3
-COST	6.7
-WRITTEN REQUEST	6.6
-WHEN PROCEEDINGS ARE THREATENED	6.4
LIGHT DUTY	2.9
LIVESTOCK IN POSSESSION OF POLICE	8.3
LOST PROPERTY	8.6
MEDICAL ATTENTION	2.25
MEDICAL BOARD	4.22
MENTAL ILLNESS	2.8
MONEY PAID OVER	3.16
NATIONALITY	1.2
NEWSPAPER, INTERVIEWS	3.13
-MANAGEMENT OF	3.12
NON-PERFORMANCE OF DUTY	4.10
OFFICER'S RESIDENCE	5.6
ORDERS - FROM JUDGES	8.8

(iv)

PARTIALITY	3.3
PERSISTENT OFFENDER	3.5
PHYSICALLY UNFIT	2.11
POLITICS AND PUBLIC POLICY	3.2
PRISONERS, ATTORNEYS-CONSULAR OFFICES	7.2
-COMMUNICATE WITH	7.3
-DIETS	7.4
-IN CUSTODY	7.8
-MALE AND FEMALE	7.10
-PREPARING CHARGES	7.7
-SEARCHING	7.5
-SERVING SENTENCE	7.9
-TREATMENT OF	7.1
-SUPPLYING OF MEALS	7.11
PROPERTY, HANDLING OF DURING SEARCH	7.6
PRIVATE INVESTMENT	3.6
RE-ADMISSION	1.11
RECORD OF SERVICE SHEET	1.5
RE-ENLISTMENT	1.10
RETIREMENT	1.13
REVENUE OFFICERS	8.5
SCHOLARSHIP	2.4
SICK PERSONS AND DEAD BODIES	8.7
SPECIAL CONSIDERATION, WOMEN	1.4
STATEMENTS	6.11
STRANGERS, IN STATION COMPOUND	8.9
SUPPLY OF ARTICLES	8.4
SUPPLY STATEMENTS	6.10
TRAINING	2.3
TRANSFERS	1.6
-PROCEDURE	1.7
UNIFORMS	2.22
VOLUNTARY RESIGNATION	4.27

APPENDIX I

APPENDIX

UNIFORM

**INTRODUCTION**

The Book of Rules of the Jamaica Constabulary Force was last comprehensively revised in 1939. Since then a number of those rules were amended, revoked or deleted. What remained was, however, in many instances obsolete, or simply rendered irrelevant in an era characterized by social, organizational and technological changes.

This Book of Rules, as amended, is intended to be a more effective instrument in the enunciation of the administrative procedures and guidelines within which the Jamaica Constabulary Force operates. It is the responsibility of every member to become fully conversant with its contents and to utilize it constantly as a point of reference.

The Books, Rules and Regulations and Circulars of the Force must be preserved with the greatest care. Only members or such persons as may be authorized by the Commissioner shall be allowed access to them.

Finally, copies of the Book of Rules issued to members are to be regarded as an item of issue which must be surrendered in the event of resignation, dismissal or any other form of separation from the Force.

**ACKNOWLEDGEMENT**

The Task of revising the 1939 edition of the Jamaica Constabulary Force Book of Rules was assigned to the Planning Division in 1975 by the then Commissioner of Police, Mr. Basil Robinson, C.D. Between then and 1979, a number of committees were formed to undertake the task by progress was always impeded by transfers, resignations, retirements and other exigencies.

In 1979, a Committee under the leadership of Mr. H.E. Ricketts, C.D., L.V.O., now Commissioner of Police, tackled the project and produced the first draft of the revised Rules.

In 1985, a Task Force comprised of representatives of the Police Department, the Ministry of National Security, the Police Officers Association and the Jamaica Police Federation was established specifically to examine the draft and to finalise the Rules.

It would be impossible to make individual mention of the numerous persons who contributed the ideas, criticisms, advice, time, effort and expertise which have made this revised edition of the Book of Rules possible. Sincere appreciation and gratitude must be expressed to the Executives of the Police Officers Association and the Jamaica Police Federation over the years 1975 to 1988 for their invaluable contributions and to the various members of the administrative staff of the Ministry of National Security, and the secretarial staff in both the Police Department and Ministry Headquarters for the skills which have been devoted to this exercise.

The combined effort of all these persons is a demonstration of the distinct advantages of team work and it is with this in mind that this Book of Rules is dedicated to the growth and enrichment of the Jamaica Constabulary Force.



(vii)

**INTERPRETATION**

In these rules, unless the text otherwise requires:-

"Appropriate Authority"- means the police service commission

"Commanding Officer"- in relation to any member below the rank of Inspector, means the Officer in Charge of the Division or other command to which the member for the time being is attached, or, in the absence or inability to act of that Officer, the Officer in Charge of the Branch or Area to which that Division or command belongs, or an Officer deputed by him.

"Commissioner"- means the Commissioner of Police

"Competent Authority"- means any three members of the Police Service Commission, the Commissioner of Police, or his nominee, and two members of the Police Federation Central Committee.

"Force"- means the Jamaica Constabulary Force

"Member"- means all members of the Force from the rank of Police Constable to Commissioner of Police

"Service"- means duty due in relation to the Force

"Officer"- Any member holding any rank above that of Inspector

"Sub-Officer"- means any member above the rank of Police Constable and below the rank of Assistant Superintendent.

"Supervisor"- means the senior member of the Force immediately responsible for co-ordinating and controlling the activities of the junior members.

(viii)

"Technical Duties"- means such duties as finger print identification, motor mechanic, handwriting, identification, technical research report writing, forensic, bandsman, ballistics and such other duties as may be determined by the Minister.

## CHAPTER I

### APPOINTMENTS

#### 1.1 PROCEDURE FOR APPOINTMENTS

Appointments to the Force shall be consistent with the procedure as set out in Regulation 18 and 19 of the Police Service Regulations (1961).

#### 1.2 NATIONALITY

As a matter of Policy only persons of Jamaican Nationality will be enlisted in the Force. Persons of foreign nationality may, however, in special circumstances be enlisted, but shall only be so enlisted where there is no available suitably qualified Jamaican National.

#### 1.3 ENLISTMENT

- (a) Every person joining the force will be between the ages of eighteen (18) and thirty (30) years.
- (b) If a male person he must not be more than five feet seven inches in height, and if female not less than five feet five inches in height.
- (c) In the case of specially qualified applicants the Commissioner is authorized to decide whether or not to waive the rule governing height.
- (d) Notwithstanding the academic certification he or she may produce, such person must be able to meet the undermentioned requirements:-
  - (i) pass the written examination set by the force
  - (ii) pass a prescribed medical examination performed by a Government Medical Doctor;
  - (iii) satisfy an interviewing panel;
  - (iv) provide certificates of character from a Magistrate, Clergyman, or other adjudged respectable person; and
  - (v) produce recommendation, from his past employer, if any.

Provided that no person shall be enlisted until it has been verified that he or she has no criminal record.

#### 1.4 SPECIAL CONSIDERATION

A female shall not be treated with any special consideration. She shall not be exempted, by reason of her marital status or sex, from any of the normal requirements and conditions of service including working overtime, or the liability to transfer, when so required.

#### 1.5 RECORD OF SERVICE SHEET

- (a) The personal particulars, merits and offences of every member must be correctly entered on his (Central and Divisional) Record of Service Sheets. The Divisional Record of Service Sheet will be kept at Headquarters of the Branch, Division or Section to which the member is attached. On the reverse of each sheet the commendations and rewards are to be entered in black ink. All entries made on the reverse of the Divisional Record of Service Sheet of a member must be initialled by the Commanding Officer of the Branch, Division, or Section concerned.
- (b) A member shall be allowed to examine his Record of Service at any time during his service.
- (c) The Commanding Officer of a Branch, Division, or Section is authorized to make recommendations (through the Officer in charge of Areas in the case of Divisions) during January of each year, in favour of a member whose service in his opinion, prior to the year in which the application is being made has been meritorious and whose Divisional Record Sheet, for a period of seven (7) years, contains no record of any defaults, with a view of expunging previous defaults of the seven year period.

#### 1.6 TRANSFERS

Transfers shall be effected in the best interest of the Service and the public in general, and not used as a punishment to a member. As far as possible his welfare shall be taken into consideration.

#### 1.7 TRANSFER PROCEDURE

Each member shall, on transfer, make out in duplicate,

returns showing Government Properties in his possession. These returns must be checked in the Division which he is leaving and again in the Division to which he is transferred.

- 1.8 When any member is transferred from one Division to another, save in the case of emergency, or otherwise as the Commissioner may direct, such member must be informed of the proposed transfer at least two weeks prior to such transfer being effected.

1.9 CESSATION OF DUTIES

No one can perform the duties of a Constable after the expiration of a term of enlistment until he has again been sworn in, which shall be done the day before his term expires, but if that day is a Sunday or a Public Holiday, he shall be sworn in the day preceding.

1.10 RE-ENLISTMENT

- (a) Sub-Officers and Constables may be enlisted for a term of five (5) years and no Sub-Officer or Constable so enlisted shall be at liberty to withdraw himself from the Force until the expiration of that term, and no Sub-Officer or Constable who has not been enlisted for a term shall be at liberty to withdraw himself from the Force until the expiration of six (6) months from the time he shall have given notice in writing of his intention so to do to the Commanding Officer.
- (b) Sub-Officers and Constables desiring to be re-enlisted for a further term of five (5) years must make an application at least fourteen (14) weeks before the expiration of the current term and must be medically examined at least twelve (12) weeks before the current term expires.

1.11 RE-ADMISSION

No member who has been dismissed from the Force will be readmitted into the establishment; except on the review and recommendation of the Competent Authority.

1.12 DISMISSAL

When a member is leaving the Force through dismissal or otherwise, the Commanding Officer shall inform the Commissioner whether such member owes for any clothing or other public debt. If no debt is owing this fact should be stated.

### 1.13 RETIREMENT

- (a) Members will be required to retire on attaining the age of sixty (60) years;
- (b) They may be permitted or called upon to retire before attaining the age of sixty (60), under the provisions of the Constabulary Force Act;
- (c) Notwithstanding (ii) above, a member may be called upon to retire at any time in the public interest, in circumstances of grave unprofessional behaviour.

### 1.14 CERTIFICATE OF DISCHARGE

On the discharge, dismissal or retirement from the Force of any member, the Commissioner will issue a certificate of service duly signed by him or any person so deputed on his behalf.

Every such certificate shall state:

- (a) Rank at the time of dismissal, discharge, resignation or retirement;
- (b) Total service;
- (c) Assessment of conduct whilst serving;
- (d) Reason or cause for discontinuation of service;
- (e) Police courses attended;
- (f) Additional courses and qualification;
- (g) Special areas served during tenure.

## CHAPTER 2

### CONDITIONS OF SERVICE

#### 2.1 COMMAND OF POLICE STATION

Every station shall be commanded by an Officer or Sub-Officer who shall be responsible for the performance, discipline and welfare of all personnel under his command.

#### 2.2 ABSENCE FROM COMMAND

Members holding command should not absent themselves from their Headquarters or homes without their whereabouts being made known. Absence from command must be approved by a Senior Officer.

#### 2.3 TRAINING

The approval of Training Programmes and the Administration of Local Training Schemes for members is the responsibility of the Commissioner.

#### 2.4 SCHOLARSHIP

Scholarships and Overseas Training Courses shall be provided for members on the same basis and under the same conditions as are applicable to other members of the Public Service.

#### 2.5 BOOKS

The Commissioner may prescribe the books to be used at Police Establishments for preventing neglect or abuse and to render the Force efficient in the discharge of its duties.

#### 2.6 No official book or document shall be taken out of the Police Establishment without permission, save where an order of the Court requires its production.

#### 2.7 DAMAGE TO GOVERNMENT PROPERTY

- (a) Where after due enquiry it is ascertained that an article of Government Property has been lost or damaged through the neglect or default of any member, the Commissioner may order that the individual through whose fault or neglect, the loss or damage occurred shall pay the whole or part of the value of the article or cost of repair.

- (b) Similarly if by default or neglect of any member any damage or loss shall be done to the property of another whether such person be a member of the Public or of the Force, the Commissioner shall exercise similar powers.

## 2.8 MENTAL ILLNESS

A member who has been inflicted with mental illness whether he has been admitted to a mental institution or not shall not be further employed before he has been subjected to a Medical or Psychiatric Board which shall determine his fitness for further service, and where such advice is in the affirmative, recommend to the Commissioner duties on which he may be employed.

## 2.9 LIGHT DUTY

When a member is recommended for light duty by a Medical Officer, he shall be considered as performing duty and therefore entitled to full pay and allowances. Any member when so recommended shall not be required to perform rigorous physical duties. He shall, however, be detailed for duty in the station including Station Guard duty and or any other duty of a light nature.

## 2.10 DISABILITY CLAIM

When a members sustains any injury or contracts an illness or disease whilst on duty this fact must be reported in writing to his Supervisor as soon as practicable, whether or not he intends to claim disability as a consequence. The Supervisor shall forward such report to the Commanding Officer together with a Medical Certificate and his own report. These must be forwarded to the Commissioner for his decision as to whether such illness or disease occurred whilst the member was on duty.

The decision of the Commissioner together with copies of the relevant documents shall form a permanent part of the member's Medical Records.

## 2.11 PHYSICALLY UNFIT

A member who is discharged as being physically unfit shall not be eligible for further re-enlistment unless he was .discharged as a result of having been incapacitated or injured:

- (a) As the actual result of or in the discharge of his duty



and without his own default, or

- (b) On account of some injury or disease specifically attributable to the nature of his duty, provided that his physical fitness for re-enlistment is certified by a properly constituted Medical Board.

#### 2.12 FREE PASSAGE

Gazetted Officers may become eligible for free passage under the terms and conditions prescribed for public servants from time to time by the Minister responsible for the Public Service.

#### 2.13 DIVINE WORSHIP

Frequently, emergencies arise to exact the prompt exertion of the Force. On their day of worship it is desirable that the deployment of members be minimised to enable them to attend Divine Service at their respective places of worship, as the circumstances in the force will permit.

#### 2.14 BEING DRUNK WHEN REQUIRED FOR DUTY

A member shall not be reported on a charge of "being drunk when required for duty" unless it can be shown that he had been warned for duty or had had sufficient reason to know that he would be so required for duty.

#### 2.15 INFLUENCE OF LIQUOR

No member who appears to be under the influence of liquor or drugs shall be put on any duty; nor shall any member while in that state be unnecessarily interfered with by a senior in rank. A member in such a condition should be left altogether to the proper care of another until he has recovered, when the proper steps can be taken.

#### 2.16 FIREARMS

All members are required to exercise care in the handling and use of firearms, and one should resort to the use of a firearm only when it is extremely necessary. Consideration must be given to the human life at the other end, and any member who has to use a firearm to injure or kill another human being must be prepared to prove that it was his last alternative, at the time of discharging such firearm.

- 2.17 If for any reason any member has to resort to the use of firearm in apprehending a criminal, or suspect, this should be done only in self-defence.

2.18 In loading and unloading firearms every care must be taken to ensure that the lives of persons around are not endangered.

2.19 When in a Party, the commanding officer must act with tact, must be firm and precise in his words of command.

#### 2.20 COMPLIMENTS

(a) Members will salute His Excellency, the Governor General, Ministers of Government, the Leader of the Opposition, the Chief Justice, Pusine Judges, Magistrates, Custodes, Members of the Privy Council, Officers of the Jamaica Constabulary and Island Special Constabulary Forces, Officers of Her Majesty's Army, Navy, and Air Force (including the local force), Heads of Foreign Services, Ambassadors and High Commissioners.

(b) Head-dress will not be removed by any member when saluting in uniform. This order extends to any mark of respect which a member may desire to pay to his friend or a passing funeral.

(c) Officers will always salute their senior on parade or duty when reporting themselves, or making a report to them. Officers shall always return the salute of their juniors, except when their swords are drawn. A salute made to two or more officers shall be returned by the senior.

2.21 Members employed in plain clothes or detectives on special duty shall not pay any compliments in public when on such duty.

#### 2.22 UNIFORM

Members shall wear such uniform, arms, accoutrements and other necessaries furnished to them, or which they themselves may have to provide, as prescribed by the Minister and set out in the Appendix to these Rules.

#### 2.23 DRESSES

Members will wear the following dress on the occasions mentioned;

##### 1. WORKING DRESS

Working Dress will be worn during the day for:

- (a) Patrol Duty
- (b) Court Duty
- (c) Ordinary Inspection Duty
- (d) Travelling
- (e) General Duties
- (f) As may be ordered

2. DRESS UNIFORM

Undress will be worn for:

- (a) Any of the above duties carried out at night
- (b) Attendance after the opening day of Circuit Courts, or
- (c) As may be ordered.

Officers so desiring may wear Undress on any of the occasions that working dress is permitted.

3. CEREMONIAL FULL DRESS

Full Dress will be worn for:

- (a) Reviews
- (b) Guards of Honour
- (c) Church Parades
- (d) Opening day of Circuit Courts
- (e) Visits of His Excellency, the Governor General to Divisional Headquarters, or
- (f) As may be ordered.

2.24 IDENTIFICATION BOOKLET

Force Identification Booklets are to be carried by all members whether on or off duty.

2.25 MEDICAL ATTENTION

All members of the Force are allowed attendance and Medicine free of charge from the Government Medical Officers of their respective Divisions; but this concession does not extend to their wives and families. Medical attendance includes operating and room charges, all necessary surgical treatment, laboratory and X-Ray examinations.

## CHAPTER 3

### CONDUCT OF MEMBERS

3.1 Members shall display sobriety, discipline, integrity and conformity with Force policies in the execution of their duties and their conduct shall be subject to the Rules and Regulations thereof.

#### 3.2 POLITICS AND PUBLIC POLICY

As a public policy, members are prohibited from making any public expression showing allegiance to any Political Party. Private discussions on a national issue should not be interpreted as being in favour of or against any Political Party.

#### 3.3 PARTIALITY

Members will not display any form of partiality or discrimination in the discharge of their duties.

#### 3.4 LAWFUL COMMANDS

Every member shall receive the lawful commands of his Senior with deference and respect; and execute them with alacrity and every senior in his turn shall give orders in temperate language, showing due regard for the feelings of those under his command.

#### 3.5 PERSISTENT OFFENDERS

Members guilty of repeated irregularities, though of a minor character, should not continue to be dealt with summarily, but must be reported to the Commissioner.

#### 3.6 PRIVATE INVESTMENT

A member shall be required to disclose for the information of the Police Service Commission particulars of any investment on share-holding which he may possess in any company, occupation or under-taking, or any other direct or indirect interest in such organization. If the member's private office is brought into conflict with his duties or in any way influences him in the discharge of his duties, he shall to such extent as may be directed, divest himself of such investment or interest or arrange to have the investment placed in trust.

### 3.7 COMPLAINTS

When a member of the public makes a complaint at a Station against any member of the Force or reports any matter, such member receiving the complaint shall forthwith collect or cause to be collected a written statement from the complainant. On no account must the person making the complaint be redirected to another Police Office.

- 3.8 Any member who has a just cause for complaint shall make a written statement thereof and send it through his Sub-Officer to his Commanding Officer, who will transmit the complaint (if it is beyond his power to deal with it) to the Commissioner, adding any observations or explanations which he himself may have made thereon.

### 3.9 OFFICIAL COMMUNICATION - PRESS RELEASES

A member shall not without the consent of the Commissioner, publish or communicate to the press or any unauthorised individual any matter pertaining to the Force or any other matter in which such member is involved.

- 3.10 All official communication, whether from a private person or not, shall be regarded as strictly confidential. Neither the contents of the communication nor the name of the person conveying any information shall be disclosed without authority.

- 3.11 Members shall not address or cause to be addressed to the Government, or the Commissioner any anonymous communication.

- 3.12 Except for the Force Newspapers, members are forbidden to take part directly or indirectly in the management of newspapers. They may (with the consent of the Commissioner) contribute articles upon subjects of general interest to any newspaper on questions which cannot be properly called political or administrative.

- 3.13 Members, whether on duty or on leave of absence, shall not allow themselves to be interviewed or questioned on public policy or matters affecting the security, defence or military resources of Jamaica, without the consent of the Minister.

- 3.14 Statements or releases to the press involving Force policy shall not be made by members without the authority of the Commissioner or the Minister.

3.15 No Member may, without the consent of the Commissioner, publish or communicate to the press or unauthorised individuals any document, paper or information which may come into his possession in his official capacity.

3.16 MONEY

All monies paid over to any member on behalf of Government, must be acknowledged by an official receipt and same lodged or paid over to the respective account or person without any undue delay.

3.17 ACCEPTANCE OF GIFTS

Members are forbidden from soliciting or accepting presents (other than the ordinary gifts from personal friends) whether in the form of money, goods, free or reduced passages, or other personal benefits, and from giving such presents.

## CHAPTER 4

### LEAVE

#### 4.1 LEAVE: A RIGHT

All members are entitled to leave as a right; however, the grant of leave shall be subject to the exigencies of the service and the Rules of the Force governing leave of absence.

#### 4.2 AUTHORITY FOR THE GRANT OF LEAVE

Authority for the grant of leave to members is vested in the Commissioner who, subject to any Rules contained herein, is authorised to delegate to officers in charge of Police Establishments, general or specific authority to grant leave.

#### 4.3 The Commissioner may direct any member to proceed on vacation leave at any time.

#### 4.4 SUBJECT TO REGULATIONS WHILE ON LEAVE

All members on leave of absence shall be subject to the regulations prohibiting misconduct and are liable to the consequences of any breaches of discipline.

#### 4.5 OFFICIAL DOCUMENTS

Except in the most urgent circumstances, members will not be allowed leave of absence if they have official correspondence, monthly accounts or returns which have been unduly delayed.

#### 4.6 ELIGIBILITY FOR VACATION LEAVE

Subject to the exigencies of the service, members are entitled to the grant of vacation leave in accordance with the following schedule:

CATEGORIES	SCHEDULE	LEAVE ENTITLEMENT
(A) Members with over three years service;		35 days p.a. accumulative to 105 days.
(b) Members with under three years service.		28 days p.a. accumulative to 84 days.

Good Friday, Christmas Day, a Public General Holiday, Saturdays and Sundays shall not be reckoned in the grant of Vacation Leave.

#### 4.7 APPLICATION FOR LEAVE

Application for leave by members should be submitted in writing and with sufficient time to allow for a reply. Applications must not be transmitted by telegraph, telephone or radio, except in case of emergency.

#### 4.8 MEMBERS MAY BE RECALLED OFF LEAVE

Members who are granted vacation leave may be recalled for duty by the Commissioner. A member so recalled shall be reimbursed for any reasonable out-of-pocket expense including actual financial loss sustained as a consequence of the decision to recall him.

#### 4.9 LEAVE AND COURT

No member, except in case of illness, may apply for leave, or for an extension of leave which will prevent his attendance at Court if required as a witness.

#### 4.10 NON-PERFORMANCE OF DUTY

When members are unable for any reason to perform their duties, they shall urgently inform those to whom they are immediately responsible. A claim of illness as the reason for non-performance of duty will not be entertained unless promptly reported and subsequently supported by a Medical Certificate submitted within 48 hours. In any event no member shall proceed on any form of leave of absence before advising his supervisor of the address where he may be found.

#### 4.11 LEAVE OUTSIDE JAMAICA

The Commissioner may grant permission for leave, as entitled by Rules, to be spent abroad on full pay to any member with over two years service. Application for such leave must be typewritten and submitted in triplicate at least two (2) months prior to the proposed date of commencement, except in very special circumstances. Such application shall state the period and purpose for which the leave is required, name and address of overseas references, proposed dates of leaving and return.

#### 4.12 ACCUMULATION OF LEAVE

If a member who has accumulated the maximum leave in respect of his grade without having been granted such leave should apply in writing for the vacation leave to which he is entitled, or some portion thereof, but is not granted such



leave owing to the exigencies of the service, such member shall be entitled to additional full pay vacation leave

beyond the maximum accumulable for his grade. In such cases, however, the amount of additional leave which may be so accumulated shall be limited to leave in respect of service for a further period of two (2) years subject to the approval of the Permanent Secretary in the Ministry responsible for the Police.

4.13 Members who accumulate leave should clearly understand that there can be no guarantee that when the maximum leave is accumulated such leave will be granted. Accumulation beyond the maximum will only be allowed in the circumstances described at Rule 4.12.

4.14 Members will not be allowed to earn vacation leave during periods of sick and vacation leave exceeding fourteen (14) days respectively.

#### 4.15 DEPARTMENTAL LEAVE

The Commissioner may grant any member a total of fourteen (14) days departmental leave in any calendar year. Where any Saturday, Sunday or Public Holiday falls within any period of departmental leave such day shall not be regarded as a day of leave.

4.16 Departmental leave may not be granted to any member between the 20th of December and the 6th day of January, except in exceptional circumstances.

#### 4.17 STUDY LEAVE

(a) Where a member with the approval of the Governor General, acting on the advice of the Police Service Commission, undertakes any course of study in the interest of the Public Service, he will be required to utilise for this purpose all vacation leave, accumulated vacation leave and recalled leave to which he is entitled and he may be granted by the Commissioner of Police such additional full pay study leave up to a maximum of six (6) months to enable him to complete the course. Should the combined period of vacation, accumulated vacation, recalled and full pay study leave prove insufficient to enable the member to complete the course of study, he or she may be granted a further period of half pay study leave not exceeding a maximum of twenty four (24) months. Any further leave required would be without pay. A member granted half pay leave under this Rule will not be entitled, in addition, to any half pay leave.

- (b) Members selected for training at Government expense may be required to enter into an agreement undertaking to resume, or take up employment in the Public Service on the completion of their studies for a period of up to five (5) years at the discretion of the Permanent Secretary of the Ministry responsible for the Public Service. Such an agreement may require the member selected to pay to the Government on default such sum as may be prescribed therein or such lesser amount as may be determined by the Permanent Secretary of the Ministry responsible for the Public Service provided that there shall be a sliding scale on which such sum is repayable with credits awarded for periods of service given.
- (c) In exceptional circumstances, a member who fails to obtain study leave under Section (a) of this Rule may be granted by the Permanent Secretary of the Ministry responsible for the Public Service, leave of absence without salary, in addition to the vacation leave, accumulated vacation leave and recalled leave to which he is entitled for the purpose of undertaking a course of study, although his particular course of study may not be immediately in the public interest.

#### 4.18 RECREATIONAL LEAVE

On completion of the course a member may be granted a period of full pay leave to be utilised for the purposes of recreation not exceeding half the period of vacation leave which he devoted to the period of the course, subject to the conditions that such leave is utilised not later than the first occasion on which the member is granted vacation leave, following his course of study.

#### 4.19 MATERNITY LEAVE

- (a) A member who requires leave for maternity purposes may be granted leave as under, provided that she has completed twelve (12) months service at the date of application:
  - (i) Special maternity leave on full salary for a period not exceeding fifty-six (56) days, on the presentation of an appropriate medical certificate;
  - (ii) All the vacation leave to which she may be entitled;
  - (iii) Leave without pay for an additional period not exceeding ninety (90) days.

- (b) Notwithstanding the provisions of paragraph (a) the Commissioner of Police or the Permanent Secretary may in any particular case authorise the grant of leave without pay for maternity purposes in excess of ninety (90) days.
- (c) Sick leave may be granted to run consecutively with leave granted for maternity purposes in accordance with (a) of this Rule on the production of satisfactory medical evidence that the illness does not result directly or indirectly or specifically from pregnancy.

#### 4.20 SICK LEAVE

- (a) Full pay sick leave not exceeding twenty-eight (28) days in any calendar year may be granted to a member on production of a Medical Certificate.
- (b) On the expiration of leave at (a), a member may utilise his unused departmental leave and not more than one half of his unused vacation leave from the commencement of such sick leave on full pay.
- (c) Should the member's illness necessitate his continuous absence beyond the provisions at (b) because such illness entails major surgery or prolonged treatment the Permanent Secretary responsible for the Police may grant further special sick leave on full pay subject to 4.22.(a).

#### 4.21 LEAVE IN RESPECT OF INJURY IN THE DISCHARGING OF DUTY

Members who sustain any injury or contract a disease as a result of, or in the discharge of their duties and without their own fault, may be granted leave of absence on full pay by the Commissioner without affecting their normal leave entitlement.

#### 4.22 MEDICAL BOARD

- (a) At the expiration of ninety (90) days continuous leave of absence granted under Rule 4.20 such member shall be put before a Medical Board which may consider the grant of further sick leave or the member's fitness for further service.
- (b) In respect of leave of absence granted to a member under Rule 4.21, the Commissioner of Police may require

such member to be put before a Medical Board at the expiration of one hundred and eighty (180) days continuous sick leave. The Board may consider the grant of further sick leave or the member's fitness for further service.

#### 4.23 HALF PAY LEAVE

Leave of absence on half pay may be granted to a member by the Permanent Secretary of the Ministry responsible for the Public Service after six (6) years service from first appointment, provided that such leave together with any full pay vacation leave granted shall not, except as provided in Rule 4.17 or on the grounds of urgent private affairs, exceed one hundred and five (105) days at any one time.

Half pay leave may be granted after a less duration of service than six (6) years in cases of urgent private affairs. In no case, however, shall half pay leave exceed by more than one hundred and five (105), one-sixth of the members service and no member shall be allowed to receive half pay continuously for more than twelve (12) months. Any further leave granted will be without pay.

#### 4.24 SPECIAL LEAVE

The Commissioner may grant special leave to members for the purpose of participating in Departmental, National and International sports or games and such grants of special short leave shall not be set against normal entitlement of the member.

#### 4.25 UNABLE TO RETURN OFF LEAVE

In the event of any member being unable to resume duty at the expiration of his leave owing to special circumstances, the Officer in whose Division such member resides may, after due enquiry, grant an extension of six (6) days and shall immediately notify the Officer in Charge of the Division to which the member belongs and shall also report to the Commissioner without whose authority no further extension of leave can be granted. In the report the Officer must certify that the leave applied for was necessary.

#### 4.26 EXTENSION OF LEAVE

Leave of absence granted to a member will not be extended except in a case of necessity which must be clearly shown by the member and in the event of sickness being the plea, a Medical Certificate must accompany the application.

- 4.27 A member who resigns voluntarily (in circumstances other than retirement on pension) shall be paid a sum equivalent to the remuneration he would have received had he been granted all the vacation leave to which he is entitled.
- 4.28 A member who is being dismissed shall be paid a sum equal to the remuneration he would have received had he been granted all the vacation leave to which he was entitled immediately prior to his dismissal.
- 4.29 In the event of death of a member a sum equivalent to the emolument he would have received for the number of days vacation leave to his credit shall be paid to his legal personal representative.

4.30 CHANGE OF RESIDENCE

In the event of any change of residence during leave of absence, Officers will inform the Commissioner while other members will inform their Commanding Officers of such changes and their new addresses.

## CHAPTER 5

### ALLOWANCES

- 5.1 Allowances, as determined from time to time, shall be paid to members at the approved rates. Technical allowances may be paid only to members of those sections involved in performing technical duties as determined by the Minister.
- 5.2 HOUSE ALLOWANCES/RENTAL:  
SUB-OFFICERS & CONSTABLES
- (a) Separate House Allowance/Rental Allowance will be paid when a woman police is married to a policeman, whether they reside together or apart.
- (b) House Allowance/Rental Allowance shall be payable:
- (i) to a member from the date of initial posting if such member was married before enlistment or,
  - (ii) from the date of marriage if such member gets married after initial posting and,
  - (iii) to other members for whom there is no suitable and or adequate living accommodation provided by Government.
- (c) House or Rent Allowance should continue to be paid to all members in receipt of these allowances during periods of sick, departmental, vacation, pre-retirement or maternity leave.
- 5.3 In the event of separation, divorce, or death of spouse of members in receipt of House Allowance, this Allowance shall continue to be paid if the member has children under the age of nineteen (19) years whom he is required to support, or over nineteen (19) years and attending a recognised institution of learning, or are mentally or physically retarded.
- 5.4 (a) Members in receipt of detective, driving, washing, uniform and plain clothes allowances shall continue to draw such allowance or allowances while on vacation, sick, or departmental leave, not exceeding one (1) month.
- (b) Where a member becomes ill because of the nature of his duties, or is injured on duty, he should receive full

salary as well as house, marriage, detective and uniform allowance during the period of illness. This period of absence due to illness will have to be certified by the appropriate medical authority.

#### 5.5 ALLOWANCES: TRANSPORT

Members in receipt of allowance for the upkeep of a motor car, motor cycle or bicycle shall continue to draw such allowance during all periods of sick, departmental, vacation, pre-retirement and maternity leave.

The provisions of this Rule shall not apply in cases where a member is granted leave prior to resignation or separation from the Service in any circumstance.

The Allowance will also not be payable during the period of pre-retirement leave where the Officer has been employed during such leave by a Statutory Body financed from Public Funds on terms which provide for the payment of a travelling allowance.

#### 5.6 OFFICER'S RESIDENCE

(a) An Officer may either be provided with quarters on such terms as may be specified or in lieu thereof be paid a house or rental allowance at such rate as the Minister responsible for the Public Service may from time to time approve.

(b) House or Rent Allowance should continue to be paid to all members in receipt of those allowances during the periods of sick, departmental, vacation, pre-retirement or maternity leave.

5.7 Members in receipt of Entertainment and Utility Allowances shall continue to be paid these allowances during the periods of sick, departmental, vacation, pre-retirement or maternity leave.

5.8 Members in receipt of special non-pensionable allowance shall continue to be paid this allowance during periods of vacation leave.



## CHAPTER 6

### LEGAL PROCEEDINGS

#### 6.1 ACTION AGAINST MEMBERS:

- (a) When civil proceedings are brought against a member for acts done in the discharge of his duties, he shall not employ legal assistance at public expense without previously obtaining the permission of the Attorney General;
- (b) In criminal cases the Government will not prosecute and at the same time defend acts done by members in the discharge of duties. However, if there is an acquittal, the full cost of defense shall be refunded, subject to the recommendations of the Attorney General.

#### 6.2 LEGAL PROCEEDINGS:

If a member shall have cause for complaint either upon private or public grounds against any official person in any other Department, such complaint shall be made in writing and submitted to the Commissioner who will transmit the matter to the Department concerned.

- 6.3 No steps may be taken by members to institute civil proceedings in any Court in connection with any matter arising out of discharge of his public duties or against a Minister or Head of any Department (Government) or other public officers for anything done in the performance of duty, unless and until the sanction of the Police Service Commission is obtained.
- 6.4 Where proceedings are threatened or brought against members for acts done in the discharge of their duties the facts thereof shall forthwith be reported to the Commissioner and no public expenses, legal or otherwise shall be incurred by the member against whom proceedings have been threatened or brought or other steps taken in connection with any proceedings until directions of the Commissioner have been received by the member.
- 6.5 Subject to the provisions of these rules, Government will, unless otherwise advised by the Attorney General in any particular case, accept responsibility for the defense of

members against whom civil proceedings are threatened or brought in respect of acts done or liabilities incurred in the execution of his duty.

6.6(i) Where any such proceedings are threatened or brought against the member whose acts are subject of the proceedings, such proceedings shall not be defended by Government unless the member makes a written request through the Commissioner to the Attorney General for legal assistance.

6.6(ii) Where legal assistance is afforded in these circumstances to such member and the Attorney General considers that it would be advisable to settle such proceedings, or the Court makes an award for damages the Attorney General shall recommend to the Financial Secretary, the amount which he considers that the member contribute to the settlement or award, if any.

In all civil cases the Attorney General either agrees with the plaintiff's attorneys as to the terms of settlement or the matter goes to Court where the Judge makes the award.

6.7 When actions are brought against members and are dismissed, cost shall be applied for, and if awarded, efforts shall be made to have them recovered.

6.8 When an action in any civil or other Court is brought against a member in a matter arising out of the discharge of his duty or which would affect his position in the Force, the Commanding Officer shall be present and report if any circumstances transpire which ought to be known to the Commissioner.

6.9 CIVIL CASES:

Whenever any member is subpoenaed as a witness in a civil proceeding between members of the Public, his reasonable expenses in going to, staying at, and returning from Court shall be tendered to him by the party by whom his evidence is required at the time of the service of the subpoena at a reasonable time before the date on which he is required to appear to give evidence.

6.10 SUPPLYING STATEMENTS:

(1) No member of the public shall be supplied with or given access to the original or any copy of-

(a) any report or statement made by any member in the course of his duty; or

- (b) any statement given to the police by any member of the public.
- (2) Notwithstanding the provisions of paragraph (1) of this Rule, in the case of any road accident a Divisional Officer in his discretion may-
- (a) upon the application of any person interested in civil proceedings arising out of any such accident, furnish an abstract, giving-
    - (i) the names, addresses of the drivers of the vehicles and the identification marks of such vehicles;
    - (ii) the salient facts of the occurrence as ascertained by the police from own observation;
    - (iii) names and addresses of persons who witnessed the occurrence;
  - (b) upon the application of a party to any civil proceedings arising out of any such accident or his legal representative, furnish a copy of any statement given by such party to the police;
  - (c) upon the application of a witness in any civil proceedings arising out of any such accident, furnish to such a witness a copy of any statement given by such witness to the police.

Provided that where criminal proceedings are pending or contemplated or where an inquest is likely to be held, no abstract shall be furnished until such proceedings or inquest have been conducted or abandoned.

#### 6.11 STATEMENTS

Every original signed statement taken by the police must be available in Court and should be tendered to the Crown Prosecutor before the Court sits; and it is also a requirement of the Divisional Officer to bring to the notice of the Crown Prosecutor any information which, though inadmissible as evidence, may be of use.

#### 6.12 EXPENSE OF WITNESS:

Expense of a witness who is not of the Constabulary coming from a distance to give evidence before a Departmental Enquiry may be paid in accordance with the scale laid down in the Crown Witness Expense Act. The amount must be certified by the President of the Court and the application must be forwarded in duplicate to the Commissioner.

## CHAPTER 7

### PRISONERS

#### 7.1 PRISONERS - TREATMENT

Prisoners shall be treated with every consideration and while no harshness or unnecessary restraint shall be used towards them, every precaution must be taken as regards their safe custody. They shall not be placed in the dock with handcuffs unless by order of the Court.

#### 7.2 ATTORNEYS - CONSULAR OFFICERS

Every person at any stage of an investigation should be able to communicate and to consult privately with an Attorney or, if a foreigner, with his Consular Officer. This is so even if he is in custody, provided that in such a case no unreasonable delay or hinderance is caused to the process of investigation or the administration of justice.

#### 7.3 Attorneys and or Consular Officers shall be allowed to communicate with a prisoner in custody. Arrangements shall be made as far as practicable, that the communication may not be heard by anyone, but care shall be taken that the prisoner shall not escape, and if necessary, for the purpose a member shall keep the prisoner in sight during communication.

#### 7.4 DIETS - FOR PRISONERS UNDER ESCORT

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 regular diets as though he was confined to an institution.

#### 7.5 SEARCHING OF PRISONERS

Every prisoner received into custody must be searched before being placed in a lock-up. Female prisoners are only to be searched by another female.

When prisoners are searched, every article taken from them shall be distinctly called out by the member searching, and the particulars shall be entered in the relevant Register.

The Sub-Officer in charge of the Station at the time shall be present if possible and will be held responsible for any

loss which may occur through neglect or irregularities. If a prisoner is searched before arriving at the Station, particulars of every article taken from him shall immediately be given to the Station Guard who shall enter them in the relevant Register. Notes shall be made of what is taken from each pocket or other place during search. All notations made in the relevant Registry should be signed by the prisoner and witnesses.

- (a) Members must ensure the safe custody of all items of exhibit which come into their custody or possession and a clear and careful record must be kept and maintained of all exhibits. A valuation of the items will be made by the owner, if available.
- (b) All exhibits are to be labelled correctly, giving the date and place of finding, by whom found and in what circumstance.
- (c) Exhibits are to be carefully handled and destruction, contamination or damage must be prevented as far as possible.

#### HANDLING OF PROPERTY DURING SEARCH

Where a search of any premises, place, vehicle or thing is being undertaken it shall be the duty of the member in charge of such search to take such steps as are reasonably practicable in the circumstances to ensure that:

- (i) owner or occupier of the premises or place, or the owner or person in possession of the vehicle or thing is present at all stages of the search;
- (ii) there is no destruction or wilful damage of property;
- (iii) where any damage occurs, unavoidably, during a search a comprehensive report shall be submitted forthwith.

#### 7.7 PREPARING CHARGES FOR ARRESTED PERSONS

Whenever persons are arrested they should be charged without any delay and thereafter bailed or placed before the Court as soon as possible.

#### 7.8 PRISONERS IN CUSTODY

Convicted and unconvicted prisoners should not be placed together in the same cell. If, for any reason, this has to be done an entry must be made in the appropriate record, and they should be placed in uneven numbers.

7.9 Where any prisoner is serving sentence in lieu of payment of fines and costs awarded by a Court, such prisoners shall not be released except such fines and costs are paid in full irrespective of the amount of sentence already served. Communication by Telegram, Telephone Calls, Radio Messages or otherwise stating that the money has been paid elsewhere must not be accepted as authority to release.

#### 7.10 MALE AND FEMALE PRISONERS - SEPARATION

Male and female prisoners shall not be confined in the same cell.

#### 7.11 PRISONERS' MEALS

Meals shall be supplied to prisoners in custody at the rates and in accordance with the Regulations issued from time to time on the subject and must not be supplied by any member.

#### 7.12 IDENTIFICATION PARADES

In arranging for personal identification, every precaution shall be taken:

- (a) to exclude any suspicion of unfairness or risk of erroneous identification through the witnesses' attention being directed to the suspected person in particular instead of indifferently to all the persons paraded;
- (b) to make sure that the witnesses' ability to recognise the accused has been fairly and adequately tested.

#### 7.13 It is desirable therefore that:

- (i) arrangements for an "Identification Parade" shall not be made by the member in charge of the case against the prisoner;
- (ii) the witness shall be prevented from seeing the prisoner before he is paraded with other persons and shall have no assistance from photographs or descriptions;
- (iii) the accused shall be placed among not less than eight

persons who are as far as possible of the same age,



height, general appearance and position in life;

- (iv) the accused shall be allowed to select his own position in the line, and shall be expressly asked if he has any objection to the persons present with him or the arrangement made. If he desires to have his Attorney-at-Law or a friend present at the identification this shall be allowed and he shall be informed of this privilege;
- (v) the witnesses shall be introduced one by one and on leaving shall not be allowed to communicate with those witnesses still waiting to see the persons paraded, and the accused shall be allowed, if he desires, on being informed of his right, to change his position after each witness has left. A witness shall be required to touch any person whom he purports to identify;
- (vi) All unauthorised persons shall be strictly excluded from the place where the Identification Parade is held.
- (vii) whenever possible, an Officer or Sub-Officer not below the rank of Sergeant shall conduct the Identification Parade, and a Justice of the Peace shall be present if possible;
- (viii) every circumstance connected with the Identification shall be carefully recorded by the Officer conducting it, whether the accused or any other person is identified or not.

7.14 It may sometimes happen that a witness desires to see the suspect with his hat on or off, and there is no objection to all the persons paraded being thereupon asked to wear or remove their hats. Where there may be something peculiar in the suspect's walk or speech, there is no objection to the persons paraded being asked to walk individually, or to speak. When any such request is made by a witness, the incident shall be recorded.

7.15 One-Way Mirrors may be used for the purpose of identification parades and on such use, a witness shall not be required to touch any person whom he purports to identify. Without prejudice to the generality of the foregoing, the following provisions shall be applied wherever a one-way mirror is used for the purpose of an identification Parade.

- 7.15 (i) an Attorney-at-Law subject to sub-paragraph (iii) hereof, and a Justice of the Peace shall be present and both shall be placed in a position to be decided by the Officer conducting the parade;
- (ii) the Attorney-at-Law shall be one chosen by the prisoner. However, if the prisoner chooses no particular Attorney-at-Law or if the Attorney-at-Law of the prisoner's choice is not available for the parade, the Attorney-at-Law shall be either drawn from a Legal Aid Clinic or selected by the Officer conducting the parade from among Attorneys-at-Law willing to undertake the assignment;
- (iii) when an Attorney-at-Law fails, or is unable to attend for an identification parade or where no Attorney-at-Law can be found to represent the suspect, the identification may be postponed once and if on the date set for the postponed parade an Attorney-at-Law does not attend and a Justice of the Peace is present the identification parade may be held in the absence of the Attorney-at-Law;
- (iv) neither an Attorney-at-Law nor the Justice of the Peace when present at the parade shall speak to any witness or any person other than the accused being paraded and the Officer or Sub-Officer in charge of the parade.
- (v) In this rule "One-Way Mirror" means a pane of glass or other similar material so treated that when viewed from one side (hereinafter referred to as the obverse side) it presents a reflection of the viewer but does not permit the viewer to see through it, person or objects which may be on the "obverse side."
- 7.16 (1) The member conducting the parade is to be briefed beforehand by the investigator in time to allow him to:
- (a) warn suspects and select persons for the parade;
- (b) if the prisoner has no Attorney-at-Law apply to Legal Aid Clinic for one (written application copy in case file).
- (2) The Attorney-at-Law and the Justice of the Peace are to be placed on the witness side of the One-Way Mirror.

- (3) No one other than the member conducting the parade, witnesses, the Attorney and the Justice of the Peace are to be on the witness side of the mirror.
- (4) Suspect, persons forming the parade and officer or sub-officer assisting to be on the obverse side (with number).
- (5) The member conducting the parade should not instruct the witness whom to identify but should offer what assistance possible as to the procedure of the parade so that the persons on the prisoner's side can hear. Any statement made by or to the witness should be heard by the persons on the prisoner's side.
- (6) All the lights on the obverse side to be on.
- (7) All lights to be off on reverse side.
- (8) There shall be provision for the witness to inform the suspect of the fact that he has been identified.

#### 7.6 SAFE KEEPING OF EXHIBITS

## CHAPTER 8

### GENERAL

#### 8.1 INSPECTION

Each Police Establishment shall be inspected at least once per year.

8.2 During inspection if any grave irregularities or circumstances worthy of notice are discovered by an Officer, he shall not only satisfy himself by commenting on it in his inspection report, but shall make an urgent report of the discovery to the Commissioner.

#### 8.3 LIVESTOCK & PERISHABLE GOODS IN POSSESSION OF THE POLICE

(a) Where any perishable agriculture produce, livestock or fish are in custody of a member, the member shall forthwith apply to a Justice of the Peace for a written record of the perishable goods and the Justice after examining the perishable goods, shall:

(i) if he is able to identify the rightful owner, make an order for the return of the goods to him, or

(ii) if he is not able to identify the rightful owner make an order for the sale of the goods.

(b) Upon receipt of an order for the sale of perishable goods the member shall take the perishable goods before the Officer or Sub-Officer of the most convenient police station and such Officer or Sub-Officer shall forthwith:

(i) sell perishable goods in such manner as he thinks suitable with a view to obtaining the best price that can reasonably be obtained therefor; and

(ii) endorse upon the written record all relevant details with respect to the price obtained for the perishable goods specified in the order.

(c) The proceeds of any sale shall be placed in the custody of the Officer in charge of the parish in which the police station is situated and such Officer shall:

(i) where the owner of the perishable goods is ascertained within three months of the sale thereof, pay the sum to that person; or

(ii) where, at the expiration of a period of three months after the sale, the owner of the perishable goods as aforesaid cannot be ascertained, pay the sum to the Accountant General through the Ministry of National Security.

8.4 The supply of articles of any description at a cost for the Station or Lock-up or the performance of any work for the cleaning and maintenance thereof shall be done by persons other than members.

#### 8.5 REVENUE OFFICERS

Members shall assist Revenue Officers in the collection and protection of Public Funds.

#### 8.6 LOST PROPERTIES

Every article of property found by a member or handed over to him shall at once be brought to the Sub-Officer in charge. The necessary records shall be completed and enquiries made to establish ownership of the property.

#### 8.7 SICK PERSONS AND DEAD BODIES

Members shall assist in the removal of dead bodies, sick or injured persons where sickness or injury may form the subject of a criminal charge, or persons injured in accidents.

#### 8.8 ORDERS FROM JUDGES

When a member receives an order from a Judge, which such a member considers to be inconsistent with the Police Rules and Regulations he should respectfully inform such Judge accordingly. If the Judge presses the order the member should seek the guidance of his Commanding Officer.

#### 8.9 STRANGERS IN STATION COMPOUND

Other than members, no person shall be allowed to sleep in Police Establishment and no member may without authority

allow the use of any establishment or part thereof for any purposes not connected with the Force.

#### 8.10 CONSTABULARY REWARD FUND

All fines and penalties imposed on members, and all penalties and proportion of penalties and damages awarded to any member on any summary conviction as the prosecutor of any information or otherwise and all seizure fees shall be paid immediately to the Accountant General to a separate account of the Constabulary Force Reward Fund to be appropriated for the payment of such rewards or gratuitous bounties or other like purposes as the Minister may from time to time award.

UNIFORM

APPENDIX I

UNIFORM  
FOR OFFICERS

1. The following uniform will be worn by Officers:

(I) WORKING DRESS

(a) Tunic (Male & Female):

Single breasted, four button hole and eyelets, button stand cut on, openfacing with facing lined to form protector, break neck to first button in line with top pocket with no button or button holes; waist seam from nape to waist line separated from bottom half with 2 inch split in centre; two breast pockets with 1 inch pleat in the centre; two bottom pockets inserted, all pockets covered by flap, button holes and eyelet holes to match; two loops of self material, short sleeves, 2 inch cuff, permanent turn up worn above the elbow, shoulder straps to clear collar, button holes and eyelets holes protector formed by facing; eyelets for badges and press studs to flaps on top pockets.

(b) (i) Male: Trousers, Fawn Terylene

Fly front, side pockets, 1 1/2 inch waist band all around, extension or 2 1/4 inch wide loop of self material, no turn up.

(ii) Female: Skirt

Fawn Terylene with two box pleats, one at each side.

(c) SHOES

Male: Plain black leather shoes.  
Female: Black leather, laced, plain front, heels-1 1/4 inch high.

(d) SOCKS

Male: Black or navy blue socks.  
Female: Stockings of approved shade.

(e) CLOTH BELT

1 7/8 inch wide belt of same material as tunic fitted with two-pronged chromium plated buckle.

(f) PEAKED CAP

(i) Male:

Universal pattern in dark blue cloth with hinged spring in front; chin straps of black patent leather 3/8 inch wide, buttoned on to two small buttons. Band to be plain black mohair.

(ii) Female:

Navy Blue; Women Constables' pattern with small chin strap attached to cap by two small Force buttons of white metal; band to be of black mohair.

Superintendent and above will wear braid of black oak leaf instead of mohair.

(g) ACCOUTREMENTS

Garrison or Sam Browne waist belt, black leather 2 inch width to be worn instead of fawn terylene, when carrying side arms.

(h) MEDAL RIBBONS

To be 5/8 inch in depth, and to be worn on band in the same position as medals, the right edge of the first ribbon being 1 1/2 inches from the edge of the garment. When there is not sufficient room to wear the ribbons in a row, they may be worn in two or more rows, not more than 1/2 inch apart.



(i) LANYARD

To be dark blue in silk cord 36 inches, double, with Metropolitan Police pattern, whistle attached.

(j) CANE

(i) 24 inches long, including Metropolitan Police pattern, whistle fixed on top, covered with black leather, except for 6 inches in the centre for hand grip carried by all Officers.

(ii) 28 inches long with a silver ball and J.C.F. crest mounted on top; covered with black leather, silver tip, carried only by the rank of Superintendent and above.

(II) DRESS UNIFORM

(a) Tunic Fawn Terylene or Navy Blue Serge

Single breasted, four button and eyelets, button stand cut on open facing with facing lined to form protector; break neck to first button in line with top pocket with no button holes, waist seam from nape to waist line separated from bottom, half with 2 inch split in the centre; two breast pockets with 1 inch pleat in centre; two bottom pockets bellows 9 inches at the bottom 8 inches at the top; straight flap, 3 1/4 inches deep at the peak and 3 inches at the trough; button holes and eyelet holes to match; two loops of self material; long sleeves with pointed cuffs 6 inches deep at the peak and 3 1/4 inches at the seam, permanent turn down, shoulder straps to clear coslan, button holes and eyelet holes protector formed by facing; eyelets for ledges and press studs to flap of top pocket.

- (b) (i) Male - Trousers - Fawn Terylene or Navy Blue Serge.

As in the case of working dress. For Navy blue trousers 2 inch scarlet stripes braid sewn on the side seams.

- (ii) Female - Similar pattern to the male's except for collar which shall be of similar design to the tunic in "Dress Uniform."

- (c) SHIRT  
Plain white shirt with collar attached.

- (d) TIE  
Plain dark blue tie.

- (e) SHOES
  - (i) Male: Black - as in working dress.
  - (ii) Female: Plain black court shoes, heels 2 inches high with 1 1/4 inch tips.

- (f) SOCKS
  - (i) Male: Black - as for working dress.
  - (ii) Female: Stockings - as for working dress.

- (g) COLLAR BADGES OR GORGETS  
  
Collar Badges with Jamaica Coat of Arms to Senior Superintendent of Police.  
Gorgetts for Assistant Commissioner of Police to Commissioner of Police.

- (h) PEAKED CAP  
As in the case of working dress.

- (i) ACCOUTREMENTS  
As in the case of working dress.

- (j) WATER PROOF COAT  
When worn, will be Khaki or dark blue. In the case of the Khaki it will be worn with a belt.

- (k) MEDAL RIBBONS  
As in the case of working dress.
  - (l) LANYARD  
As in the case of working dress.
  - (m) CANE  
As in the case of working dress.
- (III) MESS DRESS
- (a) Mess Jacket, White Satin Drill  
  
Shawl collar, self material shoulder straps, two eyelet holes; long sleeves, pointed cuffs 6 inches deep at peak and 3 1/4 inches at trough, slit with three made eyelet holes. Eyelets for badges.
  - (b) (i) Male - Trousers - Navy blue as in dress uniform.  
  
(ii) Female - Skirts - as in dress uniform.
  - (c) CUMMERBUND (MALE ONLY)  
Dark blue silk, 5 1/2 inches wide in front, fitted with black straps and buckle.
  - (d) SHOES  
  
(i) Male - as in working dress.  
  
(ii) Female - as in dress uniform.
  - (e) SHIRT  
As in dress uniform.
  - (f) BOW TIE  
Black
  - (g) COLLAR BADGES  
Collar Badges with the Jamaica Coat of Arms.
  - (h) MINIATURE MEDALS AND DECORATIONS  
The ribbons worn with miniatures will be

5/8 inch in width; the length of the ribbon and medal from the top of the bar to the bottom edge of the medal will be 2 inches.

(IV) CEREMONIAL FULL DRESS

(a) (i) Male: Tunic - White Drill

Polo collar, patch pockets with flaps on each side of breast with box pleats down the centre; five large buttons down the centre and one small button hole and eyelets on each pocket; long sleeves, cut plain with pointed cuffs having 3 eyelet holes. Shoulder strap of self material. The coat to have two vents of 8 inch depth; collar square in front and fastened with two hooks.

(ii) Female: Similar pattern to the male's except for collar which shall be of similar design to the tunic in Dress Uniform.

(iii) Female: Shirts - as in the case of Dress Uniform.

(iv) Tie: as in the case of Dress Uniform.

(b) (i) Male: Trousers - as in the case of Mess Dress.

(ii) Female: Skirts - as in the case of Mess Dress.

(c) (i) Male: Boots - Plain Black Boots.

(ii) Female: Shoes - as in the case of Mess Dress.

(d) PEAKED CAP  
As in the case of Working Dress.

(e) GLOVES  
White string.

(f) SASH

Waist: Royal Blue, 3 inches wide, complete with tassels, adjustable.

(g) SWORD BELT

Dark Blue webbing, 1 3/4 inches wide with black morocco leather slings 1 inch wide with buckle and swivels chromium plated on nickel.

(h) SWORD

Infantry regulation pattern.

(i) MEDALS AND DECORATIONS

The ribbons worn with the medals will be 2 inches in length, unless the possession of clasps necessitates them being longer. When two or more medals are worn they will be so arranged that the lower edges are in line. The length of the ribbons will be regulated by that of the medal which, including any clasps is the longest.

(V) BUTTONS

All metal buttons will be of the Jamaica Constabulary Force pattern. Mess Dress buttons will be sterling silver. All other buttons will be chromium plated on nickel silver.

The following sizes will be used:

- (a) Coat button large 34 line;
- (b) Button for side and breast pocket medium 27 line;
- (c) Button for cuffs, small 20 line shoulder straps cap, and for Mess Dress.
- (d) Gorget buttons extra small 18 line.

(VI) BADGES

The Force will wear its own distinctive Force Badges as under:

- a. On the Cap Normal size collar badges (as centre of cap badge) chromium plated on nickel silver.
- b. On the dress tunic Normal size collar badges (as centre of cap badge) chromium plated on nickel silver.
- c. On Mess Dress As for Dress Uniform

(VII) BADGES OF RANK

The badges of rank will be of the following:

(a) WORKING DRESS - COMMISSIONER

- (i) SHOULDER OF JACKET AND TUNIC  
Sterling silver crossed tipstones, surrounded by a wreath with a crown above.
- (ii) TUNIC LAPELS  
Gorget patches in black velvet, 1/4 inch wide and 2 1/4 inches long; pointed at the top with two silver embroidered oak leaves small silver buttons 3/16 inch from point of patch.
- (iii) CAP  
Universal pattern in dark blue cloth with hinged spring in front; chin strap of black patent leather 3/8 inch wide, buttoned on to two small silver buttons; band to be of braid black oak leaf; two rows of silver oak leaves on peak.

(b) DEPUTY COMMISSIONER

- (i) SHOULDER OF JACKET AND TUNIC  
Sterling silver crossed tipstones surrounded by a wreath with two stars above.
- (ii) TUNIC LAPEL  
Gorget patches in black velvet, 1 1/4 inch wide and 2 inches long; pointed at top with rows of silver braid embroidery; one small silver

button 3/8 inch from point of the patch.

- (iii) CAP  
As for Commissioner but with one row silver oak leaf.

(c) ASSISTANT COMMISSIONER

- (i) SHOULDER OF JACKET AND TUNIC  
Sterling silver crossed tipstones surrounded by a wreath.

- (ii) TUNIC LAPELS  
Gorget patch in black velvet 1 1/4 inches wide and 2 inches long, pointed at top with vertical row of silver embroidered cord, one small silver button 3/4 inch from the point of the patch.

- (iii) CAP  
As for the Deputy Commissioner.

(d) SENIOR SUPERINTENDENT

- (i) SHOULDER OF JACKET AND TUNIC  
Crown with one star above.

- (ii) CAP  
Universal pattern in dark blue cloth with hinged spring in front chin strap of black patent leather 3/8 inch wide buttoned on to two small silver buttons; band to be braid black oak leaf with 5/8 inch silver embroidered edged with silver cord on peak.

(e) SUPERINTENDENT

- (i) SHOULDER OF JACKET AND TUNIC  
One crown.

- (ii) CAP  
As for Senior Superintendent.

(f) DEPUTY SUPERINTENDENT

- (i) SHOULDER OF JACKET AND TUNIC

Three stars.



- (ii) CAP  
Universal pattern in dark blue cloth with hinged spring in front; chin straps of black patent leather 3/8 inch wide, buttoned on to two small buttons. Band to be plain black mohair.

(g) ASSISTANT SUPERINTENDENT

- (i) SHOULDER OF JACKET AND TUNIC  
Two stars.

- (ii) CAP  
Universal pattern in dark blue cloth with hinged spring in front; chin straps of black patent leather 3/8 inch wide, buttoned on to two small buttons. Band to be plain black mohair.

UNIFORMS FOR  
INSPECTORS

2. The following uniforms will be worn by  
Inspectors -

(I) WORKING DRESS

- (a) Bush Tunic, Fawn Terylene  
Of the same pattern and material as for  
Officers Working Dress.

- (b) (i) Male: Trousers - Fawn Terylene  
  
Of the same pattern and material as  
for Officers Working Dress.

- (ii) Female: Skirts

As for Female Officers.

- (c) SHOES

- (i) Male: Plain black leather.

- (ii) Female: As for Female Officers.

- (d) SOCKS

- (i) Male: Black or navy blue.

(ii) Female: Stockings - as for Female Officers.

(e) CLOTH BELT  
Of same pattern and material as for Officers Working Dress.

(f) PEAKED CAP  
(i) Male - Infantry pattern of dark blue cloth with red cloth band 1 3/4 inches wide; small Force badge in white metal in front; patent bottom chin strap attached to cap by two small Force white metal buttons.

(ii) Female - As for Female Officers, but with red braid.

(g) LANYARD  
As for Officers.

(h) ACCOUTREMENTS  
As for Officers.

(i) MEDAL RIBBONS  
Same as for Officers Working Dress.

(II) DRESS UNIFORM

(a) TUNIC - FAWN TERYLENE OR NAVY BLUE SERGE  
Of same pattern and material as for Officers.

(b) (i) Male: Trousers - as in the case of Officers Dress Uniform.

(ii) Female: Skirts - as for Female Officers.

- (c) SHIRTS  
White with collar attached.
  - (d) TIE  
As for Officers Undress.
  - (e) SHOES
    - (i) Male: As for Working Dress.
    - (ii) Female: As for Officers Dress Uniform.
  - (f) SOCKS
    - (i) Male: as in the case of Working Dress.
    - (ii) Female: Stockings as in the case of Officers.
  - (g) CAP  
As in the case of Working Dress.
  - (h) ACCOUTREMENTS  
As in the case of Working Dress.
  - (i) WATERPROOF CLOAK  
As in the case of Officers Dress Uniform.
  - (j) MEDAL RIBBONS  
As in the case of Working Dress.
  - (k) CANE  
As in the case of Working Dress
- (III) CEREMONIAL FULL DRESS
- (a) TUNIC
    - (i) Male: White Satin Drill
      - Of the same pattern and material as for Officers full dress, except that the cuffs shall be plain without eyelet holes and there shall be no vents on the side.

- (ii) Female: as for Female Officers.
- (b) TROUSERS
  - (i) Male: Trousers

Navy blue serge, fly front, two side pockets; no turn up with stripe down side seam 1 7/8 inches of scarlet cloth; 1 1/2 inch waist band all around with extension or loops of 2 1/4 inches of self material.
  - (ii) Female: Skirts

As for Female Officers.
- (c) SHOES
  - (i) Male: Plain Black Boots.
  - (ii) Female: Shoes - As in Dress Uniform
- (d) SOCKS
  - (i) Male: Socks - Black or Navy Blue.
  - (ii) Female: Stockings - as for Officers.
- (e) SASH

Waist, scarlet, complete with two tassels, adjustable, 3 inches wide.
- (f) SWORD BELT

Of same pattern as in the case of Officers.
- (g) SWORD

Infantry Regulation pattern.
- (h) GLOVES

As in Officers Full Dress.
- (i) BUTTONS

All metal buttons will conform with Force pattern. Sizes will be as for Officers.

(j) BADGES

As in the case of Officers.

(k) BADGES OF RANK

Two silver bars on each shoulder strap.

UNIFORM FOR  
SUB-OFFICERS  
AND CONSTABLES

3. The following uniform will be worn by Sub-Officers and Constables

(I) WORKING DRESS

(a) SHIRT

Striped blue cotton of approved pattern with collar attached, two breast pockets with pleats down the centre; two flaps with button holes, shoulder straps.

(b) BADGE (JCF)

Force Badge to be worn on each shoulder strap.

(c) NUMERALS

White chromium plated on nickel to be worn above the centre of right breast pocket fold.

(d) BUTTONS

Silver buttons of white material.

(e) TROUSERS

Navy blue serge; fly front; two side pockets; no turn up baton pocket on right side; stripe down side seam of red scarlet cloth  $1 \frac{7}{8}$  inches wide.

(f) BOOTS

To be of black leather; laced, plain front.

(g) SOCKS

Black or navy blue.

(h) CUMMERBUND

Of scarlet material of approved pattern.

(i) BELT

Black patent of approved pattern with Force buckle.

(j) MEDAL RIBBONS

To be 5/8 inch in depth and worn with bar in the same position as medals, the right edge of the first ribbon being 1 1/2 inches from the garment, when there is not sufficient room to wear the ribbons in a row, they may be worn in two or more rows, not more than 1/2 inch apart.

(k) PEAKED CAP

Infantry pattern of navy blue cloth with a red band of 1 3/4 inches wide; small Force badge of white metal in front; patent leather, chin strap, attached to cap by two small Force white metal buttons.

(II) DRESS UNIFORM

(i) TUNIC - NAVY BLUE SERGE

Single breasted, four button holes and eyelets, button stand cut on; open facing with facing lined to form protector break neck to first button or button holes; waist seam from nape to waist line, separated from bottom half with 2 inches pleat in the centre; two bottom pockets, bellows, 9 inches at the bottom and 8 inches at the top, straight flap 3 3/4 inches deep at the peak and 3 inches at the trough; button holes and

eyelets to match; two loops of self material, long sleeves with pointed cuffs 6 inches deep at the peak and 3 1/4 inches at the seam, permanent turn down shoulder straps to clear collar, button holes and eyelet holes protector formed by facing, eyelet on right shoulder for chevron; press studs to flap of top pocket.

- (ii) TROUSERS  
As in the case of Working Dress.
- (iii) BOOTS  
As in the case of Working Dress.
- (iv) SOCKS  
As in the case of Working Dress.
- (v) CAP  
As in the case of Working Dress.
- (vi) CLOTH BELT  
  
1 7/8 inches wide cloth belt of same material as tunic, fitted with two-prong chromium plated buckle.
- (vii) MEDAL RIBBONS  
As in the case of Working Dress.
- (viii) BADGES  
Force badge on shoulder strap.
- (ix) SHIRT  
White with collar attached.
- (x) TIE  
As for Officers and Inspectors.
- (xi) ACCOUTREMENTS  
  
Waist belt as in case of working dress to be worn instead of navy blue serge when carrying side arms.
- (xii) WATERPROOF CLOAK  
Dark blue.

(xiii) CANE  
As in the case of Inspectors.

(III) CEREMONIAL FULL DRESS

(a) TUNIC - WHITE SATIN DRILL

Polo collar, patch pockets with flap on each side of breast with box pleats down the centre; five large buttons down the centre, one small button hole and eyelet on each pocket; long sleeves; cut plain with pointed cuffs. Shoulder straps of self material, the coat to have two vents of 8 inches depth, collar square in front and fastened with two hooks and eyes.

(b) TROUSERS  
As in the case of Working Dress.

(c) BOOTS  
As in the case of Working Dress.

(d) SOCKS  
As in the case of Working Dress.

(e) CAP  
As in the case of Working Dress.

(f) BELT  
As in the case of Working Dress.

(g) MEDALS  
As for Officers and Inspectors.

(IV) BREECHES AND LEGGINGS

Riding breeches and leggings will be worn instead of trousers, when riding horses or motor cycles.

(V) BUTTONS AND BADGES

Buttons and badges of the Force and approved sizes will be worn.



UNIFORM FOR  
WOMEN POLICE

4. The following uniform will be worn by Women Sub-Officers and Constables.

(I) WORKING DRESS

- (i) SHIRT  
Striped blue cotton of approved pattern with collar attached; two breast pockets with folds down the centre; two flaps with button holes; shoulder straps.
- (ii) BADGES  
Force badge to be worn on each shoulder strap.
- (iii) NUMERALS  
White chromium plated on nickel to be worn above the centre of right breast pocket fold.
- (iv) BUTTON  
Seven buttons of white metal.
- (v) SKIRT  
Navy blue serge; cut on gored lines having three to the front and two to the back; worn knee length, hemmed under at tail; scarlet stripe 1 7/8 inches down the left side with zipper; one pocket on right side; waist band all around.
- (vi) BELT  
Waist belt of same material as skirt with Force buckle.
- (vii) SHOES  
Black leather, laced, plain front.
- (viii) STOCKINGS  
Nylon, approved shade and pattern.

- (ix) CAP  
Navy blue women constables cap; with small chin strap attached to cap by two small Force buttons of white metal.
- (x) MEDAL RIBBONS  
As for Working Dress of male Sub-Officers and Constables.

(II) DRESS UNIFORM

(a) TUNIC - NAVY BLUE SERGE

Single breasted, four button holes and eyelets; button stand cut on; open facing with facing lined to form protector; break neck to first button in line with top pocket with no button or button holes; waist seam from nape to waist line, separated from bottom half with 2 inch pleat in the centre; two bottom pockets, bellows 9 inches at the bottom and 8 inches at the top straight flap 3 3/4 inches deep at the peak and 3 inches at the trough; button holes and eyelets to match, two loops of self material, long sleeve with pointed cuffs 6 inches deep at the peak and 3 1/4 inches at seam permanent turn down; shoulder straps to be clear of collar; button holes and eyelet holes protector formed by facing; eyelets on right shoulder for chevron, press studs to flap of top pocket.

(b) NUMERALS  
As in the case of Working Dress.

(c) BADGES  
As in the case of Working Dress.

(d) BUTTONS  
Four large buttons down the tunic and four medium buttons for shoulder straps and breast pockets.

(e) SHIRT  
White shirt with collar attached.

- (f) TIE  
As for Officers and Inspectors.
- (g) SKIRTS  
As in the case of Working Dress
- (h) SHOES  
As in the case of Working Dress.
- (i) STOCKINGS  
As in the case of Working Dress.
- (j) CAP  
As in the case of Working Dress.
- (k) BELT  
1 7/8 inch wide cloth belt of same material as tunic, fitted with two-prong chromium plated buckle.
- (l) MEDALS  
As in the case of Working Dress.
- (m) CANE  
As in the case of Working Dress.
- (n) WATERPROOF CLOAK  
Dark blue.

(III) CEREMONIAL FULL DRESS

- (a) TUNIC - SATIN DRILL  
  
Single breasted, four button holes and eyelets, button stand cut on; break shirt collar with no button or button holes; short sleeves 1 1/2 inches permanent turn up; two breast pockets with three pointed flap with button holes and eyelets; shoulder strap of self material with button holes and eyelets; 2 inch pleats at each sides.
- (b) SKIRT  
As in the case of Working Dress.
- (c) SHOES  
As in the case of Working Dress.

- (d) STOCKINGS  
As in the case of Working Dress.
- (e) CAP  
As in the case of Working Dress.
- (f) BELT  
Cloth belt of same material as tunic,  
1 1/2 inch wide with Force buckle.
- (g) MEDALS AND DECORATIONS  
As for Officers and Inspectors.
- (h) BADGES  
As in the case of Working Dress.
- (i) NUMERALS  
As in the case of Working Dress.

IMMIGRATION

UNIFORM FOR  
OFFICERS

5. The following uniform will be worn by  
IMMIGRATION Immigration Officers:

(I) WORKING DRESS

(a) SHIRT

White shirting material; break neck;  
collar attached, shoulder loops of self  
material short sleeves; two breast  
pockets with 3/4 inch fold, with flaps  
pointed in the centre; eight transparent  
shirt buttons.

(b) TROUSERS

Grey serge; zipper front; two side and  
two back pockets; extension extended  
band all round; no turn up.

(c) EPAULETTES

Grey serge of same material as trousers;

2 inches wide and 6 3/4 inches in length, pointed to be worn on shoulder loop with button.

- (d) BADGE  
Immigration badge of brown metal with the word "IMMIGRATION" in black to be worn on epaulettes.
- (e) SHOES  
Black leather, plain toe-cap and front laced.
- (f) SOCKS  
As in the case of Working Dress.
- (g) TIE  
Plain black open ends, length 45 inches.
- (h) CAP  
Regulation pattern in navy blue cloth; stiffener in front; chin strap of black leather; buttoned on two small buttons.
- (i) MEDAL RIBBONS  
To be 5/8 inches in depth and to be worn on a bar in the same position as medals the right of the first ribbon being 1 1/2 inches from the edge of the garment. When there is not sufficient room to wear the ribbons in row, they may be worn in two or more rows, not more than 1/2 inch apart.

(II) CEREMONIAL FULL DRESS

(a) JACKET - GREY SERGE

Grey serge material, double breasted, reefer with six button holes; three on each side; one breast pocket and two

bottom pockets without flaps; centre seam at back but no vent; shoulder straps of self material with button holes and eyelets.

- (b) TROUSERS  
As in the case of Working Dress.
- (c) BADGE  
As in case the of Working Dress.
- (d) SHOES  
As in the case of Working Dress.
- (e) SOCKS  
As in the case of Working Dress.
- (f) SHIRT  
As in the case of Working Dress.
- (g) TIE  
As in the case of Working Dress.
- (h) CAP  
As in the case of Working Dress.
- (i) MEDALS AND DECORATIONS  
As in the case of Working Dress.

UNIFORM FOR  
MARINE DIVISION

6. The following uniform shall be worn by members of the Marine Division:

(I) WORKING DRESS

(a) SHIRT

Striped blue cotton of approved pattern with collar attached, two breast pockets with pleats down the centre, two flaps with button holes, shoulder straps.

(b) TROUSERS

Navy blue serge; fly front, two side pockets; no turn up; no stripes.

- (c) BADGE  
Force badge to be worn on each shoulder strap.
  - (d) BOOTS  
Black leather, laced plain front.  
Rubber soled canvas shoes of approved pattern may be worn on water patrol duty.
  - (e) SOCKS  
Black or navy blue.
  - (f) CAP  
Peaked; Infantry pattern, navy blue with small cap badge in front.
  - (g) CUMMERBUND  
Black material of approved pattern.
  - (h) BELT  
Black; patent of approved pattern with Force buckle.
  - (i) MEDAL RIBBONS  
As in the case of Sub-Officers and Constables.
- (II) DRESS UNIFORM
- (a) As in the case of Sub-Officers and Constables
  - (b) TROUSERS  
As in the case of Working Dress.
- (III) CEREMONIAL FULL DRESS
- (a) As in the case of Sub-Officers and Constables full dress.
  - (b) TROUSERS  
As in the case of Working Dress for Marine Division.

UNIFORM FOR  
ALL RANKS

7. GENERAL WEAR

Blue denim overall (shirt, pants and cap) may be worn by all ranks when carrying out:

- (a) Training
- (b) Maintenance
- (c) Lock-Up Duties
- (d) Fatigue
- (e) As may be ordered
- (f) Badges of rank will be worn as in working dress except in the case of (d) above.

UNIFORM TO BE 8.

A member of the rank of Inspector and above SUPPLIED who does duty in uniform shall not be supplied with uniform free of charge but shall be paid in lieu of a uniform allowance.

The uniform specified in the following tables shall be issued free of charge to members below the rank of Inspector in accordance with those tables, subject to any modifications approved by the Minister; provided that where the duties of a member of the Force entail greater or lesser wear than normal or where damage is occasioned in the execution of duty, otherwise than owing to the members default, the issue of any article of uniform may be made as required.

ACCOUTREMENTS 9.

Issues of accoutrements shall be made as the circumstances require to members of the Force below the rank of Inspector and may include the issue of the following articles:



Athletic shorts  
Athletic vests  
Athletic shoes  
Badges  
Batons  
Blankets  
Brushes  
Buttons  
Cane  
Combs  
Denims (overalls)  
Eating utensils  
Rubber Soles  
Handcuffs and keys  
Medal Ribbons  
Numerals  
Pocket Book  
Polish (shoe)  
Polish (silver)  
Razors  
Bath Trunks (Marine only)  
Towels  
Waist Belts  
Identification Booklet

Waterproof Coats

Whistles and Chains

Boots

Caps

**IMMIGRATION OFFICERS**

<b>ARTICLE</b>	<b>INITIAL EQUIP</b>	<b>FREQUENCY OF EQUIP</b>	<b>PERIOD OF USE</b>	<b>NUMBER IN POSSESSION</b>
JACKET	1	On Replacement	Unlimited	1
TROUSERS	4	-do-	-do-	4
SHIRTS	10	-do-	-do-	10
TIE	2	2 Yearly	1 Year	2
SOCKS	4	4 Yearly	1 Year	4
SHOES	2	2 Yearly	1 Year	2
CAP	2	On Replacement	Unlimited	2

**MARINE POLICE**

<b>ARTICLE</b>	<b>INITIAL EQUIP</b>	<b>FREQUENCY OF EQUIP</b>	<b>PERIOD OF USE</b>	<b>NUMBER IN POSSESSION</b>
Tunic blue	2	On Replacement	Unlimited	2
Tunic white	2	-do-	-do-	2
Trousers	4	-do-	-do-	4
Denim	2	-do-	-do-	2
Shirts (working)	8	-do-	-do-	8
Shirts (dress uniform)	2	-do-	-do-	2
Boots (working)	2	1 yearly	1 year	2
Boots (general service)	1	1 every 2 years	2 years	1

**MARINE POLICE (Continuation)**

<b>ARTICLE</b>	<b>INITIAL ISSUE</b>	<b>FREQUENCY OF ISSUE</b>	<b>PERIOD OF WEAR</b>	<b>NUMBER IN POSSESSION</b>
Tie	2	On Replacement	Unlimited	2
Yachting Shoes	2	2 Yearly	1 Year	2
Socks	4	4 Yearly	1 Year	4
Cap	2	On Replacement	Unlimited	2
Cap cover (water proof)	2	-do-	-do-	2
Cummerbund	3	-do-	-do-	3
Waist belt	1	-do-	-do-	1

**SUB-OFFICERS AND CONSTABLES - MALE**

<b>ARTICLE</b>	<b>INITIAL ISSUE</b>	<b>FREQUENCY OF ISSUE</b>	<b>PERIOD OF WEAR</b>	<b>NUMBER IN POSSESSION</b>
Blue serge Tunic	2	On Replacement	Unlimited	2
White Tunic	2	-do-	-do-	2
Trousers	4	-do-	-do-	4
Shirts (working)	8	-do-	-do-	8
Shirts (Dress Uniform) *	2	-do-	-do-	2
Denim (overall)	2	-do-	-do-	2
Socks	4	4 Yearly	1 Yearly	4
Boots (working)	2	2 Yearly	1 Yearly	2

Boots (general service)	1	1 Every 2 Years	2 Years	1
-------------------------------	---	--------------------	---------	---

**SUB-OFFICERS AND CONSTABLES - MALE (Continuation)**

ARTICLE	INITIAL ISSUE	FREQUENCY OF ISSUE	PERIOD OF WEAR	NUMBER IN POSSESSION
Tie	2	On Replacement	Unlimited	2
Cap	2	-do-	-do-	2
Cap cover- waterproof	2	-do-	-do-	2
Waist belt	1	-do-	-do-	2
Cummerbund	3	-do-	-do-	3
Breeches	4	-do-	-do-	4
Leggings	1	-do-	-do-	1

**SUB-OFFICERS AND CONSTABLES - FEMALE**

ARTICLE	INITIAL ISSUE	FREQUENCY OF ISSUE	PERIOD OF WEAR	NUMBER IN POSSESSION
Tunic - white	2	On Replacement	Unlimited	2
Tunic Blue Serge	2	-do-	-do-	2
Shirt	3	-do-	-do-	3
Trousers	1	-do-	-do-	1
Shirt (working)	8	-do-	-do-	8
Shirt (dress uniform)	2	-do-	-do-	2
Stockings	24	24 Yearly	1 Year	24
Shoes	2	2 Yearly	1 Year	2
Tie	2	On Replacement	Unlimited	2
Cap	2	-do-	-do-	2
Denim (overall)	2	-do-	-do-	2

\* Special Duties - initial 5  
(Court Duties)