

FISHERIES DIVISION



**MINISTRY of AGRICULTURE, LANDS, FISHERIES
and ENVIRONMENT**

**GRENADA MARINE PROTECTED AREAS
RANGERS**

**STANDARD OPERATIONAL
PROCEDURES MANUAL**

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MISSION STATEMENT

“The mission of the Marine Protected Area’s (MPA) Ranger Corps is to protect Grenada’s marine natural resources through proactive, professional and responsive law enforcement services designed around needs and wellbeing of all the people of Grenada”



Code of Conduct and Code of Ethics

A ranger shall perform all duties impartially, without favor of affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Rangers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, rangers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and department in such a manner as to inspire confidence and respect for the position of public trust they hold.

A ranger will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of rangers be above reproach. Rangers must, therefore, avoid any conduct that might compromise integrity and that undercut the public confidence in the Division. Rangers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the ranger to refrain from performing official responsibilities honestly and within the law.

Rangers must not receive private or special advantage from the official status. Respect from the public cannot be bought; it can only be earned and cultivated.

Article I. Employee Expectations

Section 1.01 Avoiding Appearance of Impropriety

- (a) Employees are expected to safeguard their ability to make objective, fair and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial or social relationships) that might undermine the public trust, whether that conduct is unethical or lends itself to the appearance of ethical impropriety.
- (b) An employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between private interests and public duties or which will impede the full and faithful discharge of public duties.

Section 1.02 Misuse of Position

- (a) An employee is prohibited from corruptly using or attempting to use their official positions to obtain a special privilege for themselves or others.

Section 1.03 Improper Disclosure or Use of Certain Information

- (a) Employees are prohibited from disclosing or using information not available to the public and obtained by reason of their public positions for the personal benefit of themselves or others.

Section 1.04 Expectations

- (a) Employees are expected to perform their particular duties and conduct themselves in a manner that fosters the achievement of the MPA's purpose and goals. The conduct of each employee is expected to reflect a commitment to put forth his or her best efforts, to manage work time for maximum effectiveness and efficiency and to perform to the best of his or her ability the duties and responsibilities assigned to the employee.**
- (b) Any violation of the above four (4) Codes of Conduct shall be dealt with in the following manner depending of the severity of the violation**
 - (i) First occurrence – Written reprimand, suspension up to 30 days, or dismissal*
 - (ii) Second occurrence – Suspension up to 30 days, dismissal*
 - (iii) Third occurrence – Dismissal*

Section 1.05 Conduct Unbecoming of an Employee

- (a) Any willful action or conduct by an employee, on or off duty, which impedes efforts, brings discredit on the MPA, impairs the operation or efficiency of the MPA or any employee, or impairs the employee's ability to perform his or her job, including an action that violates standards of decency and/or morality.**
 - (i) First occurrence - Written reprimand, suspension up to 30 work days, or dismissal*
 - (ii) Second occurrence - Suspension up to 30 work days or dismissal*
 - (iii) Third occurrence – Dismissal*

Section 1.06 Insubordination

(a) Is the deliberate and inexcusable refusal to comply with a reasonable order or directive, either written or oral, which relates to the employee's job. This includes both an expressed refusal to obey a proper order as well as the deliberate failure to carry out an order or assignment.

(i) First occurrence - suspension up to 30 days without pay, dismissal

(ii) Second occurrence - Dismissal

Section 1.07 Abuse of Position

(a) The use of one's position, power or authority as an employee to avoid the consequences of unlawful acts or identification of oneself as an employee of the MPA for personal gain or influence. This includes soliciting or accepting a promise of any gratuity, gift, loan, reward, promise of future employment or, secondary employment from any person or business regulated by the MPA or subject to such regulation.

(i) First occurrence - Suspension up to 30 work days or dismissal

(ii) Second occurrence - Dismissal

Section 1.08 Sabotage

(a) Participation in an act of destruction or attempted destruction of the MPA's property or equipment.

(i) First occurrence - Suspension up to 30 work days or dismissal

(ii) Second occurrence - Dismissal

Section 1.09 Inefficiency, Inability to Perform Assigned Duties or Substandard Performance of Duties

(a) The failure to meet the minimum satisfactory performance standards that specifically relate to an employee's duties and responsibilities, whether or not such failure is willful or deliberate. Employees shall not be required to meet work expectations or performance standards which have not been defined on either their official position description, performance standards/expectations or otherwise identified to the employee in writing as being part of the requirements of their position.

(i) First occurrence - Written reprimand

(ii) Second occurrence - Written reprimand or suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 days without pay, dismissal

Section 1.10 Loafing

(a) Continued and deliberate idleness during work periods that results in the employee's failure to perform assigned tasks. This includes, but is not limited to, deliberately wasting time, engaging in idle talk or gossip, reading non work-related materials or conducting personal business during work periods.

(i) First occurrence - Written reprimand

(ii) Second occurrence - Written reprimand or suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 work days or dismissal

(iv) Fourth occurrence - Dismissal

Section 1.11 Sleeping on Duty

(i) First occurrence - Written reprimand or suspension up to 5 work days

(ii) Second occurrence - Suspension up to 5 work days or dismissal

(iii) Third occurrence - Dismissal

Section 1.12 Improper or Careless Use of the Marine Protected Area's Property, Including Conveyances –

- (a) Failure to properly care for or properly use the MPA's property or equipment such as but not limited to the operation of vehicles or vessels. This includes but is not limited to the failure to observe any traffic laws while driving a vehicle, failure to observe maintenance schedules, or causing or failing to prevent damage.**
 - (i) First occurrence - Oral or written reprimand or suspension up to 30 work days.*
 - (ii) Second occurrence - Written reprimand or suspension up to 30 work days*
 - (iii) Third occurrence - Suspension up to 30 work days or dismissal*
 - (iv) Fourth occurrence – Dismissal*

Section 1.13 Threatening or Interfering With Other Employees in Work Related Activities

- (a) Any action taken by an employee that threatens another employee or member of the MPA and prevents them from performing their work properly.**
 - (i) First occurrence - Written reprimand or suspension up to 5 work days*
 - (ii) Second occurrence - Suspension up to 30 work days or dismissal*
 - (iii) Third occurrence – Dismissal*

Section 1.14 Abusive, Threatening or Offensive Language

- (a) The use of language that is considered abusive, threatening or offensive regardless of whether directed towards a supervisor, a fellow employee, or a member of the public; includes any offensive language, regardless of intent.**
 - (i) First occurrence - Written reprimand or suspension up to 5 work days*
 - (ii) Second occurrence - Suspension up to 30 work days or dismissal*

(iii) Third occurrence - Dismissal

Section 1.15 Leaving Work Station without Authorization

(a) Absence from the work station or duty assignment without notice to the appropriate supervisor or designee.

(i) First occurrence - Oral or written reprimand

(ii) Second occurrence - Written reprimand or suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 work days or dismissal

(iv) Fourth occurrence - Dismissal

Section 1.16 Absence without Authorized Leave

(a) Failure to obtain approval from the proper authority prior to any absence from work, except in the case of an emergency that requires the employee to be absent prior to receiving approval;

(b) Failure to notify the proper authority in a timely or appropriate manner that the employee will be absent from work;

(c) Obtaining leave approval based on misrepresentation.

(i) First occurrence - Written reprimand or suspension up to 5 work days

(ii) Second occurrence - Suspension up to 30 days, dismissal

Section 1.17 Excessive Absenteeism

(a) Absences that adversely affect the employee's ability to perform assigned tasks with a reasonable degree of regularity even though all or most of the absences were necessary and excusable.

(i) First occurrence - Written reprimand

(ii) Second occurrence - Written reprimand or suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 work days or dismissal

(iv) Fourth occurrence – Dismissal

Section 1.18 Excessive Tardiness or Failure to Observe Established Work Times

(a) The repeated failure to follow established work schedules. This includes arriving late at the beginning of the work schedule, leaving early or returning late from lunch or rest breaks or leaving work early at the end of the work schedule, without prior approval.

(i) First occurrence - Written reprimand

(ii) Second occurrence - Written reprimand or suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 work days or dismissal

(iv) Fourth occurrence – Dismissal

Section 1.19 Lying or Failure to Give Truthful or Requested Information or Instructing an Employee to Do So

(a) Oral or written statements that are deliberately inaccurate, incorrect or misleading but which do not constitute falsification of records. This includes lying or failing to provide information during an internal investigation.

(i) First occurrence - Suspension up to 30 work days or dismissal

(ii) Second occurrence – Dismissal

Section 1.20 Falsification of Records

(a) The intentional issuance of a false or incomplete report, either oral or written, regarding the performance of work duties, attendance, injury, illness, job qualifications or other work-related matters. Failure to claim all hours worked on the official timesheet is considered falsification of records.

(i) First occurrence - Suspension up to 30 work days or dismissal

(ii) Second occurrence – Dismissal

Section 1.21 Violation or Disregard of Safety Practices

(a) The failure to follow established safety practices. This includes the performance of an unsafe act or the failure to wear or use appropriate safety equipment and seat belts.

(i) First occurrence - Written reprimand

(ii) Second occurrence - Suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 work days or dismissal

Section 1.22 Negligence in Not Reporting Unsafe Conditions

(a) Not reporting an unsafe condition which could or did result in injury to oneself or others.

(i) First occurrence - Written reprimand or suspension up to 5 work days

(ii) Second occurrence - Suspension up to 30 work days or dismissal

(iii) Third occurrence – Dismissal

Section 1.23 Negligence

(a) Failure to use ordinary or reasonable care, caution, attention, diligence or discretion in the performance of assigned duties and responsibilities.

(i) First occurrence - Written reprimand or suspension up to 5 work days

(ii) Second occurrence - Suspension up to 30 work days or dismissal

(iii) Third occurrence – Dismissal

Section 1.24 Possession or Consumption of Alcohol

(a) The consumption of any alcoholic beverage while on duty or reporting to work under the influence of alcohol is prohibited. Possession and or consumption of an alcoholic beverage in or upon the MPA's equipment, vehicles, vessels, or property shall be prohibited.

(i) First occurrence - Suspension for 5 work days

(ii) Second occurrence - Suspension up to 30 work days or dismissal

(iii) Third occurrence - Dismissal

Section 1.25 Possession of Drugs or Drug Abuse

(a) The unlawful possession, distribution, sale or use of controlled substances, reporting for duty or being on duty while under the influence of drugs, or the storage of or transport of a controlled substance, except for controlled substances seized or held as evidence or drugs prescribed by a licensed physician for the treatment of personal illness or injury.

(i) First occurrence - Suspension up to 30 work days or dismissal

(ii) Second occurrence - Dismissal

Section 1.26 Improperly Dressed or Groomed

(a) Failure to wear appropriate uniform or wearing uniform improperly, including required equipment; or disregard of personal appearance which adversely reflects on the MPA. Uniformed and non-uniformed personnel will be required to adhere to proper dress and grooming.

(i) First occurrence - Oral or written reprimand

(ii) Second occurrence - Written reprimand or suspension up to 5 work days

(iii) Third occurrence - Suspension up to 30 work days or dismissal

Section 1.27 Violation of Computer Policy

(a) The deliberate violation of Division computer policies as listed in the Division's Employee Manual, including the unauthorized release of a password, failure to secure data, unauthorized copying of licensed software or the use of the computer to access, view, copy, download, print, forward, or e-mail objectionable material. Objectionable material includes, but is not limited to, images, text, or documents that depict, describe or evidence nudity, obscenity, sexually-explicit activity, gambling, or prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation or national origin.

(i) First occurrence - Written reprimand, suspension up to 30 workdays or dismissal

(ii) Second occurrence - Suspension up to 30 work days or dismissal

(iii) Third occurrence - Dismissal

Section 1.28 Failure to follow oral or written instructions

(i) First occurrence - Written reprimand or suspension up to 5 work days

(ii) Second occurrence - Suspension up to 30 work days or dismissal

(iii) Third occurrence - Dismissal

Article II. Officer and Public Safety Procedures

Section 2.01 It is the policy of the Division to provide rangers with general directions and procedures in order to keep members and the public safe. In addition, property belonging to the Division and to others shall be safe guarded whenever possible.

Section 2.02 Rangers will make every effort to conduct enforcement/educational encounters with the general public in a polite, courteous and professional manner.

Section 2.03 At all times rangers will remain alert and aware of their surroundings. Rangers are expected to key on people, objects, situations, occurrences, etc. which may present a threat to themselves, the public or property.

Section 2.04 Rangers will maintain proficiency in first aid and CPR and will keep current on certifications and training related to the above.

Article III. Vessel Safety Gear

Section 3.01 The following will be supplied and carried aboard all vessels operated by division members. It will be up to the member in control of the following equipment to maintain and observe/see to the functionality of the gear.

- (a) Serviceable fire extinguisher**
- (b) Operational flashlight**
- (c) First aid kit (any item used from the kit should be replaced the next day)**
- (d) A personal floatation device (PFD) for every person on board. It is highly recommended spare or extra PFD's are carried as well.**
- (e) Functional GPS/VHF radio**
- (f) Throw ring**
- (g) Visual distress signals, both handheld and pistol type**

Article IV. Vessel Operations Procedures

Section 4.01 It is the policy of the Fisheries Division that all vessels and vehicles owned by the Division shall be operated and used only for official business or as otherwise authorized by a supervisor.

Section 4.02 Division vessels and vehicles shall only be used to accomplish the Division's mission or other authorized division business.

Section 4.03 All members who operate Division vehicles or vessels are responsible for their safe operation; division vessels will be operated with due regard for operators, passengers, and other vessels safety.

Section 4.04 Vessel operations and seamanship will always be performed to the operational standards as specified by the Royal Grenadian Coast Guard.

Section 4.05 Division vessels kept in the water shall be equipped with a functional automatic bilge pump and reliable battery.

- (a) Ideally, vessels left in the water should be equipped with twin batteries with a one/two/both/off switch.
- (b) Bilge pump operation should be checked daily.

Section 4.06 **Equipment Readiness:** Each member shall ensure that after use, equipment will be fueled (when practical) and in good operating condition in order to respond to calls for service and emergency response.

Section 4.07 **Equipment Repairs:** A member shall coordinate with the appropriate supervisor to determine and verify the need, location and method of payment concerning all repairs to Division equipment.

Section 4.08 **Loss or damage to equipment:** In the event issued equipment is lost, stolen or damaged, the member will report the incident to a supervisor before the end of shift. If appropriate or requested by a supervisor, the member will submit a Incident Report Form relaying the circumstances of the loss.

Section 4.09 **Accident/damage with or without injury: In the event of an accident vessel or vehicle with injury, the member will render aid if capable to anyone injured and seek medical help if necessary. The supervisor will be notified as soon as possible. Any accident or damage not resulting in injury will be reported to a supervisor immediately. The member will make every effort to document the circumstances of the incident and photograph the damage to all property.**

Section 4.10 **If a member of the division causes damage to another person's property, vehicle, vessel or belongings, the member will immediately document the incident, photograph the alleged damage and immediately notify a supervisor. An Incident Report Form will be filled out.**

Article V. Preventative Maintenance/Care of Division equipment/Logs

Section 5.01 Members are responsible for the condition and maintenance of all assigned equipment including vessel, engine and trailer (when applicable). If any item becomes unserviceable, it will be brought to the attention of the appropriate supervisor.

Section 5.02 Members are required to be aware of engine hours and associated preventive maintenance schedules as outlined by the engine manufacture. Monthly vessel logs will be maintained and reflect engine hours per shift, fuel/oil use and performed maintenance procedures in addition to repair work performed that month.

Section 5.03 After every shift the entire vessel will be through hosed down with fresh water. Engine(s) will be flushed internally as well per the manufactures recommendations.

Section 5.04 Vessels will be kept clean and neat inside and out. All gear will be stowed properly while underway and all carry-on gear and equipment will be removed at the end of shift to be secured.

Article VI. Responding to Violations

Section 6.01 Policy: It is the policy of the division to provide guidance and instructions when violations occur in a Marine Protected Area

Section 6.02 Procedures: Upon detection or notification of a violation occurring or having occurred in the MPA the member will take the following actions:

- (a) Note date, time, and location of violation. Location shall be established via issued GPS. Information shall be collected on the following list:**
 - (i) Length and type of vessel.***
 - (ii) Vessel name or home port.***
 - (iii) Number of persons on board.***
 - (iv) Identifying the captain or owner, and by what means identification was obtained (i.e. Passport, vessel registration etc.)***
 - (v) Names of any and all violators or witnesses to the incident.***
 - (vi) If the violation involved destruction of the coral reef environment, all efforts should be made to identify the means of navigation/location available to the suspect vessel (i.e. Charts, GPS, local knowledge).***
 - (vii) Pictures should be taken of the suspect vessel occupants and any exhibits necessary to prove or establish the crime.***
 - (viii) All exhibits collected in support of the alleged violation will be photographed and properly tagged in accordance to Royal Grenadian Police Force (RGPF) established procedures (See Exhibits, Chain of custody, page 31)***

Article VII. Arrest and Transport Procedures

Section 7.01 When the elements necessary have been met to provide probable cause a crime has been committed and the ranger is to arrest the alleged offender, the ranger will;

- (a) Identify themselves and tell the person that he/she is being arrested or detained**
- (b) Inform them of the alleged offence or violation**
- (c) Clearly inform he/she is not free to leave; take hold of the individual(s) if necessary to restrain their movements or to prevent their escaping.**
- (d) Caution he/she in accordance with Rule 2 judge's rule (YOU ARE NOT OBLIGED TO SAY ANYTHING UNLESS YOU WISH TO DO SO BUT WHAT YOU SAY MAY BE PUT INTO WRITING AND GIVEN IN EVIDENCE) and note any reply.**
- (e) When after being cautioned a person is being questioned, or elects to make a statement, a record shall be kept of the time and place at which any such questioning or statement began and ended and of the persons present.**
- (f) Make an arrest as quietly as possible and treat the prisoner with consideration.**

Section 7.02 When individual(s) are arrested the Ranger will use the following transportation procedures.

- (a) All prisoners will be thoroughly searched for any weapons or contraband on or about their person or possession(s) as demonstrated by instructors from RGPF. If prisoners are to be transported in a vessel, THEY WILL HAVE A LIFE PRESERVER SECURED TO THEM WHILE OVER WATER AT ALL TIMES.**
- (b) If an individual(s) poses a threat to the ranger, public or themselves every effort should be made to summon help from the RGPF and Coast Guard for transport.**

Article VIII. Juveniles in Police Custody

Section 8.01 Juveniles should not be taken in custody for minor offences but should be cautioned and sent or taken home to parents or guardians, a record of which must also be made in the incident report form.

Article IX. Use of Force

Section 9.01 When the use of force is necessary to affect a lawful arrest, rangers will use only the amount of force that is:

- (a) Necessary to affect lawful objectives, and**
- (b) Reasonable and necessary to gain control/compliance of the situation and then de-escalate.**

The following is taken from the Grenadian Criminal Code, Title VII and will be adhered to at all times

RESPONSIBILITY FOR USE

19. Title VII Justifiable Force and Harm section 53 (1) and Sections 59 (1) and (2) of the Criminal Code explains.
 - a. Section 53 (1) states, “ For the purpose of this Code, force or harm is justifiable which is used or caused in pursuance of such matter of justification and within such limits, as are hereafter in this Title mentioned.”
 - b. Section 59 (1) states, “Any person MAY, with or without warrant or other legal process, arrest and detain another person who has committed a felony, and may if the other person, having notice or believing that he is accused of felony, avoids arrest by resistance or fight or escapes or endeavours to escape from custody, use any force which is necessary for his arrest, detention, or recapture, and may kill him, if he cannot by any means otherwise be arrested, detained, or retaken.”
 - c. Section 59 (2) states, “Whoever is duly authorized by warrant or other legal process to arrest or detain a person for felony MAY, if that person has notice or believes that a warrant or other legal process is in force against him, justify any force which is necessary for his arrest, detention, or recapture, and may kill him, if he cannot by any means otherwise be arrested, detained or retaken although in fact the felony has not been committed by the other person, or although in fact no felony has been committed.
 - d. Note carefully the words MAY. There is nothing within the section which says “SHALL” and in all circumstances, this must be borne in mind.

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20. Force may be justified in the cases and manner, and subject to the conditions, mentioned in Title VII of the Criminal Code, section 54, namely -
- a. express authority given by a statute; or
 - b. authority to execute the lawful sentence or order of court; or
 - c. the authority of an officer to keep the peace or of a court to preserve order; or
 - d. authority to arrest, and detain for felony; or
 - e. authority to arrest, detain or search a person otherwise than for felony; or
 - f. necessity for prevention of a defense against crime; or
 - g. necessity for defense of property or possession or for overcoming obstruction to the exercise of lawful rights; or
 - h. necessity for preserving order on board a vessel; or
 - i. authority to correct a child, servant or other similar person, for misconduct; or
 - j. the consent of the person against whom the force is used (save where otherwise expressly provided in the Code).

USE OF MINIMUM FORCE

21. Nothing in the guidelines affects the principle to which section 54 Cap. 1 Criminal Code gives, however only minimum force must be used in any given circumstance. The degree of force justified will vary according to the circumstances of each case.

End

Grenadian Criminal Code, Title VII

Article X. Collapsible Baton

Section 10.01 If an approved collapsible baton is added to the rangers issued equipment, they must maintain, carry and deploy the baton in strict accordance to rules, regulations and training provided by the RGPF.

Article XI. Exhibits, Chain of Custody

Section 11.01 Exhibits may be evidence recovered in possession of an accused or may be traced evidence. In dealing with exhibits in criminal cases the rules of evidence must be strictly observed. The chain of custody must be maintained from the recovery of the exhibit through its preservation, transmittal, analysis and presentation to its admission in evidence of a legal issue. The ranger must be alert to the consequences of improper handling of exhibits particularly since such handling could completely negate the value of otherwise admissible court evidence.

- (a)** Any article which is produced as evidence in a case is known as an Exhibit. The item must be given an identification reference (e.g. AB/1/97), have a label attached bearing a description of the article and the reference and should be signed by the witness who introduces the exhibit into evidence. Great care must be taken to ensure that they are preserved in the same condition as when found and labels do not become detached.
- (b)** Any physical evidence collected at a crime scene that may ultimately be presented in court as an exhibit must have the chain of evidence maintained. The initial steps in this process are:
 - (i)** *Marking or labeling the item at the time it is collected by the collector. This may be done by placing the initials of the collector, if feasible on the item, then attaching a Royal Grenada Police Force Property\Exhibit Card to it.*
 - (ii)** *The evidence shall then be placed in an appropriate container or Grenada Police Force property envelope and sealed.*
 - (iii)** *Items of evidence that cannot be marked shall be placed in an appropriate container and sealed.*
 - (iv)** *Markings or initials should be placed on the seal and on the package or container.*
 - (v)** *The Property Card should then be attached.*

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- (c) Where a reference is made in a witness statement to a document or object material to the case, then it should be clearly described and referred to as for example "Exhibit AB/1/97".**
- (d) All exhibits seized by a ranger must be turned over to the exhibit custodian before the end of the work day or shift**

Article XII. Report writing and case package preparation

Section 12.01 It is the policy of the division to train and educate all rangers on the importance of proper report/narrative writing.

Section 12.02 Rangers will;

- (a)** Be able to accurately complete any or all report forms.
- (b)** Demonstrate a basic knowledge of all pertinent standing orders.
- (c)** Demonstrate an ability to incorporate the elements of effective report writing (who, what, when, where, and how) into a report.
- (d)** Demonstrate basic capability in report writing skills (grammar, word usage, logical sequence, composition, and conciseness).
- (a)** The report is everything in a criminal case or reporting of events incidents. If not reported properly, the event did not occur.

Article XIII. Court Appearance and Testimony

Section 13.01 Policy: to provide guidance to the divisions members when testifying in court and establish a system to facilitate court appearance.

Section 13.02 A ranger giving evidence in court should stand in an upright and respectful manner, and speak clearly in a distinct and audible voice so that the Court and jury may easily hear him. The evidence must be confined strictly to the evidence in the case before the Court.

Section 13.03 Members will respond to all summons or subpoenas that are served by the court.

Section 13.04 Court Appearances

- (a)** Attendance in Her Majesty's court is mandatory upon receipt of the summons, subpoena or any other form of notification.
- (b)** If the member is scheduled to be in court on an assigned day off it is the members' responsibility to coordinate with their supervisor to identify a suitable replacement day off.
- (c)** It shall be the responsibility to notify the supervisor whenever a summons is received.
- (d)** If the member is unable to respond to a summons or appear in court due to previously approved leave, illness, or other emergency, they shall immediately notify a supervisor and the court or entity issuing the summons.
- (e)** Members will always appear in court in their Class A uniform.

Section 13.05 Testifying

- (a)** Prior to the time of the trial, the member should become completely familiar with the details of the case. The member should discuss the case with the prosecutor, fellow members who are involved, and their supervisor.
- (b)** Physical evidence should be prepared for court and necessary arrangements made to have the evidence available in court.

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- (c) A member shall testify in court truthfully, confining testimony to the case before the court and shall not suppress or overstate the circumstances.**
- (d) Under cross examination, the sworn member shall answer with the same readiness and civility as when testifying in support of the charge.**
- (e) The member should avoid all inappropriate contact with the magistrate, defendant, or the defense attorney.**

Article XIV. Chain of Command

Section 14.01 Policy: The division will establish and organizational structure that clearly identifies the chain of command and the authority empowering its members.

Section 14.02 Members will adhere to the chain of command; exceptions may only be authorized by a supervisor in written form.

Section 14.03 Members will promptly obey any lawful orders of a supervisor.

Section 14.04 Members will not follow unlawful orders or orders that are in specific conflict with established rules and regulation. If any orders are received that fall under this category, the member will report the situation to a higher authority.

Article XV. Uniforms, Personal Appearance and Dress Code

Section 15.01 Policy: It is the policy of the division that all members, while in the performance of their official duties, dress in a professional manner in order to promote the consistent identification of its members in order to create a professional public image.

Section 15.02 Supervisors will monitor and enforce this dress code and be responsible for ordering, replacing or exchanging issued uniforms.

Section 15.03 Class "A" uniform shall consist of the following:

- (a) Uniform shirt**
- (b) Long uniform trousers or pants.**
- (c) Black belt**
- (d) Black shoes**
- (e) Black socks**

Section 15.04 Class "B" uniform shall consist of the following:

- (a) Uniform Shirt**
- (b) Short(s) uniform pants**
- (c) Black belt**
- (d) Black shoes**
- (e) Patrol cap**

Section 15.05 All uniforms shall be clean, pressed and worn in a professional manner consistent with the image of the Division.

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- (a) All division members shall report for duty neatly dressed, well groomed and in appropriate attire for the assignment. While on duty, members will maintain a neat, clean and professional appearance to the extent the daily assignment will allow.**
- (b) Members reporting to the magistrate, court or prosecutors office shall wear the Class “A” uniform. Class “A” uniform may also be worn for community events, outreach or meetings with stakeholders or other agencies. Class “B” uniforms shall be worn for most patrol duties not involving any situations mentioned in B above.**

Acknowledgement

This manual was compiled by MPA Enforcement International, Inc. and was the result of a 10-day training program and evaluation conducted in February and April, 2013.

*For information about the contents of this manual contact Jayson Horadam, Senior Consultant, MPA Enforcement International, Inc.
www.mpaenforcement.com*

