

ANY REPLY OR SUBSEQUENT REFERENCE
TO THIS COMMUNICATION SHOULD BE
ADDRESSED TO THE COMMISSIONER OF
POLICE AND NOT TO ANY OFFICER BY
NAME AND THE FOLLOWING
REFERENCE QUOTED.

Telephone: 906-5325
Fax Number: 906-0837
Email: inspectorate@jcf.gov.jm

No.....



*Jamaica Constabulary Force
Inspectorate of Constabulary
5th Floor, NCB South Tower
2 Oxford Road
Kingston 5*

AREA ORDERS

PART 1- ADMINISTRATION AND NOTIFICATION

January 2014.

Serial No. 01/2014

Sub. No. 1 DEALING WITH CORRESPONDENCE

It has been observed that the handling of correspondence within the Branch is not in keeping with the expected standard as outlined in Force Orders. As such Force Orders #300 is republished for general information, guidance and strict compliance by all ranks.

1. Correspondence is divided into six main heads bearing the Letters A, B, C, D, E, and F corresponding with the Headquarters distribution of duties to Branches". Each head is sub-divided numerically to indicate the subject matter.

Key to Administration File

- A. Administration
 - B. Transport and Telecommunication
 - C. Crimes and offences Narcotics
 - D. Immigration passport
 - E. Training and stores
 - F. Civil servants and Finances
2. Police Headquarters Registry, after allotting the appropriate letter to each correspondence, will add a number. When a file becomes too bulky it will be enclosed as Volume I and a new jacket commenced as Volume II.
 3. Whenever it is not practicable to deal with correspondence in the main file, a temporary jacket will be used. When the correspondence in the temporary jacket is closed, it will be placed in the main file as an enclosure.
 4. Each correspondence jacket shall show the Area and Divisional Office numbers in the appropriate place, which shall be inserted in the Area or Divisional Office. The jacket shall also show the subject and any related papers.
 5. Enclosures in main files shall be numbered in red, the subject and file numbers on temporary jackets will be in pencil and the enclosure will be numbered in blue. When enclosures are submitted in duplicate, only the duplicate should be numbered.
 6. Enclosures must be kept in strict consecutive order. If for any reason it is found desirable to remove an enclosure for separate action, it must be returned to its original position as soon as such action is completed.

7. All minute sheets which shall bear Headquarters No. in the appropriate place, are to be placed on the left side of the jacket; reports and enclosure are to be placed on the right side. Minutes and enclosure shall be numbered consecutively, the number of minute being placed in the centre of the minute sheet immediately over the minute and that of the enclosure being placed on the top outer corner of the enclosure. Whenever an enclosure is added to the right side of the jacket, reference shall be made to it beneath the last minute on the minute sheet indicating the number of the enclosure in the margin of the minute sheet.
8. Document such as Birth Certificates, Death Certificates, Marriage certificates, etc. must not be punched when being enclosed in files but placed in envelopes and attached as enclosures. Each envelope shall show the enclosure number on the right hand top corner and the contents and file number across the face.
9. Minutes on Police Headquarters paper shall be made only by Divisional/Area/Branch and Headquarters Officers. Reports and minutes from others shall be enclosed on the right side of the jacket and numbered.
10. When a Police Headquarters jacket is received in a Division and it is necessary to refer it to a Sub-Office, a form as specimen 'A' will be clipped to it upon which Divisional minutes will be made. Before the jacket is returned to Police Headquarters, this form will be detached and filed in the Divisional Office. If it is necessary to send to Headquarters the report of the Sub-Officer or Constable, this will be attached as an enclosure to the right side of the jacket and be numbered in accordance with Paragraph 5. If the report attached has the remarks of more than one person thereon, the report or remarks of each person should be numbered (independently of the minutes on the minute sheet) i.e. 1, 2, 3, etc. in consecutive order.
11. Police Headquarters files should not be copied in Divisions and Areas but record of receipt and dispatch be kept. If Divisional and Area Officers wish reference to such files, application to Police Headquarters notified.
12. If any enquiry cannot be completed in one Area or Division the papers are to be sent, not to Police Headquarters direct, but to the Area or Division which is to take further action and Police Headquarters notified.
13. Ministry files will remain at Police Headquarters. Copies of relevant portion will be made and enclosed in a jacket for reference to Areas, Branches or Divisions.
14. Ministry papers are to be returned to the Police Headquarters within seven (7) days. If an Officer dealing with a Ministry file is unable to submit a complete report within the period stated the fact should be so reported with the reason therefore.
15. Urgent matters must have a small tab attached denoting urgency. When action on the subject is completed, or if the case ceases to be urgent the tab will be detached.
16. No erasures must be made on any documents connected with the duties of Police. If any error is discovered, it should be corrected by drawing the pen, neatly across the entry and substituting the correction above it, the alteration being initialed by the persons responsible.

DELAY IN OFFICIAL CORRESPONDENCE

Force Orders #2459 and 2495 part I Sub. No. 3 and Sub. No. 2 dated 21.07.94 and 30.03.95 respectively, are republished for general information and strict compliance by all ranks. The records show that several files and other correspondence sent to Branches, Areas and Divisions are being unduly delayed and sometimes reported lost.

The records also show that reminders sent to offices for the return of these correspondences are treated with indifference and there are instances when a file is not returned to Headquarters.

The Force cannot be efficiently run if important correspondence is allowed to remain inactive for weeks and months in Branches, Areas and Divisions before being attended to and returned to Headquarters.

Officers are reminded of the importance of dealing with correspondence in accordance with Police orders 300 and should take steps to immediately return outstanding correspondence to Police Headquarters and place responsibility for the delay.

Warning have been given on many occasions that Disciplinary action will be taken in cases of undue delay and these have had no effect.

Now, therefore, it is hereby notified that in every case of undue delay, Disciplinary action will be taken against anyone who is established as responsible.

Sub. No. 2

REMINDER –ETHICS AND INTEGRITY POLICY 2011-

Force Orders #3474 part I Sub. No. 2 dated 2/1/2014 is republished for general information.

In keeping with the commitment of the leadership of the Jamaica Constabulary Force to transform the organization into a highly ethical and professional body that members can be proud of and that the members of the public can have confidence and trust in, the first installment of excerpts from the Ethics and Integrity Policy are hereby promulgated as a reminder of the Jamaica Constabulary.

1. It is the Policy of the Jamaica Constabulary Force that sworn and non-sworn members conduct their roles and responsibilities with integrity and transparency, and shall be in a manner consistent with the strategic objectives, ethical standards, confidentiality and professionalism set by the JCF, respective national legislations and international conventions on human rights. Unethical and corrupt behavior will not be tolerated by the Jamaica Constabulary Force in the delivery of services on behalf of the government and to the community. It is the JCF's Policy to comply with all laws, rules and regulations governing the administration of law in delivering services to the community of Jamaica.

Members must take every effort to correct any shortcomings in their behavior or performance. All members must act honestly, truthfully, impartially and with integrity in conducting their duties and roles. This obligation also extends to members involved in any way with any inquiry conducted as a result of a complaint to fully cooperate with investigators or reviewers.

Action by sworn officers and non-sworn members that are unethical or in conflict with the Code of Ethics established by the JCF negatively affect its reputation and that of its members, and detract from the JCF's overall ability to effectively and efficiently deliver services to the community, and achieve its mission and vision.

Failure to comply with this policy and the Code of Ethics may result in disciplinary action, removal from office, termination of employment and/ civil or criminal proceedings.

2. CORE VALUES

- Our members are our most important resource
- Continuous learning and improving: our building Blocks.
- Respect for law at all times
- Respect and equitable treatment for all individuals
- Honesty and Integrity are our watch words
- Policing in genuine partnership with our communities
- A commitment to the development needs of Jamaican Society
- Transparency and accountability: a way of life for professionals
- Leadership that models professionalism
- The good name and reputation of the Force: building “Brand JCF”

CODE OF ETHICS

The Code of Ethics supported through the policy outlines the values conduct and performance expected of all members of the JCF. The standards of conduct and integrity to be complied with the JCF members are expressed in the following Code of Ethics standards. This Code of Ethics now replaces previous Statement of ethics and Code of Conduct.

PROFESSIONAL DUTY

We will carry out the duties of a police officer professionally and ethically, comply with all lawful orders, policies, procedures and guidelines, shall obey and uphold the law, protect human dignity and uphold human rights and fundamental freedoms of all persons.

POLICE INVESTIGATIONS

We shall undertake investigations in a prompt, thorough, impartial and careful manner so as to ensure accountability and responsibility in accordance with the law.

PRIVACY AND CONFIDENTIALITY

We will only access, use and / or disclose confidential information if required and shall comply with all relevant legislations and Jamaica Constabulary Force policy and procedures governing the gathering, retention, use and disclosure of information.

EQUALITY

We treat people with respect, impartiality, courtesy and sensitivity and recognize their interests, traditions, belief, rights, safety and welfare.

INTEGRITY

We act with integrity towards members of the community and make decisions that are honest, fair, impartial, and timely, and consider all relevant information that uphold the values and reputation of the Jamaica Constabulary Force, whether on or off duty.

ACCOUNTABILITY

We use the resource of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

FITNESS FOR DUTY

Our supervisors will be the primary promoters and positive agents of good conduct, and shall be role models in delivering professional, impartial and effective policing services to the community.

Sub. No. 3

REMINDER- STATUTORY DECLARATION OF ASSETS, LIABILITIES AND INCOME CORRUPTION (PREVENTION) ACT.

The Commission for the Prevention of Corruption, established under section (1) of the aforementioned Act, established a database of all public servants including all members of the JCF and ISCF who are all specified in Part I of the schedule of the Regulations and are required to furnish to the Commission a statutory declaration of assets, liabilities and income.

DECLARATION DATE

The declaration date is 2013-12-31 but the declarant is allowed a period of three (3) months to file the declaration. The declaration should include all assets, liabilities as at 2013-12-31. Income should cover the period of twelve (12) month prior to that date.

DECLARATION FOR MEMBERS DEMITTING OFFICE

A statutory declaration is also required whenever a member demits office. This is due at the twelve (12) months from the last day in office.

COMPLETED DECALARATION

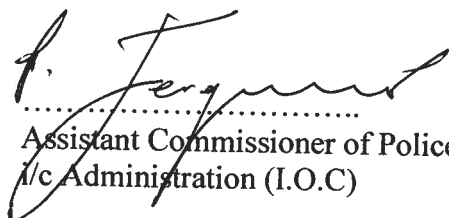
Each completed declaration must be delivered by the declarant to the Office of the Commission for the Prevention of Corruption, 45-47 Barbados Avenue, 2nd Floor, New Kingston during normal working hours not later than 2014-03-31.

Sub. No. 4

SELECTION PROCEDURE FOR PROMOTION 2014- EXAMINATION POLICY AND SYLLABUS

Force Orders #3476 part I Sub. No. 1 dated 16/1/2014 is republished for general information

The procedure for selecting suitably qualified members for promotion to the ranks of Corporal to Inspector will commence in June 2014. The exact dates and venues for the written stage for various ranks will be promulgated at a later date.


.....
Assistant Commissioner of Police
i/c Administration (I.O.C)

PART II – PERSONNEL

January 2014

Sub. No.1. **INSPECTORATE**

1. Vacation Leave - Nil
2. Sick Leave - Nil
3. Short Leave

SHORT LEAVE

CONS. NO.	RANK	NAMES	DATE		No. of Days
			To	From	
1	Inspr.	Clive Brown	2.01.2014	21.01.2014	14 Days
2	Inspr.	Sylvaughnett Barrett	8.01.2014	15.01.2014	6 Days
3	Inspr	Tyrone Richards	28.01.2014	31.01.2014	4 Days

4. TRANSFER - Nil

Sub No. 2 OTHER RANKS

1. **VACATION LEAVE**

CONS. NO.	Reg. No.	RANK	NAMES OF PERSONNEL	DATE		No. of Days Granted
				From	To	
1	3618	Sgt	Eric Watson	24.01.2014	06.05.2014	70 Days

2. **SICK LEAVE**

CONS. NO.	Reg. No.	RANK	NAMES	DATE		No. of Days
				From	To	
1	14509	W/Cons.	Nicole Duncan	16.01.2014	19.01.2014	4 Days
2	88560	W/Dist/Cons.	Denise Palmer	17.01.2014	18.01.2014	3 Days

3. **SHORT LEAVE**

CONS. NO.	Reg. No.	RANK	NAMES	DATE		No. of Days
				From	To	
1	7463	W/Sgt	Heather Chambers-Nunes	30.01.2014	31.01.2014	2 Days
2	3549	Sgt	Donovan May	28.01.2014	31.01.2014	4 days
3	9164	W/Cpl	Anthea Hynes-Henderson	30.01.2014	31.01.2014	1 day
4	X-1528	Spl Cons.	Jeffery Watt	31.01.2014	31.01.2014	1 day

4. **INTERDICTION**

CONS. NO.	Reg. No.	RANK	NAMES OF PERSONNEL	Date of Interdiction
1	8593	Sgt	Leydon Johnson	17.01.2014

5. **ORDERLY ROOM** - Nil

6. **COURSES**

CONS. NO.	Reg. No.	RANK	NAMES OF PERSONNEL	Type of Courses
1	7032	Sgt.	Lloyd Jones	CIB Level 1 Course
2	7470	D/W/Sgt.	Ava Lndo	Sergeant Management Course

7. TEMPORARY TRANSFER

CONS. NO.	Reg. No.	RANK	NAMES OF PERSONNEL	WHERE TRANSFERRED	DATE OF TRANSFERRED
1	88562	W/District Constable	Marsha Lee Nelson	Anti Corruption Branch	6.1.2014

8. MATERNITY LEAVE - Nil

9. TRANSFER - Nil

10. SUSPENSION - Nil

January 2014

BUREAU OF SPECIAL INVESTIGATIONS

Vacation leave- Nil

Short Leave

CONS. NO.	Reg. No.	RANK	NAMES	DATE	No. of Days
1.	14023	D/Cons	E. Cooke	2014/01/07	14

Sick Leave

CONS. NO.	RANK	NAMES	DATE	No. of Days
1.	D/W/Sgt	J. Cooper-Small	1/1/2014	1
2.	D/Cpl	D. Campbell	6/1/2014	2
3.	D/Cpl	J. McDonald	1/1/2014	4
4.	D/W/Cpl	T. Clarke	1/1/2014 11/1/2014 25/1/2014	26 Injured whilst on duty
5.	Cons.	N. Blake	27/1/2014	5
6.	W/Cons.	D. Douglas	1/1/2014	7 Whilst on duty
7.	Dist/Cons	A. Atkins	27/1/2014	5
8.	Dist/Cons.	O. Dowdie	23/1/2014	3
9.	W/Dist/Cons	C. Smallpiece	28/1/2014	1



 Assistant Commissioner of Police
 Administration (IOC)