



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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1944

In preparing this information for publication, the Trinidad and Tobago Prison Service is guided by Sections 7,8, and 9 of the Freedom of Information Act (FOIA) 1999.

The Act gives members of the public:

- 1) A legal right to access information in the possession of the Prison Service.*
- 2) A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading.*
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicants request for information under the F.O.I.A.*
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions under the F.O.I.A.*

In accordance with sections 7,8 and 9 of the Freedom of Information Act, 1999 (F.O.I.A) the Prison Service is required by law to publish the following statements, which list the documents and information generally available to the public.

SECTION 7- STATEMENTS

THE TRINIDAD AND TOBAGO PRISON SERVICE

Section 7(1) (a) (i):

The Trinidad and Tobago Prison Service is a Division of the Ministry of National Security and is governed by the Prisons Act, Chapter 13, of the Laws of the Republic of Trinidad and Tobago.

MISSION STATEMENT

The Trinidad and Tobago Prison Service, as an arm of the Criminal Justice System, is committed to the protection of the society and crime prevention by facilitating the opportunities for habilitation/rehabilitation of offenders while maintaining control under safe, secure and humane conditions.

AIMS & OBJECTIVES

- i) To ensure the safe custody of inmates who are committed to Prison custody by due process of law.
- ii) To ensure that inmates are kept in a healthy and humane environment.
- iii) To develop programmes which facilitate the reformative and rehabilitative treatment of inmates in keeping with modern penological practices.
- iv) To maintain structures and provide amenities for the accommodation, comfort, physical, social and spiritual well being of inmates.
- v) To ensure that those serving terms of imprisonment at Hard Labour are made to work and are trained in various skills to make them industrious and to afford them an opportunity for gainful employment on their release.
- vi) To provide welfare, recreational, educational and religious programmes for inmates to assist in their re-socialization and better prepare them for re-entry into mainstream society.
- vii) To attract, train, develop and maintain suitable staff to facilitate the objectives at (i) to (vi).

STRUCTURE

The Trinidad and Tobago Prison Service comprises a staff of approximately two thousand and eighty-one (2081) officers and is headed by the *Commissioner of Prisons*, who is responsible for short, medium and long term planning and associated policy formulation and implementation.

In this regard, he is assisted by the *Executive Officers* comprising of the *Deputy Commissioner of Prisons* and the *Assistant Commissioners of Prisons ‘Operations’ and ‘Administration’*. Together they are responsible for providing the Prison Service with vision and focus. The Executive is assisted by other Senior Administrative Officers who are responsible for implementing policy decisions and who influence decision making by their knowledge and skills and through feedback from the subordinate ranks.

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The **Organizational Chart** (See Attached) reflects the way the communication channels are routinized and gives an indication of the levels of responsibility and the manner in which authority is delegated.

The Trinidad and Tobago Prison Service is divided into two (2) clearly defined areas viz:

- a) **ADMINISTRATION**
- b) **OPERATIONS.**

These Sections are the direct responsibility of the **Assistant Commissioners of Prisons ‘Administration’** and **‘Operations’** respectively. They are assisted by, the Superintendent ‘Finance and Personnel’, the Senior Superintendent Maximum Security Prison / ‘Operations’ and the Senior Superintendent – Programmes.

A) ADMINISTRATION:

- **Personnel** – Recruitment, Allocation, and Transfer, Staff Reports, Terms and Conditions of Service (Sick Leave, Vacation Leave, Maternity and Paternity Leave etc.)
Developing/ reviewing local and overseas programmes of Training.

- **Accounts** – A sub- accounting unit of the Accounts Department, Ministry of National Security, is responsible for processing of monthly salaries; Travelling, Acting and Subsistence Allowances;

-

Over-time payments, Pension and Gratuity, Processing of Bills and vouchers for Payment; Preparation of Draft Estimates for coming Financial years.

➤ **STATISTICS, N.I.S. and PENSIONS:**

(A) **Statistics** –

(a) Preparation of Draft Estimates of: -

i) Personal Emoluments.

ii) Revenue.

(b) Preparation of TD 4 Certification and Summary; keeps up-to-date records of the Prison population.

(c) Preparation of final Administrative Reports.

(d) Preparation of Statistical Reports requested by both ‘Internal and External’ Agencies’ (e.g. C.S.O. and U.N.).

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- (i) Preparation of Payment Vouchers.
- (ii) Preparation of N.I.S. claims (e.g. Maternity, Injury and Sickness benefits).
- (iii) Preparation of National Insurance deductions and submission to the National Insurance Board (N.I.B).
- (iv) Registration of New Employees in the N.I.S.

(C) ***Pensions*** –

- (i) Preparation of Pensions and Leave records.
- (ii) Computation of Pensions and Gratuities for submission to the ***Auditor General***.
- (iii) Preparation of Inland Revenue Statement.
- (iv) Preparation of Statement of Advances.

➤ **CASH and PAY** –

- (i) Administers all transactions with respect to Irredeemable Imprest (\$12,000.00).
- (ii) Redeemable Imprest (\$300.00).
- (iii) The Good Conduct and Relief Fund.
- (iv) Hobby Class Fund.
- (v) Receives cash in favour of Revenue and Prepares Returns of Revenue.

➤ **STORES** – (i) Purchasing all Uniforms, Foodstuff and General Stores (clothing, tools etc.).
(ii) Purchasing of Medicine for Officers and Inmates.

➤ **TRAINING** – (i) Induction Training of Recruits (Drivers and Officers).
(ii) Refresher Courses.
(iii) Development Courses and Seminars.
(iv) Specialized Training—Weapon Training, Crowd Control and Physical Training (Drills and Self-Defence).

➤ **INVESTIGATION and DISCIPLINE**: -

- (i) Conducts ***INVESTIGATIONS*** into allegations of misconduct/indiscipline involving subordinate Officers.
- (ii) Prepare and present matters before a ***Disciplinary Tribunal***.

B) OPERATIONS:

This section is headed by the *Assistant Commissioner of Prisons ‘Operation’* whose functions include: -

- Planning
- Reviewing and developing systems and procedures for the effective functioning of Penal Institutions
- Monitoring the implementation of such systems and procedures
- Formulation of general and operational policies
- Developing and reviewing rehabilitative, recreational, educational and religious programmes
- Monitoring Penal Institutions to ensure that operational procedures for the supervising and securing of inmates are being adhered to.

The *Operation Section* encompasses all operational areas pertaining to the general management of all Establishments within the Prison Service and all matters involving prisoners and young offenders. There are eight (8) individual Establishments:

PORT-OF-SPAIN PRISON:-

Located at 103a Frederick Street Port of Spain is a Maximum Security Prison. It houses both Remanded and Convicted Inmates.

GOLDEN GROVE PRISON:-

Located at Golden Grove Road, Arouca this is a Medium Security Prison housing approximately 1000 convicted inmates

THE MAXIMUM SECURITY PRISON – GOLDEN GROVE :-

This newly built structure completed in 1995, is located at Waterloo Road Extension Golden Grove Arouca. It has a capacity for 2400 inmates, but presently houses approximately 830 inmates.

CARRERA CONVICT PRISON:—

Located on Carrera Island approximately 2 miles off the mainland, it houses approximately 500 convicted inmates.

REMAND PRISON:—

An establishment for Remanded Prisoners located on the Golden Grove compound. It houses approximately 610 inmates

WOMEN'S PRISON:—

Also located on the Golden Grove compound, it now houses approximately 120 female inmates.

YOUTH TRAINING CENTRE :-

It is a Borstal Institution, located at Golden Grove Road, Arouca. It is a centre for juveniles between the ages 16 – 18 years, sentenced by the courts to a period of Training. It is also a holding bay for juveniles charged for various crimes and whose cases have been remanded for hearing at the Magistrate's Court or High Court.

TOBAGO PRISON: –

Located at Young Street, Scarborough, Tobago. It houses approximately forty (40) inmates both convicted and unconvicted. The convicted inmates kept there are those serving relatively short sentences.

Officer of the rank of *Superintendent* is directly responsible for the management of each of the above institutions (except Tobago) and reports directly to the *Assistant Commissioner of Prisons 'Operations'*.

The Tobago Prison falls under the Superintendent of Prisons 'Operations' but because of its location, is directly supervised by a Prison Officer II with the Senior Superintendent of Police – Tobago Division having overseeing responsibilities

ROLES & FUNCTIONS OF THE SUPERINTENDENT

This job requires the incumbent to manage the activities of an assigned Penal Institution. Functions include:-

- (i) Participating in the Formulation/Review and Implementation of Operational Policies and Rehabilitative Programmes.
- (ii) Monitoring Systems and Procedures for ensuring the Security, Safety and Health of the Inmate Population.
- (iii) Conducting Inspection Tours of Prison Establishments.
- (iv) Adjudicating in matters involving alleged Breaches of Prison Rules and Regulations by Inmates.

THE WELFARE SECTION

The *Welfare Section* is headed by the *Chief Prison Welfare Officer* who is assisted by three (3) Welfare Officers II and twelve (12) Welfare Officers I. The functions of this section include:-

- *Interviewing and counselling inmates and helping them adjust to life in prison.*
- *Assisting inmates in making and maintaining contacts with relatives.*
- *Conducting business, monetary and private transactions on behalf of inmates.*
- *Performing investigative work to determine inmates' suitability/eligibility for Child Visits and viewing of dead relatives at funeral homes etc.*
- *Preparing of Discharge Reports on inmates.*

**EFFECTS OF THE FUNCTIONS OF THE TRINIDAD and TOBAGO PRISON SERVICE
ON MEMBERS OF THE PUBLIC**

- *Psychological* – members of the Public have a sense of comfort in the knowledge that there exists a Prison Service where criminals are kept safe and secure, away from the rest of society and where they are given an opportunity to change their behavioural patterns through reformatory and rehabilitative programmes. It has a calming influence on the Public.

- ***Prison Rules and Regulations*** spell out the rights and privileges granted to inmates and encourage inmates to keep contact through letters and visits with family, friends, relatives, legal representatives and significant others. As such, contact is maintained with the Public and some measure of social bonding is preserved through social interaction.
- The changing dynamics of ***Prison Management*** has witnessed a shift from static to dynamic security and a greater emphasis on the Reformation and Rehabilitation of inmates. As a consequence, this shift has encouraged, influenced and attracted a large number of religious, private, governmental and non-governmental agencies who willingly pledge their services and volunteer their time, money and expertise in assisting the Prison Service in this new thrust (which include religious, literacy, cultural and counselling programmes).
- Through the ***Welfare Section***, inmates are able to maintain contact with relatives. The Welfare Section also interfaces with the general public, Governmental agencies and Private Institutions (banks etc.) and carries out business, monetary and private transactions on behalf of inmates.
- Given the above, it would be fair to state that the ***functions*** of the Trinidad and Tobago Prison Service directly impact the ***quality of life*** in Trinidad and Tobago. The Prison Service is responsible for the protection of society from criminals by keeping them safe and secure for a period of time. In addition, through its reform and rehab programmes it seeks to and succeeds in returning individuals to society who are more skilled and better adjusted psychologically.
- Even though the General Public is not directly involved in ***Policy Formulation***, societal concerns would indirectly influence Policy Formulation. In addition, feedback from the Public would undoubtedly help determine and shape new trends in Prison Management.

THE ORGANIZATIONAL CHART OF THE PRISON SERVICE

Attached for reference.

Section – 7 (I) (a) (ii)**CATEGORIES OF DOCUMENTS HELD BY
THE TRINIDAD AND TOBAGO PRISON SERVICE****1. Administrative Matters (Files):**

- (a) Policy and Procedures
- (b) Members of Staff
- (c) Circulars/General Orders/Station Orders/Directives
- (d) Transfers
- (e) Staff Reports

2. Finance:

- (a) Accounts
- (b) Stores
- (c) Administrative
- (d) Gratuity, Pension, Leave and N.I.S.

3. Personnel:

- (a) Filling of Vacancies
- (b) Recruitment/ Resignations/ Retirements
- (c) Conferences/Seminars/Meetings/Events: International & Local
- (d) Vacation Leave, Maternity & Paternity Leave, Sick Leave and Study Leave etc.

4. Training:

- (a) Local
- (b)** Foreign

5. Reports:

- (a) Administrative
- (b) Investigative
- (c) Annual/Quarterly/Monthly

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6. Operations

- (a) Letters & Visits
- (b) Inmates' Records
- (c) Requests
- (d) Rehabilitative Programmes
- (e) Security and Safety
- (f) Procedures
- (g) Complaints (Public, Ombudsman etc.)
- (h) Court Documents

Section – 7 (1) (a) (iii)

MATERIALS PREPARED FOR PUBLICATION & INSPECTION

Not Available at present

Section – 7 (1) (a) (iv)

LITERATURE AVAILABLE BY THE WAY OF SUBSCRIPTION SERVICES

Not Available at present

Section – 7 (1) (a) (v)

PROCEDURE TO ACCESS A DOCUMENT FROM THE PRISON SERVICE

The *applicant* makes the request to the *Designated Officer* on the prescribed form.

The *Designated Officer* notes the date and time of the request on the prescribed form.

The *Designated Officer* copies the request to the *Commissioner of Prisons* with relevant guidelines and suggestions pertaining to the availability of the information and whether it could be released or is classified as exempt.

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The request is approved/not approved by the *Commissioner of Prisons*.

Information pertaining to the approval /non—approval is sent to the *Designated Officer*.

Where information is considered – **Classified** – the advice / directive of the Ministry of National Security, through its legal representative, is sought as regards making it available or not to the applicant.

The Ministry of National Security conveys its decision / directive in writing to the Prison Division.

The *applicant* is notified of the approval/refusal of his request as soon as practicable and no later than thirty (30) calendar days after the day on which his request was duly made (Section 15)

The *Designated Officer* notes the date and time the *applicant* is informed of the decision.

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to him by the F.O.I.A (for example the right to challenge a decision if his request for information is refused), an applicant must make his request in writing. The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available from any Public Authority in order to access information that is not readily available in the public domain.

Section – 7 (1) (a) (vi)

OFFICERS IN THE PRISON SERVICE RESPONSIBLE FOR :

- 1) The initial receipt of and action upon notices under section 10,
- 2) Requests for access to documents under section 13
- 3) Applications for corrections of Personal Documents under section 36 of the F.O.I.A

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The Designated Officer is : *Mr. Martin W. Martinez*
 c/o Maximum Security Prison
 Golden Grove Road
 Arouca
 Phone: 623-5786 / 683-9935 (Cell)
 Fax : 1 868-624-4687
 e-mail martinez_tt@hotmail.com

The Alternate Officer is: *Mr. Allister James*
 C/o Golden Grove Prison
 Golden Grove
 Arouca
 Phone : 642-4289/4202-3

Section – 7 (1) (a) (vii)

**LISTING OF BOARDS, COUNCILS, COMMITTEES AND OTHER
BODIES ESTABLISHED TO ADVISE THE PRISON SERVICE WHOSE
MEETINGS ARE OPEN TO THE PUBLIC.**

Not Applicable at this time.

Section – 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information pertaining to the Trinidad and Tobago Prison Service can be accessed at the Library, Ministry of National Security, between the hours of 8:00 am to 4:00 pm.

Location:

Ministry of National Security

Temple Court

#31-35 Abecromby Street

Port-of-Spain

Telephone # 623-2441 Extension 2281

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Photocopying of Documents.

Requested Documents would be photocopied free of charge.

No Smoking eating or drinking is allowed in the Library /Reading Room.

Section 8 STATEMENTS

Section – 8 (1) (a) (i)

**DOCUMENTS THAT ARE PROVIDED FOR USE OR GUIDANCE OF THE
PRISON SERVICE**

- Public Service Commission Regulations Chapter 1: 01
 - Public Service Commission (Delegation of Powers) (Amendment) Order 1991
 - Public Service Commission (Amendment) Regulations 1990
 - Prison Service (Code of Conduct) Regulation 1990
 - Prison Rules 1838 Act
 - Prison Service (Amendment) Act 2000
 - Legal Notice #107 of 2000
 - Coroner's Act
 - Audit and Exchequer Act, Chapter 69:01
 - Mental Health Act
 - United Nations Standard Minimum Rules for the Treatment of Prisoners
 - The Judge's Rules
 - Financial Regulations
 - Financial Instructions
 - The Freedom of Information Act (1999)
- The aforementioned documents are available for purchase at the Government Printery.

Section 8(1) (a) (ii)

Not applicable.

UPDATE OF
TRINIDAD AND TOBAGO GAZETTE
GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999
PUBLIC STATEMENT
OF THE IMMIGRATION DIVISION
OF THE MINISTRY OF NATIONAL SECURITY

In accordance with **Sections 7, 8 and 9** of the Freedom of Information Act (FOIA), 1999, the Immigration Division of the Ministry of National Security is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Immigration Division;
- (2) A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7(1)(a)(i): **FUNCTIONS AND STRUCTURE OF THE IMMIGRATION DIVISION.**

MISSION STATEMENT

To provide an efficient, effective and courteous service to our customers, ensuring that they are treated with respect and dignity and promote the economic, political, cultural and social growth of the Republic of Trinidad and Tobago by efficiently and effectively facilitating and monitoring the movement of people into, within and out of the country and providing technical advice to the Minister of National Security on matters of Immigration.

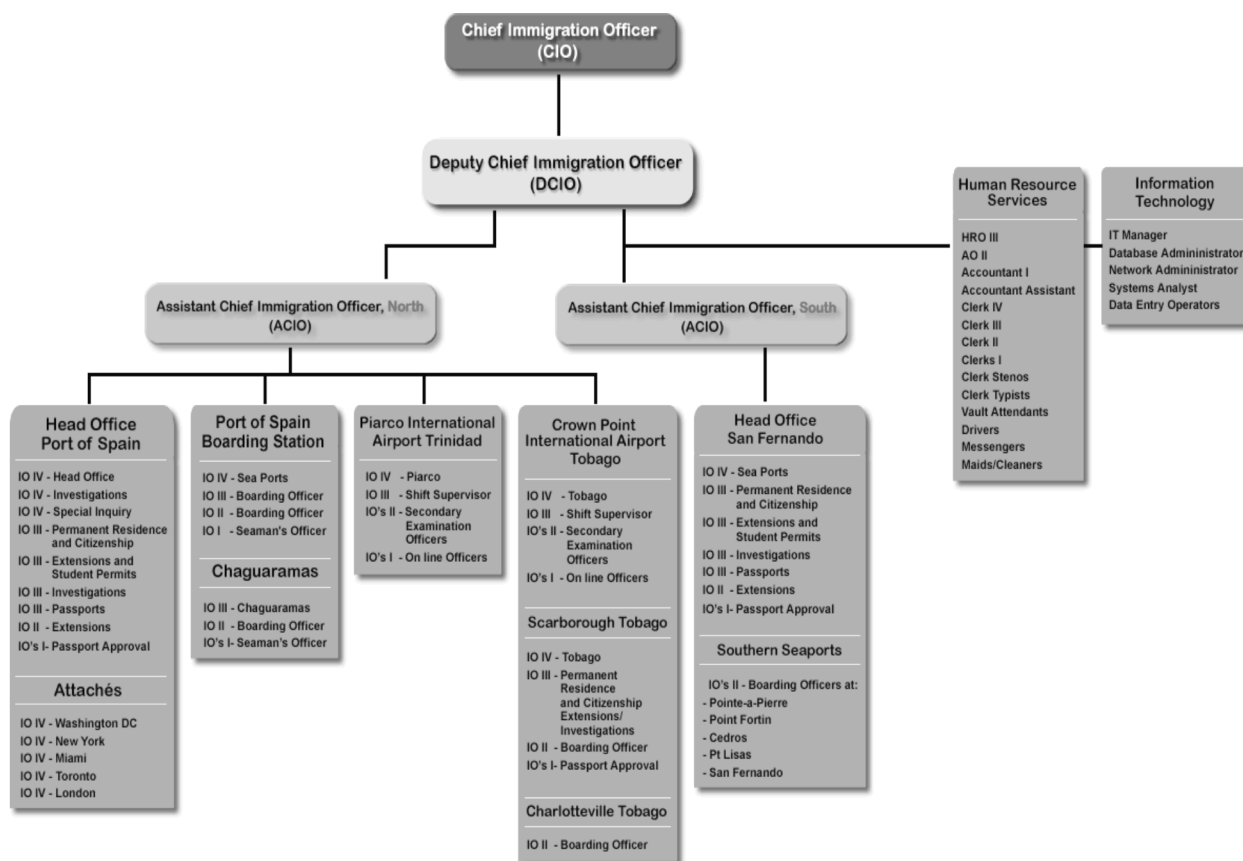
The Immigration Division is an integral part of the Ministry of National Security. It was established as a separate civilian organization in 1954, after it was removed as an arm of the Police Service. For a short period, 1987 to 1989 it was incorporated into the Ministry of External Affairs.

The Immigration Division is comprised of technical, clerical and manipulative staff. An Immigration Officer IV is posted at each of the following Missions to serve as an Immigration Attaché:

► Embassy of the Republic of Trinidad and Tobago, Washington D.C. United States of America.

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- Consulate General of the Republic of Trinidad and Tobago, New York, United States of America.
- Consulate General of the Republic of Trinidad and Tobago, Miami, United States of America.
- Consulate General of the Republic of Trinidad and Tobago, Toronto, Canada.



To help protect the economic, social and political life of Trinidad and Tobago and efficiently and effectively facilitate and monitor the movement of people into, out of the country and also internally, where required, the Immigration Division, through the organizational structure shown above, executes the following roles/functions:

- Border control;
- Facilitation of commercial shipping;
- Facilitation of the pleasure craft industry;
- Facilitation of entry of students attending the University of the West Indies, Work Permit holders, Missionary Permit holders, persons qualifying for entry under the Immigration (Caribbean Community Skilled Nationals) Act, persons qualifying for entry under the Caribbean Community (Removal of Restrictions) Act 2004 and permanent migrants;

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- ▶ The processing of applications and issue to qualified applicants, of travel documents, both locally and at Missions abroad;
- ▶ The processing of applications and issue to qualified applicants, of Certificates of Immigration Status;
- ▶ The processing of applications and issue to qualified applicants, of Inter-Commonwealth Caribbean Travel Document;
- ▶ The processing of applications and issue to qualified applicants, of entry visas at Missions abroad;
- ▶ The processing of applications and issue to qualified applicants, of re-entry visas to persons already in the country;
- ▶ The processing of applications and issue to qualified applicants, of visa waivers at ports of entry;
- ▶ The processing of applications and issue to qualified applicants, of Student Permits;
- ▶ The verification of the Immigration status of claimants to Citizenship and Resident Status both locally and at our Missions abroad;
- ▶ The provision of Immigration services to non-nationals and non-residents, who, notwithstanding that they are already in Trinidad and Tobago wish to extend their stay or vary the conditions attached to their entry.
- ▶ The processing of persons detained by the Investigation and Deportation Unit;
- ▶ Quasi-judicial hearings in respect of notices of complaints for breaches of the Immigration Act and Regulations, with the authority to impose fines;
- ▶ Special Inquiry hearings to determine the immigration status of persons who are alleged to have contravened the Immigration Act and Regulations, with the authority to enforce deportation;
- ▶ The provision of technical advice to the Minister of National Security;
- ▶ The collection of Government revenue from persons in accordance with the schedule of fees in the Immigration Regulations;
- ▶ The collection of statistical data for use by The Central Statistical Office and The Tourism and Industrial Development Company;
- ▶ Interaction with government officials, state security agencies, foreign diplomats, airline and shipping agents as well as persons from business, religious, sport, cultural and entertainment organizations, that may seek Immigration services or assistance.

The Immigration Division, on account of the scope of its operations and in the exercise of its role and functions, has a holistic impact on the welfare of the nation.

The Immigration Division provides suggestion boxes at its Head Office in Port-of-Spain and its Sub-offices in San Fernando and Scarborough. Constructive feedback from these sources can effect alteration of certain procedures and policy.

SECTION 7(1)(a)(ii) : CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE IMMIGRATION DIVISION.

- ▶ Case files;
- ▶ Temporary files dealing with investigation matters;
- ▶ Reports for the register of residents;

- ▶ Embarkation/Disembarkation cards;
- ▶ Amnesty files;
- ▶ Personnel files which detail appointments, promotions leave, employee evaluation, transfers, resignations, retirements, deaths, job applications;
- ▶ Files dealing with conditions of service, leave and pension;
- ▶ Files dealing with training;
- ▶ Files dealing with uniforms;
- ▶ Files dealing with office accommodation and equipment;
- ▶ Files dealing with Information Technology and the Immigration Data Processing System;
- ▶ Files dealing with accounting matters (salaries, allowances etc;)
- ▶ Files dealing with complaints and praise;
- ▶ Files dealing with the Immigration Division's collaboration with other agencies and Public Authorities;
- ▶ Files dealing with Rotation of Immigration Officers;
- ▶ Deportees (citizens of Trinidad and Tobago deported from other countries) files;
- ▶ General files dealing with travel documents, short extensions of stay, policy, missionary permits, work permits, student permits, citizenship (where no case file exists,) Restoration of citizenship, breaches of the Immigration Act and Regulations, visa applications (where no case file exists), observation reports, newspaper clippings, security bonds, facilitations of entry, foreign embassies, High Commissions and Consulates.
- ▶ Cabinet documents that relate to the Immigration Division;
- ▶ Internal and external miscellaneous correspondence files;
- ▶ Written Staff Instructions;
- ▶ Data and requisite documents re arriving and departing ships and aircraft and their respective crew;
- ▶ Immigration legislation and other related legislation;
- ▶ Legal instruments;
- ▶ Legal opinions from the Solicitor General and Attorney General;
- ▶ Local and foreign technical co-operation files;
- ▶ Agendas and minutes of technical, heads of sections and special projects meetings;
- ▶ Periodic reports, statistics, Audit reports;
- ▶ Consultants', Technical, Valuation and Events files;
- ▶ Inventories;
- ▶ Registers and approved application forms for all types of formal applications received by the Immigration Division;
- ▶ Reports on persons denied entry;
- ▶ Report of the Public Management Consulting Division entitled "Review of the Establishment of Immigration Division, Ministry of National Security;"
- ▶ Immigration Watch Lists;
- ▶ Special Inquiry transcripts;
- ▶ Operational manuals;
- ▶ Strategic Plans.

SECTION 7 (1)(a)(iii):**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION.**

Unless otherwise specified, members of the public may inspect/obtain copies of the under mentioned material between the hours of 9.00 a.m. and 3.00 p.m. on normal working days at the Reading Room of the Immigration Sub-Office situated at 135 Henry Street, Port of Spain.

- ▶ The Immigration Act and Regulations, Chapter 18:01 of the Laws of Trinidad and Tobago and amendments;
- ▶ The Citizenship of the Republic of Trinidad and Tobago Act and Regulations, Chapter 1:50 of the Laws of Trinidad and Tobago and Amendments;
- ▶ Amendments to Immigration Legislation;
- ▶ The Caribbean Community Skilled Nationals Act No. 26 of 1996 and amendment.
- ▶ Other miscellaneous legislation and reports that directly affect the operations of the Immigration Division;
- ▶ Application forms for travel documents, Certificates of Immigration Status, visas, extensions of stay, on behalf of a permitted entrant to enter Trinidad and Tobago, visa waivers and student permits;
- ▶ Applications for Citizenship, Resident Status and Work Permits (available at the Ministry of National Security, Temple Court, Port of Spain;)

Copies of the legislation listed above are also available at the Sales Section of the Government Printery.

SECTION 7 (1)(a)(iv):**LITERATURE AVAILABLE BY SUBSCRIPTION.**

The Immigration Division does not provide this type of service at this time.

**SECTION 7 (1)(a)(v): PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM
THE IMMIGRATION DIVISION.**

How to request information:

- **General:** Our policy is to answer all oral and written requests for information. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), **you must make your request in writing.** The applicant must therefore, complete the appropriate form "Request for Access to Official Documents," which is available from our receptionist, for information that is not readily available in the public domain.
- **Addressing Requests:** To facilitate prompt handling of your request, please address it to the Designated Officer of the Immigration Division {see Section 7(1)(a)(vi.)}

- **Details in the Request:** Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification would be sought from the applicant. If you are not sure how to write your request or what details to include, please communicate with our Designated Officer.

Requests not handled under the FOIA

- **A request under the FOIA** will not be processed to the extent that it asks for information which is currently available in the public domain, either from the Immigration Division or from another public authority, for example brochures and pamphlets etc.

Responding to your request

- **Retrieving Documents:** The Immigration Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage centre, will be retrieved in order to process your request.

The following documents are retained by the Immigration Division for the periods specified before disposal:

- 1 year** - Applications for Visa Waivers, Work Permits and Emergency Certificates.
- 2 years** - Applications for Visas, Security Bonds, Administrative Breaches and fines, Attendance Registers, Treasury Deposits, Circular Files (excluding Circulars from the Chief Personnel Officer, Ministry of Finance and Comptroller of Accounts), Embarkation/Disembarkation Cards (after uploading to the Immigration Data Processing System), Balance Sheets and Shipping Bills.
- 3 years** - Applications for Travel Permits.
- 5 years** - Arrival Reports (ships), Rejection Orders, Correspondence Registers and Operational material related to accommodation and Office Equipment and Applications for Student Permits
- 7 years** - Miscellaneous Receipt Books.
- 10 years** - Applications for Certificates of Identity, material related to Immigration Quarters and Leave and Vote Books.
- 20 years** - Applications for Certificates of Immigration Status and Cash Books.
- 40 years** - National Insurance Records.

The following documents are retained by the Immigration Division for **10 years** and then transferred to the National Records Centre where they are kept for a **further 10 years** before disposal

- Material related to retired and deceased employees (**after** all matters have been completed)
- Staff arrangements
- Reconciliation Statements (Accounts)

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Applications for Restoration of Citizenship are retained by the Immigration Division for **5 years** and then transferred to the National Records Centre where they are kept for **10 years** before disposal.

Applications for passports are retained for **12 years** and then transferred to the National Records Centre where they are kept for **8 years** before disposal.

Training documents are retained for **5 years** and then transferred to the National Archives.

Furnishing Documents -

An applicant is entitled to copies of material we have in our possession or custody. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we would furnish the best copy possible and note its quality in our reply.

Please note that we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a Computer will provide information in the format that you prefer.
- (b) Perform research for you.

Time Limits –

General: The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we would acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddresses or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed -

We will determine whether to grant your request for access to information **as soon as practicable, but no later than 30 days** as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you would be permitted to inspect the document(s) or be provided with copies, if you so request.

Fees and Refunds -

The “Freedom of Information Fees and Charges Regulations” prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents **within seven days of payment of the relevant fee**. If we fail to provide the information within the seven day period you are entitled to a refund of the fee, paid in addition to access to the document(s) requested.

SECTION 7 (1)(a)(vi) : OFFICERS IN THE IMMIGRATION DIVISION RESPONSIBLE FOR:

- *The initial receipt of and action upon notices under section 10.
- * Requests for access to documents under section 13.
- * Applications for corrections of Personal Documents under section 36 of the FOIA.

The Designated Officer is: **Miss Veronica King**

Immigration Officer IV.
The Passport and Immigration Office,
67, Frederick Street, Port of Spain.
Telephone numbers - 625 5302, 625
3571, 625 3572
Fax number- 623 7520

The Alternate Officer is : **Mr. Wayne Rouff,**
Immigration Officer IV.
The Passport and Immigration Office,
67, Frederick Street, Port of Spain.
Telephone numbers – 625 5302, 625
3571, 625 3572
Fax number - 623 7520

SECTION 7(1)(a)(vii) : ADVISORY BOARDS, COUNCILS COMMITTEES AND OTHER BODIES.

The Mutations Committee;
The Joint Consultative Committee;
The Strategic Planning Committee;
Training Committee.

SECTION 7(1)(a)(viii): LIBRARY FACILITIES.

Information in the public domain can be accessed at our Reading Room. You may make general enquiries of our Designated or Alternate Officer. The Reading Room is located at the Immigration Sub-office, 135 Henry Street, Port-of-Spain. It is open to the public between the hours of 9.00 a.m. to 1.00 p.m. on normal working days. There is a small fee for photocopies or other material provided. No smoking, eating or drinking is allowed in the Reading Room.

SECTION 8 STATEMENTS

SECTION 8(1)(a)(1) : DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE IMMIGRATION DIVISION, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW.

SECTION 8(1)(a)(ii): **MANUALS RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE IMMIGRATION DIVISION.**

- > Brochure detailing the requirements for a Student Permit;
- > Application for Registration as a citizen of Trinidad and Tobago guide;
- > Application for Naturalization as a citizen of Trinidad and Tobago guide;
- > Visa requirements for entry into Trinidad and Tobago guide;
- > Passport application instructions;
- > Letters of advice and responses to queries, which form part of the Immigration Division's Administration Policies files.

SECTION 8(1)(b) **IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE IMMIGRATION DIVISION, WHERE A MEMBER OF THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT, BEING DOCUMENTS CONTAINING INFORMATION ON THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN THE ENFORCEMENT OF THE WRITTEN LAWS OR SCHEMES.**

Form 9A - Notice of Appeal to the Minister against decision of Special Inquiry Officer.

Form 9A - Notice of Appeal against a Rejection Officer.

Form 19A - Deportation Order Against.

Form 19B - Deportation Order Against.

Form 20 - Notice of Deportation.

Form 21 - Certificate issued under section 7 (1) of the Act.

Form 25 - Order of Detention made by the Minister/Chief Immigration Officer/Special Inquiry Officer.

Form 26 - Order to show cause and Notice of Hearing in Deportation proceedings under section 22 of the Act.

Form 28 - Order of Supervision.

Form 29 - Rejection Order.

Form 32 - Disposal of Appeal.

Form 33 - Bond for Conditional Release.

Form 41 - Order of the Minister under section 14 (3) of the Immigration Act, Ch. 18:01.

Form 44 - Notice to Applicant for admission detained for a hearing before a Special Inquiry Officer.

Form 45 - Summons to a witness

Form 46 - Decision of the Special Inquiry Officer

Form 51 - Application on behalf of permitted entrant to enter Trinidad and Tobago.

Form 52 - Certificate of Facilitation of Entry.

Form 54 - Forfeiture of Deposit.

Form 55 - Complaint upon oath.

Form 56 - Application for a Certificate of Exemption from section 7 (1) of the Act.

Form 57 - Order of Release.

Form 58 - Notice of Complaint Against a Person for a breach of the Immigration Regulations.

SECTION 9 STATEMENTS (APPLIES ONLY TO DOCUMENTS CREATED SINCE 20TH.
FEBRUARY 2001)

SECTION 9(1)(a) A REPORT, OR A STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS, OF A BODY OR ENTITY ESTABLISHED WITHIN THE IMMIGRATION DIVISION

At this time the Immigration Division has no such report or statement.

SECTION 9(1)(b) A REPORT, OR A STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS, OF A BODY OR ENTITY ESTABLISHED OUTSIDE THE IMMIGRATION DIVISION BY OR UNDER A WRITTEN LAW OR BY A MINISTER OF GOVERNMENT OR OTHER PUBLIC AUTHORITY FOR THE PURPOSE OF SUBMITTING A REPORT OR REPORTS, PROVIDING ADVICE, OR MAKING RECOMMENDATIONS.

At this time the Immigration Division has no such report or statement.

SECTION 9(1)(c) A REPORT, OR A STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTER DEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE IMMIGRATION DIVISION.

► Inter-Ministerial Consultation Committee.

SECTION 9(1)(d) A REPORT, OR A STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS, OF A COMMITTEE ESTABLISHED WITHIN THE IMMIGRATION DIVISION, TO SUBMIT A REPORT, PROVIDE ADVICE OR MAKE RECOMMENDATIONS TO THE MINISTER OF NATIONAL SECURITY OR TO AN OFFICER OF THE IMMIGRATION DIVISION, WHO IS NOT A MEMBER OF THE COMMITTEE.

► Project Proposals for Development Programme (PSIP 2005)

SECTION 9(1)(f) A REPORT PREPARED FOR THE IMMIGRATION DIVISION BY A CONSULTANT WHO WAS PAID FOR PREPARING THE REPORT

At this time the Immigration Division has no such report.

SECTION 9(1)(g) A REPORT PREPARED WITHIN THE IMMIGRATION DIVISION AND CONTAINING THE RESULTS OF STUDIES SURVEYS OR TESTS CARRIED OUT FOR THE PURPOSE OF ASSESSING, OR MAKING RECOMMENDATIONS ON THE FEASIBILITY OF ESTABLISHING A NEW OR PROPOSED GOVERNMENT POLICY, PROGRAMME OR PROJECT.

At this time the Immigration Division has no such report.

SECTION 9(1)(h) A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE IMMIGRATION DIVISION, OR ANY OF ITS PROGRAMMES OR PROJECTS.

At this time the Immigration Division has no such report.

SECTION 9(1)(i) A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR THE REORGANIZATION OF THE FUNCTIONS OF THE IMMIGRATION DIVISION, THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE DIVISION, OR THE ALTERATION OF AN EXISTING POLICY PROGRAMME OR PROJECT.

Proposed amendments to the Immigration Act, Chapter 18:01 would be completed

SECTION 9(1)(j) A STATEMENT PREPARED WITHIN THE IMMIGRATION DIVISION CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION.

► The preparation of proposed amendments to the Immigration Act, Chapter 18:01 would be completed by 30th. July 2005.

SECTION 9(1)(k) A REPORT OF A TEST CARRIED OUT WITHIN THE IMMIGRATION DIVISION, ON A PRODUCT, FOR THE PURCHASING OF EQUIPMENT.

At this time the Immigration Division has no such report.

SECTION 9(1)(l) AN ENVIRONMENTAL IMPACT STATEMENT PREPARED WITHIN THE IMMIGRATION DIVISION.

At this time the Immigration Division has no such statement

SECTION 9(1)(m) A VALUATION REPORT PREPARED FOR THE IMMIGRATION DIVISION BY A VALUATOR.

At this time the Immigration Division has no such report.

Government of the Republic of Trinidad and Tobago

Public Statement of Trinidad and Tobago Defence Force

In Compliance with section 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) Trinidad and Tobago Defence Force is required by law to publish the following statements which list the documents and information generally available to the public.

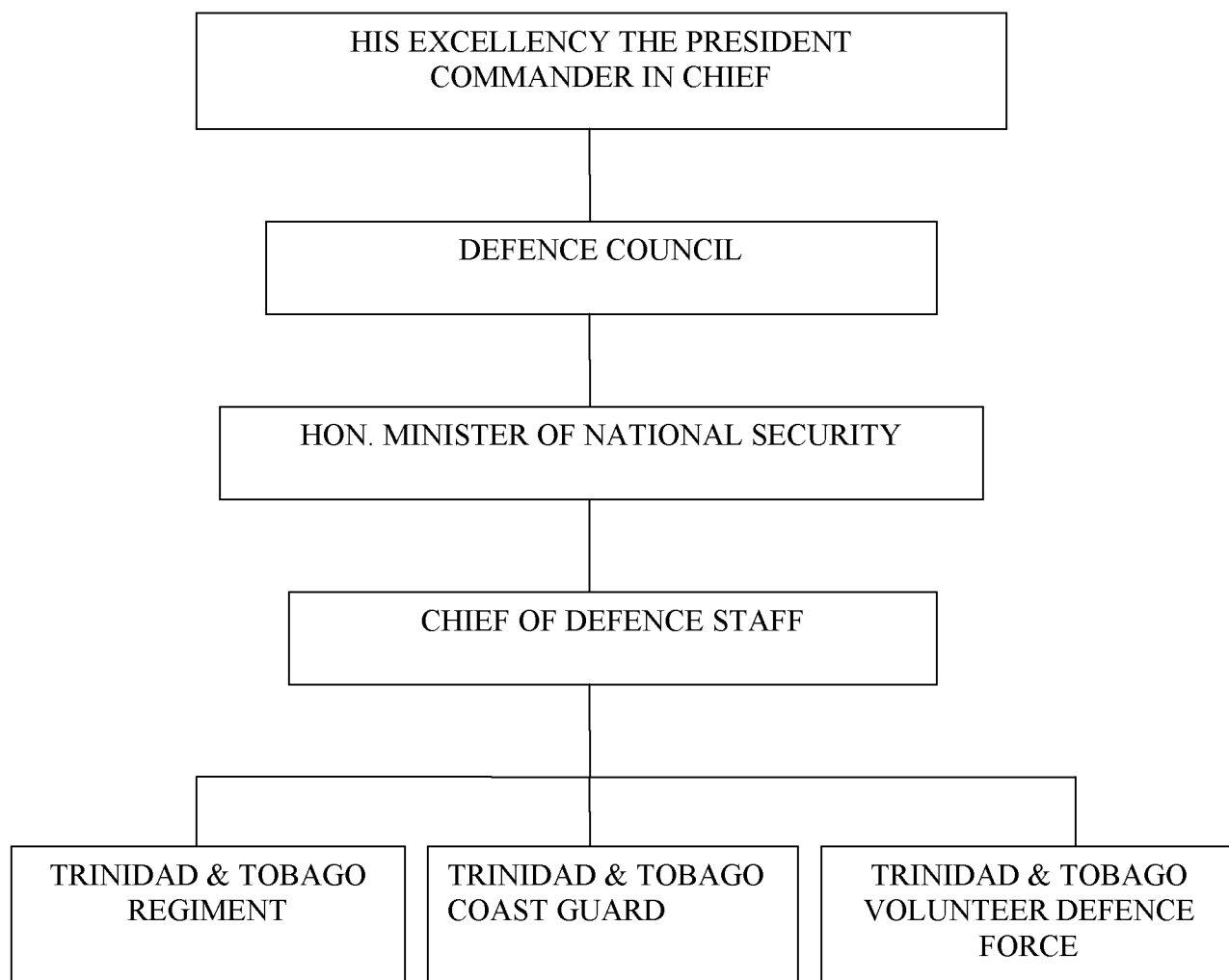
The Act gives members of the public:

- (1) A legal right for each person to access information held by the Trinidad and Tobago Defence Force
- (2) A legal right for each person to have official information Relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i):

Function and Structure of the Trinidad and Tobago Defence Force.

CHAIN OF COMMAND

Mission Statement:

To defend the sovereign good of The Republic of Trinidad and Tobago, contribute to the development of the national community and support the State in the fulfillment of its national & international objectives.

Vision

We at the Trinidad and Tobago Defence Force are dedicated to becoming the best Defence Force in the Caribbean region with expertly trained and equipped personnel to effectively respond and to fulfill each of our national, regional and international obligations.

We believe that one of our fundamental duties is to contribute to community and national development, while continually molding exemplary individuals, building superior military organization that represents excellence, diversity and versatility.

Role and functions of the Trinidad and Tobago Defence Force:

- To defend the sovereign good of the Republic of Trinidad and Tobago.
- To co-operate with and assist the civil power in maintaining law and order
- To assist the civil authorities in times of crisis or disaster
- To perform ceremonial functions on behalf of the state
- To provide Search and Rescue services in keeping with national requirements under international agreements
- To assist in the prevention of trafficking in narcotics and other illegal goods
- To safeguard and preserve the living and non-living resources in the waters under national jurisdiction
- To monitor the safety of shipping in national waters
- To assist in the development of the national community

Section 7 (1) (a) (ii): Categories of Documents in the possession Trinidad and Tobago Defence Force

1. Files dealing with administrative support and General Administrative documents for the operations of the Defence Force
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Defence Force.
4. Financial Records (cheques, vouchers, receipts, journals etc).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues.
8. News Releases, speeches originating in the Defence Forces.
9. Policy and Procedure Documents.
10. Internal and External correspondence files.
11. Customer files.
12. Documents relating to strategic review of the Defence Force Information Technology Strategy and Training Plans.
13. Legislation and Legal Instruments.
14. Legal Opinions and related matters.
15. Files dealing with training – local and foreign and technical co-operation.
16. Minutes/Agenda of meetings.
17. Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
18. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Consultants'/Technical,

Section 7 (1) (a) (iii): Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of the following material between the hours of 0800 hrs and 1500 hrs on normal working days at:

Location Defence Force Headquarters, Airways Road, Chaguaramas.

Telephone numbers 634-4554, 634-4532, 634-3347 and 634-1274

Fax number 634-1574

E-mail Address – J6@Trinidad.net

Section 7 (1) (a) (iv) not available

**Section 7 (1) (a) (v):
Procedure to be followed when accessing a Document from the Public Authority**How to Request Information:

- General – Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you musts make your request in writing. The applicant must, therefore, complete the appropriate form.
- Addressing Request – To facilitate prompt handling of your request, please address it to the Designated Officer of the Trinidad and Tobago Defence Force.
- Details in the Request – Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Request not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available to members of the public, either from this public authority or from another public authority, for example brochures and pamphlets etc.

Responding to your Request

- Retrieving Documents. The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

- Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits

- General. The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.
- Time Allowed. We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.
- Fees and Refunds. The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents/s within seven days of payment of the relevant fees. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (vi): Officers in the Defence Force Responsible for:

- (1) The initial receipt of an action upon notices under section 10**
- (2) Requests for access to documents under section 13 and**
- (3) Applications for corrections of Personal information under Section 36 of the FIOA.**

The Designated Officer (s) is/are: Job Title: Human Resource Officer
Name: Sub Lt Curtis Daniel
Address: Defence Force Headquarters
Airways Road
Chaguaramas
Tel/Fax: 634-1724
E-mail: J1@Trinidad.net

The Alternate Officer (s) is/are: Job Title: Defence Force Legal Officer
Name: Lt Cdr Wayne Armour
Address: Defence Force Headquarters
Airways Road
Chaguaramas
Tel/Fax: 634-1724
E-mail: J1@Trinidad.net

Section 7 (1) (a) (vii) Not applicable

Section 7 (1) (a) (viii) Library/Reading Room Facilities

Information available to members of the public can be accessed in our library or through our website J6Trinidad.net. You may make general enquires to our Librarian/Clerk at Telephone Number [634-4554](tel:634-4554).

The Library/Reading Room is located at Defence force Headquarters, Airways Road, Chaguaramas.

The Library/Reading Room is open to the public from Mondays and Wednesdays between the hours 1200hrs to 1500hrs.

Policy of the Defence force for provision of copies of documents held in the Library.

- Charge for Photocopies is 50 cents per page however if you provide your own paper no fee will be charged.
- Certain provision of documents may be subject to a small charge to cover administrative costs. An Index of prices is available in the Library.
- No smoking, eating or drinking is allowed in the Reading Room/Library.

Section 8 Not applicable

Section 9 Not applicable

PUBLIC STATEMENT OF THE POLICE COMPLAINTS AUTHORITY**In****COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE
FREEDOM OF INFORMATION ACT, 1999 (UPDATE)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the Police Complaints Authority (PCA) is required to publish the following statements which lists the documents and information generally available to the public.

The Act gives members of the public:-

1. A legal right (with exceptions) for each person to access information held by the PCA subject to Part v Section 38 (1) of the PCA Act No. 17 of 1993.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**THE FOLLOWING INFORMATION IS PUBLISHED BY THE POLICE
COMPLAINTS AUTHORITY AS APPROVED BY THE MINISTER OF
NATIONAL SECURITY**

SECTION 7 STATEMENTS**SECTION 7(1) (a) (i)****FUNCTION AND STRUCTURE OF THE POLICE COMPLAINTS AUTHORITY****MISION STATEMENT**

A dedicated, dynamic and investigative organization committee to developing trust confidence and satisfaction of our clients through a competent and motivated team of employees supported by advanced/appropriate technology, in accordance with the Police Complaints Authority Act and any other relevant legislation.

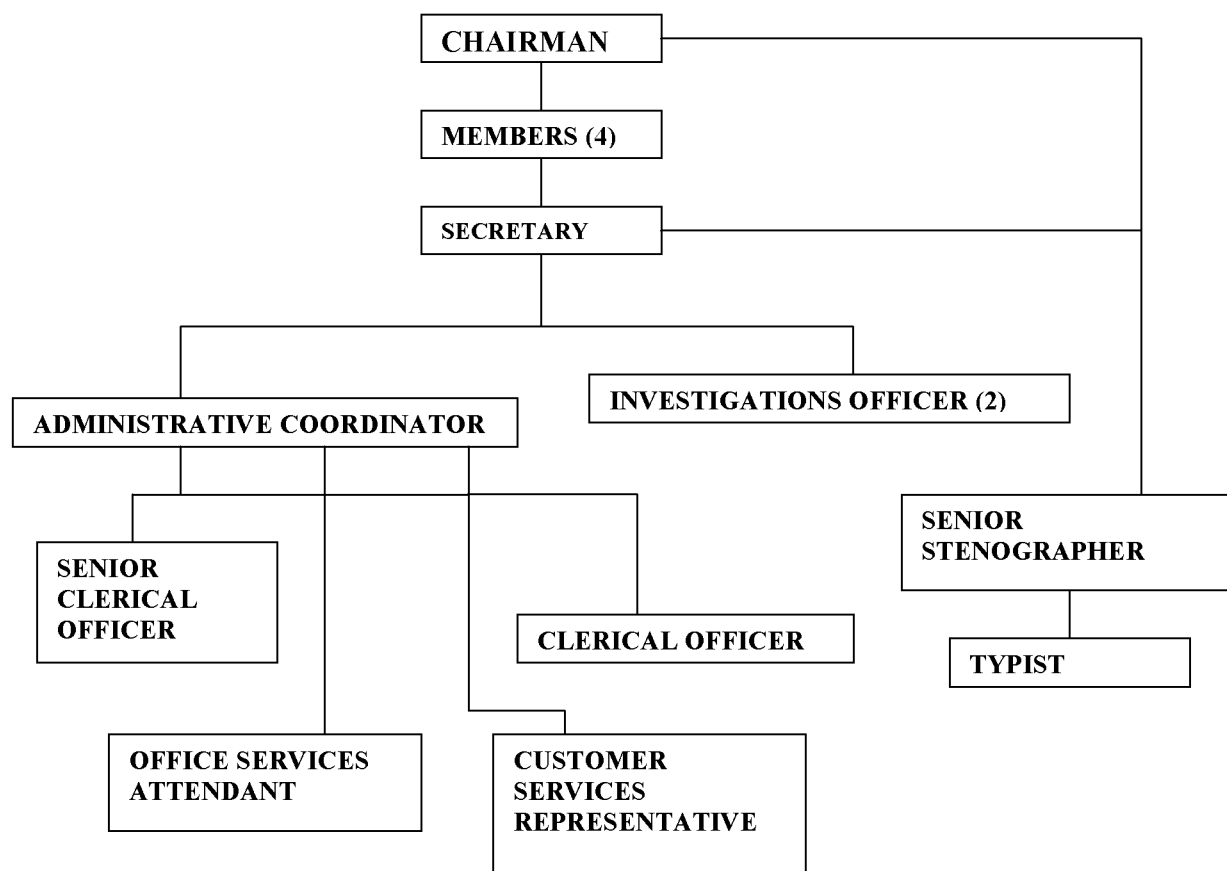
The Police Complaints Authority Act, 1993, proclaimed on October 16, 1995 (and amended by Act 10, 2000) established the PCA as an independent and impartial body to perform four basic functions:-

- i) To receive complaints on the conduct of any police, municipal or special reserve officer;
- ii) To monitor the investigation of a complaint by the Police Complaints Division, so as to ensure that the investigation is conducted impartially;
- (iii) To report to the Minister of National Security from time to time, or at his request, and
- iv) To review reports from the Police Complaints Division in accordance with Part IV of the Police Complaints Authority Act.

In fulfilling these four basic functions, the PCA acts as an intermediary between the public and the Police Service seeking the resolution of grievances and the improvement of relations between them. In so doing, the Authority endeavors to enhance the image of the Police Service so that the public would willingly embrace it as a body that protects and serves the citizenry.

1947—Continued

The Authority's organizational chart is as shown hereunder:-



The Authority carries out its mandate by way of sittings held at least once per month. During these meetings it:

- reviews and decides on matters at the request of complaints; and
- establishes and/or re-examines systems and procedures to guide its operations.

The Secretary assists the Chairman in carrying out his statutory functions and is responsible for the general management of the Authority's staff, assets and operations. This is accomplished partly through the duties performed by the support staff.

The two (2) Investigations Officers take and process complaints received from members of the public, such complaints having been either submitted in person or by an attorney-at-law/legal officer or forwarded from the police station at which they were made. They also investigate and report on matters that are to be reviewed by the Authority.

1947—Continued

The Administrative Coordinator plans, organizes and directs the work activities of the clerical and manipulative staff to *inter alia* ensure that records are maintained efficiently and front line service is provided to clients.

EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

Most of the complaints received are lodged directly with the PCA. However, as dictated by the PCA Act, the initial investigation of all complaints is the responsibility of the Complaints Division of the Police Service. The Division's findings and recommendations are then reported to the Authority. However, the review of the complaints lies solely with the Authority whose Investigations Officers may conduct further investigations and/or it may request further information from the Commissioner of Police to assist it as far as possible to determine the facts. In so doing, it seeks to build an effective and credible complaints resolution system that enhances the confidence of both the public and the police.

PUBLIC PARTICIPATION

The Authority is committed to addressing the concerns of members of the public who are aggrieved by police misconduct. It can only be effective if it encourages the public to make suggestions about its service. This they can do by mail to:

Secretary
#46 Park Street
Port of Spain
Telephone No: 627-4377, 627-4382
Fax No. 627-0432

SECTION 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS HELD BY THE POLICE COMPLAINTS AUTHORITY

The documents which relate to complaints made by the members of the public and which may include:

- Legislation
- Completed complaint forms or letters of complaint
- Reports of investigations by the PCA including accompanying material gathered during the course of the investigations
- Notes for the PCA
- Agenda/Minutes of the PCA's meetings
- Correspondence to the Minister of National Security/Permanent Secretary, Ministry of National Security on decisions taken with respect to complaints
- Reports annual (that includes statistics).

Other General Administration documents which include:-

- Instruments of Appointment of Chairman, Members and Secretary of the PCA
- Files dealing with complainant's matters
- Files detailing personnel matters
- Circulars, memoranda, notices, bulletins/brochures
- Files pertaining to the procurement of supplies, services and equipment
- General correspondence files
- Financial Records (files, cheques, vouchers, journals, etc)

SECTION 7 (1) (a) (iii)

MATERIAL PREPARED FOR INSPECTION BY PUBLIC

The following documents may be accessed by the public:

- Annual Reports
- Brochures/pamphlets
 - Role and Functions of the PCA
 - Procedures for making a complaint
- Documentation of the guidelines, factors/reasons that inform a decision of the PCA.

The public may access/inspect copies of these documents by contacting the FOI Designated Officer at:

Police Complaints Authority

#46 Park Street

Port of Spain

Between the hours of 9.00 a.m. to 11.00 a.m. on normal working days

Telephone (868) 627-04377

Facsimile: (868) 627-0432

E-mail address: <http://www.pca.gov.tt>

Arrangements can be made through the FOI Designated Officer, to access/inspect documents of the PCA at the office of the Central Administrative Services Tobago (CAST), Jerningham Street, Scarborough, Tobago on the third Friday of each month.

SECTION 7 (1) (a) (iv)

LITERATURE AVAILABLE BY SUBSCRIPTION

The PCA has no literature available by way of subscription at this time.

SECTION 7 (1) (a) (v)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE POLICE COMPLAINTS AUTHORITY****How to Request Information****▪ General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the Freedom of Information Act (FOIA) (e.g. the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form [Request for Access to Official Documents] available in our Reception area, or from our Designated Officer, for information that is not readily available in the public domain.

▪ Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the PCA (See Section 7 (1) (a) (vi)).

▪ Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

▪ Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or the Ministry of National Security or from another public authority (e.g. brochures and pamphlets etc.)

Responding to your Request**▪ Retrieving Documents**

The PCA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of reproduction.

Please note that we are not compelled to do the following:

- (a) Create new documents
- (b) Perform research for you

Time Limits

- **General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. If it appears that processing your request may take longer than the Statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

SECTION 7 (1) (a) (vi)

Officers in the Ministry responsible for:

- (1) The initial receipt of and action upon notices under Section 10.
- (2) Requests for access to documents under Section 13 and
- (3) Application for corrections of Personal Documents under Section 36 of the FOIA.

1947—Continued

The Designated Officer is:

Mrs. Colleen Greaves-St. Aude
Senior Stenographer
Police Complaints Authority
#46 Park Street
Port of Spain
Tel: (868) 627-4377
Facsimile: (868) 627-0432

The Alternate Officer is:

Miss Lisa Serrilla
Senior Clerical Officer
Police Complaints Authority
#46 Park Street
Port of Spain
Tel: (868) 627-4377
Facsimile: (868) 627-0432

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies (Where meetings/minutes are open to the public)

At this time, the PCA does not fall within the meaning of this Section of the FOIA.

SECTION 7 (1) (a) (viii)

LIBRARY/READING FACILITIES

At this time, the PCA does not have a Reading Room but has a designated reading area to accommodate persons requesting information through the Designated Officer.

Policy of the PCA for provision of copies of documents held in public domain

The PCA is yet to formulate a policy for the provision of copies of documents held in the public domain.

SECTION 8 STATEMENTS**SECTION 8 (1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the PCA, not being particulars contained in another written law.

- PCA Act, 1993
- PCA Amendment Act, 2000

These are available from the Government Printery.

SECTION 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the PCA, or similar documents containing rules, policies, guidelines, practices or precedents.

Not applicable at this time.

SECTION 9 STATEMENTS**SECTION 9 (1) (a)-(h)**

There are not statements to be published under this section at this time.

SECTION 9 (i) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of the PCA, (2) The establishment of a new policy, programme or project to be administered by the PCA, or (3) the alteration of an existing policy programme or project administered by the PCA whether or not the plans or proposals are subject to approval by an officer of PCA, another public authority, the responsible Minister of National Security or Cabinet.

The PCA Bill 2002, to restructure the PCA, to be approved by Parliament. Available from the Government Printery.

SECTION 9 (1) (i)

A statement prepared within the PCA and containing policy directions for the drafting of legislation.

The Authority's comments on the PCA's Bill 2002.

SECTION 9 (1) (k)-(m)

There are not statements to be published under this section at this time.

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO
Public Statement of the Ministry of National Security
in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act (1999)
(UPDATE)

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act (FOIA) 1999**, the Ministry of National Security is required to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the Public:

1. A legal right for each person to access information held by the Ministry of National Security;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. a legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS:

Section 7 (a) (i): Function and Structure of the Ministry of National Security

Mission Statement:

To create an environment which ensures public safety and security through the maintenance of law and order and the commitment of all available resources to the protection of life and property.

Function:

The Ministry of National Security has three (3) distinct areas of responsibility:

1. Maintenance of Law and Order; public safety and defence against aggression;
2. Co-ordination of disaster preparedness and Emergency Relief;
3. Control of the flow of people into and out of the country.

The Ministry of National Security is a large, complex Ministry, comprising of the following Divisions/Sections/Agencies:

❖ Trinidad and Tobago Police Service

1948—Continued

- ❖ Trinidad and Tobago Defence Force
- ❖ Trinidad and Tobago Fire Service
- ❖ Trinidad and Tobago Prison Service
- ❖ Trinidad and Tobago Cadet Force
- ❖ Immigration Division
- ❖ Trinidad and Tobago Forensic Science Centre
- ❖ National Emergency Management Agency (NEMA) now called the Office of Disaster Preparedness and Management. (ODPM)
- ❖ General Administration
- ❖ Strategic Services Agency
- ❖ Police Complaints Authority

General Administration Division

The *General Administration Division* is the policy-formulating arm of the Ministry and has direct responsibility for ensuring the implementation of Government's policies and programmes relating to the Ministry. This Division also provides the support service required to facilitate the efficient functioning of all the Divisions of the Ministry.

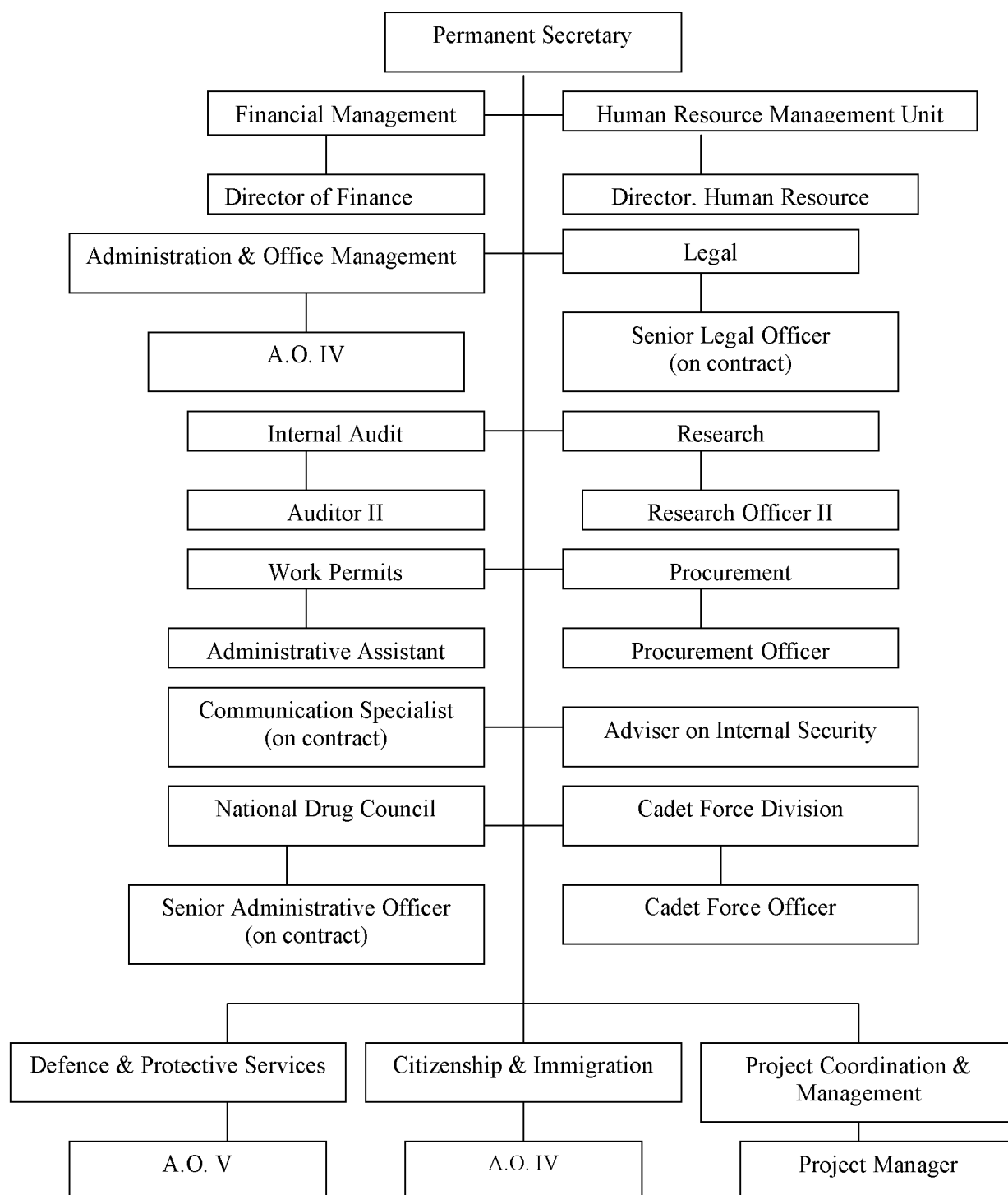
The General Administration Division provides the support services, including Accounting, Auditing, Communication, Human Resource Management, Procurement and Project Management, required for the efficient functioning of all the other Divisions of the Ministry. It comprises of a staff of one hundred and eighty (180) persons and is headed by the Permanent Secretary. General Administration is divided into the following sections/units:

- ❖ Human Resource Management
- ❖ Defence and Protective Services
- ❖ Finance and Accounts
- ❖ Project Coordination and Management
- ❖ Administration and Office Management
- ❖ Minister's Secretariat
- ❖ Permanent Secretary's Secretariat
- ❖ Research
- ❖ Work Permit
- ❖ Legal
- ❖ Citizenship and Immigration

1948—Continued

- ❖ Internal Audit
- ❖ Adviser on Internal Security
- ❖ Communication

The organisational chart of General Administration of the Ministry is shown below:



Effects of Functions on Members of the Public

The function of the General Administration division of the Ministry of National Security is performed in relation to the other Divisions of the Ministry and within the Public Service. The Public is served under the following areas:

- ❖ ***Citizenship and Immigration Section***, which deals with the processing of applicants for citizenship, permanent residence, exemption from the loss of permanent resident status, Overseas Missionaries' Permits and other related citizenship and immigration matters.
- ❖ ***Work Permits Section***, which receives and processes applications for work permits and also advises the Minister with responsibility for immigration matters in respect of his function as the sole authority for approving or refusing such work permits.
- ❖ ***Protective Services Section***, which handles matters pertaining to the following:
 - Import licences for explosives
 - Permission to operate a Protective Service Agency
 - Application for grant of Presidential Pardon
- ❖ ***Defence Section***, which deals with matters relating to the use and grant of licences in respect of the Coat of Arms and the National Flag.

Section 7 (1) (a) (ii): Categories of Documents held by General Administration

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial Records:
 - Estimates
 - Accounts
 - Administrative
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.

1948—Continued

7. News Releases and/or speeches originating in the Ministry of National Security.
8. Policy and Procedure Documents.
9. Internal and External correspondence files.
10. Customer files.
11. Legislation and Legal Instruments.
12. Legal Opinions and related matters.
13. Files dealing with training – local and foreign and technical co-operation.
14. Minutes/Agenda of meetings.
15. Files dealing with Circulars, memoranda, notices, bulletins etc.
16. Reports: Statistical, Annual/Monthly/Quarterly, Leaflets, newspaper clippings.
17. Complaint/suggestion files

Section 7 (1) (a) (iii): Material Prepared for Publication or Inspection

1. Project Implementation
 - Annual Reports
2. Research
 - Speeches
3. Work Permit
 - Guidelines in applying for a Work Permit
4. Citizenship
 - List of documents required in applying for Residence Status and Citizenship
 - Policy in respect of the grant of Overseas Missionary Permit
5. Communications
 - An overview of the Ministry of National Security (1959-2001)

The public may inspect and/or obtain copies of the above between the hours of 8:00 a.m. and 4:15 p.m. on normal working days at:

Location : Ministry of National Security
Temple Court, 31-33 Abercromby Street
Port of Spain
Phone : 623-2441
Fax Number : 627-8044
e-mail Address: mns@tstt.net.tt

Section 1 (1) (a) (iv): Literature available by subscription

Not applicable

Section 7 (1) (a) (v): Procedure to be followed when Accessing a Document from the Public Authority

How to Request Information:

- General – Our policy is to answer all requests for information, both orally and written. In order to have the rights given to you under the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing on the appropriate form (that is, the “**Request for Access to Official Documents**” form).
- Addressing Requests – To facilitate prompt handling of your requests, please address it to the Designated Officer, Ministry of National Security.
- Details in the requests – Applicants should provide details that will allow for ready identification and location of the records that are being requested. If sufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Request not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, from the Ministry of National Security, for example brochure and pamphlets.

Responding to your Request

Retrieving Documents: The Ministry of National Security is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Prior to the commencement of the FOIA old records may have been destroyed. The granting of a request for such documents may therefore be impossible, various laws regulations, manuals give the time periods for keeping records before they may be destroyed.

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that the Ministry of National Security is not compelled to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

1948—Continued

Time Limits:

- *General* – The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.
- *Time allowed* – We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 days** as requested by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.
- *Fees and Refunds* – The Freedom of Information fees and Charges Regulations prescribes the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s **within seven days of payment of the relevant fee**. If we fail to provide the information within seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (iv): Officers in the Ministry of National Security is responsible for

- i. The initial receipt of and action upon notices under Section 10
- ii. Requests for access to documents under Section 13 and
- iii. Applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Job Title	:	Research Officer II
Name	:	Sandra Lynch
Address	:	Ministry of National Security Temple Court, 31-33 Abercromby Street Port of Spain
Telephone	:	623-4822
Fax	:	627-8044
e-mail	:	<u>mns@tsstt.net.tt</u>

The Designated Officer is:

Mrs. Colleen Greaves-St. Aude
Senior Stenographer
Police Complaints Authority
#46 Park Street
Port of Spain
Tel: (868) 627-4377
Facsimile: (868) 627-0432

The Alternate Officer is:

Miss Lisa Serrilla
Senior Clerical Officer
Police Complaints Authority
#46 Park Street
Port of Spain
Tel: (868) 627-4377
Facsimile: (868) 627-0432

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies (Where meetings/minutes are open to the public)

At this time, the PCA does not fall within the meaning of this Section of the FOIA.

SECTION 7 (1) (a) (viii)

LIBRARY/READING FACILITIES

At this time, the PCA does not have a Reading Room but has a designated reading area to accommodate persons requesting information through the Designated Officer.

Policy of the PCA for provision of copies of documents held in public domain

The PCA is yet to formulate a policy for the provision of copies of documents held in the public domain.

1948—Continued

Policy of the Ministry of National Security for provision of copies of documents in the Public Domain.

- No smoking, eating or drinking is allowed in the Reading Room.

Section 8 Statements

Section 8 (1) (a) (i)

1. Private Securities Agencies Bill
2. Motor Vehicle and Road Traffic Act
3. Trinidad and Tobago Police Association, 1982
4. The Evidence Bill, 1993
5. The Privileges and Immunities (Caribbean Financial Action Task Force) Order 1994
6. Defence, Chapter 14:01
7. Legislation pertaining to ODPM Act
8. The Police Complaints Authority Act
9. The Transfer of Prisoners Act
10. Liquor Licences (Amendment) Bill, 199
11. Police Service (Recognition of Appropriate Association) Regulations
12. The Fire Service (Amendment) Bill
13. Amendment of Firearms Act, Chapter 16:01
14. Police Service Commission (Recognition of Appropriate Association) Regulations
15. Offences against the Person (Amendment) Act
16. Police Service (Amendment) Regulations, 1994
17. The National Security Co-ordinating Agency Bill (SSA)
18. The National Emblems Committee
19. Review of the Defence Act
20. The Mutual Assistance in Criminal Matters Bill, 1995
21. Military Training (Prohibition) Bill
22. Police Service Commission (Amendment) Regulations 1995
23. Recruitment of Special Reserve Police Constables on Contract
24. Establishment of Police Posts

1948—Continued

25. Special reserve Police – Draft Regulations
26. Exemption from the Work Permit Regulations
27. The Dangerous Drugs (Amendment) Bill
28. The Protective Services (Compensation) Bill 1996
29. The Deoxyribonucleic Acid (DNA) Identification Bill, 1997
30. An Act to Amend the Consumer Protection and Safety act 1995
31. Industrial Relations (Amendment) Act 1997
32. Meetings/Agenda of the Legislative Review Committee
33. The Patent Co-operation Treaty (Validation) Bill, 1997
34. Amendment to Police Service Act Chapter 15:01
35. Summary Offences (Amendment) Bill 1997
36. Trinidad and Tobago Civil Aviation Bill 1998
37. The Immigration (Caribbean Community Skilled Nationals) Act of 1996
38. Amendment to Evidence Act
39. The Prisons (Amendment) Bill 1998
40. Community Mediation Bill
41. The Environmental Management Bill
42. Amendment Pursuant to treaty on terrorism Instruments
43. Praedial Larceny Bill
44. Proceeds of Crime Bill 1998
45. International Treaties (no longer in existence)
46. Criminal Records (Rehabilitation of Offenders) Bill
47. Tobago House of Assembly Amendment Bill
48. The Maintenance Orders Bill 1999
49. UK Immigration and Asylum Bill and the Ethnic Quota System for the Police Force
50. The Citizenship (Amendment) Bill 1999
51. The Justice Protection Bill
52. The Prison Service Amendment Bill
53. The Anti-Personnel Mines Bill 2000
54. Proposed Fire Service (Terms and Conditions of Employment) Regulations 1999
55. The Citizenship (Amendment) Act 2000
56. The Miscellaneous Provisions (Children) Bill 1999

1948—Continued

57. Chemical Weapons (Convention) Bill, 2001
58. Draft Pesticides and Toxic Chemical (amendment) Bill 2001 and Draft Toxic Chemical regulations 2001

Section 8 (1) (a) (ii)

Not applicable

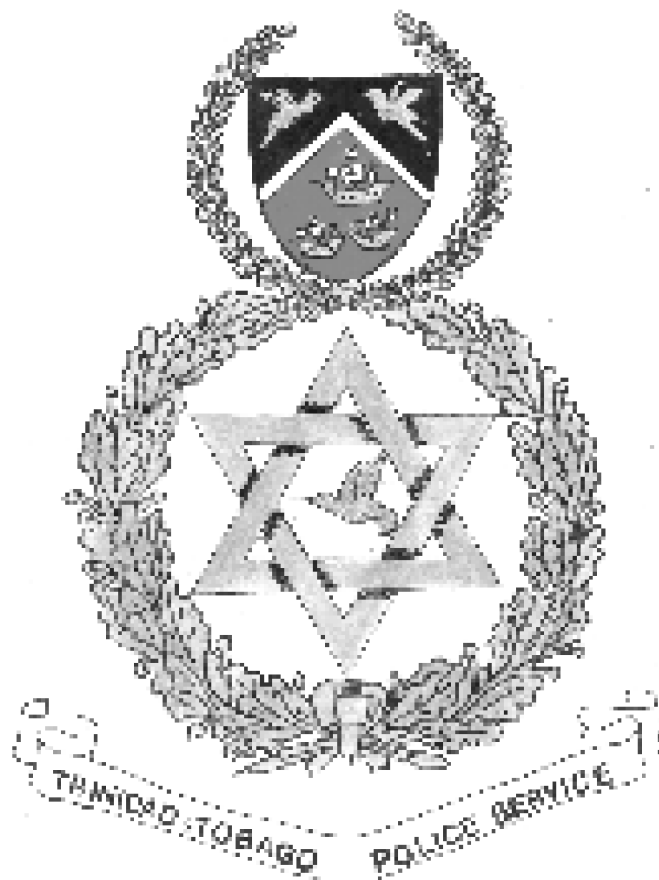
Section 8 (1) (b)

Not Applicable

Section 9 Statements

Section 9 (1)(a)

Not applicable



GOVERNMENT OF THE REPUBLIC OF
TRINIDAD AND TOBAGO

PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POLICE SERVICE

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POLICE SERVICE (UPDATE)**

In compliance with Section 7, 8 and 9 of the
Freedom of Information Act (F.O.I.A.) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (F.O.I.A.) 1999, the Trinidad and Tobago Police Service (Trinidad and Tobago Police Service) is required by law to publish the undermentioned Statement that lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public (internal and external):-

1. A legal right for each person to access information held by the Trinidad and Tobago Police Service.
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. A legal right to be provided the reasons for adverse decisions made relative to an applicant's request for information under the Freedom of Information Act.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial review to challenge adverse decisions made under the Freedom of Information Act.

Section 7 Statements:**Section 7(1) (a) (i)****TRINIDAD AND TOBAGO POLICE SERVICE**

The primary responsibility of the Trinidad and Tobago Police Service is public safety through the maintenance of law and order. Its major functions include:-

- ❖ Preserving the peace, detecting crime and other infractions of the laws.
- ❖ Apprehension of alleged offenders and bringing them before a court of competent jurisdiction.
- ❖ To serve and execute all processes that is directed by competent authorities.

1949—Continued

- ❖ Maintenance of order within the courts of competent jurisdiction during the sittings of all such courts.
- ❖ Repression of internal disturbances.
- ❖ The performance of all other duties appertaining to the office from time to time.

Mission Statement:

To promote Safety, Security and Stability for the nation by upholding the Laws firmly and fairly while ensuring prompt, courteous and professional service in partnership with the communities.

Vision Statement:

To be the national provider of professional policing services.

Organisational Structure:

The Commissioner of Police and ten (10) other Executive Officers, as shown below, comprise the Executive of the Department. The Executive is responsible for policy formulation and general management of the organization.

Two (2) Deputy Commissioners:-

1. Deputy Commissioner – Strategic Planning and Development
2. Deputy Commissioner – Crime and Operations

Ten (10) Assistant Commissioners:-

1. Assistant Commissioner – South
2. Assistant Commissioner – North East
3. Assistant Commissioner – Tobago
4. Assistant Commissioner – Mobile/North West
5. Assistant Commissioner – Crime and Intelligence
6. Assistant Commissioner – Community Relations
7. Assistant Commissioner – Special Branch
8. Assistant Commissioner – Anti-Crime Unit
9. Assistant Commissioner – Executive Officer Responsible for Organisational Changes (EOOC)
10. Assistant Commissioner – Homicide Prevention Working Group

1949—Continued

The Service is divided into the undermentioned nine (9) Geographical Divisions and seventeen (17) Specialist Sections:-

GEOGRAPHICAL DIVISIONS	STATIONS
Western	St. James, Maraval, West End, Four Roads, Carenage and Patna Post
Port of Spain	Central, Belmont, St. Barbs Post, Besson Street, St. Clair and Woodbrook
North Eastern	Morvant, San Juan, Barataria/El Socorro, Blanchisseuse, Santa Cruz, San Juan Sub-Station And Maracas Bay
Northern	Arima, Tunapuna, Maracas/St. Joseph, St. Joseph, Arouca, San Raphael, Pinto Post, Cumuto, Malabar, La Horquetta, Maloney Post and Piarco
Eastern	Sangre Grande, Toco, Matelot, Matura, Valencia Post, Manzanilla, Biche, Mayaro and Rio Claro
Tobago	Charlotteville, Roxborough, Scarborough, Moriah, Old Grange and Crown Point
Central	Chaguanas, Couva, Cunupia, Caroni, Brasso, Gran Couva, Freeport and Longdenville Post
Southern	San Fernando, Mon Repos, Princes Town, Ste. Madeleine, Moruga, St. Mary's Post, Barrackpore, Marabella, St. Margaret's, Tableland, Gasparillo and Debe Post
South Western	Siparia, Penal, Fyzabad, Point Fortin, Cedros, Santa Flora, La Brea, Cap-de-Ville, Guapo, Oropouche and Erin

1949—Continued

SPECIALIST SECTIONS	MAJOR FUNCTIONS
Planning & Development Unit	Planning, Research, Information Technology, Human Resource and overseeing projects
Human Resource Branch	Administrative Matters
Finance Branch	Financial Matters
Complaints Division	Investigates complaints against Police Officers
Community Policing Section	Promotes the Community Policing philosophy and deals with social welfare issues within communities.
Special Branch	Confidential Investigations, Intelligence gathering, V.I.P. Protection, Security Surveys.
Guard and Emergency Branch	Guard Duties, high profile exercises, escort high risk prisoners, maintain order at industrial unrests, major events and demonstrations and responds to emergencies in relation to public order.
Criminal Investigations Unit & Criminal Records Office (C.I.D/C.R.O)	Investigates serious crimes and maintain records of offenders.
Homicide Bureau	Investigates/Supervises investigations into Homicides.
Fraud Squad	Investigates fraud offences.
Court & Process Branch	Prosecute most offences of summary jurisdiction, maintain order within the precincts of courts, serve and execute court documents.
Band	Plays music at official functions, community events and on parades.
Police Training College	Induction and developmental training.
E-999 Rapid Response Branch	Mobile patrols and rapid responses
Traffic Branch	

1949—Continued

Highway Patrol Branch	Patrol of the Highways and Main roads and other duties incidental to the patrols.
Transport & Telecommunications Branch	Maintenance of transport and telecommunication systems.
Mounted and Canine Branch	Mounted patrols, crowd control, escort, Canine patrols, searches - including bomb and narcotic, displays.

Effects of Functions on Members of the Public:

The Trinidad and Tobago Police Service commits itself, through its Mission Statement, to promote safety, security and stability for the nation by upholding the Laws firmly and fairly while ensuring prompt, courteous and professional service in partnership with the communities.

Section 7 (1) (a) (ii)**Categories of documents in the possession of the Trinidad and Tobago Police Service**

The Trinidad and Tobago Police Service has the following categories of documents in its possession:-

1. Personal files that detail officers' job applications, appointments, job descriptions, promotions, transfers, resignations, deaths, retirements, leave and other personnel records for all ranks within the Service.
2. Files dealing with pension, gratuity and other human resource issues.
3. Financial records such as Central Government releases and the departments' expenditure.
4. Files dealing with the construction, maintenance and refurbishment of Police Stations, Police Posts and quarters that are under the control of the Trinidad and Tobago Police Service.
5. Proposals, quotations for the supply of uniforms/kit to the Trinidad and Tobago Police Service.
6. News releases emanating from the Trinidad and Tobago Police Service.

1949—Continued

Arouca. It has a capacity for 2400 inmates, but presently houses approximately 830 inmates.

CARRERA CONVICT PRISON:—

Located on Carrera Island approximately 2 miles off the mainland, it houses approximately 50 convicted inmates.

REMAND PRISON:—

An establishment for Remanded Prisoners located on the Golden Grove compound. It houses approximately 610 inmates

WOMEN'S PRISON:—

Also located on the Golden Grove compound, it now houses approximately 120 female inmates.

YOUTH TRAINING CENTRE :-

It is a Borstal Institution, located at Golden Grove Road, Arouca. It is a centre for juveniles between the ages 16 – 18 years, sentenced by the courts to a period of Training. It is also a holding bay for juveniles charged for various crimes and whose cases have been remanded for hearing at the Magistrate's Court or High Court.

TOBAGO PRISON: –

Located at Young Street, Scarborough, Tobago. It houses approximately forty (40) inmates both convicted and unconvicted. The convicted inmates kept there are those serving relatively short sentences.

¹ Officer of the rank of *Superintendent* is directly responsible for the management of each of the above institutions (except Tobago) and reports directly to the *Assistant Commissioner of Prisons 'Operations'*.

1949—Continued

Central Divisional Headquarters	Railway Road, Chaguanas.	665-4294
Eastern Divisional Headquarters	Sangre Grande	668-2505
North Eastern Divisional Headquarters	Morvant	624-3066
Northern Divisional Headquarters	De Freitas Boulevard La Horquetta	663-1222
Port of Spain Divisional Headquarters	Serpentine Road, St. Clair	622-4565
Southern Divisional Headquarters	Court Street, San Fernando	652-2858
South-Western Divisional Headquarters	Siparia	649-2353
Tobago Divisional Headquarters	Scarborough, Tobago	639-2511
Traffic and Highway Patrol Branch	Abattoir Road, Sea Lots, Port of Spain	625-4873
Western Divisional Headquarters	Western Main Road, St. James	628-2482

Section 7 (1) (a) (iv)**Literature available by subscription**

The Trinidad and Tobago Police Service does not have any literature that is available by subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Trinidad and Tobago Police Service.****How to request information:**

Request for information **must** be made in writing, using the required Request Form. Request Forms will be available at all Police Stations and at the locations listed at 7(1) (a) (iii).

Addressing Requests:

Requests must be addressed to the **Designated Officer** in the Division/Branch from which the information is being requested. See Section 7 (1) (a) (vi) for a listing of the Designated Officers.

Details of Request:

Applicants should provide clear details that will allow for speedy identification and location of records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request or what details to include, he/she is advised to communicate with the Designated officer or seek the assistance of any police officer, preferably a senior one.

Request not handled under the Freedom of Information Act:

A request under the Freedom of Information Act will not be processed to the extent that it asks for information that is currently available in the public domain, either from this public authority, or from another public authority in the form of pamphlets or brochures.

Responding to Request:**▪ Retrieving Document:**

The Police Service is required to furnish documents only when they are in its possession or when they can be retrieved from storage.

The Police Department generally retains records for extensive periods. However, prior to the enactment of the Freedom of Information Act, completed registers and other closed files may have been destroyed seven (7) years after completion.

▪ Furnishing Documents:

An applicant is entitled to copies of documents the department has in its possession, custody or power. The Department is required to furnish only one copy of a document. If it cannot release a legible copy, there will be no attempt to reconstruct it, instead the Department will furnish the best copy possible.

Please note that the Department is not compelled to do any of the following:

- (a) Create a new document, for example, it is not required to write a new programme that will enable a computer to print the information in a format you prefer; or
- (b) Perform research.

1949—Continued

Time Limits:**▪ General**

The Freedom of Information Act sets certain time limits for the Department to determine whether to disclose requested documents. If the Department fails to meet the deadlines, the Freedom of Information Act gives the applicant the right to proceed as if the request has been denied. The Department will try diligently to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, the Department will acknowledge the request and advise of its status. Since there is possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the Department has received the request and to ascertain its status.

Time Allowed:

The Department will determine whether to grant a request for access to information as soon as practicable, but no later than thirty (30) days as stipulated by Section 15 of the Freedom of Information Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with a copy if so requested.

Section 7 (1) (a) (vi)

The officers listed below are responsible for:-

1. The initial receipt of and action upon Notices under Section 10.
2. Request for document under Section 13.
3. Application for correction of personal information under Section 36 of the Freedom of Information Act.

The decision maker is:

The Commissioner of Police
Mr. Trevor Paul
Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Telephone: 623-8429
Fax: 623-2585

1949—Continued

Designated Officers:

Assistant Commissioner, Crime and Investigations

Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Telephone: 625-4932

(In charge: Criminal Investigation Department, Criminal Records Office, Homicide Bureau, Fraud Squad, Court and Process Branch).

Assistant Commissioner, Community Relations and Training

Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Telephone: 623-8423

Fax: 623-2620

(In charge: Planning and Development, Police Training College, Finance, S.R.P., Complaints Division and Community Policing).

Assistant Commissioner, Mobile/North West

Police Traffic Branch
Abattoir Road
Sea Lots
PORT OF SPAIN

Telephone 625-6376

(In charge: E-999, Transport and Telecommunication Branch, Traffic Branch, Highway Patrol Branch, Guard and Emergency Branch and Mounted and Canine Branch).

Assistant Commissioner, North East

Arouca Police Station
Eastern Main Road
AROUCA

Telephone: 640-8854

(In charge: Northern, Eastern and North Eastern Divisions).

1949—Continued

Assistant Commissioner North West

Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Telephone: 623-8437

(In charge: Port of Spain, Western and North Eastern Divisions).

Assistant Commissioner, South

Police Administration Building South
Court Street
SAN FERNANDO

Telephone: 653-8258

Fax: 657-5215

(In charge: Central, Southern and South Western Divisions).

Assistant Commissioner, Special Branch

Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Assistant Commissioner, Tobago

Police Divisional Headquarters
Scarborough Police Station
Young Street
Scarborough
TOBAGO

Telephone: 639-3739

Fax: 660-7040

(In charge: Tobago)

Assistant Commissioner, Anti Crime Unit

Ministry of National Security
P.O. Box 1912
Wrightson Road
PORT OF SPAIN

Telephone 675-4485 / 674-7557

1949—Continued

Deputy Director, Special Anti Crime Unit of Trinidad and Tobago

Ministry of National Security

P.O. Box 1912

Wrightson Road

PORT OF SPAIN

Telephone 675-4485 / 674-7557

The Alternate Officers:

The Alternate Officer in each geographical area is the most senior Divisional Commander in the absence of the Designated Officer.

Section 7 (1) (a) (viii)**Reading Room Facilities:**

The Reading Rooms in the Trinidad and Tobago Police Service are located at the undermentioned locations:-

DEPARTMENT	ADDRESS	TELEPHONE NO.
Police Administration Building	Cor. Edward & Sackville Streets, Port of Spain	627-2517
Police Training College	St. James Barracks, St. James	622-3171
Central Divisional Headquarters	Railway Road, Chaguanas.	665-4294
Eastern Divisional Headquarters	Sangre Grande	668-2505
North Eastern Divisional Headquarters	Morvant	624-3066
Northern Divisional Headquarters	De Freitas Boulevard La Horquetta	643-1222
Port of Spain Divisional Headquarters	Serpentine Road, St. Clair	622-4565
Southern Divisional Headquarters	Court Street, San Fernando	652-2858
South-Western Divisional Headquarters	Siparia	649-2353
Tobago Divisional Headquarters	Scarborough, Tobago	639-2511
Western Divisional Headquarters	Western Main Road, St. James	628-2482

These Reading Rooms are open to the public from Monday to Friday – 9:00 a.m. to 2:00 p.m.