



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 122

1840

APPOINTMENT TO ACT AS DEPUTY CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 120 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has appointed MR. NEIL ROLINGSON, a Member of the Public Service Commission, to act as Deputy Chairman of the said Commission with effect from 24th October, 2009 and continuing during the absence from Trinidad and Tobago of the Deputy Chairman, MRS. ZAIDA RAJNAUTH.

H. HEMNATH
*Secretary to His Excellency
the President*

13th October, 2009.

1841

REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (1) of section 78 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has revoked with effect from the evening of 10th October, 2009, the authority conferred on Senator Dr. the Honourable LENNY KRISHENDATH SAITH, by Instrument dated 9th October, 2009, to perform the functions of the Prime Minister.

H. HEMNATH
*Secretary to His Excellency
the President*

12th October, 2009.

1842

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE ESTATE OF

KHALID USAPH BAKSH otherwise KHALID BAKSH—(Deceased)
of No. 73 Rushworth Street, San Fernando, in the Island of Trinidad
who died on the 24th day of March, 2007

NOTICE is hereby given that creditors and other persons having claims against the estate of the above-named Khalid Usaph Baksh also known as Khalid Baksh, deceased, should give notice in writing to the undersigned who are Attorneys-at-law for First Citizens Asset Management Limited, the Executor named in the Will of the above-named deceased, not later than Friday 16th November, 2009, after which time the Executor intends to distribute the Estate of the said deceased among persons entitled thereto having regard only to the claims for which notice have been received by its Attorneys-at-law.

Dated this 16th day of October, 2009.

17–19, Pembroke Street
Port-of-Spain.

MARK J. LAQUIS
POLLONIAS, BLANC, DE LA BASTIDE & JACELON
Attorneys-at-law for the Executor

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

TRINIDAD AND TOBAGO POLICE SERVICE (UPDATE)

In compliance with Sections 7, 8 and 9 of the
Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Trinidad and Tobago Police Service is required by law to publish the following statement, which lists 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 official documents held by the Trinidad and Tobago Police Service;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect or misleading or not relevant for the purpose for which the document is held;
- (3) A legal right to obtain the reasons for adverse decisions made relative to 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(1) (a) (i)

Function and Structure of the Trinidad and Tobago Police Service

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.

1843—Continued

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 law.
- Apprehending alleged offenders and bringing them before a court of competent jurisdiction.
- Serving and executing all processes that are directed by competent authorities.
- Maintaining order within the courts of competent jurisdiction during the sittings of all such courts.
- Repressing internal disturbances.
- Performing all other duties appertaining to the office from time to time.

Organizational Structure:

The Commissioner of Police and thirteen (13) other Executive Officers, as detailed below, comprise the Executive of the organization. The Executive is responsible for policy formulation and general management of the organization.

Three (3) Deputy Commissioners: -

1. Deputy Commissioner – Strategic Planning and Development
2. Deputy Commissioner – Crime and Operations
3. Deputy Commissioner - Criminal Intelligence

Ten (10) Assistant Commissioners: -

1. Assistant Commissioner – South
2. Assistant Commissioner – North East
3. Assistant Commissioner – Tobago
4. Assistant Commissioner – Mobile
5. Assistant Commissioner - North West
6. Assistant Commissioner – Anti-Crime Operations
7. Assistant Commissioner – Community Relations
8. Assistant Commissioner – Special Branch
9. Assistant Commissioner – Anti Corruption Bureau
10. Assistant Commissioner – Homicide Bureau

1843—Continued

As part of the Police Transformation Initiative, Cabinet has approved positions of "Administrative Managers". Presently there are five Administrative Managers on board. These are:

- Head, Administration
- Head, Human Resources
- Head, Information Technology (IT)
- Head, Executive Management Services
- Head, Planning, Research and Project Implementation.

The Service is divided into the under-mentioned 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, PrincesTown, 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.

1843—Continued

SPECIALIST SECTIONS	MAJOR FUNCTIONS
Planning, Research & Project Implementation Unit	Oversees all construction projects, Research
Crime and Problem Analysis (CAPA) Section	Compiles Crime statistical data and conducts analysis and therefore provides information on trends and patterns to assist in future planning and decision making.
Human Resource Branch	Administrative Matters
Finance Branch	Financial Matters
Complaints Division	Investigates complaints against Police Officers
Community Relations	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	Performs guard duties, high profile exercises, escorts high risk prisoners, maintains order at industrial unrests, major events and demonstrations and responds to emergencies in relation to public order.
Criminal Investigations Department & Criminal Records Office(C.I.D./C.R.O.)	Investigate serious crimes and maintain records of offenders.
Homicide Bureau	Investigates/Supervises investigations into Homicides
Fraud Squad	Investigates fraud offences
Court & Process Branch	Prosecutes most offences of summary jurisdiction, maintains order within the precincts of courts, serves and executes court documents.

1843—Continued

Police Band	Plays music at official functions, community events and on parades.
Police Training Academy	Induction and developmental training.
E-999 Rapid Response Branch	Conducts mobile patrols and rapid responses.
Traffic Branch/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 has primary responsibility for promoting safety, security and stability for the nation and its citizens 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. Administrative matters

Personnel files

- job applications, appointments, job descriptions, promotions, transfers, resignations, deaths, retirements, leave and other personnel records for all ranks within the Service.
- Files dealing with recruitment, pension, gratuity and other human resource issues.
- Proposals, quotations for the supply of uniforms/kits to the Trinidad and Tobago Police Service.
- Files dealing with training (local and foreign).

2. Construction and refurbishment

- 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.

3. Correspondence and communications

- News releases emanating from the Trinidad and Tobago Police Service.

4. Planning

- Documents relating to strategic planning, review and evaluation.

5. Reports and publications

- Statistical reports on crime and traffic.
- Periodical brochures and other forms of literature from other Police Departments.
- Trinidad and Tobago Police Service Code of Conduct.
- Reports from Commissions of Enquiry into the Police Service and other related matters.
- Volumes of the Laws of the Republic of Trinidad and Tobago.

6. Operations

- Case Files pertaining to criminal investigations.
- Criminal records of offenders.
- Photographs of Wanted/Missing Persons.
- Process documents.
- Records of all matters reported at Stations, including arrests.
- Records on the daily operations of Police Stations.

Section 7 (1) a (iii)**Material prepared for Publication or Inspection**

Members of the public may inspect and/or obtain copies of materials requested between 9:00a.m. -2:00 p.m. from Monday to Friday at all Divisional Headquarters at the under-mentioned addresses: -

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	665-5324
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 Division 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

General

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 a police officer, preferably a senior one.

Requests not handled under the Freedom of Information Act

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;

- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Police Service;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority.

Responding to your Request

Retrieving Document

The Trinidad and Tobago Police Service will furnish documents only when they are in its possession or when they can be retrieved from storage.

The Trinidad and Tobago Police Service 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 closure.

Furnishing Documents

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

Please note that the Trinidad and Tobago Police Service is not compelled to do any of the following:

- (a) Create a new document, for example, developing a new programme that will enable a computer to print the information in a format the applicant prefers; or
- (b) Perform research for you.

Time Limits

General

The Freedom of Information Act (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 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.

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 document/s within seven working days of payment of the relevant fee. If we fail to provide the information within seven working days, you are entitled to a refund of the fees paid, in addition to access to the document/s requested.

Section 7(1) (a) (vi)

The Designated Officer in the Trinidad and Tobago Police Service is responsible for:

- 1) The initial receipt of and action upon Notices under Section 10.
- 2) The initial receipt of and action upon requests for documents under Section 13.
- 3) The initial receipt of and action upon application for correction of personal information under Section 36 of the Freedom of Information Act.

Designated Officers:**Assistant Commissioner, Anti-Crime Operations**

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone 625-4932

Assistant Commissioner, Anti Corruption Bureau

Police Administration Building
Corner Edward & Sackville Streets

Telephone: 627-0735

Assistant Commissioner, Homicide Bureau

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone: 623-8425

Assistant Commissioner, Community Relations

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone 623-8423

Assistant Commissioner, Mobile

Police Traffic Branch
Abattoir Road, Sea Lots

PORT OF SPAIN

Telephone 625-6376

Assistant Commissioner, North East

Arouca Police Station
Eastern Main Road

AROUCA

Telephone: 640-8854

1843—Continued

Assistant Commissioner North West-7
Belmont Police Station,
Belmont Circular Road,
Belmont

Telephone: 621-2588

Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Telephone: 623-8437

Assistant Commissioner, South
Police Administration Building
South Court Street
SAN FERNANDO

Telephone: 653-8258

Assistant Commissioner, Special Branch
Police Administration Building
Corner Edward & Sackville Streets
PORT OF SPAIN

Telephone: 624-2461/3

Assistant Commissioner, Tobago
Police Divisional Headquarters
Scarborough Police Station
Young Street
Scarborough
TOBAGO

Telephone: 639-8739

The Alternate Officers:

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

Section 7(1) (a) (Vii)
Advisory Boards, Councils, Committees and Other Bodies.

Not Applicable

1843—Continued

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

Documents accessed by members of the public under the provisions of the Freedom of Information Act can be viewed at any one of our reading room facilities. The Reading Rooms in the Trinidad and Tobago Police Service are located at the under-mentioned 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	665-5324
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	652-2808
South Western Divisional Headquarters	Siparia	649-2353
Tobago Divisional Headquarters	Scarborough, Tobago	639-2511
Traffic and Highway Patrol Branch	Abbotoir Road, Sea Lots	625-4873
Western Divisional Headquarters	Western Main Road, St. James	628-2482

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

Section 8 Statements**Section 8 (1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Police Service, not being particulars contained in another written law.

Court Judgments

Section 8 (1) (a) (ii)

Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Police Service, or similar documents containing rules, policies, guidelines, practices or precedents.

Trinidad and Tobago Police Service Standing Orders

1843—Continued

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Trinidad and Tobago Police Service 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.

Not Applicable

Section 9 Statements

List documents created since 20th February 2001. Provide detail as to title, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the Trinidad and Tobago Police Service.

Not Applicable

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, *(1) of a body or entity established outside the Trinidad and Tobago Police Service by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public.

Not applicable

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 Trinidad and Tobago Police Service.

Not applicable

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Trinidad and Tobago Police Service to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Trinidad and Tobago Police Service who is not a member of the committee.

Not applicable

Section 9 (1) (e)

A report, (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Police Service by a scientific or technical expert, whether within the Trinidad and Tobago Police Service or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Statistical data and analysis compiled by the Crime and Problem Analysis Branch (CAPA)

1843—Continued

Section 9 (1) (f)

A report prepared for the Trinidad and Tobago Police Service by a consultant who was paid for preparing the report.

Not applicable

Section 9 (1) (g)

A report prepared within the Trinidad and Tobago Police Service 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.

Not applicable

Section 9 (1) (h)

A report on the performance or efficiency of the Trinidad and Tobago Police Service, or of an office, or branch of the Trinidad and Tobago Police Service, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Police Service.

Not applicable

Section 9 (1) (i)

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

Not applicable

Section 9 (1) (j)

A statement prepared within the Trinidad and Tobago Police Service containing policy directions for the drafting of legislation.

Not applicable

Section 9 (1) (k)

A report of a test carried out within the Trinidad and Tobago Police Service on a product for the purpose of purchasing equipment.

Not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the Trinidad and Tobago Police Service.

Not applicable

Section 9 (1) (m)

A valuation report for the Trinidad and Tobago Police Service by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Police Service.

Not applicable

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

TRINIDAD AND TOBAGO PRISON SERVICE (UPDATE)

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

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 statement, which lists 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 official documents held by the Trinidad and Tobago Prison Service;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect or misleading or not relevant for the purpose for which the document is held;
- (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 under the FOIA.

Section 7- Statements

Section 7(1) (a) (i)

Function and Structure of the Trinidad and Tobago Prison Service

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.

1844—Continued

The Trinidad and Tobago Prison Service is a Division of the Ministry of National Security that is governed by the Prisons Act, Chapter 13:01, of the Laws of the Republic of Trinidad and Tobago.

The aims and objectives of the Trinidad and Tobago Prison Service are defined under five core strategic priorities. These are to Protect, Correct, Re-integrate, Relate (with internal and external stakeholders) and Restore. These objectives include: -

- i) To ensure the safe custody of inmates who are committed to Prison 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 consistent with the Reintegrative Penal Policy of the Restorative Justice Philosophy.
- 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 imprisonment terms of "Hard Labour" are made to work and are trained in various skills to enable them to be industrious and to afford them an opportunity for gainful employment on their release.
- vi) To provide welfare, recreational, educational and religious programmes for inmates in order to assist in their re-socialization and better prepare them for re-entry into mainstream society.
- vii) To attract, train, develop and retain suitable staff to facilitate the objectives at (i) to (vi).

Structure

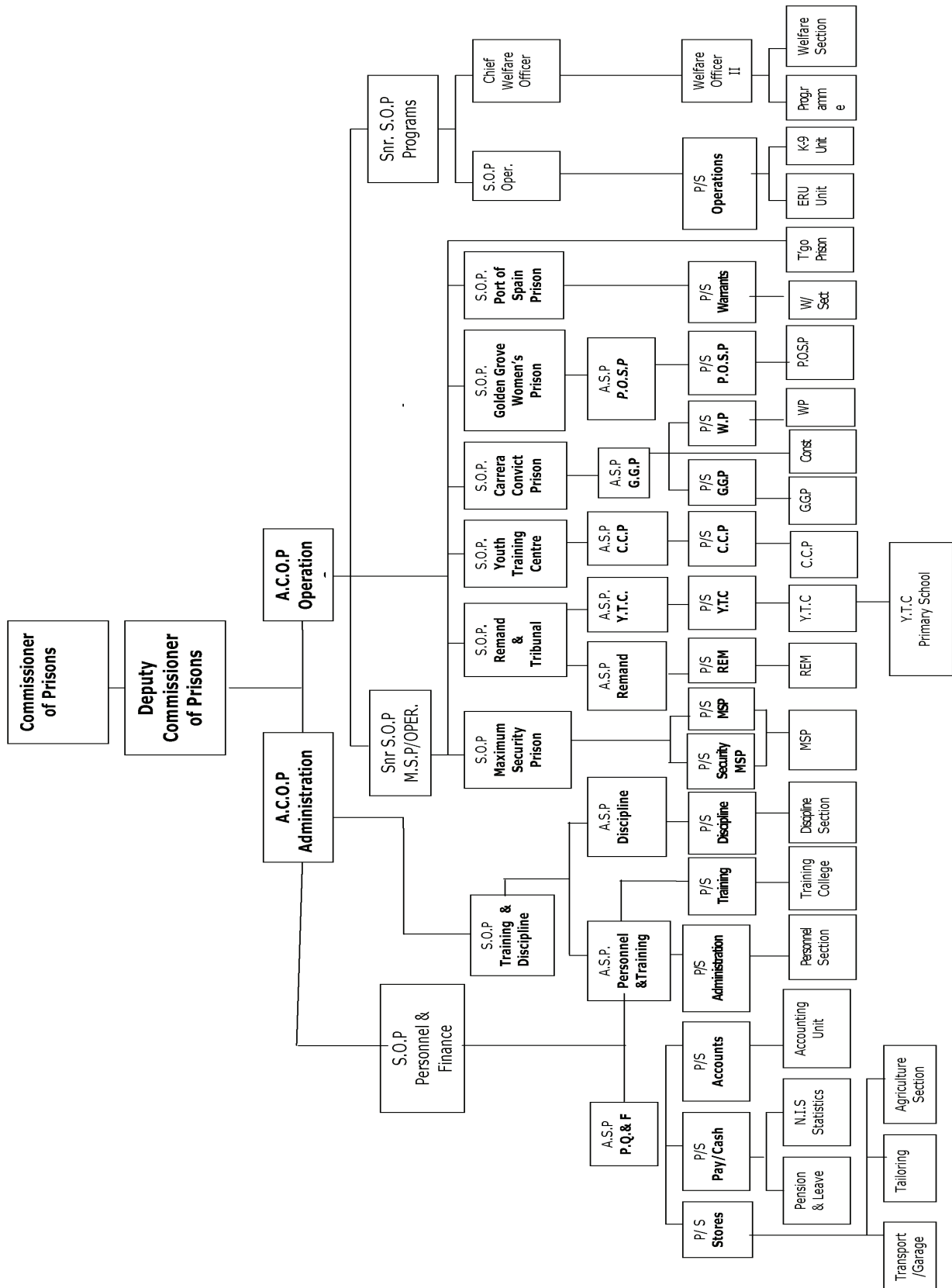
The Trinidad and Tobago Prison Service is comprised of a staff of approximately two thousand, six hundred and twenty eight (2,628) officers. It is headed by the Commissioner of Prisons, who is the Chief Executive Officer responsible for short, medium and long term planning and associated policy formulation and implementation. The Commissioner is guided in his management portfolio by Government Policy dictates, as defined by the Ministry of National Security, with the assistance of the Cabinet appointed the Penal Reform and Transformation Unit.

In terms of the internal management of the Prison Service, the Commissioner is assisted by the **Executive Officers** comprising of the **Deputy Commissioner of Prisons** and the two (2) **Assistant Commissioners of Prisons (Operations' and 'Administration)**. Together they are responsible for ensuring that the Vision, Mission and Strategic Priorities are achieved through planning, implementation and evaluation. The Executive is assisted by other Senior Administrative Officers who are guided and influenced by performance and feedback from the subordinate ranks.

1844—Continued

The **Organizational Chart** as depicted below reflects the way the communication channels flow and gives an indication of the levels of responsibility and the manner in which authority is delegated.

ORGANIZATIONAL CHART OF THE TRINIDAD AND TOBAGO PRISON SERVICE



1844—Continued

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

- a) ADMINISTRATION
- b) OPERATIONS

These areas are the direct responsibility of the **Assistant Commissioners of Prisons 'Administration'** and **'Operations'** respectively. They are assisted by, the Superintendent 'Personnel and Finance', the Senior Superintendent 'Programs' and the Senior Superintendent 'Maximum Security Prison / Operations'.

Additionally, in its thrust to improve its human resource management function, the Trinidad and Tobago Prison Service has established a Human Resource Unit led by a Human Resource Director and comprised of thirteen (13) other human resource positions. These positions are currently being filled by civilian staff.

A) ADMINISTRATION:

- **Human Resource Section** – This section oversees human resource planning, employee relations and training (local and foreign). Functions include recruitment, allocation, transfers, staff reports, terms and conditions of service (sick leave, vacation leave, maternity and paternity leave etc.)
- **Accounts Section** – This is a sub-accounting unit of the Accounts Department, Ministry of National Security that is responsible for processing of monthly salaries, travelling, acting and subsistence allowances, over-time payments, pension and gratuity, and the processing of bills and vouchers for payment. The preparation of Draft Estimates for the financial year also falls under the purview of this unit. Attached to this section are the **statistics, national insurance and pensions branches.**
- **Cash and Pay** –
 - (i) Administers all transactions with respect to Redeemable and Irredeemable Imprests.
 - (ii) The Good Conduct and Relief Fund.
 - (iii) Hobby Class Fund.
 - (iv) Receives cash in favour of Revenue and Prepares Returns of Revenue.

1844—Continued

➤ **Stores-**

- (i) Purchases of all Uniforms, Foodstuff and General Stores (clothing, tools etc.).
- (ii) Purchases 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) Prepares and presents matters before a **Disciplinary Tribunal**.

B) OPERATIONS:

This section is headed by the **Assistant Commissioner of Prisons 'Operations'** 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 and educational programmes
- Monitoring Penal Institutions to ensure that operational procedures for the supervising and securing of inmates are being adhered to.

The **Operations 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, the Port of Spain Prison is a Maximum Security Prison. It houses approximately 450 inmates (both Remanded and Convicted).

GOLDEN GROVE PRISON:-

Located at Golden Grove Road, Arouca, this is a Medium Security Prison that houses 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 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:-

This prison is located on the Golden Grove compound and 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 who have been 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, this prison houses approximately forty (40) inmates, both convicted and unconvicted. The convicted inmates who are confined there are those serving relatively short sentences.

An 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'***.

1844—Continued

The Tobago Prison falls under the command of 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 oversight responsibilities.

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 contact 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.
- Preparing of Discharge Reports on inmates.

Effect of Functions of the Trinidad and Tobago Prison Service on Members of the Public

The reform of the Prison System has seen a shift in focus from the dominant retributive philosophy to a new Restorative Justice approach to Penal Management. This approach recognizes the need for the Prison Service to embrace not only the offenders but also to place greater emphasis on interaction with all stakeholders including the communities from which both the offenders and victims originate. This has meant a deeper embrace of the community corrections approach with more emphasis on reintegrative penal policy and implementation of constructive regimes for inmates. Essential to all this has been the expansion of the Prison Service Strategic Priorities to include protection, correction, reintegration, restoration and relations. This redefined focus places greater emphasis on the public's role in the successful reformation of the prison system.

Section – 7 (1) (a) (ii)**Categories of documents held by the Trinidad and Tobago Prisons 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

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

1844—Continued

Section – 7 (1) (a) (iii)

Materials prepared for publication and 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 be followed when accessing a document from the Trinidad and Tobago Prison Service

How to request information

General

Our policy is to respond to all oral and written requests for information. However, in order to exercise 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, using the required request form, which is available at the Prison Administration Headquarters or at any public authority.

Addressing Requests

Requests must be addressed to the Designated Officer in the Trinidad and Tobago Prison Service. 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.

Requests not handled under the FOIA

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Prison Service;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority.

Responding to your Request

Retrieving Document

The Trinidad and Tobago Prison Service will furnish documents only when they are in its possession or when they can be retrieved from storage.

Furnishing Documents

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

Please note that the Trinidad and Tobago Prison Service is not compelled to do any of the following:

- (a) Create a new document, for example, developing a new programme that will enable a computer to print the information in a format the applicant prefers; or
- (b) Perform research for you.

1844—Continued

Time Limits

General

The Trinidad and Tobago Prison Service will comply with the time limit stipulated in the Freedom of Information Act, but if it appears that processing a request may take longer than the statutory limit, the Trinidad and Tobago Prison Service will acknowledge the request and advise of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

Time allowed

The Prison Service 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.

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 document/s within seven working days of payment of the relevant fee. If we fail to provide the information within seven working days, you are entitled to a refund of the fees paid, in addition to access to the document/s requested.

Section – 7 (1) (a) (vi)

The Designated Officer in the Trinidad and Tobago Prison Service is responsible for:

- 1) The initial receipt of and action upon notices under section 10,
- 2) The initial receipt of and action upon requests for access to documents under Section 13; and
- 3) The initial receipt of and action upon applications for corrections of personal documents under section 36 of the F.O.I.A

1844—Continued

The Designated Officer is: Martin W. Martinez

Prison Administrative Building
10 – 11 Phillips Street
Port of Spain
Phone: 627-8284 (office)
Cell Phone: 683-9935
Fax: 1 868 -624-4687
E-mail: martinez_tt@hotmail.com

The Alternate Officer is: Allister James

C/o Maximum Security Prison
Golden Grove Road
Arouca
Phone: 642-4289/4202-3

Section – 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other Bodies**

Not applicable at this time.

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

Documents accessed by members of the public under the provisions of the Freedom of Information Act can be viewed at the Library, Ministry of National Security Temple Court II, from Monday to Friday between the hours of 8:00 am to 4:00 pm.

Location:

**Ministry of National Security
Temple Court II
#52-60 Abercromby Street
Port-of-Spain
Telephone No. 627-1023 Extension 3016**

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 containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Prison Service, not being particulars contained in another written law.

- United Nations Standard Minimum Rules for the Treatment of Prisoners
- The Judge's Ruling in cases pertaining to the Trinidad and Tobago Prison Service.

Section 8 (1) (a) (ii)

Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Prison Service, or similar documents containing rules, policies, guidelines, practices or precedents.

Not applicable

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Trinidad and Tobago Prison Service 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.

Not available

Section 9 Statements

List documents created since 20th February 2001. Provide detail as to title, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the Trinidad and Tobago Prison Service.

Not applicable

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, *(1) of a body or entity established outside the Trinidad and Tobago Prison Service by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public

Not applicable

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 Trinidad and Tobago Prison Service.

Not applicable

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Trinidad and Tobago Prison Service to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Trinidad and Tobago Prison Service who is not a member of the committee.

Not applicable

Section 9 (1) (e)

A report, (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Prison Service by a scientific or technical expert, whether employed within the Trinidad and Tobago Prison Service or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Not applicable

Section 9 (1) (f)

A report prepared for the Trinidad and Tobago Prison Service by a consultant who was paid for preparing the report.

Not applicable

1844—Continued

Section 9 (1) (g)

A report prepared within the Trinidad and Tobago Prison Service 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.

Not applicable

Section 9 (1) (h)

A report on the performance or efficiency of the Trinidad and Tobago Prison Service, or of an office, or branch of the Trinidad and Tobago Prison Service, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Prison Service.

A Prison Administration Report is prepared annually and submitted to the Ministry of National Security. This is a performance report outlining how the various sections performed during the previous year. Reports for the past five (5) years are available.

Section 9 (1) (i)

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

At this time there is a document called the "Trinidad and Tobago Prison Service Five Year (5) Strategic Plan (1998 - 2002)", which contains proposals for the reorganisation of the Prison Service.

Section 9 (1) (j)

A statement prepared within the Trinidad and Tobago Prison Service containing policy directions for the drafting of legislation.

Not applicable

1844—Continued

Section 9 (1) (k)**A report of a test carried out within the Trinidad and Tobago Prison Service on a product for the purpose of purchasing equipment.**

Not applicable

Section 9 (1) (l)**An environmental impact statement prepared within the Trinidad and Tobago Prison Service.**

Not applicable

Section 9 (1) (m)**A valuation report for the Trinidad and Tobago Prison Service by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Prison Service.**

Not applicable

1845

REMOVAL OF DEFUNCT COMPANIES FROM REGISTER
[Section 461(5) of the Companies Act, 1995]

NOTICE is hereby given that the Company GEO ATTIN LIMITED—G 275 (C) was struck off the Register of Companies on the 24th October, 2007.

Dated this 23rd day of June, 2009 at the Registrar General's Office.

M. SAROOP
for Deputy Registrar of Companies

1846

NOTICE is hereby given that the Company ANU & COMPANY LTD.—A 2257 (95) was struck off the Register of Companies on the 1st July, 2008.

Dated this 23rd day of June, 2009 at the Registrar General's Office.

M. SAROOP
for Deputy Registrar of Companies

1847

NOTICE is hereby given that the Company SPECTRA MARKETING LIMITED—S 3805 (95) was struck off the Register of Companies on the 6th August, 2008.

Dated this 23rd day of June, 2009 at the Registrar General's Office.

M. SAROOP
for Deputy Registrar of Companies

1848

NOTICE is hereby given that the following Companies were struck off the Register of Companies on the 6th October, 2008.

Name of Companies

CREATIONS BY VANDI LTD.—C 5006 (95)

M. GARRAWAY ENTERPRISES LIMITED—M 2171 (95)

SHENELL FASHIONS LTD.—S 4000 (95)

Dated this 23rd day of June, 2009 at the Registrar General's Office.

M. SAROOP
for Deputy Registrar of Companies

1849

NOTICE is hereby given that the Company JOHN-MYERS INDUSTRIAL SERVICES LIMITED—J 1625 (95) was struck off the Register of Companies on the 7th October, 2008.

Dated this 23rd day of June, 2009 at the Registrar General's Office.

M. SAROOP
for Deputy Registrar of Companies

1850

[Section 275(5) of the Companies Ordinance, Ch.31 No. 1]

NOTICE is hereby given that the Company ZOE ENTERPRISES LIMITED—Z 173 was struck off the Register of Companies on the 7th October, 2008.

Dated this 23rd day of June, 2009 at the Registrar General's Office.

M. SAROOP
for Deputy Registrar of Companies