



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 51

Port-of-Spain, Trinidad, Monday 5th March, 2012—Price \$1.00

No. 34

356

SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Petroleum (Amendment) Regulations, 2012—(Legal Notice No. 34 of 2012).

Petroleum (Compressed Natural Gas) (Amendment) Regulations, 2012—(Legal Notice No. 35 of 2012).

Notice for Submission for Public Comment on an Application for a Certificate of Environmental Clearance which requires an Environmental Impact Assessment submitted by Mora Oil Ventures Limited —(Legal Notice No. 36 of 2012).

Erratum—(Legal Notice No. 37 of 2012).

357

APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY AFFAIRS

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 (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed STEPHEN JOSEPH CADIZ, a Member of the House of Representatives who is a Minister, to act in the Office of Senator the Honourable KEVIN CHRISTIAN RAMNARINE, Minister of Energy and Energy Affairs, with effect from 27th February, 2012 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Kevin Christian Ramnarine, in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the President*

22nd February, 2012.

358

APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

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 section 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. ARNOLD RAM, to be temporarily a Member of the Senate, with effect from 28th February, 2012 and continuing during the absence from Trinidad and Tobago of Senator the Honourable KEVIN CHRISTIAN RAMNARINE.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the President*

27th February, 2012.

359

APPOINTMENT OF JUSTICE OF THE PEACE

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General, has been pleased to appoint MICHEALENE SMART, Assistant Clerk of the Peace, to be a Justice of the Peace (*ex officio*) for the Magisterial District of St. George West, during the period which she holds office.

Dated this 24th day of February, 2012.

T. RAMLOGAN
*for Permanent Secretary,
Ministry of the Attorney General*

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 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.

360—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, and
- Performing all other duties appertaining to the office from time to time.

Organizational Structure:

The Commissioner of Police, who is the head of the Police Service, together with thirteen (13) other Executive Officers, comprise the Executive of the organization. The Executive is responsible for policy formulation and general management of the organization, which comprises approximately six thousand (6,000) officers and is structured as follows:

Three (3) Deputy Commissioners:-

1. Deputy Commissioner – Administration
2. Deputy Commissioner – Operations
3. Deputy Commissioner – Crime

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

360—Continued

The functions of the Trinidad and Tobago Police Service fall under two broad categories namely Operations and Administration.

Operations

The Service is divided into nine (9) Geographical Divisions and eighteen (18) Specialist Sections- These Divisions and the Police Stations contained therein are set out below:

GEOGRAPHICAL DIVISIONS	POLICE STATIONS/POSTS
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.

360—Continued

The specialist Sections and their main functions are as follows:

SPECIALIST SECTIONS	MAJOR FUNCTIONS
Planning, Research & Project Implementation Unit	Oversees all development projects, Research, Strategic Planning.
Crime and Problem Analysis (CAPA) Branch	Compiles and analyses crime statistics with a view to providing information on trends and patterns to assist in future planning and decision making.
Human Resource Branch	Processes Human Resource Administrative Matters
Finance Branch	Processes 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	Conducts confidential investigations, intelligence gathering, and security surveys. Also provides V.I.P. protection.
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.

360—Continued

Police Band	Plays music at official functions, community events and on parades.
Police Training Academy	Conducts induction and developmental training.
E-999 Rapid Response Branch	Conducts mobile patrols and rapid responses.
Traffic Branch/Highway Patrol Branch	Patrols the Highways and Main Roads and performs other duties incidental to the patrols.
Transport & Telecommunications Branch	Maintains transport and telecommunication systems.
Mounted and Canine Branch	Conducts mounted patrols, crowd control, escort, Canine patrols, searches – including bomb and narcotic, displays.

Administration

As part of the Police Transformation Initiative, Cabinet has approved positions of “Administrative Managers” attached to the Police Service. Presently there are five Administrative Managers attached to the Police Service. These are:

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

The Police Service also has approximately four hundred and seventy seven (477) civilian staff members who are attached to Units such as:

- Research
- Accounts
- Human Resource
- Planning
- Communications

360—Continued

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 held by the Trinidad and Tobago Police Service

Administrative matters**Personnel files**

- **job applications, appointments, job descriptions, promotions, transfers, resignations, deaths, retirements, leave and other personnel records for all members of staff (uniformed and civilian)**
- **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. Communications

- **News releases and other documents emanating from the Trinidad and Tobago Police Service for internal and external audiences.**

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.**

360—Continued

- 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 relating to investigations.
- 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

Not Applicable

Section 7 (1) (a) (iv)

Literature available by way of subscription services

Not Applicable

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

The policy of the Trinidad and Tobago Police Service is to respond to all oral and written requests for information. However, in order to exercise the rights

360—Continued

given to the applicant by the FOIA (for example, the right to challenge a decision if your request for information is refused), the applicant must make his/her request in writing, using the prescribed form, (*i.e., the 'Request for Access to Official Document (s)' form*), which is available at all Police Stations or at any public authority.

Addressing Requests

Requests must be addressed to the Designated Officer in the Trinidad and Tobago Police 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 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 arrangements made by a public authority;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;

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 Documents

The *Trinidad and Tobago Police Service* will furnish documents *only* when they are *in its possession and/or* when they can be retrieved from *storage*. *Information stored in the National Archives or another storage centre*, will be retrieved *in order to process your request*.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The *granting of a request* for such documents may *therefore* be impossible, given that the *time periods* for keeping such records may have elapsed.

Furnishing Documents

An applicant is entitled to copies of certain documents in the possession, custody or power of the Trinidad and Tobago Police Service, which is required to furnish *only one copy of a document*. If a legible copy cannot be released, there will be *no attempt to reconstruct it*. Instead, the best possible copy will be furnished and *its quality noted in the reply*.

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, develop a new programme that will enable a computer to print the information in a format the applicant prefers; or*
- (b) *Perform research for the applicant.*

Time Limits

General

The *Trinidad and Tobago Police 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 Police 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.

360—Continued

Time allowed

The Trinidad and Tobago Police Service will determine whether to grant a request for access to information as soon as practicable, but no later than thirty (30) days after the day on which the request is duly made 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 copies 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. The applicant is entitled to receive the document/s **within seven working days of payment of the relevant fee.** Should the Trinidad and Tobago Police Service fail to provide the information within seven working days, the applicant is 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 of the Freedom of Information Act.
- 2) The initial receipt of and action upon requests for access to documents under Section 13 of the Act; and
- 3) The initial receipt of and action upon application for correction of personal information under Section 36 of the Act.

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

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone 625-4932

360—Continued

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

Assistant Commissioner North West

Belmont Police Station,
Belmont Circular Road,

Belmont

Telephone: 621-2588

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone: 623-8437

360—Continued

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 or Unit is the most senior Divisional Commander (or the most senior officer in the case of the Units) in the absence of the Designated Officer.

Section 7(1) (a) (vii)

Advisory Boards, Councils, Committees and Other Bodies.

Not Applicable

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 any of the Police Service reading room facilities from Monday to Friday – 9:00a.m. to 2:00p.m. The Reading Rooms in the Trinidad and Tobago Police Service are at the under-mentioned locations:-

360—Continued

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	Abattoir Road, Sea Lots	625-4873
Western Divisional Headquarters	Western Main Road, St. James	628-2482

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.

360—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

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

360—Continued

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 employed 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).

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

360—Continued

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

THE TRINIDAD AND TOBAGO FIRE 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 Fire 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 Fire Service;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, 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 made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the Trinidad and Tobago Fire Service:

Mission Statement

To provide efficient and effective public fire protection and emergency services to the Republic of Trinidad and Tobago.

The Trinidad and Tobago Fire Service became a separate entity from the Trinidad and Tobago Police Service on January 1, 1951 and is one of the

361—Continued

Divisions falling under the purview of the Ministry of National Security. The Trinidad and Tobago Fire Service was established in accordance with an Act of Parliament, Chapter 35:50 of the Revised Laws of the Republic of Trinidad and Tobago. Its Administrative Headquarters is located at Wrightson Road, Port of Spain.

The Trinidad and Tobago Fire Service has specific responsibilities for:

- Risk reduction and risk management in relation to fires and other types of emergencies
- Community fire safety and education
- Fire safety enforcement; and
- Emergency response to fires, natural disasters and all other emergencies whether fire related or not.

In carrying out these responsibilities, the Fire Service:

- Applies risk reduction and risk management principles across all its activities;
- Focuses on reducing the level of fire and other emergencies (“prevention” rather than “intervention”);
- Develops and maintains partnerships with a range of public, private and non-governmental organizations to deliver cost-effective improvements in community safety;
- Adopts safe working conditions to ensure the health and safety of both its staff and the general public;
- Seeks to minimize the negative impact of its activities on the environment.

Organizational Structure

The Trinidad and Tobago Fire Service is comprised of an establishment of two thousand three hundred and ninety-nine (2399) professional firefighters, inclusive of two hundred and forty five (245) females. There are also six hundred and eighty-nine (689) auxiliary personnel.

361—Continued

The Trinidad and Tobago Fire Service consists of First Division and Second Division officers. Based on its rank system, the organization has a pyramidal structure as is evident from the actual staff composition set out hereunder.

Chief Fire Officer	1
Deputy Chief Fire Officer	0
Assistant Chief Fire Officer	2
Brigade Engineer	1
Divisional Fire Officer	9
Assistant Divisional Fire Officer	8
Fire Station Officer	17
Fire Station Officer Engineering	0
Fire Sub Station Officer	181
Fire Equipment Supervisor	0
Fire Sub Officer	224
Firefighter	1956
Total	2399

The First Division, which includes offices specified in the Second Schedule and such offices as the President may, by order prescribe, is constituted as follows:

**Chief Fire Officer
Deputy Chief Fire Officer
Assistant Chief Fire Officer
Brigades Engineer
Divisional Fire Officer
Third Officer**

The Second Division includes the offices specified in the Third Schedule and such offices as the President may, by order, prescribe. These include:

**Fire Station Officer
Fire Sub Station Officer
Fire Equipment Supervisor
Fire Sub Officer
Fireman
Fireman Apprentice**

361—Continued

In addition to the operational firefighters, the Fire Service Band has been established with the following positions:

Director	1
Deputy Director	1
Assistant Director	1
Fire Service Bandsman 111	5
Fire Service Bandsman 11	8
Fire Service Bandsman 1	36

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

- a) Operations**
- b) Ancillary Services**

A) Operations

The Operational section is charged with the responsibility of suppressing, controlling and extinguishing fire and the management of emergencies.

The Trinidad and Tobago Fire Service is divided into four (4) geographical Divisions, namely the Northern Division, Central Division, Southern Division and the Tobago Division comprising twenty-four (24) Fire Stations. The four (4) Divisions are under the administrative command of Assistant Chief Fire Officers. In 1995, the geographical divisional boundaries of the Fire Service were changed based on a Cabinet decision.

The Northern Division, which is the largest division within the Service, consists of eleven (11) stations. The divisional boundaries encompass the entire East/West Corridor from Chaguaramas in the West to Toco in the East, and from the Atlantic Ocean in the North to the Caroni Bridge to the South.

The Central Division consists of four (4) stations. Its boundaries encompass the entire central plains and include the Piarco International Airport and the Point Lisas Industrial Estate.

The Southern Division consists of six (6) stations. The divisional boundaries encompass the entire southern area.

361—Continued

The Tobago Division consists of three (3) stations and includes the Crown Point Airport.

B) Ancillary Services

The functions of the Ancillary Services fall under nine (9) main categories as follows:

- 1) Engineering – The maintenance and repairs of the Fire Service fleet of vehicles and equipment as well as the service, repair and maintenance of radio equipment.
- 2) Stores – The procurement, storage and distribution of all equipment, uniforms, stationery and other supplies.
- 3) Training – The training and skills development of Fire Officers
- 4) Human Resources – The maintenance of personnel records fire officers, trainees, fire guardians and civilian staff.
- 5) Accounting- The performance of all accounting duties relevant to the Trinidad and Tobago Fire Service.
- 6) Public Relations, Welfare and Research – The provision of services with respect to public relations, research, complaints, publications of Fire Service orders and station notices.
- 7) Water Resources – To provision of an adequate water supply for firefighting and emergency management purposes.
- 8) Ambulance – The management of the ambulance service in collaboration with the operational arm.
- 9) Fire Prevention – The provision of education and public outreach services with respect to Fire Prevention and Safety.

Effects of Functions on Members of the Public

Being a service oriented organization, the Trinidad and Tobago Fire Service has primary responsibility for the protection of life and property from damage by fire, or other hazards as outlined in Section 35 of the Fire Service Act Chapter 35:50 and its related amendment No.10 of 1997. The other related objectives of the Trinidad and Tobago Fire Service are:

361—Continued

- a) To provide and advise upon preventive measures against the occurrence of such damage or destruction;
- b) To render humanitarian services where required; and
- c) To conduct investigations in order to ascertain the cause or origin of a fire, or other hazards requiring the attention of the Fire Service.

Section 7 (1) (a) (ii)

Categories of documents held by the Trinidad and Tobago Fire Service.

Administrative Matters

1. Personnel files - staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, training (local and foreign)etc.
2. Job descriptions and job specifications
3. Policy Documents
 - Policy and procedure documents including recruitment Policy and In-Service Training Policy of the Trinidad and Tobago Fire Service.
 - Documents relating to the strategic review of the Trinidad and Tobago Fire Service, Information Technology Strategy and Training Plans.
4. Correspondence – Internal and External correspondence files.
5. Procurement
 - Files dealing with matters relating to the procurement of supplies, services and equipment.
 - Inventories.
6. Customer files
7. Files dealing with official functions, conferences and events hosted and attended by the Trinidad and Tobago Fire Service
8. Complaints files
9. Registers/ Certificates/Permits

361—Continued

Finance

- **Files dealing with the accounting, financial records** (cheques, vouchers, receipts, journals etc.) **and financial management functions of the Trinidad and Tobago Fire Service.**

Reports Publications and Communications

- **News releases, speeches originating in the Trinidad and Tobago Fire Service.**
- **Statistical, Annual/Monthly/Quarterly, Valuation and Accident Reports, books, booklets, periodicals, publications, pamphlets, leaflets, posters, and newspaper clippings.**
- **Files dealing with Fire Service publications including circulars, notices, orders, memoranda, bulletins, etc.**

Legal Matters

- **Legislation, Legal opinions legal instructions and related matters.**

Maps/ Charts/ Photographs/ Diskettes/ Abstracts/ Tapes on activities of the Trinidad and Tobago Fire Service and other related matters.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

- **Brochures, leaflets and handouts on Fire Prevention tips.**

Section 7 (1) (a) (iv)

Literature available by the way of subscription services

Not applicable

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Trinidad and Tobago Fire Service.****How to Request Information****General**

The policy of the Trinidad and Tobago Fire Service is to answer all oral and written requests for information. However, in order to exercise the rights given to the applicant by the FOIA (for example, the right to challenge a decision if his/her request for information is refused), the applicant must make his/her request in writing, using the prescribed form, (i.e., the 'Request for Access to Official Document (s)' form), which is available at the Fire Service Administration Headquarters as indicated hereunder or at any public authority.

Northern Divisional Headquarters (Administrative Headquarters)

Trinidad and Tobago Fire Service
Wrightson Road
PORT OF SPAIN

Southern Divisional Headquarters
Trinidad and Tobago Fire Service
Mon Repos Roundabout
Bye Pass
SAN FERNANDO

Central Divisional Headquarters
Trinidad and Tobago Fire Service
Biljah Road
CHAGUANAS

Tobago Divisional Headquarters
Trinidad and Tobago Fire Service
Scarborough Fire Station
Bacolet Street
TOBAGO

Addressing Requests

Requests must be addressed to the Designated Officer in the Trinidad and Tobago Fire Service. See Section 7 (1) (a) (vi) for a listing of the Designated Officers.

Details in the request

Applicants should provide clear details that will allow for speedy identification and location of the 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 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 Fire 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 public authority.

Responding to your Requests

Retrieving Documents

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

361—Continued

Information stored in the National Archives or another storage centre, will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible, given that the time periods for keeping such records may have elapsed.

Furnishing Documents

An applicant is entitled to copies of certain documents in the possession, custody or power of the Trinidad and Tobago Fire Service which is required to furnish only one copy of a document. If a legible copy cannot be released, there will be no attempt to reconstruct it. Instead, the best possible copy will be furnished and its quality noted in the reply.

Please note that the Trinidad and Tobago Fire Service is not compelled to do the following:

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

Time Limits

General

The Trinidad and Tobago Fire 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 Fire 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 Trinidad and Tobago Fire Service will determine whether to grant a request for access to information as soon as practicable, but no later than thirty (30) days after the day on which the request is duly made 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 copies 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. The applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. Should the Trinidad and Tobago Fire Service fail to provide the information within seven working days, the applicant is 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 Fire Service is responsible for:

- 1) The initial receipt of and action upon notices under Section 10 of the Freedom of Information Act,
- 2) The initial receipt of and action upon Requests for access to documents under Section 13 of the Act; and
- 3) The initial receipt of and action upon applications for correction of personal information under Section 36 of the Act.

Hereunder, are the Designated and Alternate Freedom of Information Officers in the Trinidad and Tobago Fire Service.

The Designated Officer is: Divisional Fire Officer, Public Relations, Welfare and Research

Trinidad and Tobago Fire Service,
Wrightson Road,
Port of Spain
Tel/Fax numbers
625-2671-5 or 625-5082
E-mail address: tffire@tstt.net.tt

The Alternate Officer is: Ag. Fire Station Officer

Trinidad and Tobago Fire
Service
Wrightson Road
Port of Spain
625-2671-5 or 625-5082
tffire@tstt.net.tt

361—Continued

Section 7 (1) (a) (vii)
Advisory Boards, Councils, Committees and other bodies

Delegates of the Trinidad and Tobago Fire Service sit on the following committees:

- Special Committee – Trinidad and Tobago Bureau of Standards
- Storage Committee – Ministry of Energy
- Approval Committee of Development Projects – Town and Country Planning Division
- Special Committee – Tourism Development Company
- Special Committee – Codes and Standards for the building industry
- National Carnival Commission (N.C.C.)
- Special Committee - National Emergency Management Agency (N.E.M.A.), Tobago
- Special Committee - Office of Disaster Preparedness and Management (O.D.P.M.)
- Special Committee - Trinidad and Tobago Emergency Mutual Aid (T.T.E.M.A.)
- Special Committee - Port of Spain City Council
- Special Committee - Water and Sewerage Authority (W.A.S.A.)
- Community Awareness and Emergency Response (C.A.R.E.)
- E-999 Committee
- Fire Advisory Committee (in Collaboration with the Forestry Division)

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. This facility is being used since formal seating accommodation is not available throughout the Trinidad and Tobago Fire Service as it pertains to Reading Room Facilities.

Section 8 (1) (a) (i)

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

Not Applicable

361—Continued

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 Fire Service, or similar documents containing rules, guidelines, practices or precedents.

Not Applicable

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Trinidad and Tobago Fire 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

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 Fire 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 public Trinidad and Tobago Fire Service by or under 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 Fire Service.

Not applicable

361—Continued

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Trinidad and Tobago Fire Service to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Trinidad and Tobago Fire 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 Fire Service by a scientific or technical expert, whether within the Trinidad and Tobago Fire 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 Fire 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 Fire 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 Fire Service, or an office, or branch of the Trinidad and Tobago Fire Service, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Fire Service.

Not applicable

361—Continued

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Fire Service, *(2) the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Fire Service or*(3) the alteration of an existing policy programme or project administered by Trinidad and Tobago Fire 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 Fire 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 Fire 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 Fire Service.

Not applicable

Section 9 (1) (m)

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

Not applicable