



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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REPUBLIC OF TRINIDAD AND TOBAGO

THE CONSTITUTION OF THE REPUBLIC OF TRINIDAD AND TOBAGO

NOTIFICATION

IT IS HEREBY NOTIFIED that, His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition in accordance with section 122(3) of the Constitution of the Republic of Trinidad and Tobago, nominate DR. MARIA THERESE GOMES, a person who is qualified and experienced in the disciplines of Sociology and Management, to be appointed as a member of the Police Service Commission.

Dated this 17th day of December, 2014.

ANTHONY THOMAS AQUINAS CARMONA, O.R.T.T.

President

Approved by the House of Representatives this 22nd day of January, 2015.

J. SAMPSON-MEIGUEL

Clerk of the House

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APPOINTMENT TO THE CRIMINAL INJURIES COMPENSATION BOARD

NOTICE is being served that Ms. CHRISTINE JOHN-GUY, a representative from the Ministry of the People and Social Development, was appointed as a member of the Criminal Injuries Compensation Board as at 18th January, 2015.

J. GLASGOW

*for Permanent Secretary
Ministry of Legal Affairs*

4th February, 2015.

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REVOCATION AS A MEMBER OF THE CRIMINAL INJURIES COMPENSATION BOARD

NOTICE is being served that the appointment of Ms. TRUDY THOMAS, a representative from the Ministry of the People and Social Development, was revoked as a member of the Criminal Injuries Compensation Board as at 17th January, 2014.

J. GLASGOW

*for Permanent Secretary
Ministry of Legal Affairs*

4th February, 2015.

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MINISTRY OF TRADE, INDUSTRY, INVESTMENT AND COMMUNICATIONS

CONFIRMATION OF APPOINTMENT

IN ACCORDANCE with Circular Memorandum P: 39/19 Vol. IV Temp. I dated August 25, 2006 the following arrangements are notified for general information:

Confirmation

Name	Rank of Officer	Date of Confirmation
Rampersad, Latchmin ...	Accountant IV ...	1st October, 2011

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

**THE GENERAL ADMINISTRATION DIVISION OF THE
MINISTRY OF NATIONAL SECURITY (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 Ministry of National Security is required to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the General Administration Division;
- (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 General Administration Division

The **General Administration Division** is the policy-formulating arm of the Ministry and has direct responsibility for ensuring the implementation of Government's policies and programmes relating to the Ministry.

The General Administration Division provides the support services, including Accounting, Auditing, Communication, Human Resource Management, Procurement and Project Management, required for the efficient functioning of all the other Divisions of the Ministry. It comprises a staff of

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

approximately three hundred and forty (340) persons and is headed by the Permanent Secretary. General Administration is divided into the following sections/units:

- ❖ Administration and Office Management
- ❖ Cadet Force
- ❖ Citizen Security Programme
- ❖ Citizenship and Immigration
- ❖ Corporate Communications
- ❖ Counter Trafficking Unit
- ❖ Defence and Protective Services
- ❖ Information and Communication Technology Unit
- ❖ Military Liaison Office
- ❖ Finance and Accounts
- ❖ HIV/AIDS Unit
- ❖ Human Resource Management
- ❖ Internal Audit
- ❖ International Affairs
- ❖ Legal Services
- ❖ Minister's Secretariat
- ❖ National Drug Council
- ❖ Office of Law Enforcement Policy
- ❖ Permanent Secretary's Secretariat
- ❖ Procurement
- ❖ Project Coordination and Management
- ❖ Records Management
- ❖ Research
- ❖ Work Permits
- ❖ National Mentorship Unit
- ❖ Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) Compliance Unit

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

Effects of Functions on Members of the Public

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions in the Ministry of National Security. The public is served directly under the following areas:

- ❖ **Citizenship and Immigration Section**, which deals with the processing of applications for citizenship, permanent residence, exemption from the loss of permanent resident status, Overseas Missionaries' Permits and other related citizenship and immigration matters.
- ❖ **Work Permits Section**, which receives and processes applications for work permits and also advises the Minister of National Security, who has the sole authority for approving or refusing such work permits.
- ❖ **Protective Services Section**, which handles matters pertaining to, inter alia, the following:
 - Import licences for explosives
 - Permission to operate a Protective Service Agency

Section 7 (1) (a) (ii)

Categories of documents held by General Administration

1. Administrative Matters

- Files dealing with administrative support and general administrative matters for the operations of the Ministry. These include personnel files, which detail all staff appointments, job applications, job specifications, promotions, training, transfers, resignations, deaths, retirements, leave, etc.
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Cabinet Documents.
- Internal and External correspondence files.
- Customer files.
- Files dealing with training, local, foreign, and technical co-operation.
- Minutes/Agendas of meetings.
- Complaints/suggestions files

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

2. Financial Records

- Estimates
- Accounts
- Administrative

3. Legal Documents

- Legislation, Legal Instruments, Legal Opinions and related matters.

4. Reports and Communications

- Reports: Statistical (Annual/Monthly/Quarterly), Leaflets, and Newspaper Clippings.
- Files dealing with Circulars, memoranda, notices, bulletins, etcetera.
- News Releases and speeches originating in the Ministry of National Security.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

1. Project Coordination and Management
 - Annual Reports
2. Research
 - Annual Administrative Reports on the operation of the Ministry.
3. Work Permits
 - Guidelines on applying for a Work Permit.
4. Citizenship
 - List of documents required when applying for Residence Status and Citizenship.
 - Policy in respect of the grant of Overseas Missionary Permit.
5. Communications
 - Speeches
 - Quarterly Magazines

Section 7 (1) (a) (iv)

Literature available by the way of subscription services

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

Not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the General Administration Division****How to Request Information***General*

The policy of the General Administration Division is to respond to 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 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 the General Administration Division or at any public authority.

Addressing Requests

Requests must be addressed to the Designated Officer in the General Administration Division. 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 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;

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

- 2) A document which contains information that is available for purchase by the public in accordance with arrangements made by the General Administration Division;
- 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 Documents

The General Administration Division will furnish documents only when they are in its possession and/or when they can be retrieved from the National Archives or another storage centre.

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 General Administration Division, 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 General Administration Division is not compelled to do the following:

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

Time Limits

General

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

The General Administration Division 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 General Administration Division 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 General Administration Division 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 General Administration Division 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 Ministry of National Security 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.

**The Designated Officer is: Officer in Charge, Research Unit,
Ministry of National Security,
Temple Court 1, 31-33 Abercromby Street,**

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

Port of Spain.
624-8695
627-8929 (Fax)
E-mail: research@mns.gov.tt
The Alternate Officer is: Human Resource Officer III,
Ministry of National Security,
Temple Court 1, 31-33 Abercromby Street,
Port of Spain
623-2441-5
627-8044

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

There are several Advisory Bodies and Committees that fall under the purview of the Ministry of National Security. These include:

- Cadet Force Advisory Committee
- Defence Council
- Defence Force Commission Board
- National Emblems Committee
- Protective Services Compensation Committee
- Work Permits Advisory Committee

Section (7) (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 in the library, Ministry of National Security, Temple Court 11, Abercromby Street, Port of Spain, Monday to Friday between the hours of 8:00 a.m. and 4:15 p.m.

Phone : 627-1032
Fax Number : 627-8044
E-mail Address : mns@tstt.net.tt

No smoking, eating or drinking is allowed in the library.

Section 8 (1) (a) (i)

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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

Not Applicable.

Section 8 (1) (a) (ii)

Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the General Administration Division, or similar documents containing rules, guidelines, practices or precedents.

Not Applicable.

Section 8 (1) (b)

In enforcing written laws or schemes administered by General Administration Division where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

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 General Administration Division.

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 General Administration Division 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 General Administration Division.

Not applicable.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the General Administration Division to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the General Administration Division 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 General Administration Division by a scientific or technical expert, whether within the General Administration Division 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 General Administration Division by a consultant who was paid for preparing the report.

Not applicable.

Section 9 (1) (g)

A report prepared within the General Administration Division 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 General Administration Division, or an office, or branch of the General Administration Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the General Administration Division.

Not applicable.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
GENERAL ADMINISTRATION—CONTINUED

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organisation of the functions of the General Administration Division, *(2) the establishment of a new policy, programme or project to be administered by the General Administration Division or*(3) the alteration of an existing policy programme or project administered by General Administration Division, 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 General Administration Division containing policy directions for the drafting of legislation.

Not applicable.

Section 9 (1) (k)

A report of a test carried out within the General Administration Division on a product for the purpose of purchasing equipment.

Not applicable.

Section 9 (1) (l)

An environmental impact statement prepared within the General Administration Division.

Not applicable.

Section 9 (1) (m)

A valuation report for the General Administration Division by a valuator, whether or not the valuator is an officer of the General Administration Division.

Not applicable.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

THE TRINIDAD AND TOBAGO DEFENCE FORCE (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 Defence Force is required by law to publish the following statements that list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the Trinidad and Tobago Defence Force;
- (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 Defence Force

Mission Statement

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

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

Roles and functions of the Trinidad and Tobago Defence Force:

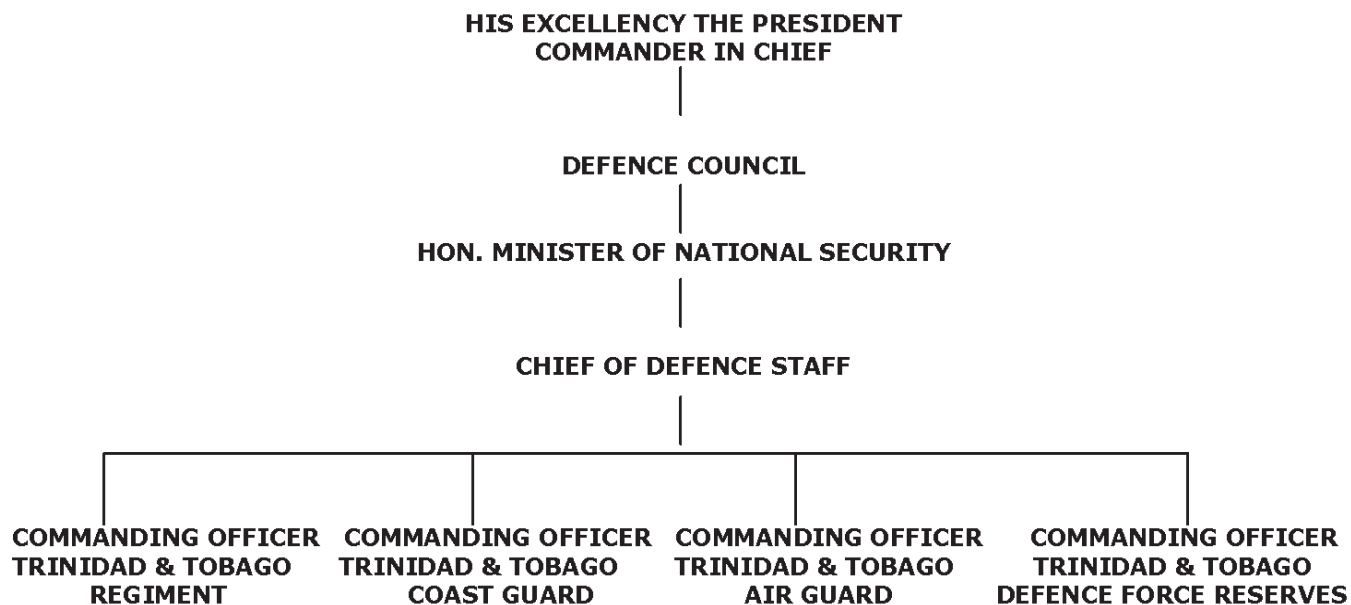
- To defend the sovereign good of the Republic of Trinidad and Tobago.
- To co-operate with and assist the civil power in maintaining law and order.
- To assist the civil authorities in times of crisis and disaster.
- To perform ceremonial functions on behalf of the State.
- To provide Search and Rescue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

Organizational Structure

The Trinidad and Tobago Defence Force, which has a total staff of approximately four thousand (4,000), comprises four (4) Formations, namely, Trinidad and Tobago Regiment, Trinidad and Tobago Coast Guard, Trinidad and Tobago Air Guard and Trinidad and Tobago Defence Force Reserves. While the President is the Commander-in-Chief, the operational head of the Defence Force is the Chief of Defence Staff. The Chief of Defence Staff operates from the Defence Force Headquarters and is supported by the Vice Chief of Defence Staff. A Commanding Officer leads the other Formations of the Defence Force. The Chain of Command is outlined hereunder:

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED



The Defence Force is comprised of Units relating to Administration and Operations.

Administration

Processes general administration documents for the operation of the Defence Force and includes the following:

- Human Resources
- Accounting
- Registry

Operations

In order to efficiently manage the Defence Force, the *Joint/United Staff System* consisting of the following components and functions, is utilized. This consists of:

- 1. Staff Officer, Land Forces** - With overall responsibility for liaison between the Trinidad and Tobago Regiment and the Defence Force Headquarters on matters pertaining to the Land Forces.
- 2. Staff Officer, Maritime Forces** - With overall responsibility for matters pertaining to the Maritime Forces.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

- 3. Staff Officer I, Administration** - With overall responsibility for the co-ordination of the Staff Officers' activities in the various departments.
- 4. Human Resources Department** - Concerned with personnel readiness and the monitoring and assessment of elements of personnel administration and management. It provides policies, services and facilities affecting the serviceman's human potential and commitment.
- 5. Intelligence Department**- Concerned with the collection of data and generation of intelligence for the guidance of the activities of the Force.
- 6. Operations Department**-Concerned with the co-ordination of all operations within the Force.
- 7. Logistics Department** - Concerned with the co-ordination of the supply, maintenance, transportation and services functions.
- 8. Civil-Military Relations Department** -Concerned with the co-ordination of public relations and the management of public affairs of the Force including representation of the Force on Legal Matters.
- 9. Information Systems** - Concerned with the maintenance, security and upkeep of all computer hardware and software within the Force, as well as the training of Defence Force personnel.
- 10. Detachment Commander** - Responsible for the administration and discipline of personnel at Defence Force Headquarters.

Effect of functions on Members of the public

One of the main functions of the Trinidad and Tobago Defence Force is to contribute to community and national development, while continually molding exemplary individuals, building a superior military organization that represents excellence, diversity and versatility.

Section 7 (1) (a) (ii)

Categories of Documents held by the Trinidad and Tobago Defence Force

Administrative Matters

- Files dealing with administrative support and general administration documents for the operation of the Defence Force
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, etc.
- Customer files

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

- Policy and procurement documents
- Documents relating to Strategic Review of the Defence Force, Information Technology Strategy and Training Plans
- Files dealing with training – local, and foreign and technical co-operation.

Financial Matters

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, journal, etc.) and financial management functions of the Defence Force.

Correspondence

- Internal and external correspondence files.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection:

1. Reports
 - Audit
 - Consultants
 - Technical
2. Maps/ Charts/ Photographs/ Compact Discs/ Diskettes.
3. News Releases, speeches originating in the Defence Force.

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 Defence Force:

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

How to Request Information

General

The policy of the Trinidad and Tobago Defence Force is to respond to 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 the 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 Headquarters of the Trinidad and Tobago Defence Force or at any other public authority.

Addressing Requests

Requests must be addressed to the Designated Officer in the Trinidad and Tobago Defence Force. 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 our 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 Defence Force;
- 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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

Responding to your Request

Retrieving Documents

The Trinidad and Tobago Defence Force will furnish documents only when they are in its possession and/or when they can be retrieved from the National Archives or another storage centre.

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 Defence Force, 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 Defence Force 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 the format the applicant prefers; or
- b) Perform research for the applicant.

Time Limits

General

The Trinidad and Tobago Defence Force 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 Defence Force 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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED*Time allowed*

The Trinidad and Tobago Defence Force 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 Defence Force 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 Defence Force 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 corrections of personal information under Section 36 of the Act.

The Designated Officer is: Legal Officer

Defence Force Headquarters
Airways Road
Chaguaramas
Tel/Fax: 634-4554

The Alternate Officer is: Civil Military Affairs Officer

Defence Force Headquarters
Airways Road
Chaguaramas
Tel/Fax: 634-4554

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies

Not applicable.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Documents available to members of the public under the provisions of the Freedom of Information Act can be viewed at the library of the Trinidad and Tobago Defence Force located at Airways Road, Chaguaramas from Monday to Friday between the hours 12:00 noon to 3:00 pm.

Telephone: 634-4554, 634-4532, 634-3347 and 634-1724

Fax number: 634-1574

Photocopying of Documents:

The policy of the Defence Force for the provision of copies of documents held in the library is as follows:

- Charge for photocopies is fifty (50) cents per page. However, if you provide your own paper no fee will be charged.
- Provision of certain documents may be subject to a small charge to cover administrative cost. An index of the prices is available in the Library.
- No smoking, eating or drinking is allowed in the Library/Reading Room.

Section 8 (1) (a) (i)

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

Not Applicable.

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 Defence Force, or similar documents containing rules, policies, guidelines, practices or precedents.

Not Applicable.

264—Continued

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Trinidad and Tobago Defence Force, 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 Defence Force.

Not Applicable.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, of a body or entity established outside of the Trinidad and Tobago Defence Force by or under written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations 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 Defence Force.

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 Defence Force to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Trinidad and Tobago Defence Force who is not a member of the committee.

Not applicable.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

Section 9 (1) (e)

A report, (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Defence Force by a scientific or technical expert, whether within the Trinidad and Tobago Defence Force 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 Defence Force by a consultant who was paid for preparing the report.

Not applicable.

Section 9 (1) (g)

A report prepared within the Trinidad and Tobago Defence Force 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 Defence Force, or an office, or branch of the Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Defence Force.

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 Defence Force, (2) the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Defence Force or (3) the alteration of an existing policy programme or project administered by Trinidad and Tobago Defence force, 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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO DEFENCE FORCE—CONTINUED

Section 9 (1) (j)

A statement prepared within the Trinidad and Tobago Defence Force 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 Defence Force 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 Defence Force.

Not applicable.

Section 9 (1) (m)

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

Not applicable.

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 statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access 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

The Trinidad and Tobago Police Service is one of the Divisions falling under the purview of the Ministry of National Security. The Trinidad and Tobago Police Service was established in accordance with the Police Service Act Chapter 15:01 of the Revised Laws of Trinidad and Tobago.

Mission Statement:

"In partnership with the citizens of Trinidad and Tobago we provide for safer, more secure and healthy communities through focused leadership, service and policing excellence."

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

Primary responsibilities that the Trinidad and Tobago Police Service is charged with:

1. The maintenance of Law and Order.
2. Prevention and detection of Crime.
3. Prosecution of Offenders.

Its mandate (major functions) include:

- maintain law and order;
- preserve peace;
- protect life and property;
- prevent and detect crime;
- apprehend offenders; and
- enforce all laws and regulations with which it is charged.

Organizational Structure:

The Commissioner of Police, who is the head of the Police Service, together with fourteen (14) 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 & Support

Eleven (11) Assistant Commissioners: -

1. Assistant Commissioner – North-West
2. Assistant Commissioner – North-East
3. Assistant Commissioner – South
4. Assistant Commissioner – Tobago
5. Assistant Commissioner – Mobile
6. Assistant Commissioner – Administration
7. Assistant Commissioner – Anti-Crime Operations
8. Assistant Commissioner – Community Relations

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

9. Assistant Commissioner – Special Branch
10. Assistant Commissioner – Professional Standards Bureau
11. Assistant Commissioner – Homicide Bureau

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

Operations

The Trinidad and Tobago Police Service is organized into nine (9) Geographical Divisions and comprises twenty five (25) Specialist Sections as follows:

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, Princes Town, Ste. Madeleine, Moruga, St. Mary's Post, Barrackpore, Marabella, St. Margaret's, Tableland, Gasparillo and Debe Post.
South Western	Siparia, Penal, Fyzabad, Point Fortin, Cedros, Santa Flora, La Brea, Cap-de-Ville, Guapo, Oropouche and Erin.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

The specialist Sections and their main functions are as follows:

SPECIALIST SECTIONS	MAJOR FUNCTIONS
Planning, Research and Project Implementation Unit	Oversees all development projects, Research, and 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.
Public Affairs Unit	Develops standard communications operating procedures and protocols for the TTPS, managing and nurturing harmonious media relations, developing and implementing public information and education programmes, preparing and producing information (publications, videos, material for presentations, displays and exhibits).
Victim and Witness Support Unit	Increases public trust and confidence by assisting the TTPS in building meaningful relationships with communities by supporting victims and witnesses in all nine (9) Police Divisions.
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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

Criminal Investigations Department & Criminal Records Office (C.I.D./C.R.O.)	Investigates serious crimes and maintain records of offenders.
Organised Crime, Narcotics and Firearm Bureau (OCNFB)	Develops and implements initiatives and strategies to stymie the illegal drug trade and associate offences. Elicits the cooperation of other Bona fide organisations, government agencies and the general public and effective policing strategies.
Anti-Gang & Criminal Intelligence Unit	Identifies gangs and reduce: homicides, robberies, shootings, wounding and stolen vehicles. Suppresses gang-activity in Trinidad and Tobago and creates strategies to discourage gang membership and dismantle gangs.
Inter-Agency Task Force	Suppresses gang violence and all other gang related activities in the Laventille, Beetham Gardens and surrounding areas.
Financial Investigations Branch	Conducts investigations into money laundering and terrorist financing resulting from suspicious activity reports submitted by financial institutions and businesses.
Professional Standards Bureau	Its mandate is to develop a system that will ensure the public's trust in our internal investigations; and to conduct inquiries and audits of any aspects of police activities for the purpose of ascertaining whether there is police corruption.
Homicide Bureau of Investigation	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.
Police Band	Plays music at official functions, community events and parades.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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 approved positions of “Administrative Managers” attached to the Police Service. Presently, there are six 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
- Head, Finance

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

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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

Section 7(1) (a) (ii)

Categories of documents held by the Trinidad and Tobago Police Service

Administrative matters

1. 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.
- 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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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 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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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 the National Archives or another storage centre.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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.

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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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

Assistant Commissioner, Administration

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone: 625-1986

Assistant Commissioner, Homicide Bureau

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone: 623-8425

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

Assistant Commissioner, Community Relations

Police Administration Building
Corner Edward & Sackville Streets

PORT OF SPAIN

Telephone 623-8423

Assistant Commissioner, Mobile

Police Traffic Branch
Garden Road,

Aranguez South

Telephone 625-6376

Assistant Commissioner, North East

Tunapuna Police Station
Corner Pasea and Eastern Main Road

Tunapuna

Telephone: 640-8854

Assistant Commissioner North West

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: 652-2032

Assistant Commissioner, Special Branch

Agra Courts
Corner Agra and Patna Streets
St James

Telephone: 624-2464/3

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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's 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:-

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	Eastern Main Road, Tunapuna	643-1222
Port of Spain Divisional Headquarters	Belmont Circular Road, Belmont	622-4565

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

DEPARTMENT	ADDRESS	TELEPHONE NO.
Southern Divisional Headquarters	Court Street, San Fernando	652-2808
South Western Divisional Headquarters	High Street, Siparia	649-2353
Tobago Divisional Headquarters	Scarborough, Tobago	639-2511
Traffic and Highway Patrol Branch	Garden Road Aranguez South	627-1177
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.

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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED**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 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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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 final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Police Service; the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Police Service; or 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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
TRINIDAD AND TOBAGO POLICE SERVICE—CONTINUED

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 statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access 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 Divisions falling under the purview of the Ministry of National Security. The

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

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;
- 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 which can 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, six hundred and seventy-one (2,671) professional firefighters, inclusive of two hundred and forty five (245) females. There are also six hundred and eighty-nine (689) auxiliary personnel.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—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 staff composition set out hereunder.

Chief Fire Officer	1
Deputy Chief Fire Officer	1
Assistant Chief Fire Officer	4
Brigades Engineer	1
Divisional Fire Officer	12
Assistant Divisional Fire Officer	16
Fire Station Officer	57
Fire Sub Station Officer	208
Fire Equipment Supervisor	2
Fire Sub Officer	231
Firefighter	2138
Civilian	123
TOTAL	2794

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
Assistant Divisional Fire 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
Firefighter

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

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

Fire Service Bandsman III	5
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The Trinidad and Tobago Fire Service is comprised of four (4) geographical Divisions, namely the Northern Division, Central Division, Southern Division and the Tobago Division. 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.

Currently, 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.

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

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:

- 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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

Section 7 (1) (a) (ii)

Categories of documents in the possession of 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 Document and In-Service Training Policy
 - Documents relating to strategic review of the Trinidad and Tobago Fire Service, Information Technology Strategy and Training Plans
4. Correspondence – Internal and External correspondence files.
 - Minutes/Agenda of meetings
5. Procurement
 - Files dealing with matters relating to the procurement of supplies, services and equipment
 - Inventories.
6. Customer files
7. Inventories
8. Files dealing with official functions, conferences and events hosted and attended by the Trinidad and Tobago Fire Service
10. Complaints files
11. Registers/Certificates/Permits

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—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 Accidents.
- Books, periodicals, leaflets, publications, pamphlets, 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

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

List of prospective trainee firefighters, brochures, leaflets and handouts on fire prevention tips.

Section 7 (1) (a) (iv)

Literature available by Subscription

This Section is not applicable to the Trinidad and Tobago Fire Service.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the Trinidad and Tobago Fire Service.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

How to Request Information

General

Our policy is to answer both 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. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the under-mentioned Divisional Headquarters.

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

Scarborough Fire Station
Bacolet Street
TOBAGO

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Trinidad and Tobago Fire Service [See Section 7 (1) (a) (vi)].

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

Details in the request

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

Requests not handled under the FOIA

A 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 is required to furnish copies of documents only when they are in our possession or if we can retrieve them from storage. Information stored in the National Archives or another storage centre, will be retrieved in order to process your request.

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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

Furnishing Documents

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

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

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

Time Limits

General

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

Time Allowed

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

Fees and Refunds

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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

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,
- 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 correction of personal information under Section 36 of the FOIA.

The Designated Officer

Job Title	Divisional Fire Officer Public Relations, Welfare and Research
Name	Kenneth Stephen
Address (work)	Trinidad and Tobago Fire Service Wrightson Road Port of Spain
Tel/Fax numbers	625-2671-5 or 625-5082
E-mail address	ttfire@tstt.net.tt

The Alternate Officer

Job Title	Ag. Assistant Divisional Fire Station Officer
Name	Mervyn King
Address (work)	Trinidad and Tobago Fire Service Wrightson Road Port of Spain
Tel/Fax numbers	625-2671-5 or 625-5082
E-Mail address	ttfire@tstt.net.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies (Meetings/minutes are open to the public.)

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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

- 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 – Codes and Standards for the building industry
- National Carnival Committee (N.C.C.)
- Special Committee – Tobago Emergency Management Agency (T.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.M.A.S)
- Special Committee - Port of Spain City Council
- E-999 Committee
- Fire Advisory Committee (in Collaboration with the Forestry Division)

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Trinidad and Tobago Fire Service currently has no formal seating accommodation available to the public to facilitate the reading room requirement under the Freedom of Information Act 1999. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Act.

Members of the public can request information at anytime.

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.

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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

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, of a body or entity established outside the Trinidad and Tobago Fire Service by or under written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Trinidad and Tobago Fire Service or to the responsible Minister.

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.

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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

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 Division, 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.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Fire Service; the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Fire Service or 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.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE TRINIDAD AND TOBAGO FIRE SERVICE—CONTINUED

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.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

IMMIGRATION DIVISION (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 Immigration Division of the Ministry of National Security is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the Immigration Division;
- (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 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 Immigration Division

Mission Statement

To promote National Security by effectively monitoring and controlling the movement of persons into, within and out of the country and to provide an efficient Passport service.

The Immigration Division is an integral part of the Ministry of National Security. It was established as a separate civilian organization in 1954, after

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

it was removed as an arm of the Police Service. For a short period, 1987 to 1989, it was incorporated into the Ministry of External Affairs. The primary mandate of the Division involves monitoring the movement of persons into and out of the country, as well as issuing passports and other travel documents.

In order to fulfill its mandate, the Immigration Division executes the following functions:

- Border control;
- Facilitation of commercial shipping;
- Facilitation of the pleasure craft industry;
- Facilitation of entry of the following:
 - Students of the University of the West Indies;
 - Work Permit holders, Missionary Permit holders;
 - Persons qualifying for entry under the Immigration (Caribbean Community Skilled Nationals) Act;
 - Persons qualifying for entry under the Caribbean Community (Removal of Restrictions) Act 2004; and
 - Permanent migrants.
- The processing of applications and issuance of the following documents to qualified applicants:
 - Passports and Provisional Passports;
 - Entry Visas at Missions abroad;
 - Re-entry Visas to persons already in the country;
 - Visa Waivers at ports of entry;
 - Student Permits.
- The processing of travel documents to qualified applicants, both locally and at Missions abroad;
- The verification of the immigration status of claimants to Citizenship and Resident Status, both locally and at Missions abroad;
- The provision of immigration services to non-nationals and non-residents who, notwithstanding that they are already in Trinidad and Tobago, wish to extend their stay or vary the conditions attached to their entry;
- The processing of persons detained by the Investigation and Deportation Unit;
- The conduct of Quasi-judicial hearings in respect of notices of complaints for breaches of the Immigration Act and Regulations, with the authority to impose fines;
- The conduct of Special Inquiry hearings to determine the immigration status of persons who are alleged to have contravened the

267—Continued

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

Immigration Act and Regulations, with the authority to enforce deportation;

- The provision of technical advice to the Minister of National Security on immigration matters;
- The collection of revenue from persons in accordance with the Schedule of Fees in the Immigration Regulations, the Citizenship Act and the Miscellaneous Taxes Act;
- The processing and analysis of data with respect to citizens and residents of Trinidad and Tobago deported from foreign countries;
- The collection of statistical data for use by the Central Statistical Office and the Tourism and Industrial Development Company; and
- Interaction with government officials, state security agencies, foreign diplomats, airline and shipping agents as well as persons from business, religious, sport, cultural and entertainment organizations, that may seek immigration services or assistance.

Organizational Structure

The Immigration Division, which currently comprises a staff of approximately three hundred and eleven (311) officers, is headed by the Chief Immigration Officer, who is supported by two (2) Deputy Chief Immigration Officers, four (4) Assistant Chief Immigration Officers, one (1) Director, Human Resources, one (1) IT Manager and their support staff.

Operations

The operations of the Immigration Division are conducted through fourteen (14) Offices at different locations. The three (3) main offices are located at Port of Spain, San Fernando and Scarborough. The other eleven (11) offices act as satellite offices and function with limited responsibilities since applications received at these offices have to be forwarded to the Port-of-Spain Office for processing.

At the main offices in Port of Spain, San Fernando and Tobago, the following services are delivered:

- Processing of applications for
- passports.
- Grant of extensions of Landing Certificate.
- Issuance of Visas and Student Permits.
- Conduct of interviews for Permanent Residence and Citizenship and other ancillary services.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

- Investigation of illegal immigrants – detention and deportation. (Police Officers are attached to this Section – Deportation and Investigations - which is headed by an Immigration Officer).
- Contribute to the processing of applications under the Caricom Single Market and Economy (C.S.M.E.)

Apart from the local offices, the Immigration Division provides international services at Missions and Consulates abroad. Immigration Attachés/Consuls are posted at Missions in New York, Miami, Washington, Toronto, Caracas, London and Beijing, China. They are responsible for all immigration matters and also perform consular functions.

Administration

In addition to the Immigration Officers, the Immigration Division is comprised of technical, clerical and manipulative staff.

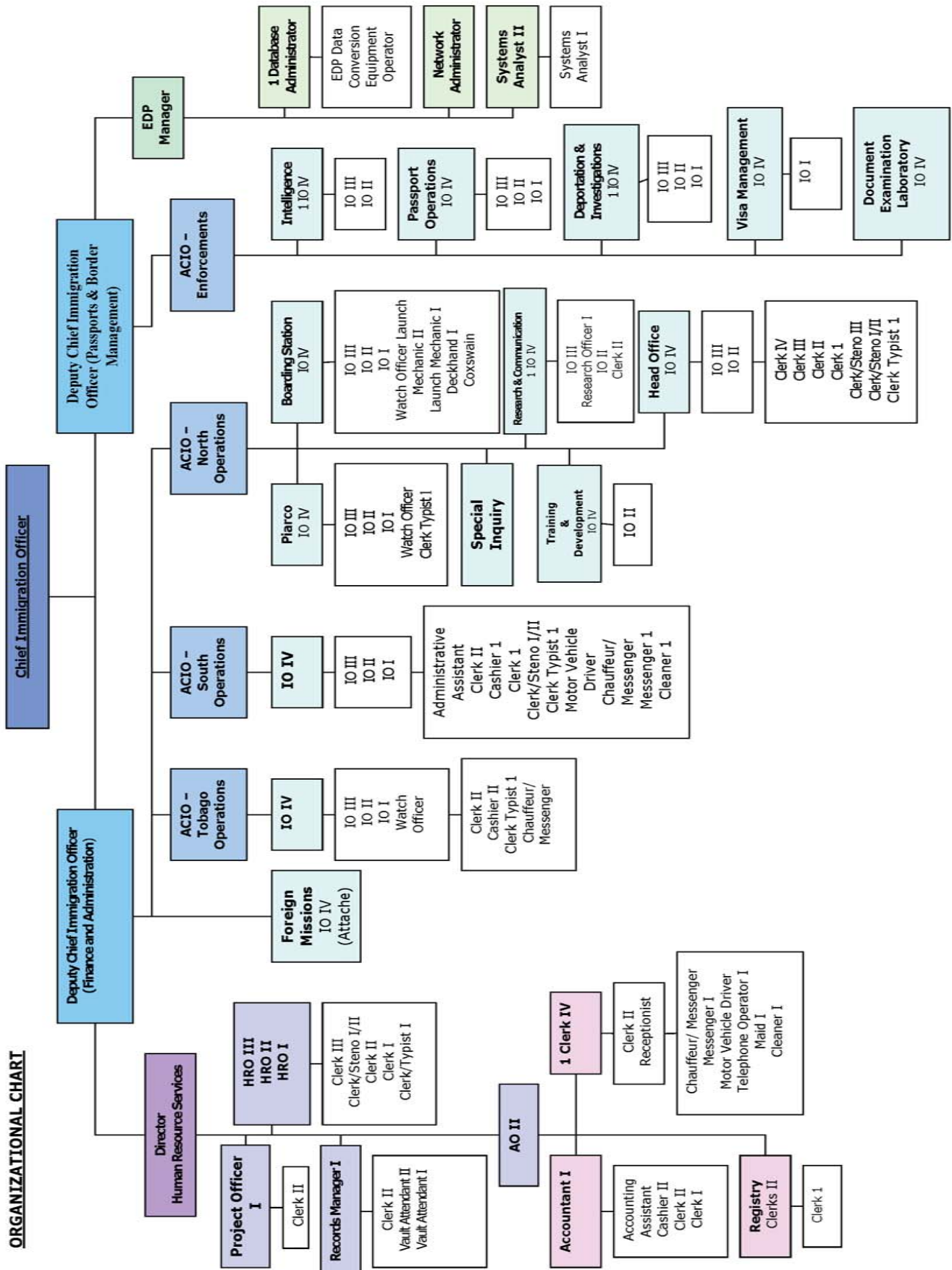
There are nineteen (19) sections within the Immigration Division. They are as follows:

- | | |
|--------------------------------------|-------------------------------------|
| ▪ Human Resource Services | ▪ Deportation & Investigations Unit |
| ▪ Accounting Unit | ▪ Machine Readable Passport Unit |
| ▪ Information Technology (IT) | ▪ Research & Communication Unit |
| ▪ Extensions | ▪ Training & Development Unit |
| ▪ Visas & Student Permits | ▪ Document Examination Lab |
| ▪ Traffic Index | ▪ Border Management Unit |
| ▪ Data Entry | ▪ Intelligence Unit |
| ▪ Vault | ▪ Administration |
| ▪ Project Unit | |
| ▪ Procurement Unit | |
| ▪ Immigration Detention Center (IDC) | |

The Organizational Chart of the Immigration Division is depicted hereunder:

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED



ORGANIZATIONAL CHART

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

Effect of functions on members of the public

The Immigration Division prepares and issues secure travel documents, consistent with international standards, to citizens of Trinidad and Tobago to facilitate travel to foreign destinations. The issuance of these documents safeguards the right of freedom of movement of citizens, as enshrined in the Constitution of the Republic of Trinidad and Tobago. The recently introduced Machine Readable Passport also contributes to the protection of citizens from identity fraud and helps to stem the flow of other illegal activities, such as human trafficking and the illegal drug trade, given the attendant security document and the eligibility process.

Section 7(1) (a) (ii)

Categories of documents held by the Immigration Division

Administrative matters

1. Personnel files - appointments, promotions, leave, employee evaluation, conditions of service, pension, training, uniforms and the transfer/rotation of staff.
2. Office Management
 - Files dealing with office accommodation and equipment.
 - Inventories.
 - Files dealing with Information Technology and the Immigration Data Processing System.
3. Cabinet documents that relate to the Immigration Division.
4. Written staff instructions.
5. Consultant, technical, valuation and events files.
6. Local and foreign technical co-operation files.
7. Agendas and Minutes of Technical, Heads of Sections and Special Projects meetings.
8. Files dealing with complaints and commendation.
9. Files dealing with the Immigration Division's collaboration with other agencies and Public Authorities.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

Operations

- Case files.
- Temporary files dealing with investigation matters.
- Reports for the register of residents.
- Embarkation/Disembarkation cards.
- Amnesty files.
- Registers and approved application forms for all types of formal applications received by the Immigration Division.
- Files dealing with citizens of Trinidad and Tobago deported from other countries.
- Reports on persons denied entry.
- Special Inquiry transcripts.
- Immigration Watch Lists.
- Operational manuals.
- Strategic plans.

Finance

- Files dealing with accounting matters (salaries, allowances, etc.);
- Estimates

Travel Documents and Related Matters

- General files dealing with travel documents, short extensions of stay, policy, missionary permits, work permits, citizenship (where no case files exist), restoration of citizenship, breaches of the Immigration Act and Regulations, visa applications (where no case files exist), observation reports, internal and external miscellaneous correspondence, security bonds, facilitation of entry, foreign embassies, High Commissions and Consulates;
- Data and requisite documents regarding arriving and departing ships and aircraft and their respective crews;

Legal Matters

- Immigration legislation and other related legislation.
- Legal instruments.
- Legal opinions from the Solicitor General and Attorney General.

Reports, manuals, newspaper clippings

- Periodic reports, statistics and audit reports;

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

The following may be obtained at the Immigration offices at #67 Frederick Street, Port of Spain; #2 Knox Street, San Fernando and Agricola Building, Wilson Road Scarborough, Tobago:

- Application forms for:
 - Travel Documents;
 - Visas;
 - Visa Waivers;
 - Student Permits.

Section 7(1) (a) (iii)

Material Prepared for publication or inspection

- Monthly statistical reports;
- Annual report on Operations.

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 Immigration Division.

How to request information

General

The policy of the Immigration Division is to respond to 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 Immigration Division or at any public authority.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

Addressing Requests

Requests must be addressed to the Designated Officer in the Immigration Division. See Section 7 (1) (a) (vi) for a listing of the Designated Officers.

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification would be sought from the applicant. If the applicant is not sure how to write the request or what details to include, he/she can 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;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of public authority.

Responding to your request

Retrieving Documents

The Immigration Division will furnish documents only when they are in its possession and/or when they can be retrieved from the National Archives or another storage centre.

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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

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

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

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

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

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

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

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

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED*Furnishing Documents*

An applicant is entitled to copies of certain documents in the possession or custody of the Immigration Division, which is required to furnish only one copy of a document. If a legible copy of a document 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 Immigration Division 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 Immigration Division 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 Immigration Division 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 Immigration Division will determine whether to grant a request for access to information as soon as practicable, but no later than 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 Immigration Division fail to provide the

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

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 Immigration Division 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 corrections of personal documents under Section 36 of the Act.

**The Designated Officer is: Research Officer I,
Research & Communication Unit**

Immigration Division
#67 Frederick Street,
Port of Spain.
Tel. Nos: 625-3571/3572/4150/5302 Ext. 2033
Fax: 625-2522

**The Alternate Officer is: Immigration Officer III,
Research & Communication Unit**

Immigration Division
#67 Frederick Street,
Port of Spain.
Tel. Nos: 625-3571/3572/4150/5302 Ext. 2033
Fax: 625-2522

Section 7(1) (a) (vii)

Advisory Boards, Councils, Committees and Other Bodies

Committees within the Immigration Division

- The Mutations Committee.
- The Joint Consultative Committee.
- The Strategic Planning Committee.
- The Training Committee.
- Policy Committee (National Security).

Section 7(1) (a) (viii)

Library/Reading Room Facilities

267—Continued

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

Documents accessed by members of the public under the provisions of the Freedom of Information Act, can be viewed at the Reading Room of the Immigration Division Sub-Office situated at No. 135 Henry Street Port-of-Spain from Monday to Friday between the hours of 9:00a.m. to 3:30p.m.

Photocopying of documents:

In keeping with Section 17(2), there is a small fee for photocopies or other material provided. No smoking, eating or drinking is allowed in the Reading Room.

Section 8 Statements

Section 8(1) (a) (i)

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

- Rulings of Chief State Solicitor on Interpretation of Laws.
- Decisions of the Court on Immigration cases.
- Staff Instructions, Circulars and Notices (Policy) relating to procedures to be followed.

Section 8(1) (a) (ii)

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

(a) Brochures detailing the requirements for;

- Student Permits.
- Registration as a citizen of Trinidad and Tobago.
- Naturalization as a citizen of Trinidad and Tobago.
- Visa for entry into Trinidad and Tobago.
- Passport application.

(b) Letters of advice and responses to queries, which form part of the Immigration Division's Administration Policies files.

(c) Immigration Procedures manual.

Section 8 (1) (b)

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

In enforcing written laws or schemes administered by the Immigration Division, where a member of the Public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

- FORM 9A- Notice of Appeal to the Minister against decision of Special Inquiry Officer.
- FORM 9B- Notice of Appeal against a Rejection Order.
- FORM 19- Deportation Order.
- FORM 20- Notice of Deportation.
- FORM 21- Certificate issued under Section 7(1) of the Immigration Act Chapter 18:01
- FORM 25- Order of Detention made by the Minister/Chief Immigration Officer/Special Inquiry Officer.
- FORM 26- Order to show cause and Notice of Hearing in Deportation proceedings under Section 22 of the Immigration Act Chapter 18:01.
- FORM 28- Order of Supervision.
- FORM 29- Rejection Order.
- FORM 32- Disposal of Appeal.
- FORM 33- Bond for Conditional Release.
- FORM 41- Order of the Minister to Commissioner of Prisons, etc.
- FORM 44- Notice to Applicant for admission detained for a hearing before a Special Inquiry Officer.
- FORM 45- Summons to a Witness.
- FORM 46- Decision of the Special Inquiry Officer-Voluntary Departure.
- FORM 51- Application on behalf of a permitted entrant to enter Trinidad and Tobago.
- FORM 52- Certificate of Facilitation of Entry.
- FORM 54- Forfeiture of Deposit/Recognizance.
- FORM 55- Complaint Upon Oath.
- FORM 56- Application for a Certificate of Exemption from Section 7(I) of the Immigration Act Chapter 18:01
- FORM 57- Order of Release.
- FORM 58- Notice of Complaint against a person for breach of the Immigration Regulations.

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 Immigration Division.

267—Continued

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

Not Applicable

Section 9(1) (b)

A report or a statement containing the advice or recommendations, *(1) of a body or entity established outside of the Immigration Division 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.

- Reports of the International Organization on Migration (2005-2010).
- Report of the Canadian Bank Note Company Re: Machine Readable Passport and Border Management Systems (2004).

Section 9(1) (c)

A report or a statement containing the advice or recommendations of an Inter Departmental Committee whose membership includes an officer of the Immigration Division.

Statements containing advice provided by the following Committees:

- Inter Ministerial Consultative Committee (IMCC).
- Business and Labour Advisory Committee (BLAC).
- National Monitoring Committee on Foreign Fishing.
- National Maritime Transport Facilitation Committee.
- Yacht Steering Committee.

Section 9(1) (d)

A Report or a Statement containing the advice or recommendations of a Committee established within the Immigration Division, to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Immigration Division, who is not a member of the committee.

- Project Proposals for Development Programme (PSIP 2005-2010).

Section 9 (1) (e)

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

Not Applicable

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

A Report prepared for the Immigration Division by a Consultant who was paid for preparing the Report.

Not Applicable

Section 9(1) (g)

A Report prepared within the Immigration Division and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government Policy, Programme or Project.

Not Applicable

Section 9(1) (h)

A Report on the performance or efficiency of the Immigration Division, or of an office, or branch of the Immigration Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Immigration Division.

- International Organization on Migration Country Reports (2006-2010).

Section 9(1) (i)

A Report containing * (1) final plans or proposals for the reorganization of the functions of the Immigration Division, * (2) the establishment of a new policy, programme or project to be administered by the Division, or * (3) the alteration of an existing policy, programme or project administered by the Immigration Division, whether or not the plans or proposals are subject to approval by an officer of the Division, another public authority, the responsible Minister of Cabinet.

- Report Re: - Infrastructure Staffing Policy (2006).
- Report of the Public Management Consulting Division entitled "Review of the Establishment of Immigration Division, Ministry of National Security" (2006).

Section 9(1) (j)

A Statement prepared within the Immigration Division containing policy directions for the drafting of legislation.

Not Applicable

267—Continued

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
IMMIGRATION DIVISION—CONTINUED

A Report of a test carried out within the Immigration Division on a product for the purpose of purchasing equipment.

Not Applicable

Section 9(1) (l)

An environmental impact statement prepared within the Immigration Division.

Not Applicable

Section 9(1) (m)

A Valuation Report prepared for the Immigration Division by a valuator, whether or not the valuator is an officer of the Immigration Division.

Not Applicable

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

**THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT
(UPDATE)**

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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999, the Office of Disaster Preparedness and Management (ODPM) is required, by law, to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the Office of Disaster Preparedness and Management;
- (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 Office of Disaster Preparedness and Management (ODPM).

Mission Statement

To build national Disaster Risk Management and Climate Change Adaptation capabilities with our partners and coordinate response and recovery operations in order to protect the people, environment and economy and ensure a disaster resilient nation.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Organizational Structure

The Office of Disaster Preparedness and Management (ODPM) is a Division of the Ministry of National Security that was established on January 10, 2005 by Cabinet. It comprises a staff of twenty two (22) persons, and is headed by the Chief Executive Officer. The ODPM is divided into five (5) sections:

- Mitigation, Planning and Research Unit
- Preparedness and Response Unit
- Public Information, Education and Community Outreach Unit
- Corporate Services – Administrative Support and Finance Unit
- Project Management Unit

Organizational Chart of the ODPM



UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Effect of Functions on members of the public

- The organization also impacts the public via its education and awareness initiatives, public relations campaigns, information dissemination, media relations and community outreach programmes.
- Providing technical, operational and logistical emergency/disaster support to the national and sub-regional focal points (Guyana, Suriname and Grenada);
- National Emergency Operations Centre (NEOC) /Humanitarian Operations Centre (HOC) management;
- Development and maintenance of National Comprehensive Disaster Management response plans and policies;
- The ODPM advocates policy planning, Geographic Information Systems (GIS) analysis, mitigation planning, implementation of mitigation strategies, research and critical facilities protection, which result in more resilient communities.
- Managing and conducting preparedness and response training and exercise sessions

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Office of Disaster Preparedness and Management

1. Administrative Matters

- Files dealing with administrative support and general administrative documents for the operations of the ODPM.
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave -personal, vacation, sick, compassionate.
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Files dealing with training – local and foreign and technical co-operation.
- Files dealing with official functions, conferences and events hosted and attended by the ODPM.
- News Releases, speeches originating in the ODPM.
- Policy and Procedure documents.
- Internal and External correspondence files.
- Documents relating to strategic review of the ODPM.
- Minutes/Agenda of meetings.
- Inventories.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

- Complaint/suggestion files.
- Briefing Papers.

2. **Finance**

- Files dealing with the accounting and financial management function of the ODPM.
- Financial Records (cheques, vouchers, receipts, journals, etcetera).

3. **Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues**

- Photographs taken at conferences, meetings, trainings.
- Photographs of hazard impacts.

4. **Legal Matters**

- Legal Opinions and related matters.

5. **Operational Matters**

- Unclassified disaster management policies, plans and standard operating procedures.
- Unclassified after action review and improvement plan information from disaster management exercises and drills.
- Information pertaining to calls from the public for assistance.
- Information about the occurrence and impacts of hazards in Trinidad and Tobago.
- Geographical Information (physical information about land use, facilities, infrastructure, population) used in GIS mapping and modeling.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

Video Tapes, booklets, pamphlets, brochures, posters, newsletters, compact discs and audio tapes on disaster management.

Section 7 (1) (a) (iv)

Literature Available by Subscription

Not applicable.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the ODPM.

How to Request Information

General

The policy of the Office of Disaster Preparedness and Management (ODPM) is to respond to 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 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 the ODPM or at any public authority.

Addressing Requests

Requests must be addressed to the Designated Officer in the ODPM. 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 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 ODPM;

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

- 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 Documents

The ODPM will furnish documents only when they are in its possession and/or when they can be retrieved from the ODPM website (<http://www.odpm.gov.tt>) National Archives, or another storage centre.

Prior to the commencement of the Freedom of Information Act 1999, old records relating to the organisation's predecessor NEMA, 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 ODPM, 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 ODPM 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

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Time Limits

General

The ODPM 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 ODPM 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 ODPM 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 ODPM 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 Office of Disaster Preparedness and Management 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 corrections of personal information under Section 36 of the Act.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

The **Designated Officer is the: Chief Executive Officer**

No. 4A Orange Grove Road,
Tacarigua.

Phone: 640-1285

Fax 640-8988

E-mail sramroop@mns.gov.tt

The **Alternate Officer is the: Training and Education Specialist**

No. 4A Orange Grove Road,
Tacarigua,

Phone: 640-1285 ext 14224

Fax 640-8988

E-mail: atimal@mns.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies

Not Applicable.

Section (7) (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 located at 4A Orange Grove Road, Tacarigua, from Monday to Friday between the hours of 9:00am to 3:00pm. Information can also be viewed through the ODPM's website at www.odpm.gov.tt

Photocopying of documents

Provision of copies of documents may be subject to a fee.

No smoking, eating or drinking is allowed in the Library.

Section 8 Statements

Section 8 (1) (a) (i)

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

Not Applicable.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Section 8 (1) (a) (ii)

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

- National Disaster Plan (2001 Draft).
- National Response Framework Plan.
- National Flood Contingency Plan.
- Mass Casualty Management Plan.
- Crisis Communication Guidelines and Response Plan (Draft)
- Disasters Measures Act, Chapter 16:50, Act 47 of 1978
- Guidelines for Hillside Development in The Northern Range
- Humanitarian Operations Centre (HOC)
- National Disaster Preparedness Baseline Survey
- National Drought Response Plan
- National Earthquake Response Plan
- National Emergency Operations Center (NEOC) Standard Operating Procedures
- National Flood Response Plan
- National Hazard Mitigation Plan (NHMP)
- National Hazardous Materials Spill Response Plan
- National Heat Response Plan
- National Hurricane Response Plan
- National Landslide Response Plan
- National Pandemic Response Plan
- National Response Framework (NRF)
- National Oil Spill Contingency Plan 2013
- National Shelter Management Policy (Draft)
- Storm Surge Warning Information (Draft)
- Trinidad and Tobago National Earthquake Plan (Draft)
- Trinidad and Tobago National Radiation Emergency Plan (Draft)
- Tsunami Warning (Draft)
- Volunteer Policy (Draft)

Section 8 (1) (b)

In enforcing written laws or schemes administered by the ODPM 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.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

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 ODPM.

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 ODPM 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 ODPM.

Not applicable.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the ODPM to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the ODPM 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 ODPM by a scientific or technical expert, whether within the ODPM or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Not applicable.

UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Section 9 (1) (f)

A report prepared for the ODPM by a consultant who was paid for preparing the report.

Not applicable.

Section 9 (1) (g)

A report prepared within the ODPM 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 ODPM, or an office, or branch of the Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the ODPM.

Not applicable.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the ODPM, (2) the establishment of a new policy, programme or project to be administered by the ODPM or (3) the alteration of an existing policy programme or project administered by ODPM, 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 ODPM containing policy directions for the drafting of legislation.

Not applicable.

Section 9 (1) (k)

A report of a test carried out within the ODPM on a product for the purpose of purchasing equipment.

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UPDATED STATEMENT OF THE MINISTRY OF NATIONAL SECURITY
THE OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT—CONTINUED

Not applicable.

Section 9 (1) (l)

An environmental impact statement prepared within the ODPM.

Not applicable.

Section 9 (1) (m)

A valuation report for the ODPM by a valuator, whether or not the valuator is an officer of the ODPM.

Not applicable.