

FORCE ORDERS (CONT'D)

16TH JULY, 2015

SERIAL NO. 3554

**Sub. No. 3 STANDARDIZATION OF REQUEST FOR SEARCH AGAINST THE JAMAICA
CONSTABULARY FORCE (JCF) CRIMINAL RECORDS**

A system has been developed to standardize request for search against the JCF Criminal Records.

Customarily, police officers attend the Criminal Records Office at 34 Duke Street, Kingston and request information from the Criminal Records Department.

In some instances there is nothing to authenticate the veracity of the request. This situation is untenable and must be corrected.

Attached to these Orders as Appendix 'A' is the approved form to be used to capture relevant information.

Area, Branch and Divisional Officers are to note these instructions and ensure strict compliance by all members.

**Sub. No. 4 REMINDER - ETHICS AND INTEGRITY POLICY, 2011 - JAMAICA CONSTABULARY
FORCE**

In keeping with the commitment of the leadership of the Jamaica Constabulary Force to transform the organization into a highly ethical and professional body that members can be proud of and that members of the public can have confidence and trust in, the first, second, third and fourth installments of excerpts from the Ethics and Integrity Policy was promulgated vide Force Orders Nos. 3474 and 3492, 3494, and 3495, Sub. Nos. 2, 4, 5 and 5, dated 2014-01-02, 2014-05-08, 2014-05-22, and 2014-05-29 respectively. The fourth and final installment in Force Orders No. 3495, Sub. No. 5, dated 2014-05-29 is hereby republished as a reminder to members of the JCF.

9.7 CONDUCT OFF DUTY

Members when off duty shall conduct themselves in a professional manner, abide by the Code of Ethics and shall comply with all laws and JCF policies governing conduct. Members must at all times, act in a manner that is consistent with the values and standards of the JCF and such behaviour does not detract from the reputation and image of the JCF.

Members shall not use their police powers to resolve personal grievances except under circumstances that would justify the use of self-defence, actions to prevent injury to another person, or when a serious offence has been committed that would justify an arrest. In all other cases, members shall summon the police (using 119) in cases where there is personal involvement that would reasonably require law enforcement intervention (*Refer to 9.10 Conflict of Interest*).

9.8 SUBSTANCE USE (ALCOHOL AND DRUGS)

Members are not permitted to visit JCF premises if they are off duty and impaired to any degree by alcohol or drugs, unless seeking assistance or a place of safety.

Members of the JCF are expected to be operationally fit for the commencement of any rostered or on- call duty, and remain so, free of impairment by alcohol or any other form of drug.

Members must not perform their roles and responsibilities, remain at work or undertake any police related activity if impaired by alcohol or drugs. This includes attending any training function or seminar. The use of prohibited drugs and or non-prescribed drugs is not permitted at any time on or off duty.

/9.9 Discrimination.....

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REMINDER - ETHICS AND INTEGRITY POLICY, 2011 - JAMAICA CONSTABULARY FORCE (CONT'D)

9.9. DISCRIMINATION, HARASSMENT AND HUMAN RIGHTS (DUTY OF CARE)

Conduct Towards Fellow Members

Members shall conduct themselves in a manner that will foster cooperation and teamwork among their colleagues, showing respect, courtesy, and professionalism in their dealings with one another.

Members shall not use language or engage in acts that demean, harass, or intimidate another person in the workplace. Members must treat all peers, colleagues and subordinates fairly and not use their position to provide favourable treatment to one member over another member because of intimate or familial relationships.

Members who have contracted HIV/AIDS or other communicable disease have a legal, professional and moral responsibility to members of the community and their colleagues to declare any such disease.

It is important for members to safeguard the health of their colleagues and the community, and contribute to containing and treating communicable diseases. Members who have concerns or queries regarding this declaration should consult with the Force Medical Officer. Information will be treated confidentially.

Conduct Towards the Public

In dealing with members of the public, members must act fairly and impartially at all times regardless of race, colour, sex, language, religion, political or other opinion, national or social origin/class, association with a national minority, disability, age, sexual orientation, marital or family status, property, birth or any other status. Any difference in treatment shall be required to be justified and proportionate.

Victims of Crime

Members will treat victims of crime and complainants with decency and courtesy. Members must:

- Uphold human dignity;
- Always be civil in dealing with clients and keep them informed regarding their contact with the JCF;
- Acknowledge that members of the community have a right to lodge complaints;
- Be prepared to accept accountability; and
- Make every effort to rectify any behaviour or performance which is the subject of a legitimate complaint.

Detained Persons

Members must at all times try to ensure that persons in custody or care are treated in a dignified manner, prevented from suffering illness, injury or death and be alert to the duty of care as a result of member actions. Members in dealing with detained persons who may resist, will where the circumstances warrant, use non-violent methods, or a minimum proportionate use of force to ensure the safety and security, prevent escape, injury, damage to property or the destruction of evidence. Any use of force must be lawful and proportionate to any threat.

9.10 CONFLICT OF INTEREST

Members are responsible for identifying and avoiding conflicts of interest that relate to their employment with the JCF. Members interests cannot conflict or be perceived to conflict with the public duties of a police officer. Conflict of interest arises if members allow their personal beliefs, associations or financial interests to interfere with the impartial performance of their

/duties.....

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duties. Members are encouraged to develop and maintain professional relationships with individuals and groups in the community, however, members must ensure they behave or act in a manner that is objective and without bias of:

- Personal beliefs or attitudes;
- Personal or business interests or rights; or
- The interests or rights of your family, friends, or colleagues.

If a conflict of interest arises, or if there is any doubt that one may exist, you must declare this to your supervisor and it must be resolved in favour of the public interest. If you are unsure how to resolve the matter, seek the advice of your supervisor. An actual or objectively perceived conflict of interest, particularly in conducting investigations, must be reported immediately to your supervisor.

Where you become aware of an inquiry or matter requiring police attention, involving a friend, associate or person with whom you have had a relationship, you are not to become involved with the inquiry or matter other than to provide moral support.

There may be exceptional circumstances, such as working in a small community, where some flexibility and discretion may be exercised. Attempts to contact inquiry staff may be perceived as an attempt to influence outcomes.

9.11 ASSOCIATION

Criminal

Members shall not knowingly commence or maintain a relationship with any person who is a known criminal or has criminal associations that may or will compromise the performance of a member's police duties. The only exception to this rule will be where a member has an association through operational necessity in the performance of official duties, or where unavoidable because of familial relationships.

Members shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.

Declaration Obligation

Any member:

1. Who has an association with a criminal through the performance of their official duties shall declare any arranged meetings or contacts to their Commanding Officer who will assess and authorise the meeting or contact. All declarations and approvals are to be recorded and forwarded to the National Intelligence Bureau; or
2. Where a member's position as an employee has been or may have been compromised through a non-arranged meeting or contact with a criminal, the member may declare the non-arranged meeting or contact to their Commanding Officer. All declarations are to be recorded and forwarded to the National Intelligence Bureau.

Political

Members shall not openly display or engage in any political affiliation, activity or maintain associations with political representatives or parties that will compromise their duties or bring discredit to the JCF (*refer to 9.13 Information and Communications*).

Members are not to use their status or authority to solicit contributions or unlawfully interfere with the political and election process.

/9.12 Gifts.....

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9.12 GIFTS OF BENEFITS

Members shall not use their authority or position for financial gain, for obtaining or granting privileges or favours not otherwise available to them or others except as a private citizen.

Members are encouraged to interact with the community in their daily duties and at times free or discounted food, alcohol, goods or services will be offered. However, gifts or benefits should not be accepted from any person or business unless objective assessment of the circumstances surrounding the giving of the gift or benefit indicates that no favour is expected and that no inference of improper association could be drawn by a reasonable person. Money or goods that can be readily exchanged for money will not be accepted. Some of these offers may be made in appreciation of work performed by members of the JCF and are made as a genuine expression of good will or in the course of a business marketing promotion. Members shall not directly or indirectly solicit such offers. You must not directly or indirectly solicit or demand from any person or business a reward, commission ('kickback'), loan, favour or other advantage or consideration.

Members shall report any unsolicited gifts, gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed.

9.13 INFORMATION AND COMMUNICATIONS

Accessing Information and Confidentiality

Members shall not access, use or disclose any information relating to the JCF, for example, criminal records, vehicle details, personnel details, intelligence details, confidential material or information obtained in the course of duties or disclose the contents of any official documents obtained in the course of duties.

Members must ensure that confidential, private and sensitive information is handled in line with good practice and that the integrity of such information is maintained at all times. Unless specifically authorized by law or direction from a supervisor, members must not access or disclose any information other than is legitimately required to discharge your duties.

Media Releases

This section is to be read in conjunction and adherence with the Communications Policy.

Members are to be mindful of their legal obligations when releasing information to the media. Members are not to comment on issues where they have no specific knowledge or have no authority. Where members are approached by the media to make a comment, obtain details of an incident or a JCF policy position, details should be taken and the request referred to the Director of Communications. If members are not sure of their position, they should refer the matter to a supervisor or manager.

Any media release should be compiled in liaison with the Director of Communications and should consider:

- Protection of individual rights to privacy;
- Rights of victims of crime and their families;
- The rights of an accused person to a fair trial;
- Confidentiality, security and operational effectiveness of policing activities; and
- The appropriateness of commenting on policy issues.

/Public Comments.....

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Public Comments

This section is to be read in conjunction and adherence with the Communications Policy.

Members have equal rights of private citizens to hold private opinions, make public comment or enter into debate on political and community issues. Members must ensure separation between their private views and the official position of the JCF.

Members are not permitted in their official capacity or as a member of the JCF, to make public comment on or to criticize the administration of the JCF or Government, government departments or people representing them.

Before making authorized public comment on a sensitive issue or an issue, which is likely to attract a high level of media interest, consult with your supervisor or manager in liaison with the Director of Communications.

These requirements are not to inhibit your reporting obligations in relation to activities that are improper, illegal, corrupt or contrary to public interest.

Inappropriate and offensive Images

The JCF does not condone inappropriate, offensive, crude or obscene language or images. Members are not to:

- Distribute material that might be considered indecent, discriminatory, offensive or abusive, sexist or racist, or might be considered as harassment; and
- Distribute/broadcast unsolicited personal views on social, political, religious or other non-police related matters.

Accessing, forwarding, communicating or downloading inappropriate non-work related material will result in managerial action and may include disciplinary action, dismissal or removal.

Unauthorized use of Email/Internet

This is to be read in conjunction and adherence with the Information Systems User and Security Standard Operating Procedures.

Members who have access to email and the internet shall use these systems in a manner consistent with the JCF policy, procedures and guidelines and standards of ethics, confidentiality and professionalism. The use of email shall also respect the rights and meet the expectations of our colleagues and users.

Supervisors and Managers are responsible to prevent misuse and abuse of Email facilities. Members are responsible for all computer usage and Internet access under their user ID. Members therefore must not disclose your password to others or use other member's passwords to access systems.

Some examples of inappropriate access include but are not limited to accessing of pornographic sites, personal business use such as share trading, interactive games, downloading MP3 or similar files, games and unauthorized copying of written material.

Sub. No. 5

CLOSURE NOTICE - ESTABLISHMENT STORES

The Establishment Stores located at Personnel Division, 105 Old Hope Road, Kingston 6, will be closed from Thursday July 23 to Friday July 24, 2015 to facilitate stocktaking.

Regular activities will resume at the Division on Monday July 27, 2015.