



PART I - ADMINISTRATION AND NOTIFICATIONS

24th JANUARY, 2013

SERIAL NO. 3425

Sub. No. 1 UNDER-UTILISATION OF THE ELECTRONIC FACIAL IDENTIFICATION TECHNIQUES (EFIT)

The Electronic Facial Identification Techniques (EFIT) is still under-utilized hence Force Orders No. 3375 Part I Sub. No. (9) dated 2012-02-09, is hereby republished for the general information.

The Electronic Facial Identification Techniques (EFIT) System is the most realistic computerized composite system available worldwide. It is the utilization of artistic methods and techniques to aid legal procedures. It is a way to present visual information that aids with missing persons cases and with the identification and apprehension of criminals.

EFIT specializes exclusively in facial recognition and identification. For example, cognitive interviewing procedures, facial anatomy, age progression, post mortem reconstruction and image enhancement. Therefore, one can safely say that the EFIT will test witnesses' / victims' ability to identify the person (s) they saw on a previous occasion.

It is designed for trained EFIT artists to achieve close to ninety-five percent (95%) likeness of a suspect.

This technique can be used for any crime involving an unidentified suspect. It can also be used to eliminate suspects. By eliminating suspects, time and money is saved pursuing alibis, interrogation, etc. When this system is used in the correct manner, composite sketches are a valuable investigative tool. They are media friendly, allowing for public involvement, and can be sent out electronically to both local and overseas agencies with which the police interact.

The EFIT System resides in all four (4) Visual Identification Unit (VIU) studios located at Kingston Central, Portmore, Ocho Rios and Mandeville Police Stations.

The system has been grossly under-utilized since its inception in May 2009.

Divisional Commanders are being urged to ensure maximum use of this very valuable investigative tool.

Requests can be made through the VIU Head Office located at the 1st Floor, NCB South Tower, 2 Oxford Road, Kingston 5 or at the nearest studio. Telephone numbers are as follows:

- *VIU Headquarters: 564-7022 or 564-6950 or 968-2201*
- *Kingston Central: 564-7022/564-9356/967-7806*
- *Mandeville: 564-700*
- *Portmore: 564-6944*
- *Ocho Rios: 564 -6985 or 974-5977*

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FORCE ORDERS (CONT'D)

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Sub. No. 2 HUMAN REMAINS DETECTION (CADAVER) AND SEARCH AND RESCUE SERVICES OFFERED BY THE CANINE DIVISION

The Canine Division has successfully trained dogs and handlers in the discipline of human remains detection (cadaver), and search and rescue. The cadaver capability was proven on January 4, 2013 when the remains of Keuar Watson o/c Kunte was recovered by the dogs in the St. Catherine South Division.

Divisions are reminded of the availability of these services. Contact can be made through Police Control Centre or the Canine Division at telephone numbers 928-1095-6. Requests are to be made at least one (1) day in advance.

Sub. No. 3 CLOSING OF BOOKS AND REGISTERS

Commanding Officers of geographic formations are to note that books and registers at stations are to be closed at the end of the each financial year except where specific instructions are given to the contrary.

Sub-officers in charge of stations are to be sensitized accordingly.

Sub. No. 4 STUDY LEAVE APPLICATION – ACADEMIC YEAR 2013/2014

Members who intend to seek the grant of study leave commencing academic year 2013/2014 are reminded to submit their applications through their commanding officers to reach the office of the Assistant Commissioner of Police, Training Branch by **Friday 22nd February, 2013**.

Where letters of acceptance are not available at the time applications are made, these should be forwarded as soon as they are obtained from the institutions.

Attached to these Orders as Appendices 'A' to 'C' are:-

- 'A' Copy of circular from Office of the Services Commissions (Central Government), 30 National Heroes Circle, Ministry of Finance and the Public Service Building, Kingston 4.
- 'B' Copy of the forms to be completed in respect of each applicant.
- 'C' Data for Selection Board Form.

All members who are desirous of proceeding during academic year 2013/2014 (September 2013 – May 2014) should submit their applications irrespective of the commencement date of their course of study as no late application will be considered for processing.

The interviewing of applicants will commence at the office of the Assistant Commissioner of Police, Training Branch, Twickenham Park **on 2013-03-05**.

NB. Members are advised that applications received after the 22nd February, 2013 WILL NOT BE PROCESSED.

Sub. No. 5 CHAPLAINCY SERVICES BRANCH – TEMPORARY REASSIGNMENTS

The following temporary re-assignments became effective on Monday the 21st of January, 2013:-

	<u>From</u>	<u>To</u>
Rev. Roy Wickham	Area 2	Human Resource Branch
Rev. Lenford Newell	Non-geographic formations	Area 2
Rev. Robert Barr (<i>Station Pastor</i>)		Non geographic
Formations		

Reverend Barr can be contacted at 978 2972 or 397 3397 (cell).

/ Sub. No. 6.....

FORCE ORDERS (CONT'D)

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Sub. No. 6 REMINDER - CANCELLATION OF DEFAULTS

The undermentioned extract from Rule 1.5 of the Book of Rules for the Jamaica Constabulary Force (1988) is hereby published for the general information of members and for compliance by Commanding Officers.

1.5 (c) "The Commanding Officer of a branch, division or section is authorized to make recommendation (through the Officer incharge of Areas in the case of Divisions) during January of each year, in favour of a member whose service in his opinion, prior to the year in which the application is being made has been meritorious and whose Divisional Record Sheet, for a period of seven (7) years, contains no record of any default, with a view to expunging previous defaults of the seven year period"

Commanding Officers are to ensure that the Record of Service Sheets for members under their command are checked and the requisite recommendation made during the month of February 2013 to the Assistant Commissioner of Police incharge Administration Branch regarding the cancellation of defaults for those eligible.

Sub. No. 7 PROCEDURE IN TREATING WITH FOREIGN NATIONALS

The attention of members are drawn to instructions previously promulgated relative to the procedures to be adopted when treating with foreign nationals in distress or who have been arrested.

In this regard Force Orders No. 1740 Part I Sub. No. 2 dated 1980-10-18, Force Orders No. 2981 Part I Sub. No. 1 dated 2004-07-22 and Force Orders No. 3413 Part I Sub. No. 14 dated 2012-11-01 are hereby republished for the guidance of members as follows:-

DIPLOMATIC IMMUNITIES AND PRIVILEGES

The provisions of Force Orders No. 1740 Part I Sub. No. 2 dated 1980-10-09 dealing with Diplomatic Immunities and Privileges are hereby republished for general information.

'All ranks are aware that representatives of Foreign States who are afforded diplomatic status are not subject to the laws of the receiving State and hence are accorded inviolability of their residences and other personal property.

In an effort to have all diplomats properly identified, the Ministry of Foreign Affairs has had identification booklets issued to all persons afforded diplomatic status and these booklets are countersigned by the Commissioner of Police.

I give below an extract from a letter of advice issued by the Ministry of Foreign Affairs to all Foreign Missions:

The advice which follows has been worked out with the security authorities, and I am asking you to ensure that this information is brought to the attention of all your staff.

In the first place, if any member of Mission Staff, or any member of such person's family is stopped by the Security Forces, he should immediately identify himself by means of the ID card provided by the ministry of Foreign Affairs to each such person. This means that the Ministry of Foreign Affairs' identification card should be carried on the person at all times. Children under sixteen years have not been issued identification cards and will, therefore, be vouched for by the diplomat/parent.

Secondly, if any such person is carrying a firearm, the firearm permit issued by the Commissioner of Police must also be immediately produced. This means that firearm permits also must be carried at all times. Failure to produce this permit could result in temporary confiscation of the firearm.'

/ No member.....

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PROCEDURE IN TREATING WITH FOREIGN NATIONALS (CONT'D)

DIPLOMATIC IMMUNITIES AND PRIVILEGES (CONT'D)

No member of the Diplomatic Corps, their staff or their servants should be prosecuted for any offence or any writ served on them, without reference to Police Headquarters, In addition, no member of the Force may enter upon the premises of a foreign mission without invitation.

I wish to make it clear that I do not intend to tolerate situations where this Department is embarrassed by members who disregard the facilities and courtesies which are accorded to members of the Diplomatic Corps, their staff or their servants.

**FORMS – PARTICULARS OF ALIENS OR COMMONWEALTH CITIZENS
ARRESTED OR DETAINED ETC.**

Force Orders No. 2981 Part I Sub. No. 1 dated 2004-07-22, is republished for general information.

Whenever an alien or Commonwealth Citizen is arrested, detained etc. the form, which is attached as Appendix 'E' to these Orders must be completed in triplicate and distributed as follows:-

- (a) **the original to the representative concerned; i.e. [of Embassy, High Commission or Consulate]**
- (b) **the second copy to the Superintendent of Police incharge Immigration Division; or [The Director of Immigration and Passport Services]**
- (c) **the third copy to be filed in the Division making the report.**

The completed form will be signed by the Divisional Officer before despatching.

The remarks column will show:-

- (a) **Date landed**
- (b) **Period for which landed**
- (c) **Whether the person is represented, if so, by whom**
- (d) **Type of travel document (if passport state number)**
- (e) **Type of ticket (return, single, ship or aircraft)**
- (f) **Whether the person has any money, if so, state amount.**
- (g) **Etc.**

If the prisoner is convicted for a crime the court should be reminded on the question of recommending deportation.

If deportation is recommended copy of the recommendation in respect of each prisoner will be sent along with the report of the Divisional Officer to the Officer in charge Immigration Division urgently.

These instructions are in addition to the instructions contained in Force Orders No. 1084 and 1093 Part I dated 1968-03-28 and 1968-05-30, respectively.

NB. ALL RANKS ARE REMINDED THAT IN EVERY CASE OF ARREST/DETENTION/DEATH OF FOREIGN NATIONALS, THE REPRESENTATIVE OF THE RELEVANT HIGH COMMISSION, EMBASSY OR CONSULATE MUST BE INFORMED IMMEDIATELY.

A report must be sent by radio or telephone to Police Headquarters and to be followed by a written report.

This Subhead must form the subject of Lectures for the next three (3) months after which a report must be submitted to the Assistant Commissioner of Police, Administration indicating the number of lecturers conducted and personnel lectured.

FORCE ORDERS (CONT'D)

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PROCEDURE IN TREATING WITH FOREIGN NATIONALS (CONT'D)

ROLE OF THE EMBASSY OF THE UNITED STATES OF AMERICA WHEN CITIZENS OF THE UNITED STATES OF AMERICA (USA) ARE ARRESTED OR INCARCERATED IN

JAMAICA

Attached to these Orders as Appendix 'D' is a letter from Mr. Raymond L. Brown, Charge d'Affaires, Embassy of the United States of America, treating on the role of the Embassy of the United States of America when Citizens of the United States of America (USA) are arrested or incarcerated in Jamaica, for general information and strict compliance.

Commanding Officers must ensure that the provision of this sub-head is brought to the attention of members under their command.

A listing of all foreign missions and contact numbers will be published in subsequent Force Orders.

Sub. No. 8 REGULATIONS FOR THE CONDUCT OF ELECTION TO THE INSPECTORS' BRANCH BOARD (IBB) 2013/2014 PURSUANT TO RULE 19 OF THE JAMAICA POLICE FEDERATION RULES

Attached to these Orders as Appendix 'F' is a copy of the Regulations pursuant to Rule 19 of the Jamaica Police Federation rules to govern elections to the Inspectors' Branch Board 2013/2014, for general information and strict compliance.

Sub. No. 9 UPDATE – COMMUNICATION FORENSIC AND CYBERCRIME UNIT (CFCU)

A new trend called **Web Defacement** has been detected in Jamaica and it appears to be on the increase. Many incidents have not been reported possibly because they are not detected.

Web Defacement is an act performed by an individual (hacker/ cyber offender) whereby the front page of a website is changed to reflect something different from its original state.

Under the Cybercrime Act, **Web Defacement** is an offence and investigators should make every effort to contact the CFCU once such crime has been reported.

Cyber Security Tips

It is very important for all public and private entities to employ and enforce strict Information Technology (IT) vigilance in monitoring business or pleasure websites on a regular basis. **Web Defacement** can seriously impact operations, image and revenue.

Ensure that proper website source code and security measures are in place to prevent any vulnerability. Without delay, report all matters of Web Defacement to the JCF Cybercrime unit.

Organized Crime Investigation Division, 8-10 Ocean Boulevard. Tel. Nos. 967-5948, 922-3288, 976-1389 Email cfcu@jcf.gov.jm

Sub. No. 10 REMINDER: RE-OPENING OF THE SCRAP METAL TRADE

The Ministry of Industry, Investment and Commerce intends to re-open the Scrap Metal Trade commencing January 2013.

The Jamaica Constabulary Force is expected to provide security for the main locations from which scrap metal will be inspected, packaged and shipped to overseas markets. The police will also play a major role in the regulation of the Scrap Metal Trade.

Members are to be guided by The Trade (Scrap Metal) Regulations, 2007 and take note of the following:

/ Restricted items.....

FORCE ORDERS (CONT'D)

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REMINDER: RE-OPENING OF THE SCRAP METAL TRADE (CONT'D)

Restricted items

Several items will be restricted from trade. These are:

- Railway lines

- Irrigation pipes
- Copper
- I-beams (used in construction and bridge building)
- Aluminum pipes
- Conveyor systems
- Electrical wires

NB: Restricted Items may be exported upon special approval by the Minister.

Prohibited Item

The following item will not be traded:

- Manhole Covers

Central Export Sites

There will be three (3) designated Central Export sites namely:

- CM Recycling, Elspeth Avenue, Kingston 10
- David Scrap, Riverton City, Kingston 20
- Kubriton Ltd., Clarendon Park, Clarendon

Operational Timing

The offices will be in operation from 8:00am – 5:00pm on Mondays to Fridays.

Notwithstanding the stipulated trading hours (Section 8 of Scrap Metal Regulations, 2007), the police should exercise discretion in instances where persons having reasonable cause, are found transporting scrap metal outside these hours. Such an instance could arise where there is a proven case of the motor vehicle transporting the scrap metal developing mechanical defects during the journey, resulting in delay.

Command and Control

Each location will be manned by one (1) Sub-Officer along with three (3) other ranks. Risk assessment may influence changes in the deployment.

Roles and Responsibilities of the Police at Central Sites

- General security of the venue and order maintenance.
- Conduct inspection of scrap metal (Sec. 7 of Scrap Metal Regulations, 2007)
- Investigative support
- Inspection of the container (including canine support)
- Loading observation
- Monitoring of CCTV
- Enforcement of the Scrap Metal Regulations

Transporting of Scrap Metal

All persons transporting scrap metal must be issued with a **Carrier Permit** by the Minister of Industry, Investment and Commerce.

/ Other categories.....

FORCE ORDERS (CONT'D)

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RE-OPENING OF THE SCRAP METAL TRADE (CONT'D)

Other Categories of Licences

- Dealer's License
- Operator Licence
- Export Licence

The specimen of permit and the various licences are attached as appendices 'A' to 'C' to Force Orders No. 3424 dated 2013-01-17, for information of all members who must ensure compliance as stipulated within each.

Excerpts from the Scrap Metal Regulations, 2007 is also attached as Appendix 'D' to Force Orders No. 3424 dated 2013-01-17, for general information.

Commanding Officers must ensure that every effort is made to enforce the law in this regard.

Sub. No. 11 BONDING AND COMPLIANCE INFORMATION – MINISTRY OF FINANCE AND PLANNING

Attached to these Orders as Appendix 'G' is a *flyer* from the Ministry of Finance and Planning, 30 National Heroes Circle, Kingston 4 treating on Bonding and Compliance when signing as a guarantor for general information.

Sub. No. 12 REMINDER - GOVERNMENT EMPLOYEES' ADMINISTRATIVE SERVICES ONLY (GEASO) HEALTH BENEFITS.

Sagicor wishes to advise members of the following changes relating to health benefits:

Full House Benefits will next be refreshed on August 1, 2013

(Over the years, GEASO benefits were refreshed on February 1 of each year. However, effective August 1, 2012, the anniversary date for your health plan has changed and is now August 1 of each year. As such, your benefit year will now be August 1 to July 31 of the following year. Therefore, **your benefits will next be refreshed on August 1, 2013, and NOT February 1, 2013.**

Change of bio data Re: Spouse

Based on the change to the anniversary period, the new period for Change of bio data re: Spouse will be **July 1 to October 31** each year. As such, your requests for change of spouse will be accommodated during that period.

For additional information, contact Customer Contact Centre at (876) 929 8920-9 or 1 888 SAGICOR (724 4267) select option 3 or email at geaso-inquiries@sagicor.com.

Sub. No. 13 RECRUITMENT OF DIGITAL CRIME OFFICERS – INTERPOL CYBER INNOVATION AND OUTREACH DIRECTORATE, SINGAPORE

The INTERPOL General Secretariat is on a recruitment drive to fill vacancies as Digital Crime Officers within the INTERPOL Cyber Innovation and Outreach Directorate in Singapore.

Successful applicants will be seconded to the position for an initial period of three (3) years.

REQUIREMENTS

Education

- At least three years' experience in investigating cybercrime, digital forensics area
- Experience in international co-operation/investigations and knowledge eg. cybercrime issues.
- Strong background in internet research
- Current responsibility for cybercrime related crime investigations
- Knowledge of multiple computer operating systems

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RECRUITMENT OF DIGITAL CRIME OFFICERS – INTERPOL CYBER INNOVATION AND OUTREACH DIRECTORATE, SINGAPORE (CONT'D)

Education

- Experience in development and presentation of cybercrime related training courses
- Working knowledge of legal issues relating to cybercrime
- Advance knowledge of digital forensics including securing digital evidence

Computer knowledge

- Strong computer skills
- Proficiency in standard office word-processing, spreadsheet, database and presentation software.

Technical Competencies

- Very strong communication skills, both in written and oral form
- Ability to maintain objectivity and apply logical, specifically inductive, reasoning

- Ability to synthesize
- Ability to work independently as well as in teams
- Ability to work persistently and under pressure with discipline and high degree of self-motivation
- Good social, specifically multicultural skills
- Highly developed initiative, creativity (original thinking) and curiosity
- Ability to develop and maintain professional network
- Listening skills
- Willingness to learn
- Personal maturity

Post-graduate degree would be considered as an additional asset and background in telecommunication and IT systems.

Nominees must have a clean criminal record and should not currently be under investigation or being prosecuted for any criminal or disciplinary offence.

Application forms are available on-line at:

<http://www.interpol.int/Public/ICPO/Recruitment/easycruit/secondments.asp>

Applications are to be submitted through divisional and area officers to reach Assistant Commissioner of Police, Administration by 2013-04-30.

Sub. No. 14 AMENDMENT - COURSE OFFERING - SWEDISH ARMED FORCES INTERNATIONAL TRAINING CENTRE, SWEDEN.

Reference Force Orders No. 3423 Part I Sub. No. 9 dated 2013-01-10, treating on the caption, ***applicants are hereby instructed to forward their applications through divisional and area officers to reach Assistant Commissioner of Police, Administration by 2013-01-30.***

The Swedish Armed Forces International Training Centre (SWEDINT) is inviting applications for a UN Peace Support Operations Course from 2013-04-08 to 2013-04-26 in Sweden.

Criteria

To be eligible to participate nominees must fulfill the following criteria:

Training and/or experience from national staff duties
Officer rank or civilian equivalents
Basic computer handling knowledge is desired.

The application form and CV are to be found at www.forsvarmakten.se/swedint

/ Sub. No. 15.....

FORCE ORDERS (CONT'D)

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Sub. No. 15 REMINDER - INCREASED ELECTRONIC COMMUNICATION

In the coming weeks, the organization will move aggressively to expand the use of email for all internal communication. Each member will be provided with an official JCF email address.

Divisional Commanders are required to submit a listing of all members under their command on the form attached as Appendix 'A' to Force Orders No. 3423 dated 2013-01-10.

Completed forms must be submitted to the Police National Computer Centre (PNCC) via email at pncc@jcf.gov.jm. The PNCC will then make contact with each person to activate his/her inbox.

JCF Policy regarding private email addresses

The use of private email addresses is prohibited for the conduct of JCF business. As we move to intensify the use of email for the affairs of the JCF, we must be mindful of the security of our system and prevent viruses and other malware from infecting our systems through the use of private email addresses. Please cooperate as we work to keep our systems secure and available for use.

Sub. No. 16 REMINDER - ANNUAL EXAMINATION FOR APPOINTMENT OF DETECTIVES

The Annual Criminal Investigation Branch (CIB) Examination will be held on Thursday April 4, 2013 at a venue to be announced. All candidates with an intention to sit the examination must be registered. Therefore, those candidates who are in geographic divisions, must submit their names through their Area Crime Officers, whilst candidates at formations/sections within the corporate area must submit their names through their Commanders to reach the Criminal Investigation Branch Headquarters ***no later than February 28, 2013.***

Prior to taking this examination, candidates must have completed the Major Investigation Core Skills (Level I) Course. Electronic copies of CIB manuals and handbooks are available to candidates and can be obtained at the Criminal Investigation Training Institute (CITI), Jamaica Police Academy.

The examination book is now opened at CIB Headquarters.

The Study Guide will be forwarded to all areas/ formation and to the divisional crime officers to be made available to the prospective candidates.

Sub. No. 17 FUNERAL SERVICE FOR THE LATE DR. VIVIAN PANTON, FORMER CHAPLAIN OF THE JAMAICA CONSTABULARY FORCE

The funeral service for the late Dr. Vivian Panton, former Chaplain of the Jamaica Constabulary Force will be held on Tuesday the 29th of January, 2013 commencing at 10:00am at the Boulevard Baptist Church, Kingston.

All available members are invited to attend.

Sub. No. 18 LETTERS OF APPRECIATION

Attached to these Orders as Appendices 'H' to 'M' are letters of appreciation from the following persons:-

- 'H' Hon. Rev. Ronald G. Thwaites, MP., Minister, Ministry of Education, 2-4 National Heroes Circle, Kingston 4.
- 'I' Mrs. Kandasi Levermore, Executive Director, Jamaica Aids Support for Life, 4 Upper Musgrave Avenue, Kingston 10.
- 'J' Mr. Bolivar Pereira, Sales Manager, FN Herstal, Herstal, Belgium.

/ 'K'.....

FORCE ORDERS (CONT'D)

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LETTERS OF APPRECIATION (CONT'D)

- 'K' Mr. Newton Douglas, Director, Policy, Planning and Evaluation, Child Development Agency, 48 Duke Street, Kingston.
- 'L' Mrs. Jillian Whyte-Baker and Mr. Everton Walters, JP, Principal, Committee Chairperson, Edwin Allen High School, P.O. Box 16, Frankfield, Clarendon.
- 'M' Mrs. Dean Scott, 5 Surf Place, Kingston 17.

Mr. Owen L. Ellington, CD, JP, M.Sc., B.Sc.
 Commissioner
 The Jamaica Constabulary Force

Per:

Assistant Commissioner of Police
 (ADMINISTRATION BRANCH)