



*Serve*  
**JAMAICA CONSTABULARY FORCE ORDERS**

‘We  
‘We Protect’  
‘We Reassure’

**PART I - ADMINISTRATION AND NOTIFICATIONS**

**22<sup>ND</sup> NOVEMBER, 2012**

**SERIAL NO. 3416**

**Sub. No. 1      MANAGEMENT OF PROBATIONERS**

Based on reports submitted by some Commanding Officers on probationers under their command, it is evident that the process of probationary training is not being managed effectively.

When probationers are posted to Police formations, it is anticipated that the Commanding Officers will recognize the investment made in these individuals and will see to their welfare and development over the period of their probationary training.

In instances, where a probationer displays negative traits relative to his/her conduct, performance or health, steps are to be taken to initiate and maintain a dossier on the member.

The probationer is to be exposed to counseling if necessary and breaches of discipline dealt with at Orderly Room or recommended for Court of Enquiry promptly.

If the probationer persists in displaying negative tendencies, then a notice is to be served on the member highlighting the deficiencies which are to be supported by facts such as:

- (a) **conduct** -as reflected in number and nature of defaults proven at Orderly Room and those pending;
- (b) **health** - as reflected in the quantum and pattern of sick leave taken over a specific period;
- (c) **attitude to members of the public** - as reflected in number of complaints lodged;
- (d) **lack of productivity** - as reflected in output based on the nature of duties assigned etc.

Notices served on probationers must indicate the intention of the Commanding Officer if the probationer fails to show the requisite improvement over the period specified. The member should also be afforded the opportunity of responding to the issues highlighted.

Commanding Officers are to be mindful that the termination of a probationer’s service may be recommended at any stage of their probationary period. However, the final report as to his/her suitability for confirmation or otherwise is to be submitted at one (1) year and ten (10) months service.

Commanding Officers must act decisively in treating with recalcitrant probationers within the specified period since failure to do so will impact negatively on the Jamaica Constabulary Force.

**The circumstance under which probationary period may be extended is set out in Force Orders No. 3376 Part I Sub. No. 5 dated 2012-02-16 and is hereby republished for general information and guidance:-**

**CONSTABLES’ PROBATIONARY PERIOD**

***Questions have been raised concerning the period during which on first appointment to the Force, a Constable is on probation. For the avoidance of doubt, the following is published for general information.***

***Regulation 24 (6)(a) of the Police Service Regulations, 1961 reads :-***

***“On first appointment to the Force a Constable shall***

- (a) during the period of his training be deemed to be on probation, and if during that period he is, in the opinion of the Commissioner, found wanting in any such qualities as are likely to render him a useful member of the Force, his service may forthwith be dispensed with by the Commissioner.”***

***In accordance with the Regulation, the period of training during which, a Constable on first appointment to the Force shall be deemed to be on probation, shall be two years.***

**FORCE ORDERS (CONT’D)**

*Any citizen making a report at any police station must be issued with a receipt by the police officer taking the report.*

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**MANAGEMENT OF PROBATIONERS (CONT'D)**

**CONSTABLES' PROBATIONARY PERIOD (CONT'D)**

*During the probationary period the work and conduct of the Probationer Constable should be closely monitored to determine his/her suitability to continue to be a member of the Force.*

*Where, in the opinion of the Divisional/Commanding Officer, such Probationer Constable is not suitable to be a member of the Force, the circumstances which gave rise to such opinion should be reported immediately to the Commissioner of Police through the appropriate channel.*

*At one year (1) and ten (10) months service, Divisional/Commanding Officers shall report on all Probationer Constables under their command concerning their suitability to be confirmed.*

*Where, during that period the Probationer Constable is absent from duty for such time as to render it impossible to make proper assessment of the suitability for confirmation of such Constable, the services of such Probationer Constable will be terminated. In exceptional cases, the Commissioner may, at his discretion, extend the probationary period of such Constable.*

**Divisional/Commanding Officers are to ensure that these provisions are brought to the attention of all Sub-Officers and Constables under their command.**

**Sub. No. 2 SUBMISSION OF 2013 OPERATIONAL POLICING PLANS**

All Geographic and Non-Geographic Formations are required to develop and submit their draft 2013 Operational Plans.

***Operational Plans must include:***

1. Divisional/Formation mandate and profile
2. Situational, SWOT and Stakeholder Analysis
3. Operational Planning Matrix in the JCF approved format.

Divisional/Formation Commanders should ensure that major task/partnerships agreements derived from their stakeholder consultative process, are reflected in their 2013 Operational Plans.

Submission deadline:

- ***Geographic Divisions by 14, December 2012***
- ***Non- Geographic Formations no later than 21, December 2012.***

All draft submissions should be submitted electronically to Area/Branch Headquarters and Research Planning and Legal Services Branch (rpls@jcf.gov.jm).

For further information, contact Mr. O. Pascoe, Deputy Superintendent or Sergeant O. Madden at 908-4498, 908-4706, 754-0600 ext. 3437.

**Sub. No. 3 SAFE CUSTODY OF PRISONERS**

The provisions of Force Orders No. 3367 Part I Sub. No. 9 dated 2011-12-15, treating on the Safe Custody of Prisoners is hereby re-published for general information and guidance of members.

***"The safe custody of prisoners in lockups is provided for in Chapter 41 of the Forces procedural manual and the extract below is published for general information and guidance.***

/ These basis.....

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## **SAFE CUSTODY OF PRISONERS (CONT'D)**

*These basic principles and practices to be observed can be summarized as under:-*

### **Divisional Officers**

- (i) *Satisfy himself that the facilities (lockups) are structurally secure – where doubt exists, to register directions that they be not used until rendered safe.*
- (ii) *Train/lecture staff on the procedures on safe custody of prisoners.*

### **Station Officers/Sub-Officers in-charge Stations/Lockups**

- (i) *Search all cells before admitting prisoners. Check grills, apertures, crevices for weapons/drugs, matches, loose or insecure bars/grills, lock etc.*
- (ii) *Search all prisoners thoroughly before admitting to lockups.*
- (iii) *Search all articles of clothing, food, letters etc. taken to lockups by families, relations, friends of prisoners in custody.*
- (iv) *Keep entrances and access ways to cells clear of loose tools, rubble, sticks, metal bars and any other offensive or potentially offensive weapons.*
- (v) *Retain safe custody of all cell keys for entrances/exits to the lockups.*
- (vi) *Deploy staff at all times to ensure that physical control is exercised over prisoners in custody i.e. they are seen and observed during each tour of duty.*
- (vii) *Cells are kept locked at all times except when prisoners have to be taken out for feeding, ablutions, transportation etc.*
- (viii) *Frequent rotation of prisoners in cells is done.*
- (ix) *Cells are opened only when adequate man power is available, properly equipped with batons (no firearms to be taken into cells)*
- (x) *Frequent visits are made to the cells and all prisoners observed to be custody and in apparent good health. All such visits to be recorded in the appropriate register.*

*In addition to the instructions contained therein with immediate effect Divisional Officers will ensure that all lockups/cells within their command are physically inspected at least once in every twenty-four (24) hours and a record made in the Station Diary as to the physical condition of prisoners and the structure of the lock-ups/cells.*

*During this inspection emphasis must be placed on areas through which prisoners are generally known to escape such as:-*

- (a) *Doors – whether grilled or otherwise*
- (b) *Openings which afford ventilation*
- (c) *Roofs and walls which abut or adjoin premises not owned by the police.*

*Safety intransit is provided for in the manual the essence of which is the use of restraining devices. (Handcuffs)".*

## **Sub. No. 4 VACANCIES AT THE COMMUNICATION FORENSICS AND CYBERCRIME UNIT (CFCU)**

The Communication Forensics and Cybercrime Unit is now seeking the services of suitable applicants to be trained and placed in the following departments:

- Computer Forensics
- Mobile Forensics
- Video and Audio Forensics
- Communication Forensics
- Internet Forensics
- Programming
- Networking
- Administration

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### **VACANCIES AT THE COMMUNICATION FORENSICS AND CYBERCRIME UNIT (CFCU) (CONT'D)**

Applicants must possess a certificate, diploma or degree in computing, programming, statistics, networking, information technology, video or audio Engineering and administration. Potential candidates must be responsible, can work on own initiative, self - motivated, hardworking, committed and willing to stay and grow with the unit for the next 5 years and beyond.

The CFCU is an exciting unit which seeks continuous training and personal development for its members who are involved in an industry that is rapidly evolving and requires intelligent minds who will take on the challenges and contribute to the research, development and continuation of the unit now and into the future. Working in the CFCU is an opportunity to be certified as a specialist in the area of placement.

Applications along with resume and a copy of qualifications should be addressed to Senior Superintendent of Police, Organized Crime Investigation Division, 8 – 10 Ocean Boulevard Kingston.

All applications must be submitted by hand or emailed to [cfcu@jcf.gov.jm](mailto:cfcu@jcf.gov.jm) no later than **December 17, 2012**.

### **Sub. No. 5 PAYMENT OF SALARIES AND PENSIONS**

Approval has been given for the payment of salaries and pensions on the dates set out hereunder:

- (1) Monthly salaries and pensions (inclusive of family benefits scheme) for the month of December 2012 on **Thursday, December 20, 2012**;
- (2) Monthly salaries and pensions (inclusive of family benefits scheme) for January 2013 on **Thursday, January 24, 2013**; and
- (3) Regular weekly salaries to weekly-paid employees for week ending December 22, 2012 on **Friday, December 21, 2012**.

Attached to these Orders as Appendix 'A' is the schedule for paydays for weekly paid employees for 2013.

### **Sub. No. 6 INCREASING POLICE PRESENCE OVER THE CHRISTMAS SEASON 2012**

It is expected that commercial and social activities will increase incrementally as we approach the Christmas season.

In this regard, Divisional Officers and Commanding Officers for non-geographic formations are to take steps to progressively increase the number of personnel deployed on operational activities by reducing the number of personnel deployed on administrative duties.

The following reminders are also republished for compliance:-

#### **RETURN OF ALL PLAIN CLOTHES PERSONNEL AND DETECTIVES IN POSSESSION OF UNIFORMS**

***All members of the Jamaica Constabulary Force, including detective and other personnel assigned to plain sections must have in their possession at least two (2) sets of uniforms at all times. This is particularly important with the approaching Christmas season.***

***Given the diversity of policing, members may be called upon to function in capacities which require the wearing of their uniform.***

***Branch, Area and Divisional Commanders are to ensure this instruction is complied with.***

***A return of persons in possession of uniform as well as shortfalls, if any should be forwarded to Assistant Commissioner of Police, Operations Branch by Friday, November 23, 2012 via email [operationsbranch@jcf.gov.jm](mailto:operationsbranch@jcf.gov.jm) or fax 908 4849.***

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## **INCREASING POLICE PRESENCE OVER THE CHRISTMAS SEASON 2012 (CONT'D)**

### **MANNING OF MAJOR TRANSPORTATION AND BUSINESS CENTRES**

Force Orders No. 3276 Part I Sub. No. 1 dated 2010-03-18, is hereby republished for general information and strict compliance.

***A major gap in our high visibility strategy is the lack of presence at major transportation and business centres island-wide.***

***The sheer volume of persons and number of activities within these centres create opportunities for conflicts such as street fights which in many occasions result in deaths, and a host of unlawful activities, to include robberies and extortion. Visible uniformed presence is therefore a key deterrent factor to those who might want to commit crimes in these environments.***

***Divisional Officers are hereby directed to ensure that police presence, (foot and mobile covert patrols where necessary) is maintained in these areas from early morning until cessation of activities.***

***In addition, Divisional Officers are to submit a weekly deployment plan regarding the policing of major transportation and business centres in their commands to the Deputy Commissioner of Police, Operations and Crime Portfolio.***

### **INCREASED ROAD POLICING OVER THE CHRISTMAS SEASON**

***As we approach the Christmas Season, there is the expectation of heightened activities in our public spaces island-wide. Consequently, Divisional Commanders are to increase road policing activities, deployments in market districts, shopping centres, commercial areas, transportation centres and along major thoroughfares.***

***Special attention must be paid to financial institutions and all entities generating significant cash transactions.***

***Commanding Officers are also reminded that in preparation for the heightened activities during the yuletide season, administrative duties should be scaled down and the personnel re-deployed to operational duties.***

***A major gap in our high visibility strategy is the lack of presence at major transportation and business centres island-wide.***

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***Divisional Officers are hereby directed to ensure that police presence, (foot and mobile - including covert patrols where necessary) is maintained in these areas from early morning until cessation of activities.***

***In addition, Divisional Officers are to submit a weekly deployment plan regarding the policing of major transportation and business centres in their commands to the Deputy Commissioner of Police, Operations and Crime Portfolio.***

### **INSTRUCTIONS FOR USE OF JCF PATROL LOG BOOKS FOR CITIZENS AND JCF PATROL VISIT REGISTER**

***Having regard to the need for the police to reassure business operators and the general citizenry, divisional commanders are hereby reminded to re-visit directives previously given regarding the use of Patrol Log Books and the Patrol Visit Register. These books are still available at the Establishment Section, Personnel Division and arrangements are to be made by divisional commanders to acquire same for use by their patrol teams.***

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## **INCREASING POLICE PRESENCE OVER THE CHRISTMAS SEASON 2012 (CONT'D)**

*Any citizen making a report at any police station must be issued with a receipt by the police officer taking the report.*

## **INSTRUCTIONS FOR USE OF JCF PATROL LOG BOOKS FOR CITIZENS AND JCF PATROL VISIT REGISTER (CONT'D)**

***Force Orders No. 3281 Part I Sub. No. 1 dated 2010-04-22 is also republished as a reminder and for general information of members.***

***In keeping with the commitment of the Jamaica Constabulary Force (JCF) to ensure greater accountability for its operations and provide safety in public spaces, Patrol Books and Visit Registers have been established for patrols and critical locations within Divisions, this will also provide additional opportunities for interfacing with citizens.***

### **1) Patrol Log Books:**

- ***Must be kept in patrol units***
- ***Must be checked by supervisors, commanding officers and visiting officers***
- ***Must be completed in accordance with prescribed headings***
- ***Must record all patrol activities***

### **2) Patrol Visit Registers**

***Critical Locations include:***

- ✓ ***Well established business enterprises***
- ✓ ***Financial Institutions***
- ✓ ***Reputable Citizens (JPs, Custodes etc.)***
- ✓ ***Petrol/Service Stations***
- ✓ ***Government Agencies (Collectorate of Taxes, Hospitals etc.)***
- ***Station Commanders and Divisional Officers are to liaise with the operators of the critical locations where the Patrol Visit Registers are placed.***
- ***A list of these locations must be posted conspicuously inside the stations. A copy of the listing must be forwarded to Inspectorate of Constabulary to facilitate audits/inspections and to Deputy Commissioner of Police Operations and Crime.***
- ***Patrols are required to visit these locations and sign the register.***
- ***Operators of these facilities or reputable persons will counter sign to verify patrol visit.***
- ***These locations will be visited and audited by Sub-Officers, Divisional Commanders and other Officers from time to time.***

## **Sub. No. 7 UPDATE – COMMUNICATION FORENSIC AND CYBERCRIME UNIT (CFCU)**

All members of the JCF, ISCF and the Rural Police **MUST** be aware that any form of child or adult pornography, inappropriate photographs or any written defamatory and offensive material should not be redistributed in any public media (internet, computers, mobiles etc.) by any receiver. Under the Cybercrimes Act it is unlawful to facilitate the distribution of any forms of data for the commission of an offence. Once this activity is detected necessary steps must be taken and efforts made to contact the CFCU to assist with **immediate** investigation.

### **Cyber Security Tip**

***Be careful and do not become involved in the redistribution of derogative, destructive or disturbing photographs or information. This is an illegal act and everyone who receives and redistributes any offensive material via a digital media becomes an accessory to the crime.***

***Organized Crime Investigation Division, 8-10 Ocean Boulevard. Tel. Nos. 9675948, 9223288, 9761389 Email [cfcu@jcf.gov.jm](mailto:cfcu@jcf.gov.jm)***

**FORCE ORDERS (CONT'D)**

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## **Sub. No. 8 LETTERS OF APPRECIATION**

***Any citizen making a report at any police station must be issued with a receipt by the police officer taking the report.***

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

- 'B' His Excellency The Most Hon. Sir Patrick Allen, ON, GCMG, CD, Governor-General of Jamaica, King's House Jamaica.
- 'C' Reverend Lawrence Brown, Host Pastor and Ms. Cheryl Mercier, Choir Director, The Church of the United Missions, 86 Waltham Park Road, Kingston 11.
- 'D' Mr. Jermaine N. Williams, Males Day Committee Chairperson and Mr. Steve Gordon, Headmaster, Manning's School, P.O. Box 20, Savanna la mar, Westmoreland.
- 'E' Ms. Dawn Pottinger, 14 Margaret Drive, Kingston 6.
- 'F' Mrs. C.A. Lawrence-Beswick, Puisne Judge, Supreme Court's Office, P.O. Box 491, Kingston.
- 'G' Mrs. Heather E. Cooke, JP, Clerk of the Houses, Houses of Parliament, Gordon House, 81 Duke Street, Kingston.

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

Per:

Mr. Elbert W. Nelson, M.Sc., B.Sc.(Hons.)  
Assistant Commissioner of Police  
(ADMINISTRATION BRANCH)