



# GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2021

### In Compliance with Sections 7, 8 and 9 of The Freedom of Information Act, Chapter 22:02.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA"), the **Ministry of National Security** is required, with the approval of the responsible Minister, to publish updated statements on an annual basis, which list the documents and information generally available to the public.

**The FOIA gives members of the public:**

- (1) A legal right for each person to access official documents held by the Ministry of National Security;
- (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.

The Ministry of National Security therefore publishes the following statements for the calendar year 2021, as approved by the Minister of National Security.

**Section 7 Statements**

**Section 7 (1) (a) (i)**

**Functions and Structure of the Ministry of National Security:**

**Mission Statement**

To advance national development by creating a safer and more secure society through enhanced collaboration among all stakeholders, intelligence-based decision-making and strengthened inter-agency structures and systems.

**Vision Statement**

To be at the pinnacle of public safety and security delivery.

**Functions of the Ministry of National Security**

The Ministry of National Security is the arm of the Government that has primary responsibility for ensuring and maintaining the safety and security of the people of the twin island state. It is charged with a three-pronged operational mandate which includes:

- Maintenance of law and order, public safety and defence against aggression;
- Management of disaster preparedness and relief; and
- Monitoring and controlling the flow of persons into and out of the country.

**Structure of the Ministry of National Security**

The Ministry of National Security is considered one of the largest and most complex organizations in the public sector, comprising twenty-three thousand, eight hundred and fifty-seven (23,857) uniform positions; as well as one thousand, six hundred and eight-four (1,684) permanent civilian positions, and one thousand, eight hundred and thirty-three (1,833) contract civilian positions. The Ministry comprises an Executive Team and ten (10) key Divisions/ Agencies, namely:

- (1) General Administration Division;
- (2) Trinidad and Tobago Defence Force;
- (3) Trinidad and Tobago Police Service ;
- (4) Trinidad and Tobago Fire Service ;
- (5) Trinidad and Tobago Prison Service ;
- (6) Trinidad and Tobago Cadet Force ;
- (7) Immigration Division;
- (8) Office of Disaster Preparedness and Management;
- (9) Trinidad and Tobago Forensic Science Centre; and
- (10) Strategic Services Agency.

Given its huge size and complexity, the Ministry has assigned Designated Officers to each of its Divisions/ Agencies, in order to properly process applications under the FOIA. As such, each Division/ Agency is responsible, via its Designated Officers, for receiving and processing applications relevant to it, while the Permanent Secretary, as the Accounting Officer of the Ministry of National Security, and the Commissioner of Police, as the Accounting Officer of the Trinidad and Tobago Police Service (TTPS), have overall responsibility for decisions. However, the Accounting Officer may delegate this function. It should also be noted that the Strategic Services Agency, is exempt from the application of the FOIA, in accordance with Legal Notice No. 151, made by the President under Section 5(1) (c) of the FOIA.

The Functions and Structure of each Division/ Agency of the Ministry of National Security are as follows:

**EXECUTIVE TEAM**

The Executive Team of the Ministry of National Security comprises a Minister, two (2) Permanent Secretaries (one of whom is the Accounting Officer), and three (3) Deputy Permanent Secretaries. Collectively, they constitute the Executive Leadership Team of the Ministry, and has the overall responsibility for implementing policies and programmes consistent with Government's strategic priorities.

**GENERAL ADMINISTRATION DIVISION**

**The General Administration Division** also known as "Head Office" is the policy-formulating arm of the Ministry and has direct responsibility for driving the implementation of Government's policies and programmes relating to the Ministry. It is headed by the Permanent Secretary, Ministry of National Security who serves as the Accounting Officer for the entire Ministry (except the TTPS), and is supported by another Permanent Secretary, three (3) Deputy Permanent Secretaries and a cadre of senior managers, administrative heads and technical officers who assist in ensuring the fulfilment of the Ministry's mandate.

The offices of the General Administration Division are accommodated at the following locations:-

- Temple Court I, 31-33 Abercromby Street, Port of Spain (Head Office)
- Temple Court II, 52-60 Abercromby Street, Port of Spain
- 68 Abercromby Street, Port of Spain

- 46 Park Street, Port of Spain
- 18-20 London Street, Port of Spain
- ABMA Building, 55-57 St. Vincent Street, Port of Spain
- Tower C, Wrightson Road, Port of Spain
- 63 A Mucurapo Road, St. James
- 65 Tragarete Road, Port of Spain
- VMCOTT Compound

**Structure of the General Administration Division**

The General Administration Division (GA) has a staffing establishment of three hundred and twenty-eight (328) permanent and seven hundred and fifty-two (752) contract positions, comprising several Sections/Units, some of which are tasked with providing or ensuring the provision of the necessary resources and support services, to other implementing Divisions/Agencies, such as Auditing, Communication, Human Resource Management, Procurement and Project Management Services. Some Sections and Units also provide direct services to members of the general public, which includes the processing of work permit, citizenship and residency applications. The GA is comprised of seventeen (17) Support Units/Sections and twelve (12) "Specially-Mandated" Units/ Agencies as follows:

**Support Units**

1. **Cadet Force Division** – serves as the full-time Administrative Secretariat, which provides operational and logistical support to the Trinidad and Tobago Cadet Force. It is generally responsible for providing logistical support for all activities approved by the Commandant; managing the administrative processes within the Ministry of National Security relating to Cadet Force activities and the acquisition and disposal of equipment, materials, vehicles, and uniforms; maintenance of vehicles, stores and equipment used for training and operations; reporting on financial matters; and keeping the Commandant informed of any changes in policies or procedures within the Ministry of National Security.
2. **Cyber Security Incidence Response Team (CSIRT)** – is responsible for defending the national interest against cyber threats which can and will affect critical information infrastructure. It acts as Trinidad and Tobago's focal point for matters related to cyber security at the national, regional and international levels. It also responds to cyber security incidents, using its resources to coordinate and manage responses in order to mitigate its impact.
3. **Corporate Communications Unit** – is responsible for the development and implementation of a comprehensive and coherent communications plan including an effective communication strategy for the Ministry.
4. **Defence and Protective Services Unit** – The Defence Section provides administrative support to the Trinidad and Tobago Defence Force and the Office of Disaster Preparedness and Management, and acts as a liaison office/ conduit to the National Emblems Committee, Defence Council, Defence Force Commissions Board and the Cadet Force Advisory Committee. It also has the responsibility for coordinating activities relating to national ceremonial events such as Independence and Remembrance Day celebrations, and is responsible for processing applications for overnight and landing clearances and visits of vessels, as well as matters relating to the use and grant of licenses in respect of the Coat of Arms and the National Flag. The Protective Services Section provides administrative support to the Trinidad and Tobago Police Service, the Trinidad and Tobago Fire Service and the Trinidad and Tobago Prison Service. It also processes applications for the Operations of Private Security Agencies; Import, Export and Storage of Explosives; and Claims for compensation and damages from members of the public. The Section also serves as the Secretariat to the Protective Services Compensation Committee.
5. **Facilities Management Unit** – is responsible for maintaining the physical structures/buildings of the Ministry at multiple sites. The Unit is also charged with ensuring that the safety and security of staff is preserved in accordance with the provisions of the Occupational Safety and Health Act, as well as the upkeep and maintenance of the vehicle fleet attached to the General Administration Division.
6. **Finance and Accounts Unit** – ensures that the financial resources of the Ministry are prudently managed, in accordance with budgetary allocation, laws, regulations, guidelines, circulars from the Ministry of Finance and the strategic plan of the Ministry of National Security. The Unit's functions includes Revenue Collection, Budgetary Control, General Accounting, Payroll Accounting, Reporting, providing financial advice and overseeing the operations of accounting units and sub-accounting units of the Ministry.
7. **Human Resource Management Unit** – is responsible for the Human Resource Management functions of the General Administration Division of Ministry of National Security, inclusive of HR Planning, Employee Relations, and Training and Development. In addition, the Unit liaises with other HR Units of the Ministry to ensure consistency in the application of policies and procedures for recruitment, selection, management of benefits and, training and development of staff.
8. **Information and Communications Technology Unit** – is responsible for managing the operations of modern, state of the art telecommunications and information technology systems, catering to the needs of the Divisions of the Ministry.
9. **Internal Audit Section** – is responsible for ensuring that the Ministry's internal control and accounting systems are operating effectively and that its financial and accounting procedures are in due compliance with the Accounting Laws, Regulations, Procedures, Policies, Principles, Circulars and Authorities in force. It also ensures the reliability of accounting records for the preparation of Financial Statements, as required by law, and is responsible for verifying Pension and Leave Records, Contract Gratuities and Arrears of Salary and Allowances for all Divisions of the Ministry.
10. **International Affairs Unit** – coordinates the efficient and effective delivery of all security, law enforcement, defence and civil support programmes and projects that require interface and engagement with our international partners. It also serves as the focal point at the Ministry in respect of all regional, hemispheric and international security issues and thus works closely with the Ministry

- of Foreign Affairs and CARICOM Affairs.
- Legal Unit** – is responsible for providing legal services to the Ministry as a whole, on issues pertinent to its operations. This includes providing legal advice, legal assistance, legislative review, disciplinary tribunal, legal documents and representation in legal matters.
  - Monitoring and Evaluation Unit** – develops sustainable M&E systems that can provide a consistent flow of information on progress and performance of the Ministry's initiatives. The Unit is responsible for taking an evidence-based approach to the management, efficiency and effectiveness of public investment and is governed by the National M&E Policy of Trinidad and Tobago, which was developed by the Ministry of Planning and Development, through the National Transformation Unit in 2015.
  - Office Management** – is primarily responsible for providing support services to the various Sections/Units under the General Administration Division such as utilities; hospitality, driver and messenger services; and the smaller scale procurement of required goods and services. It includes a Registry Section, which receives, sorts, scans and despatches mail, using the Digital Management System (DMS).
  - Procurement Unit** - is responsible for the acquisition of goods, services and consultancies for all Divisions of the Ministry (except for goods and services that falls under the remit of the Commissioner of Police), in accordance with the Central Tenders Board Ordinance, Regulations, and established policies and procedures. In addition, the Unit facilitates the process for the acquisition of goods and services under the Central Tenders Board Act (\$2 million and Over) or all items not identified in the Third Schedule of the Central Tenders Board Act and monitors the execution of contracts. It is also responsible for the Disposal of Unserviceable Assets of the Ministry.
  - Programme Management Unit** - oversees the implementation of projects that falls under the Public Sector Investment Programme (PSIP), which is funded under the Government's Consolidated and Infrastructure Development Fund. The Unit is responsible for the planning and execution of projects, in collaboration with Divisional sub-units, and also coordinates programmes of the Ministry that are supported by loans or external funding.
  - Records Management Unit** – is responsible for the establishment and maintenance of systems and procedures for the efficient management of information and records in all Divisions of the Ministry. Information in the form of records, in all media, is arranged from the time of receipt or creation, through their processing, distribution and use, and placed in storage for retrieval. Records are kept until they are identified for elimination or permanent archival retention.
  - Research Unit** - is responsible for the provision of up-to-date and reliable information that can form the basis for effective decision-making and policy determination on matters relating to National Security. It prepares several reports on behalf of the Ministry, including reports to be laid in Parliament and is tasked with the preparation of responses to Parliamentary Questions and Motions on behalf of the Minister of National Security. It is also responsible for compiling data, conducting analyses and generating reports as requested by the Ministry's Executive or other State Agencies, as well as reviewing policy documents and providing appropriate feedback/comments/advice as necessary. In addition, the Research Unit functions as the focal point for all Freedom of Information Requests submitted to the General Administration Division, with the Head of the Unit serving as the Designated Officer, in keeping with the provisions of the FOIA.

**"Specially Mandated" Units/ Agencies**

- Citizenship and Immigration Section** – is responsible for processing applications for Citizenship; Restoration of Citizenship; Resident Status; Certificates of Exemption; Overseas Missionaries' Permits; and other related immigration matters, in accordance with the Immigration Act and Regulations, Chapter 18:01 and the Citizenship Act and Regulations, Chapter 1:50. The Unit works closely with the Immigration Division and the Special Branch of the Trinidad and Tobago Police Service in processing applications.
- Counter Trafficking Unit** – was formally established in January 2013, pursuant to Section 11 of the Trafficking in Persons Act, Chapter 12:10. The main functions of the Unit include, conducting and co-ordinating the screening and interviewing of persons in order to identify possible victims of trafficking, as well as traffickers; gathering evidence in relation to trafficking offences and any offence under the Act so as to secure convictions against traffickers; educating potential victims of trafficking and their families of the risk of victimization; and discouraging the demand that foster the exploitation of persona, especially women and children, that leads to trafficking.
- Electronic Monitoring Unit** – is responsible for implementing and maintaining the electronic monitoring system in accordance with the Administration of Justice (Electronic Monitoring) Act (No. 11 of 2012). The Unit provides real time tracking of the location of persons placed on electronic monitoring by Order of the Courts of Trinidad and Tobago and reports alarm notifications, signal loss and device malfunction for response by the Trinidad and Tobago Police Service. The Act provides for the use of electronic monitoring devices as part of the criminal justice system, in respect of a sentence or part thereof, condition of bail or a Protection Order in accordance with the Domestic Violence Act.
- Lifeguard Services** – has the primary responsibility for ensuring the safety of individuals in aquatic environments, by actively maintaining the protection of sea bathers on the nation's beaches, and ensuring water safety training and education. Lifeguard personnel are deployed to patrol the Las Cuevas, Los Iros, Manzanilla, Maracas/Tyrico, Mayaro, Quinam, Salybia, Toco, Vessigny, and Blanchisseuse (only on long holiday weekends) beaches, during the hours of 10:00 am and 6:00 pm daily inclusive of weekends and public holidays.
- Military Liaison Office** – serves as the liaison between the Trinidad and Tobago Defence Force and the General Administration Division. Its responsibilities include, liaising with and providing strategic advice on Defence and Security issues to the Minister of National Security on behalf of the CDS; developing the Critical Infrastructure Protection of other key National Sectors; and assisting in the development and implementation of the National Security Strategies.
- National Drug Council Secretariat** – the National Drug Council (NDC) was established as the national entity responsible for overseeing the implementation of all aspects of the anti-drug initiatives of Trinidad and Tobago. The Council functions firstly, as a tool for effective management of the multi-sectorial antidrug programme and secondly, as a natural focal point for interaction with the international community. Its membership comprises executive level decision makers in the critical areas of security management, supply control, demand reduction, legislative issues, financial management, foreign policy and business. Through this interaction, it advises on policy, liaises with stakeholders, and coordinates activities that require contributions from the operational agencies. The NDC Secretariat falls under the ambit of the Ministry of National Security and its role is to provide support to the Council as well as facilitate and coordinate the activities and outputs of the Drug Information Network of Trinidad and Tobago (DINTT). This involves collecting, collating and analysing data; producing and disseminating information products; and coordinating the support activities of the DINTT.
- National Forensic DNA Databank Custodian Unit** – is responsible for managing and operating the National Forensic DNA Databank (NFDD) of Trinidad and Tobago. The NFDD is a repository of

- electronic DNA profiles, obtained from crime scenes and individuals mentioned in the Administration of Justice (Deoxyribonucleic Acid) DNA Act, Chapter 5:34 (Act No. 5 of 2012), that are searched and compared to obtain matches, contamination and familial associations.
- Office of Law Enforcement Policy** – is responsible for monitoring the operations of the Trinidad and Tobago Police Service in the context of the new governance structure for the Service. Its role was redefined in 2011 to include the provision of professional support for the overall development of the other law enforcement entities in Trinidad and Tobago; initiate, support, co-ordinate and monitor community projects, programmes and activities as directed by the Minister of National Security in accordance with Government policy; and collaborate with other Government agencies, non-governmental organizations, faith-based, community-based and business organizations to promote and advance projects, programmes and initiatives directed toward the development of young people and communities. It currently has responsibility for, the Morvant Laventille Initiative, the National Security Officers Foundation and the Government Powder Magazine Explosive Storage Facility. The Office of Law Enforcement Policy also has administrative oversight of the Transit Police Unit, as well as the recruitment, selection and training of other security arms of the state.
  - Penal Reform and Transformation Unit** – is responsible for advancing and transforming the Criminal Justice System using a Restorative Justice Philosophy and a Reintegration Penal Policy. The Unit assists in the establishment of re-integrative programmes for inmates.
  - Probation Services** – offers services to persons within the judicial system in accordance with the Probation of Offenders Act, Chapter 13:51. There is a mandatory nexus between Probation Services and the Courts of Law as the Unit plays an integral part of the Judicial and Legal system. In so far as it concerns the Civil jurisdiction of the Courts of Law, their use of Probation Services in furtherance of the Judicial Process is laid down in several aspects of the written Law treating with family matters in Magistrate Courts, High Courts and Appeal Courts.
  - Project Building Blocks (Formally CURE Violence Programme)** – is an initiative of the Ministry of National Security that is partially financed through an Inter-American Development Bank (IADB) loan facility. The programme's objective is to reduce crime and violence in forty-one (41) 'high needs' partner communities in Trinidad and Tobago, through the financing of preventative interventions addressing the most proximal and modifiable risk factors. The Programme's activities focuses on Community Action, assistance to the Trinidad and Tobago Police (TTPS) and institutional Strengthening of the Ministry of National Security.
  - Work Permits Section** – is responsible for processing applications from non- nationals to engage in a profession, trade or occupation in Trinidad and Tobago. In doing so, the Section also serves as a Secretariat to the Work Permit Advisory Committee, which is chaired by the Permanent Secretary of the Ministry of National Security and comprises representatives from other key Ministries/ Agencies, including the Ministry of Labour and Small and Micro Enterprise Development; Ministry of Energy and Energy Industries; and the Ministry of Trade and Industry.

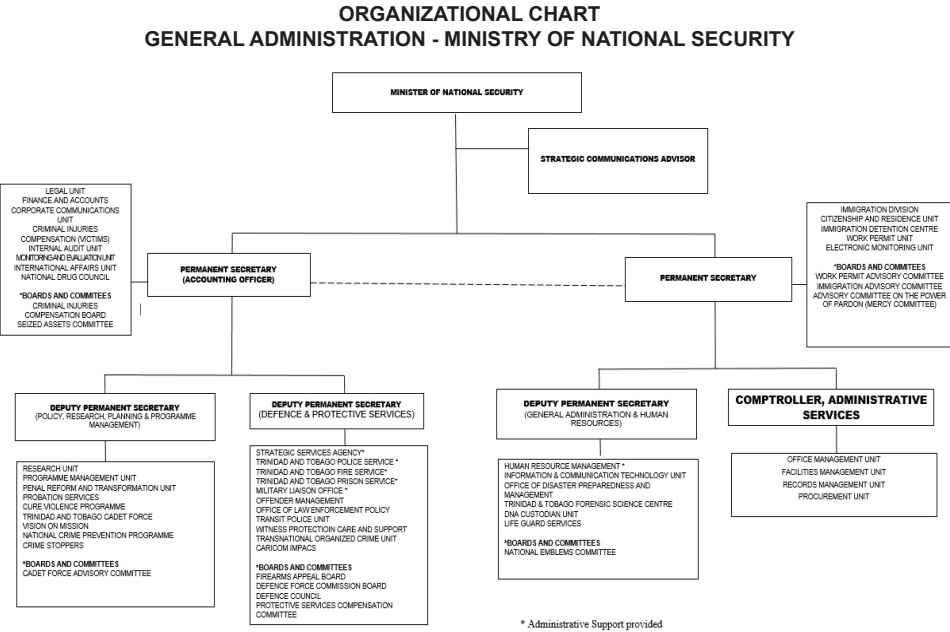
**Statutory Boards, Advisory Committees/ Boards and Similar Bodies**

In addition to those "Specially-Mandated" Agencies, Units and Sections under the purview of the General Administration Division, there are several Statutory Boards, Advisory Committees/ Boards and Similar Bodies, which fall under its remit, as detailed hereunder:-

- Advisory Committee on the Power of Pardon (Mercy Committee)
- Bacteriological and Toxins Weapons Committee
- Board of Management of the Youth Training Centre (YTC)
- Cadet Force Advisory Committee
- Criminal Injuries Compensation Board
- Defence Council
- Defence Force Commissions Board
- Firearms Appeal Board
- Immigration Advisory Committee
- Ministerial Tenders Committee
- National Drug Council
- National Emblems Committee
- National Security Officers Foundation Board
- Protective Services Compensation Committee
- Seized Assets Committee
- Special Tenders Committee
- Work Permit Advisory Committee

**Effects of Functions of the GA on Members of the Public**

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions/Agencies in the Ministry of National Security. The public is served directly by the aforementioned "Specially Mandated" Units/ Agencies through 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 and Ministerial permits; permits related to Import licences for explosives and permission to operate a Protective Service Agency; and other social crime prevention services.





TRINIDAD AND TOBAGO DEFENCE FORCE

Vision Statement

To be a professional, motivated and resilient Force within an ever-changing environment, with highly trained, versatile, dedicated and disciplined service personnel.

Mission Statement

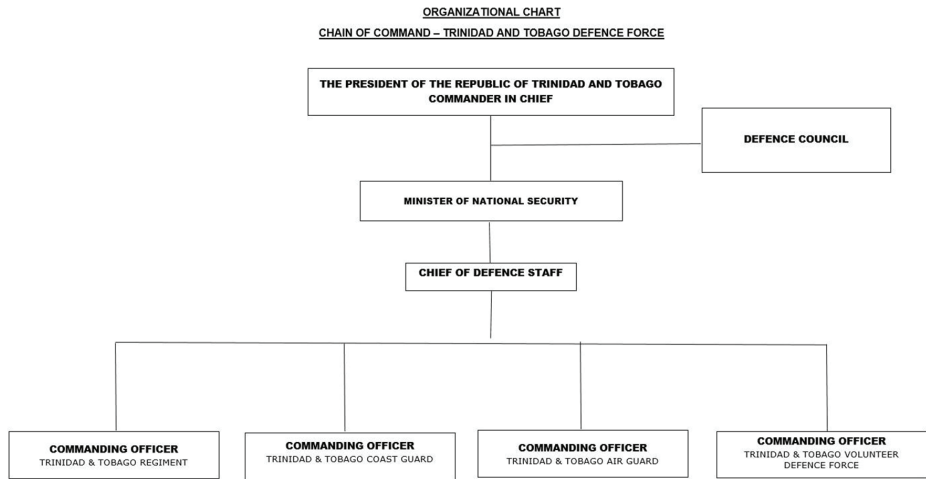
To defend the sovereign good of the Republic of Trinidad and Tobago, contribute to the development of the national community and support the State in the fulfilment of its national and international objectives.

Roles and functions of the Trinidad and Tobago Defence Force:

- To defend the sovereign good of the Republic of Trinidad and Tobago.
- To cooperate 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 our national jurisdiction.
- To monitor the safety of shipping in national waters.
- To assist in the development of national community through community projects and youth outreach programmes.

Organizational Structure

The Trinidad and Tobago Defence Force (TTDF), has a total staff establishment of six thousand, three hundred and eighty-five (6,385) uniform officers; and forty-eight (48) permanent and twenty-three (23) contracted civilian positions, comprising four (4) Formations, namely, the Trinidad and Tobago Regiment, the Trinidad and Tobago Coast Guard, the Trinidad and Tobago Air Guard and the Trinidad and Tobago Defence Force Reserves. While the Commander-in-Chief of the Trinidad and Tobago Defence Force is the President of the Republic of Trinidad and Tobago, the operational head of the Defence Force is the Chief of Defence Staff (CDS). The CDS operates from the Defence Force Headquarters and is supported by the Vice Chief of Defence Staff (VCDS). A Commanding Officer leads each of the Formations of the Defence Force. The Chain of Command is outlined hereunder:



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

Administration

The Administration Section supports the operations of the Defence Force by providing key services in areas such as human resource management and finance.

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. Chief of Defence Staff (CDS) – has overall responsibility for the strategic direction, operational control and running of the Force;
2. Vice Chief of Defence Staff (VCDS) – has overall responsibility for the co-ordination of Staff Officers activities in the various departments, while assisting the CDS with the execution of his intent to achieve the Force’s operational mandate;
3. Directors and Military Attachés – responsible for integrating and aligning the operational management framework of the Force with national security priorities and objectives of the state;
4. Intelligence Department – responsible for the collection of data and generation of intelligence for the guidance of the activities of the Force;
5. Operations Department – responsible for the co-ordination of all operations within the Force;
6. Unit Command and Administration services – responsible for the co-ordination of the supply, maintenance, transportation and services functions;
7. Information Systems – provides maintenance security and upkeep of all computer hardware and software within the Force, as well as the training of Defence Force personnel;
8. Public Relations Department – co-ordinates public relations and manages the public affairs of the Force;
9. Deputy Staff Judge Advocate – responsible for the co-ordination and representation of the Force with respect to Legal Matters;
10. Medical Department – provides technical advice to Command and medical services to the members of the Force;
11. Inspector General – investigates basic policies and procedures pertaining to the mission and functions of the Trinidad and Tobago Defence Force;
12. Force Development Strategy and Management – responsible for the functional capabilities required to meet assigned missions and objectives, and undertake the development, maintenance and

integration of those capabilities; and

13. Strategic Logistics – responsible for planning and carrying out the movement, supply and maintenance of resources for the Trinidad and Tobago Defence Force.

Effects of functions of TTDF 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 moulding exemplary individuals and building a superior military organization that represents excellence, diversity and versatility.

TRINIDAD AND TOBAGO POLICE SERVICE

Mission Statement

In partnership with the citizens of Trinidad and Tobago, we provide for safe and secure communities and other places through professional policing, focused leadership and consistent, high-quality service.

Vision Statement

To make every place in Trinidad and Tobago safe.

Organizational Structure

The Trinidad and Tobago Police Service (TTPS) has a total staff establishment of nine thousand, three hundred and seven (9,307) regular and special reserve officers; and five hundred and thirty (530) permanent and seven hundred and four (704) contract civilian positions, comprising an Executive, nine (9) Police Divisions, and twenty (20) Specialist Sections.

The Executive

The Executive of the TTPS is responsible for the strategic direction and general management of the Service, comprises the Commissioner of Police and thirteen other Officers, as highlighted below:

- Three Deputy Commissioners:
  - (1) Deputy Commissioner Intelligence and Investigations.
  - (2) Deputy Commissioner Operations.
  - (3) Deputy Commissioner Administration and Operational Support.
- Ten Assistant Commissioners:
  - (1) Assistant Commissioner North West.
  - (2) Assistant Commissioner North East.
  - (3) Assistant Commissioner South Central.
  - (4) Assistant Commissioner Criminal Division.
  - (5) Assistant Commissioner Tobago and Eastern.
  - (6) Assistant Commissioner White Collar Crime.
  - (7) Assistant Commissioner Central Intelligence Bureau.
  - (8) Assistant Commissioner Administration.
  - (9) Assistant Commissioner Tactical Support.
  - (10) Assistant Commissioner Specialized Support.

The TTPS's nine (9) Police Divisions are separated into the undermentioned Geographical Areas and Specialist Sections.

Police Divisions	
Geographical Divisions	Stations
Western Port of Spain	St James, Maraval, West End, Four Roads, Carenage and Patna Post. Central Police Station, Belmont, St Barb’s 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, Las Lomas 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 Irin.

Specialist Sections	
Specialist Sections	Major Functions
Anti-Corruption Investigations Bureau	Investigates alleged acts of impropriety on the part of Justices of the Peace and all reports and allegations of corruption against Government Officials, Public Officers, Police Officers and Public and Statutory Bodies.
Criminal Investigations Department	Investigates serious crimes and maintains record of offenders.
Child Protection Unit	Investigates recent matters of sexual offences, abuse, physical abuse, abandonment, neglect and ill-treatment of children.
Complaints Division	Investigates complaints against Police Officers.
Court & Process Branch	Prosecutes most offences of summary jurisdiction, maintains order within the precincts of courts, serves and executes court documents.
Crime and Problem Analysis Branch	Responsible for the collection, collation, and analysis of crime data.
Cyber & Social Media Unit	Assists all investigators with technology-based investigations and operates as an Intelligence gathering tool.
Financial Investigations Branch	Financial Matters
Fraud Squad	Investigates fraud offences
Gender Based Violence Unit	Investigates matters related to Gender-Based Violence and Intrafamily Violence
Guard & Emergency Branch	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.
Homicide Bureau of Investigations	Investigates/Supervises investigations into homicides.





Commissioners of Prisons and six (6) Assistant Commissioners of Prisons, is responsible for the internal management of the Prison Service. They are tasked with ensuring that the Vision, Mission and Strategic Priorities are achieved through planning, implementation and evaluation. The Executive is assisted by other Senior Administrative Officers who are guided and influenced by performance and feedback from the subordinate ranks.

The Organizational Chart as depicted below reflects the reporting relationships, levels of responsibility and span of control.

The TTPrS is divided into three (3) clearly defined areas, each of which is headed by a Deputy Commissioner of Prisons, namely:

- a) ADMINISTRATION
- b) OPERATIONS
- c) PROGRAMS AND INDUSTRY

ADMINISTRATION:

- **Human Resource Unit** – this Unit is led by a Human Resource Director, and comprises twenty-one (21) civilian positions. It oversees functional areas such as human resource planning, employee relations, and training (local and/or foreign and developmental and/or remedial). Functions include recruitment, allocation, transfers, staff reports, terms and conditions of service (sick leave, vacation leave, maternity and paternity leave etc.).

- **Accounts Unit** – This Unit is responsible for processing of monthly salaries, travelling, acting and subsistence allowances, over-time payments, pension and gratuity, bills and vouchers for payment. The preparation of Draft Estimates for the financial year also falls under the purview of this Section. The **statistics, national insurance and pensions sections** are attached to this Unit.

- **Cash and Pay –**
  - (i) Administers all transactions with respect to Redeemable and Irredeemable Imprests.
  - (ii) The Good Conduct and Relief Fund.
  - (iii) Hobby Class Fund.
  - (iv) Receives cash in favour of Revenue and prepares returns of Revenue.

- **Stores and Procurement Sections–**
  - (i) Purchases of all Uniforms, Foodstuff and General Stores (clothing, tools etc.).
  - (ii) Purchases of Medicine for Officers and Inmates.
  - (iii) Acquires all sundries and paraphernalia needed by the Trinidad and Tobago Prison Service.

- **Training –**
  - (i) Induction Training of Recruits (Drivers and Officers).
  - (ii) Refresher Courses.
  - (iii) Development Courses and Seminars.
  - (iv) Specialized Training– weapons training, crowd control and physical training (drills and self-defence).

- **Investigation and Discipline**
  - (i) Conducts investigations into allegations of misconduct/ indiscipline involving subordinate Officers.
  - (ii) Prepares and presents matters before a Disciplinary Tribunal.

OPERATIONS:

This section is headed by the **Assistant Commissioner of Prisons ‘Operations’** whose functions include: -

- Planning.
- Reviewing and developing systems and procedures for the effective functioning of Penal Institutions.
- Monitoring the implementation of such systems and procedures.
- Formulation of general and operational policies.
- Monitoring Penal Institutions to ensure that operational procedures for the supervising and securing of inmates are being adhered to.

The Operations Section encompasses all operational areas pertaining to the general management of all prison facilities and matters involving prisoners and young offenders. The following 10 prison facilities are utilised by the Service:

1. **PORT-OF-SPAIN PRISON:–**  
Located at 103A Frederick Street, the Port of Spain Prison is a Maximum Security Prison. It houses both Remanded and Convicted inmates.
2. **GOLDEN GROVE PRISON:–**  
Located at Golden Grove Road, Arouca, this is a Medium Security Prison that houses convicted inmates.
3. **THE MAXIMUM SECURITY PRISON – GOLDEN GROVE:–**  
This structure completed in 1995, is located at Waterloo Road Extension, Golden Grove, Arouca. It presently houses both remanded and convicted inmates.
4. **CARRERA CONVICT PRISON:–**  
Located on Carrera Island it is approximately 2 miles off the mainland. It houses only convicted inmates.
5. **REMAND PRISON:–**  
An establishment for Remanded Prisoners located on the Golden Grove compound. It houses only remanded persons.
6. **WOMEN'S PRISON:–**  
This prison is located on the Golden Grove compound and houses only female inmates.
7. **YOUTH TRAINING AND REHABILITATION CENTRE:–**  
This is a Borstal Institution, located at Golden Grove Road, Arouca. It is a centre for juveniles between the ages 16 – 18 years who have been sentenced by the courts to a period of training. The male juveniles are housed separately from the female juveniles. The female branch of the facility does not houses anyone at this time.
8. **EASTERN CORRECTIONAL AND REHABILATION CENTRE:–**  
This facility is located in Santa Rosa, Arima and serves as an intake station, houses both convicted and remanded inmates.
9. **TOBAGO PRISON:–**  
Located at Young Street, Scarborough Tobago, this prison houses both convicted and un-convicted

inmates. The convicted inmates assigned to the facility are those serving relatively short sentences.

10. **CLAXTON BAY CORRECTIONAL PRISON**

This prison facility, is located just off the Flyover in Claxton Bay, and is currently used to quarantine prisoners infected with the Covid-19 virus.

An Officer of the rank of **Superintendent** is directly responsible for the management of each of the above institutions (except Tobago and Claxton Bay) and reports directly to the **Assistant Commissioner of Prisons ‘Operations’**.

PROGRAMS:

- Developing and reviewing rehabilitative, recreational and educational programmes
- Plans and directs educational, recreational and rehabilitative programmes
- Liaises with wider society on the creation, implementation and working of corrective programs

THE WELFARE SECTION

The **Welfare Section** is headed by the **Chief Prison Welfare Officer** who is assisted by an Assistant Chief Welfare Officer; (10) Welfare Officers II and thirty-five (35) Welfare Officers I. The functions of this section include:-

- Interviewing and counselling inmates and helping them adjust to life in prison.
- Assisting inmates in making and maintaining contact with relatives.
- Conducting business, monetary and private transactions on behalf of inmates.
- Performing investigative work to determine inmates' suitability/eligibility for Child Visits and viewing of dead relatives at funeral homes.
- Preparing of Discharge Reports on inmates.

Effects of Functions of TTPrS on Members of the Public

The reform of the Prison System has seen a shift in focus from the dominant retributive philosophy to a new Restorative Justice approach to Penal Management. This approach recognizes the need for the Prison Service to embrace not only the offenders but also to place greater emphasis on interaction with all stakeholders including the communities from which both the offenders and victims originate. This has meant a deeper embrace of the community corrections approach with more emphasis on re-integrative penal policy and implementation of constructive regimes for inmates. Essential to all this has been the expansion of the Prison Service Strategic Priorities to include protection, correction, reintegration, restoration and relations. This redefined focus places greater emphasis on the public's role in the successful reformation of the prison system.

TRINIDAD AND TOBAGO CADET FORCE

Mission Statement

The Trinidad and Tobago Cadet Force exists to give mental, moral and physical training to young persons, so as to help form their character, to enable them to start well in life and to develop in them the principles of patriotism and good citizenship. This will develop qualities of self-confidence, self-respect and the ability to face and accept responsibility, with the power to control themselves and direct others.

Roles and functions of the Trinidad and Tobago Cadet Force:

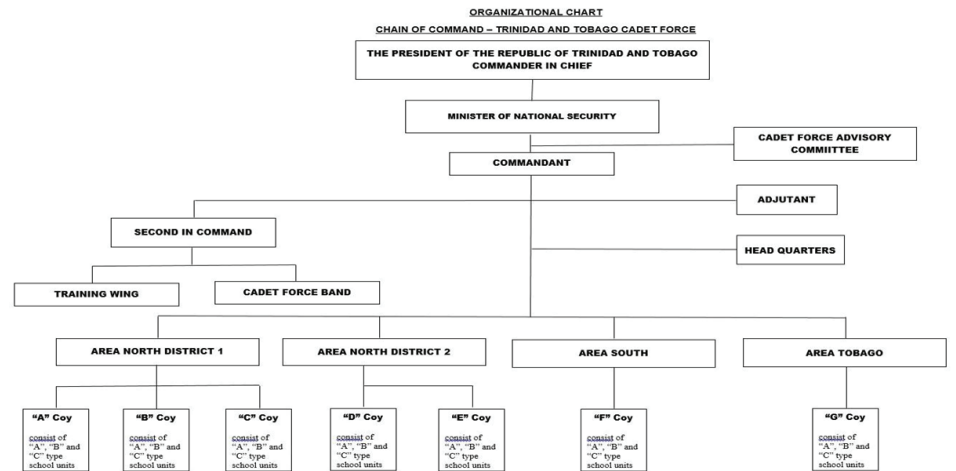
- To produce patriotic, productive citizens who contribute positively to the National community.
- To assist the Civil Authorities in times of crisis and disaster as appropriate.
- To perform Ceremonial Functions on behalf of the State.

Organizational Structure

The Trinidad and Tobago Cadet Force (TTCF) has a total of one hundred and ninety-three (193) Commissioned and Non-Commissioned Officers (Part-time Adult Volunteers); and one thousand and eighty-four (1,084) Cadets, comprising a Force Headquarters, Support Departments and Area Districts encompassing cadet units established in 80 secondary schools, throughout the Educational Districts of Trinidad and Tobago.

Her Excellency the President serves as the Commander-in-Chief and patron of the TTCF, while the Commandant, who is assisted by Commissioned and Non-Commissioned Officers (Part-time Adult Volunteers), is directly responsible for weekday, weekends and other training activities and operations.

As a Government Agency, operating under the aegis of the Ministry of National Security, the Commandant is accountable to the Minister of National Security on all Administrative and Operational matters pertaining to the Cadet Force. The Chain of Command is outlined hereunder:



The Cadet Force is managed through a combination of Administration and Operations responsibilities shared between the full-time civilian staff at the Cadet Force Division Secretariat, General Administration Division lead by the Cadet Force Officer and the Part-time Adult Volunteers.

Part-time Adult Volunteers

Training activities and other operations of the Cadet Force are conducted by the Part-time Adult Volunteers, who are assigned to the designated departments. The operational staffing of the Cadet Force consists of:

1. **Force Headquarters Group** – comprises the Commandant, Second in Command, Area Commanders, Adjutant, Quartermaster, Welfare and Sports Officer, Training Officer and the Force Regimental Sergeant Major.
2. **Support Departments and Personnel** – comprising the Chaplaincy, Band and Corps of Drums, Culinary Arts Unit, Medical Support Unit and Training Department.

3. **Area Districts** – comprising Area Commanders, Area Second in Commands, Area Adjutants, Area Sergeant Majors, Unit Commanders, Platoon Commanders, Platoon Second in Commands, Adult Warrant Officers and Senior Rates.

**Effects of Functions of TTCF on Members of the Public**

The main function of the Trinidad and Tobago Cadet Force is youth and National development achieved through a character-building training process that produces exemplary individuals, as well as maintaining a superior training organization that represents excellence, diversity and versatility.

**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 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 fulfil its mandate, the Immigration Division executes the following functions:

- Border control;
- Facilitation of commercial shipping;
- Facilitation of the pleasure craft industry;
- Facilitation of entry into and departure out of Trinidad and Tobago;
- The processing of applications and issuance of the following documents to qualified applicants:
  - Passports and other travel documents;
  - Visas;
  - Visa Waivers;
  - Certificates of Immigration Status; and
  - Student Permits.
- The processing of travel documents to qualified applicants at Missions abroad;
- The verification of the immigration status of claimants to Citizenship and Resident Status;
- 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;
- Investigations and deportation of persons found to be in breach of the Immigration Act and Regulations;
- The conduct of Special Inquiry hearings to determine the immigration status of persons who are alleged to have contravened the Immigration Act and Regulations, with the authority to order deportation;
- The conduct of Quasi-judicial hearings, with the authority to impose fines, in respect of notices of complaints for breaches of the Immigration Act and Regulations by airline and shipping agents;
- The provision of technical advice to the Minister of National Security on immigration matters;
- The collection of revenue in accordance with the Schedule of Fees in the Immigration Regulations, the Citizenship Act and the Miscellaneous Taxes Act;
- The processing and compiling 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, Ministry of Tourism and Interpol; 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, comprises a staff establishment of four hundred and five (405) Immigration Officers; and five hundred and fifty-eight (568) permanent and two hundred and seven-six (276) contract positions. The Division is headed by the Chief Immigration Officer, who is supported by two (2) Deputy Chief Immigration Officers, six (6) Assistant Chief Immigration Officers, one (1) Director, Human Resource Services, one (1) Electronic Data Processing Manager and their support staff.

**Operations**

The operations of the Immigration Division are conducted through seventeen (17) Offices at different locations throughout Trinidad and Tobago. The head office is located at Port of Spain and two (2) sub offices in San Fernando and Scarborough. There are three (3) sub passport offices located in Point Fortin, Chaguanas and Sangre Grande. There are eight (8) seaport and two (2) airport offices.

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

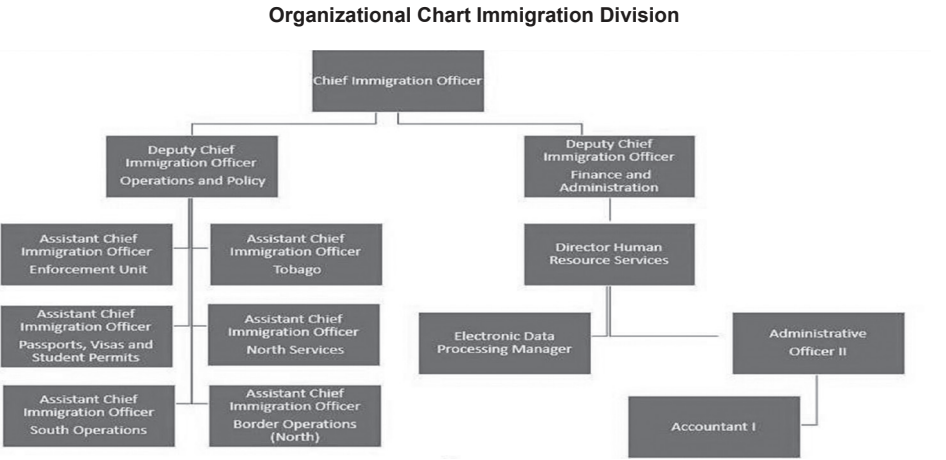
- Processing of applications for passports;
- Grant of extensions/ variations of Landing Certificates;
- Issuance of Visas, Student Permits and Certificates of Immigration Status;
- Conduct of interviews for Permanent Residence and Citizenship and other ancillary services; and
- Investigation of persons in breach of the Immigration Act and Regulations, their detention and deportation. (Police Officers are attached to this Section to support Immigration Officers in the investigations, prosecution and deportation of persons in breach of the Immigration Act and Regulations).

Immigration Officers (Attachés) are assigned to the Trinidad and Tobago Missions located in New York, Miami, Washington, Toronto, Caracas, London and Beijing to provide immigration services. They are responsible for all immigration matters and perform other consular functions.

**Administration**

The Immigration Division comprises technical, clerical and manipulative staff. There are eighteen (18) sections within the Immigration Division. They are as follows:

- Human Resource Services
- Accounting Unit
- Information Technology
- Administration
- Research Unit
- Legal Unit
- Data Entry
- Traffic Index and Other Immigration Matters Section
- Permanent Residence and Citizenship
- Enforcement Unit
- Immigration Detention Centre
- Passport Unit
- Extension Services
- Visa Section
- Student Permits Section
- Training and Development Unit
- Document Examination Lab
- Border Control



Effects of functions of Immigration Division on members of the public The operational areas of the Division serve to effectively compartmentalize and implement the mandate of the Division as set out in legislation and government/ public service policy. They are intended to fulfil the needs of both the local and foreign public and provide services in a timely manner. The travel documents prepared and issued by the Division are of a high quality and consistent with international standards to identify the citizen and facilitate ease of travel to foreign destinations. Border control is done in compliance with criteria set out in legislation and applied equally to all persons seeking entry into or departing Trinidad and Tobago. Detention and deportation is also carried out in conformity with the law and international practice and applied fairly to all foreign nationals who find themselves in contravention of the law. All other services are provided based on a set of well-defined criteria and an eligibility process that allow for transparency in their application.

**OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**

The Office of Disaster Preparedness and Management (ODPM) was established by Cabinet in January 2005 as the National Disaster Office responsible for managing all aspects of the disaster management cycle which includes mitigation, preparedness, response and recovery. The function of the ODPM is not limited to coordinating efficient response when needed, but also includes proactive, pre-emptive activities geared towards developing a more informed, resilient public.

**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.

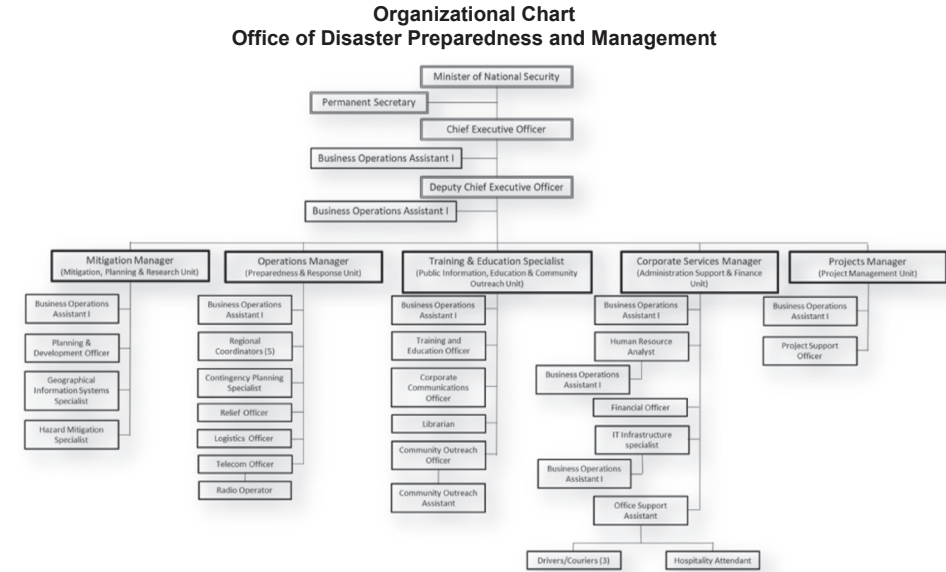
**Vision Statement**

To become the premier regional Disaster Risk Management organisation

**Organizational Structure of the ODPM**

The structure of the ODPM is based on the country's unique national requirements and its work to address all issues related to the Comprehensive Disaster Management (CDM) Cycle. It is also informed by research on Disaster Risk Reduction studies and issues in Disaster Management. In an effort to fulfil its mandate in the most efficient and effective way, the ODPM has a total of forty-six (46) contract officer positions, and is divided into five (5) units matched to the work of CDM. These are:

- Mitigation, Planning and Research Unit (MPRU)** - places emphasis on issues related to disaster prevention and mitigation. Consequently, the unit advocates for policy and legislative development, development and implementation of related plans inclusive of critical facilities protection, data collection, analysis and information dissemination, GIS analysis and modelling, advocates for the expansion of national early warning systems, conducts research and assessments.
- Preparedness and Response Unit (PRU)** - is responsible for monitoring and providing support to first response agencies involved in localized (level 1) emergency/disaster situations. However, should these situations escalate to a national response (level 2/3), the PRU would coordinate the national response effort and alerts for non-security type operations such as hydro-meteorological incidents. Hence, to ensure a unified approach is taken when responding to emergencies/disasters, the PRU leads the development and exercising of National Hazard Response Plans. The unit also facilitates training and capacity building programmes for response/support agencies and the public, and advocates for critical facilities protection and business continuity planning. As Trinidad and Tobago is the Southern Sub-regional Focal Point for the geographical grouping that also includes Grenada, Guyana and Suriname, the PRU on the country's behalf, is also responsible for coordinating disaster relief should a request for support come from these countries or other regional states.
- Public Information, and Education and Community Outreach Unit** - has oversight for public education/awareness initiatives, public relations, information dissemination, media relations, community outreach programmes and volunteerism.
- Administrative Support and Finance Unit** - is responsible for organisational support services such as human resource, finance, accounting and information communications technology.
- Project Management Unit** - provides support to the other units in project planning, implementation, monitoring, evaluating and reporting.





Effects of Functions of ODPM on members of the public

The work of the ODPM affects members of the public through: provision of strategic guidance on a national approach to Disaster Risk Reduction and Disaster Risk Management; conduct of exercises to prepare response/support agencies to respond to a disaster; the National Disaster Prevention and Preparedness Month in May, is used to prepare the nation for the ensuing Atlantic Hurricane Season and to maintain public awareness and education about the increasing prevalence of disasters, climate change and other hazards; testing of the national early warning system using SMS text messaging, bi-annually (twice yearly) with the support of telephone network providers; provision of national alerts and advisories to the public on a 24/7 basis in the event of or in anticipation of a national disaster; provision of technical, operational and logistical emergency/disaster support to the national community as well as the states within the Southern Sub-region (Guyana, Suriname and Grenada); and provision of advice to land developers as part of the EMA's CEC requirement.

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

Mission Statement

To provide for all an impartial, reliable and efficient Forensic Science Service based on established scientific principles.

The Trinidad and Tobago Forensic Science Centre (TTFSC) has a staff establishment of thirty (30) permanent and twenty-five (25) contract officer positions, and is headed by a Director. The Forensic Science services is essentially responsible for the following:

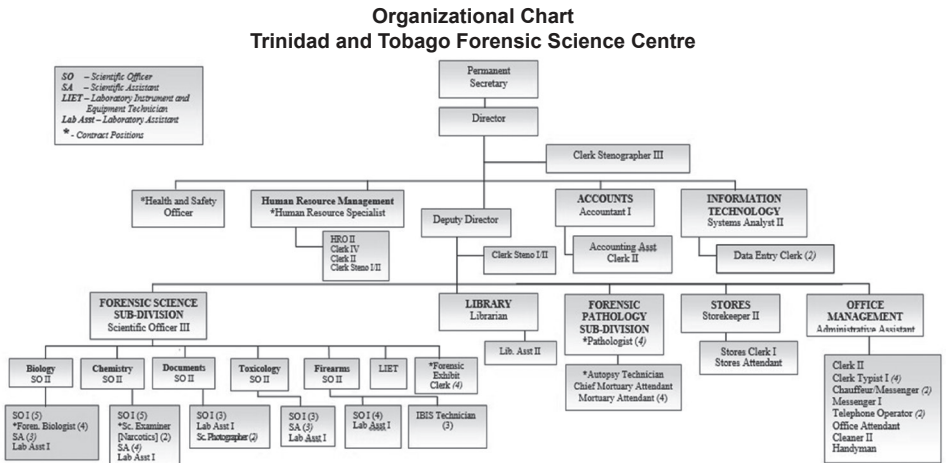
- 1. identification of:
  - a) illicit drugs (narcotics, psychotropic) in seized material;
  - b) fire accelerants;
  - c) explosive residues;
  - d) corrosives;
  - e) fragments of wood and other plant material;
  - f) faecal, saliva and other body fluid stains;
  - g) the work of various office machines;
  - h) devices as firearms or ammunition;
  - i) cutting instruments and other tools from examination of tool-mark.
- 2. identification and grouping/ comparison of:
  - a) blood and bloodstains;
  - b) semen and seminal stains;
  - c) various evidential materials (e.g., soil, paint, glass);
  - d) handwriting and typewriting; and
  - e) inks, paper, adhesives, etc.
- 3. examination of
  - a) currency notes;
  - b) firearms, projectiles and cartridge cases to determine weapon used.
- 4. restoration of erased identification numbers (e.g., chassis and engine numbers of motor vehicles);
- 5. identification and quantitation of poisonous substances in human body fluids and viscera) and in food, water and agricultural, pharmaceutical and household products;
- 6. determination of alcohol (ethanol) content in blood;
- 7. drug screening of blood and urine for narcotics and psychotropic;
- 8. hair and fiber identification and comparison;
- 9. detection of alterations on documents;
- 10. deciphering of indented writing; and
- 11. estimation of firing distances in shooting cases.

It is to be understood that the above analyses/examinations will only be undertaken in the context of forensic investigations and not in connection with other regulatory objectives.

The Forensic Pathology services consist mainly of:

- i. post mortem examinations to determine cause of death in cases of unnatural death, particularly those suspected to involve a felony;
- ii. identification of skeletal remains; and
- iii. histological examination of tissues.

The TTFSC will not agree to perform for a client any service not specified above, unless all the implications of the relevant analysis or examination have been investigated and it is clear that the institution possesses personnel with the required expertise, as well as the equipment, reagents and materials necessary for the procedure.



Effect of Functions of TTFSC on Members of the Public

The TTFSC deals directly with members of the Public in respect of forensic services such as autopsies, restoration of chassis and engine numbers on motor vehicles, as well as the analysis of documents, handwriting, blood and substances.

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Categories of documents maintained by the Ministry of National Security

GENERAL ADMINISTRATION DIVISION

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;
- Files dealing with the accounting and financial management;

- Cabinet Documents;
- Internal and External correspondence files;
- Files dealing with training (local, foreign, and technical co-operation);
- Minutes/Agendas of meetings;
- Complaints/suggestions files;
- Freedom of Information – Quarterly Returns, FOI Registers / Logs; and
- Legislation, Legal Instruments, Legal Opinions and related matters.

Financial Matters

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the General Administration Division.
- Estimates
- Salary

Operational Matters

- Case Files (permanent resident/citizenship/work permit)

Reports, Publications and Communications

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

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 details all staff appointments, job application, job specifications, promotions, transfers, resignations, deaths, retirements, leave etc.;
- Customer files in respect of service providers;
- Policy and procurement documents;
- Documents relating to strategic review of the Defence Force, Information Technology, and Strategic and Training Plans.
- Files dealing with training (local and foreign and technical co-operation); and
- Freedom of Information – Quarterly Returns, FOI Registers / Logs

Financial Matters

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

Correspondence

- Internal and external correspondence files.

TRINIDAD AND TOBAGO POLICE SERVICE

Administrative Matters

- Personnel files that detail job applications, appointments, job descriptions, promotions, transfers, resignations, deaths, retirements, leave and other personnel records, files dealing with pension, gratuity, and other human resources issues;
- 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;
- Proposals, quotations for the supply of goods and services;
- Media releases emanating from the Trinidad and Tobago Police Service;
- Files dealing with training (local and foreign);
- Documents relating to strategic planning, review and evaluation;
- Statistical reports of crime and traffic;
- Trinidad and Tobago Police Service Code of Conduct;
- Files in relation to the recruitment of police officers;
- Training Plans;
- Terms of Reference;
- Registers;
- Minutes of meetings;
- Briefing Papers;
- General guidelines; and
- Freedom of Information – Quarterly Returns, FOI Registers / Logs

Financial Matters

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the Police Service;
- Audits; and
- Valuations.

Operational Matters

- Case files pertaining to criminal investigations.
- Criminal records of offenders.
- Photographs of Wanted/Missing persons.
- Process documents.
- Records of all matters reported at stations, including arrests.
- Records on the daily operations of Police Stations.
- Discs containing CCTV footage, digital videos.

Reports, Publications and Communications

- Periodical brochures and other forms of literature from other Police Departments.
- Reports from Commissions of Enquiries into the Police Service and other related matters.
- Reports: statistical, annual, monthly, quarterly,
- Books, booklets, leaflets, pamphlets, brochures, [posters, newspaper clippings].
- Public Education Programmes
- Periodicals and publications
- Official functions, conferences, events hosted and attended
- Public guidelines.

Legal Documents

- Legal instruments
- Legal Opinions

TRINIDAD AND TOBAGO FIRE SERVICE

Administrative Matters

- Personnel files - staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, and training (local and foreign);
- Job descriptions and job specifications;

- 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;
- Inventories;
- Minutes/Agenda of meetings;
- Files dealing with matters relating to the procurement of supplies, services and equipment.

**Financial Matters**

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

**Operational Matters**

- Customer files;
- Complaints files;
- Registers/Certificates/Permits; and
- Maps/Charts/Photographs/Diskettes/Abstracts/Tapes.

**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.
- Correspondence – Internal and External correspondence files;
- Files dealing with official functions, conferences and events hosted and attended by the Trinidad and Tobago Fire Service;

**Legal Matters**

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

**TRINIDAD AND TOBAGO PRISON SERVICE**

**Administrative Matters (Files)**

- Policy and Procedures (General Orders)
- Members of Staff
- Circulars/General Orders/Station Orders/Directives
- Transfers
- Staff Reports
- Filling of Vacancies
- Recruitment/ Resignations/ Retirements
- Conferences/Seminars/Meetings/Events: International & Local
- Vacation Leave, Maternity & Paternity Leave, Sick Leave and Study Leave etc.
- Local and Foreign Training

**Financial Matters**

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the Trinidad and Tobago Prison Service

**Operational Matters**

- Letters & Visits
- Inmates' Records
- Requests
- Rehabilitative Programmes
- Security and Safety
- Procedures
- Complaints (Public, Ombudsman etc.)
- Court Documents

**Reports, Publications and Communications**

- Administrative
- Investigative
- Annual/Quarterly/Monthly

**TRINIDAD AND TOBAGO CADET FORCE**

**Administrative Matters**

- Files dealing with administrative support and general administration documents for the operation of the Cadet Force
- Personnel files, which include, but are not limited to, all staff appointments, volunteer applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave.
- Policy and procurement documents.
- Documents relating to strategic and operational plans of the Cadet Force.
- Files dealing with training – local, and foreign and technical co-operation.
- Internal and external correspondence files.

**Financial Matters**

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the Trinidad and Tobago Cadet Force.

**IMMIGRATION DIVISION**

**Administrative matters**

- Personnel files - appointments, promotions, leave, employee evaluation, conditions of service, pension, training, uniforms and the transfer/rotation of staff.
- Office Management
  - Files pertaining to office accommodation and equipment;
  - Files pertaining to the procurement of Goods and Services;
  - Inventories; and
  - Files pertaining to Information Technology

- Cabinet documents that relate to the Immigration Division.
- Staff Instructions.
- Consultant, technical, valuation and events files.
- Local and foreign technical co-operation files.
- Agendas and Minutes of meetings.
- Files pertaining to complaints and commendation.
- Files pertaining to the Immigration Division's collaboration with other agencies and Public Authorities.

**Financial Matters**

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the Immigration Division.
- Landing Deposits.

**Operational Matters**

- Case files – applications for Permanent Residence and Citizenship;
- Case files pertaining to breaches of the Immigration Act and Regulations;
- Reports for the register of residents;
- Embarkation/Disembarkation cards;
- Boarding and Clearance documents;
- Registers /Log Books;
- Application forms received for all types of services provided by the Immigration Division;
- Reports on citizens of Trinidad and Tobago deported from other countries;
- Reports on persons denied entry into Trinidad and Tobago; • Immigration Watch Lists; and
- Strategic plans.

**Reports, Publications and Communications**

- Periodic reports, statistical and audit reports;

**Travel Documents and Related Matters**

- General files pertaining to travel documents, short extensions of stay, policy, work permits, citizenship, restoration of citizenship, breaches of the Immigration Act and Regulations, visa applications, observation reports, internal and external miscellaneous correspondence, security bonds, facilitation of entry, foreign missions.

**Legal Matters**

- The Immigration Act and Regulations and other related legislation;
- Legal Notices;
- Filed Court documents; and
- Legal opinions from the Solicitor General and Attorney General.

**Forms**

The undermentioned application forms may be obtained at the Immigration offices at Government Campus Plaza, #3-9 Richmond Street, Port of Spain; #2 Knox Street, San Fernando and Agricola Building, Wilson Road Scarborough, Tobago:

- Travel Documents;
- Visas;
- Visa Waivers;
- Student Permits;
- Certificate of Immigration Status;
- Restoration of Citizenship; and
- Request for Access to Official Document (s)

**OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**

**Administrative Matters**

- Strategic policies and plans
- Files related to administrative support and general administrative documents for the ODPM's operations.
- Personnel files, which detail all staff appointments, job applications, job specifications, resignations, deaths, leave - personal, vacation, sick, compassionate.
- Cabinet Documentation
- Files dealing with matters relating to the procurement of goods and services
- Policy Documents
- Registers of internal and external correspondence
- Minutes /Agendas of meetings
- Files dealing with official functions, conferences and events hosted and attended by the ODPM
- Board/Committee Appointments

**Financial Matters**

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the Office of Disaster Preparedness and Management.

**Reports, Publications and Communications**

- Photographs/Abstracts/Catalogues/ Brochures
- News releases and speeches originating from the ODPM
- Journals
- Files dealing with internal and external circulars, memoranda notices and bulletins
- Reports – Statistical, Annual/Quarterly, Audit, Technical
- Books, booklets, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publication

**TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE**

**Administrative Matters**

- Policy
- Staff Matters
- Circulars
- Scientific Supplies
- Office Supplies
- International, Local training documents Policy documents.
- International and Local Conferences/Seminars/Meetings/Events Minor Equipment
- Maintenance of Building, Scientific and Office Equipment,
- Vehicles
- Creation of Posts
- Filling of Vacancies
- Acting Arrangements
- Temporary Appointments/Leave Reliefs
- Training

**Financial Matters**

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of the Trinidad and Tobago Forensic Science Centre.

**Operational Matters**

- Quality Control
- Analyses
- Relations with Organizations in Trinidad and Tobago
- Relations with International Countries and Bodies



- United Nations
- Lectures
- Computerization
- Security
- Publications
- New Technologies
- Institutional Strengthening
- Standard Operating Procedures
- Firearms and Tool marks
- Toxicology
- Forensic Science
- Forensic Pathology

**Reports, Publications and Communications**

- Trinidad and Tobago Forensic Science Centre Annual Reports
- Administrative
- Books/Journals

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**Material prepared for publication or inspection:**

1. Communications
  - Speeches
  - Quarterly Magazines
  - Media Releases
2. Annual Reports
3. List of prospective trainees for the Defence Force, Police, Fire and Prison Services;
4. Brochures, leaflets and handouts on fire prevention tips;
5. Response Plans, educational material, newsletters and media releases in respect of National Hansards and Disasters.

**Section 7 (1) (a) (iv)**

**Literature available by the way of subscription services:**

The Ministry of National Security has no literature available by way of subscription at this time.

**Section 7 (1) (a) (v)**

**Procedure to be followed when accessing a document from the General Administration Division:**

**How to Request Information**

- i. General Procedure  
The policy of the Ministry of National Security 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 can be accessed at the office of the General Administration Division or at any other public authority and is accessible online at [www.foia.gov.tt](http://www.foia.gov.tt).
- ii. Addressing Requests  
To facilitate prompt handing of requests, it should be addressed to the Designated Officer of the relevant Division/ Agency of the Ministry (See Section 7 (1) (a) (vi) for the listing of Designated Officers).
- iii. 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 of the Division/ Agency for which the information is sought.

**Requests not handled under the FOIA**

Under Section 12 of the Freedom of Information Act, Chapter 22:02, a person is not entitled to obtain, 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 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 that is stored for preservation or safe custody, being a document that is a duplicate of a document of a public authority.

**Responding to your Request**

- i. Retrieving Documents  
The relevant Division/ Agency of the Ministry of National Security will furnish copies of documents only when they are in its possession and/or when they can be retrieved from the National Archives or other storage centre, in order to process the 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.
- ii. Furnishing Documents  
An applicant is entitled to copies of certain documents in the possession, custody or power of the Ministry of National Security, which is only required to furnish 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 Ministry of National Security 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**

- i. General  
Divisions/ Agencies of the Ministry of National Security 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, they 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.

- ii. Time allowed  
A decision whether to grant a request for access to information will be determined as soon as practicable, but no later than thirty (30) days after the day on which the request is received by the Designated Officer. 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.
- iii. Fees and Refunds  
In accordance with Section 17(1) of the FOIA, there are no fees applicable for the making of a request for access to official documents. Additionally, while Section 17(2) provides for the payment of prescribed fees, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disc, film or other material, the Freedom of Information (Fees and Charges) Regulations are currently not enforced.

**Section 7 (1) (a) (vi)**

**The Designated Officers for the Divisions/ Agencies under the Ministry of National Security are 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 Officers for the Divisions/ Agencies of the Ministry of National Security are;**

**GENERAL ADMINISTRATION DIVISION**

**The Designated Officer is:**  
**Ms. Cheryl St. Louis-Felix,**  
Research Officer II  
Research Unit,  
General Administration Division  
Ministry of National Security,  
Temple Court 1, 31-33, Abercromby St.,  
Port-of-Spain.  
Tel.: 624-8695 | Fax: 627-8929  
E-mail: [research@mns.gov.tt](mailto:research@mns.gov.tt)

**The Alternate Officer is:**  
**Mr. Andre Phillip**  
Research Officer I  
Research Unit,  
General Administration Division  
Ministry of National Security,  
Temple Court 1, 31-33, Abercromby St.,  
Port-of-Spain.  
Tel.: 624-8695 | Fax: 627-8929  
E-mail: [research@mns.gov.tt](mailto:research@mns.gov.tt)

**TRINIDAD AND TOBAGO DEFENCE FORCE**

**The Designated Officer is:**  
**Commander Zin-Mark King**  
Director Staff Judge Advocate  
Defence Force Headquarters  
Airways Road, Chaguaramas  
Tel.: 634-4554/9  
E-mail: [cds\\_sec.dfhq@ttdf.mil.tt](mailto:cds_sec.dfhq@ttdf.mil.tt)

**The Alternate Officer is:**  
**Lieutenant Colonel Keston Charles**  
Assistant Chief Staff Officer, HR  
Defence Force Headquarters  
Airways Road, Chaguaramas  
Tel.: 634-4554/9  
E-mail: [acsohr@ttdf.mil.tt](mailto:acsohr@ttdf.mil.tt)

**TRINIDAD AND TOBAGO POLICE SERVICE**

**The Designated Officer is:**  
**Ms. Michelle Ottley-Jones**  
Director, Legal Services  
Office of the Head of Legal Services  
Trinidad and Tobago Police Service  
Level 19 Tower—C, IWC  
Wrightson Road  
Port-of-Spain.  
Tel.: (868) 624-5515  
E-mail: [head.legal@ttps.gov.tt](mailto:head.legal@ttps.gov.tt)

**The Alternate Officer is:**  
**Ms. Allanna Rivas**  
Deputy Director, Legal  
Office of the Head of Legal Services  
Trinidad and Tobago Police Service  
Level 19 Tower—C, IWC  
Wrightson Road  
Port-of-Spain.  
Tel.: (868) 624-5515  
E-mail: [head.legal@ttps.gov.tt](mailto:head.legal@ttps.gov.tt)

**TRINIDAD AND TOBAGO FIRE SERVICE**

**The Designated Officer is:**  
**Mr. Daron Dasent**  
Divisional Fire Officer  
Public Relations, Welfare and Research  
Trinidad and Tobago Fire Service  
Wrightson Road  
Port-of-Spain.  
Tel.: 226-TTFS (8837) Ext.: 32020  
E-mail: [prwr@gov.tt](mailto:prwr@gov.tt)

**The Alternate Officer is:**  
**Mr. Cranston Khan**  
Fire Station Officer  
Public Relations, Welfare and Research  
Trinidad and Tobago Fire Service  
Wrightson Road  
Port-of-Spain.  
Tel.: 226-TTFS (8837) Ext.: 32003  
E-mail: [prwr@gov.tt](mailto:prwr@gov.tt)

**TRINIDAD AND TOBAGO PRISON SERVICE**

**The Designated Officer is:**  
**Mr. Mustaque Mohammed**  
Prisons Officer II  
Head, Legal Unit - TTPrS  
Prison Administration Building  
#10 – 11 Phillip Street, Port-of-Spain.  
Tel.: 612-0308 Ext. 510  
E-Mail: [commissioner@gov.tt](mailto:commissioner@gov.tt)

**The Alternate Officer is:**  
**Mr. Dexter Hewitt**  
Prisons Officer II  
Legal Unit - TTPrS  
Prison Administration Building  
#10-14 Phillip Street, Port-of-Spain.  
Tel.: 612-0308 Ext. 510  
E-mail: [commissioner@gov.tt](mailto:commissioner@gov.tt)

**TRINIDAD AND TOBAGO CADET FORCE**

**The Designated Officer is:**  
**Mr. Ken Boodram**  
Cadet Force Officer (Ag.)  
Cadet Force Division  
Ministry of National Security  
Abercromby Street  
Port-of-Spain.  
Tel.: 623-7881 / 623-2441 – 5  
E-mail: [kboodram@mns.gov.tt](mailto:kboodram@mns.gov.tt)

**The Alternate Officer is:**  
**Mr. Bilal Millette**  
Adjutant,  
Trinidad and Tobago Cadet Force  
Ministry of National Security  
Abercromby Street  
Port-of-Spain.  
Tel.: 623-7881 / 623-2441 – 5  
E-mail: [ADJTTCF@mns.gov.tt](mailto:ADJTTCF@mns.gov.tt)

IMMIGRATION DIVISION

<b>The Designated Officer is:</b> <b>Ms. Denean Rochford</b> Research Officer I, Research Unit Immigration Division Government Campus Plaza #3-9 Richmond Street, Port-of-Spain. Tel.: 225-4664 Ext. 1166 E-mail: <a href="mailto:Immigration.CIO@gov.tt">Immigration.CIO@gov.tt</a>	<b>The Alternate Officer is:</b> <b>Ms. Rhonda Marcelle</b> Human Resource Officer III, Human Resource Services Unit Immigration Division Government Campus Plaza #3-9 Richmond Street, Port-of-Spain. Tel.: 225-4664 Ext 1049 E-mail: <a href="mailto:Immigration.CIO@gov.tt">Immigration.CIO@gov.tt</a>
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OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT

<b>The Designated Officer is:</b> <b>Mr. Chevalier Jackson</b> Corporate Services Manager O.D.P.M No. 4A Orange Grove Road, Trincity, Tacarigua. Tel.: 640-1285 Ext. 14249 E-mail: <a href="mailto:publicinfo@gov.tt">publicinfo@gov.tt</a>	<b>The Alternate Officer is:</b> <b>Ms. Eden Sookdar</b> Business Operations Assistant O.D.P.M No. 4A Orange Grove Road, Trincity, Tacarigua. Tel.: 640-1285 Ext. 14222 E-mail: <a href="mailto:publicinfo@gov.tt">publicinfo@gov.tt</a>
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TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

<b>The Designated Officer is:</b> <b>Mr. Derrick Sankar</b> Director (Ag.) T.T.F.S.C Barbados Road, Federation Park Port-of-Spain. Tel.: 622–1011 // Fax: 622-5443 E-mail: <a href="mailto:dsankar@forensic.gov.tt">dsankar@forensic.gov.tt</a>	<b>The Alternate Officer is:</b> <b>Mrs. Michelle Nasseir</b> Deputy Director (Ag.) T.T.F.S.C Barbados Road, Federation Park Port-of-Spain. Tel.: 622–1011 // Fax: 622-5443 E-mail: <a href="mailto:mnasseir@forensic.gov.tt">mnasseir@forensic.gov.tt</a>
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**Section 7 (1) (a) (vii)**  
**Advisory Boards, Councils, Committees and other Bodies:**

GENERAL ADMINISTRATION DIVISION

There are several Advisory Bodies and Committees that fall under the purview of the Ministry of National Security, for which the Ministry retains oversight responsibility. These are as follows:

- Advisory Committee on the Power of Pardon (Mercy Committee)
- Bacteriological and Toxins Weapons Committee
- Board of Management of the Youth Training Centre (YTC)
- Cadet Force Advisory Committee
- Criminal Injuries Compensation Board
- Defence Council
- Defence Force Commissions Board
- Firearms Appeal Board
- Immigration Advisory Committee
- Ministerial Tenders Committee
- National Drug Council
- National Emblems Committee
- National Security Officers Foundation Board
- Protective Services Compensation Committee
- Seized Assets Committee
- Special Tenders Committee
- Work Permit Advisory Committee

TRINIDAD AND TOBAGO FIRE SERVICE

- Delegates of the Trinidad and Tobago Fire Service sit on the following committees:
- Special Committee – Trinidad and Tobago Bureau of Standards
  - Storage Committee – Ministry of Energy
  - Approval Committee of Development Projects – Town and Country Planning Division
  - Special Committee – 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)

IMMIGRATION DIVISION

- Committees within the Immigration Division
- The Mutations Committee;
  - The Leave Committee;
  - The Joint Consultative Committee;
  - The Occupational Health and Safety Committee; and
  - The Training Committee.

There are currently no Advisory Boards, Councils, Committees and other Bodies within the other Divisions/ Agencies at this time.

**Section (7) (a) (viii)**  
**Library/Reading Room Facilities:**

GENERAL ADMINISTRATION DIVISION

The General Administration Division of the Ministry of National Security, does not have a Library/ Reading room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed in the Ministry's Staff Library located at Temple Court II, Abercromby Street, Port-of-Spain from Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m.

Phone : 624-2441  
Email Address : [library@mns.gov.tt](mailto:library@mns.gov.tt)

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

TRINIDAD AND TOBAGO DEFENCE FORCE

The Trinidad and Tobago Defence Force does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the Defence Force Headquarters' Staff Library located at Airways Road, Chaguaramas from Monday to Friday between the hours 12:00 noon to 3:00 pm.

Phone: 634-4532/ 3347/ 1724 // Fax Number: 634-1574

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

TRINIDAD AND TOBAGO POLICE SERVICE

The Trinidad and Tobago Police Service does not have a Library/ Reading Room available for public use at this time. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act.

TRINIDAD AND TOBAGO FIRE SERVICE

The Trinidad and Tobago Fire Service does not have a Library/ Reading Room available for public use at this time. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act.

TRINIDAD AND TOBAGO PRISON SERVICE

The Trinidad and Tobago Prison service does not have a Library/ Reading Room available for public use at this time. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act.

TRINIDAD AND TOBAGO CADET FORCE

The Trinidad and Tobago Cadet Force does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the conference room of the Cadet Force Division located at #52-60 Abercromby Street, Port-of-Spain from Monday to Friday between the hours 10:00am to 2:00pm.

Telephone: 623-7881 / 623-2441 – 5 // Fax number: 627-8044

**No smoking, eating or drinking is allowed in the Conference Room.**

IMMIGRATION DIVISION

The Immigration Division does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the Division's Head Office Conference Room, located at 8th Floor (South) Government Campus Plaza, #3-9 Richmond Street, Port-of-Spain from Monday to Friday between the hours of 9:00 a.m. to 12:00 noon.

**No smoking, eating or drinking is allowed in the Conference Room.**

OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT

The ODPM does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the ODPM's Staff Library located at #4A Orange Grove Road, Trincity, Tacarigua from Monday to Friday between the hours of 8:00 a.m. to 3:00 p.m. Information can also be viewed through the ODPM's website at [www.odpm.gov.tt](http://www.odpm.gov.tt).

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

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

The Trinidad and Tobago Forensic Science Centre does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the Ministry of National Security's Staff Library located at #52-60 Abercromby Street, Port-of-Spain from Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m.

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

**Section 8 Statements**

**Section 8 (1) (a) (i)**  
**Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of National Security, not being particulars contained in another written law:**

GENERAL ADMINISTRATION DIVISION

- Documents containing interpretations of the following:
- Immigration Act Chapter 18:01
  - Citizenship Act of Trinidad and Tobago Chapter 1:50
  - Freedom of Information Act 1999.

TRINIDAD AND TOBAGO POLICE SERVICE

- Schemes administered by the Police Service not being particulars contained in another written law.
- Legal Notices
- Departmental Orders
- Standing Orders
- Branch Orders
- Laws of the Republic of Trinidad and Tobago setting out Powers of the Commissioner of Police such as:
  - Firearms Act Chapter 16:01
  - Summary Offences Act 11:02
  - Interception of Communications Act 15:08
  - Customs Act Chapter 78:01
  - Police Service Act 15:01
  - Motor Vehicle and Road Traffic Act 48:50

These documents are available for purchase at the Government Printery and can be accessed free on the Office of the Attorney General and Ministry of Legal Affairs' website (<http://laws.gov.tt>).

TRINIDAD AND TOBAGO PRISON SERVICE

- United Nations Standard Minimum Rules for the Treatment of Prisoners
- Judge's Rulings in cases pertaining to the Trinidad and Tobago Prison Service.

IMMIGRATION DIVISION

- Rulings of Chief State Solicitor on Interpretation of Laws;
- Decisions of the Court on Immigration cases; and



- Staff Instructions, Circulars and Notices (Policy) relating to procedures to be followed.

**TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE**

- Provisional Collection of Taxes (No 2) Order, 1992 under the Evidence Act Chapter 7:02, Trinidad and Tobago Forensic Science Centre, Ministry of National Security, Scale of Fees.

**Section 8 (1) (a) (ii)**

**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Ministry of National Security, or similar documents containing rules, guidelines, practices or precedents:**

**GENERAL ADMINISTRATION DIVISION**

These include the following:

- Internet Usage Policy
- Procedure in applying for Citizenship
- Procedure for applying for Residence Status
- Procedure for applying for Work Permits
- Policy with respect to the grant of Overseas Missionary Permit.

**TRINIDAD AND TOBAGO POLICE SERVICE**

- Police Code of Conduct
- The rights of persons in custody
- Judges Rules
- Code of Ethics
- Cellular Phone Policy
- IT Policy
- Vehicle Usage Policy
- Flexi Work Policy
- HR Policy & Procedure Manual
- Guideline for Conducting Performance Appraisals
- Disposal of Assets Policy
- Policy for retention of External Legal Counsel
- HSE Policy
- Orientation Policy
- Payment of Allowances Policy
- Employee Leave Policy
- Work from Home Policy
- Whistle Blower Policy
- Media & Social Media Policy
- COVID-19 Policy
- Use of Force Policy

**IMMIGRATION DIVISION**

- Brochures detailing the requirements for:
  - Restoration of Citizenship;
  - Student Permits;
  - Visa for entry into Trinidad and Tobago; and
  - Passport application.
- Letters of advice and responses to queries, which form part of the Immigration Division's Administration Policies files.

**OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**

- Agreement Establishing the Caribbean Disaster Emergency Management Agency
- Crisis Communication Guidelines and Response Plan
- The National Response Framework
- Tsunami Warning Information Dissemination Protocol for Trinidad And Tobago
- The National Emergency Operations Center (NEOC) Standard Operating Procedures (SOPs)

**TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE**

- Quality Manual
- Standard Operating Procedures for Biology, Chemistry, Documents, Firearms and Tool marks, Toxicology, Stores
- Manual of Staff Circulars
- Safety Manual

**Section 8 (1) (b)**

**In enforcing written laws or schemes administered by the Ministry of National Security 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:**

**GENERAL ADMINISTRATION DIVISION**

- Standard operating procedures for the purchase of Minor Equipment Items – Sub Head 03.
- Procedures for the Evaluation of Tenders.
- Forms including guidelines for applications under the General Administration Division include the following:

Form No. 6 - Form of Application for status of resident of Trinidad and Tobago by a person under section 6 or 50 (1) of the Act  
Form No. 7 - Certificate of Registration as a resident of Trinidad and Tobago  
Form No. 17 - Permit issued by the Minister under section 10(1) of the Act  
Form No. 37 - Application for Overseas Missionaries Permit  
Form No. 39 - Cancellation of Work Permit

**IMMIGRATION DIVISION**

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 the 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 Ministry of National Security:**  
There are no statements to be published under this subsection at this time.

**Section 9 (1) (b)**

**A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Ministry of National Security 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:**  
There are no statements to be published under this subsection at this time.

**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 Ministry of National Security:**  
There are no statements to be published under this subsection at this time.

**Section 9 (1) (d)**

**A report, or a statement containing the advice or recommendations, of a committee established within the Ministry of National Security 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:**

- Submissions of the Work Permit Advisory Committee.
- Submissions of the Citizenship and Immigration Committee.

**Section 9 (1) (e)**

**A report, (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of National Security by a scientific or technical expert, whether within the Ministry of National Security or not, including a report expressing the opinion of such an expert on scientific or technical matters:**

- Port of Spain Vulnerability Risk Assessment – UWI Seismic and Miyamoto.
- National Disaster Preparedness Baseline Assessment.
- Post Disaster Needs Assessment Report.

**Section 9 (1) (f)**

**A report prepared for the Ministry of National Security by a consultant who was paid for preparing the report:**

- Comprehensive Disaster Management in Trinidad and Tobago – A Policy Directions Paper.
- Situational Analysis – Trinidad and Tobago – Country Work Programme.
- Trinidad and Tobago Disaster Risk Management Legislative Gap Analysis Report.

**Section 9 (1) (g)**

**A report prepared within the Ministry of National Security 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:**  
This includes the following:

- 2013 Police Youth Club Evaluation
- 2012 Evaluation of the Birdsong Academy
- 2014 Collective Efficacy Study
- 2015 Crime and Victimization Perception Survey
- 2017 Military- led Academic Training (MiLAT) Programme
- 2017 Civilian Conservation Corps (CCC) Programme
- 2017 Employee Recognition Policy

**Section 9 (1) (h)**

**A report on the performance or efficiency of the Ministry of National Security, or an office, or branch of the Ministry of National Security, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry of National Security:**

- Annual Administrative Reports of the Ministry of National Security.
- Annual Reports of the Counter Trafficking Unit.
- Annual Reports of the Protective Services Compensation Committee.
- Annual Reports of the Criminal Injuries Compensation Board.
- Annual Reports on the operations of the National Forensic DNA Databank (NFDD) Custodian Unit.
- Annual Administration Report on the operations of the Trinidad and Tobago Prison Service. This is a performance report outlining how the various departments of the organization performed during the previous year.

**Section 9 (1) (i)**

**A report containing final plans or proposals for the re-organisation of the functions of the Ministry of National Security, the establishment of a new policy, programme or project to be administered by the General Administration Division or the alteration of an existing policy programme or project administered by Ministry of National Security, 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:**

- Ministry of National Security Strategic Plan for the period 2018 – 2023
- Cabinet Appointed Task Force Report on Prison Reform and Transformation 2002. This document also contains proposals for the restructuring of the Trinidad and Tobago Prison Service. Some of these proposals are already in force.

**Section 9 (1) (j) to Section 9 (1) (m)**

There are no reports or statements to be published under these subsections at this time.