

LEGAL NOTICE NO. 123

REPUBLIC OF TRINIDAD AND TOBAGO

THE POLICE SERVICE ACT, CHAP. 15:01

ORDER

MADE BY THE PRESIDENT UNDER SECTION 7(1)(c) OF THE
POLICE SERVICE ACT

THE POLICE (RATES OF PAY AND ALLOWANCES)
ORDER, 2004

1. This Order may be cited as the Police (Rates of Pay and Allowances) Order, 2004. ^{Citation}

2. The Memoranda of Agreement entered into between the Chief ^{Memoranda} Personnel Officer on behalf of the Minister of Finance and the Trinidad ^{of Agreement} and Tobago Police Service First Division Officers' Association and the Trinidad and Tobago Police Service Social and Welfare Association are set out in Appendices I, II and III.

APPENDIX I

THE POLICE SERVICE ACT, CHAP. 15:01
(Under section 16)

MEMORANDUM OF AGREEMENT

BETWEEN

THE CHIEF PERSONNEL OFFICER—*Party No. 1*

AND

THE TRINIDAD AND TOBAGO POLICE SERVICE FIRST DIVISION OFFICERS'
ASSOCIATION—*Party No. 2*

FOLLOWING consultation and negotiation, the Parties agree that the undermentioned terms and conditions of employment shall apply, with effect from the dates specified, to full-time monthly-paid officers in the First Division of the Trinidad and Tobago Police Service.

1. SALARY

Based on the results of the Job Evaluation and Compensation Exercise in the Police Service, payment shall be made to First Division Officers in respect of the period 1st January, 2002—31st December, 2004 as follows:

- (a) With effect from 1st January, 2002 to 30th September, 2003—
Salaries representing consolidation of the following monthly payments:
- (i) Cost of Living Allowance of \$55.00;
 - (ii) basic salary; and
 - (iii) the First Division Police Officers' Allowance applicable as at 31st December, 2001. (*Appendix I refers*)

- (b) With effect from 1st October, 2003 to 31st March, 2004—
The consolidated salaries at (a) above plus 40% of the difference between such salaries and the targeted quantum of market salaries agreed upon by the Parties. (*Appendix II refers*)
- (c) With effect from 1st April, 2004 to 31st December, 2004—
Salaries representing the targeted quantum of market salaries agreed upon by the Parties. (*Appendix III refers*)

2. COST OF LIVING ALLOWANCE

A Cost of Living Allowance of \$60.00 per month shall be payable in respect of the period 1st January, 2002 to 31st December, 2004.

3. TRAVELLING FACILITIES AND ALLOWANCES

A. MOTOR VEHICLE UPKEEP ALLOWANCE

- (i) The Upkeep Allowance payable to the holder of an office included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chap. 23:50, who is required to keep and use a motor vehicle in the performance of his/her official duties shall be as follows:
- (a) with effect from 1st January, 2002 to 30th September, 2002—
\$1,048.00 per month;
 - (b) with effect from 1st October, 2002 to 30th September, 2003—
\$1,200.00 per month;
 - (c) with effect from 1st October, 2003 to 31st December, 2004—
\$1,300.00 per month.
- (ii) Upon amendment of the Travelling Allowances Regulations, the Upkeep Allowance shall be payable in the following circumstances with effect from 1st January, 2004:
- (a) during the entire period of Maternity Leave;
 - (b) for a maximum period of three (3) continuous months where an officer is granted an extension of sick leave with full pay;
 - (c) during periods of annual leave earned while acting in a higher office which is included under Part I of the Third Schedule to the Travelling Allowances Regulations.

B. ADVANCE TO PURCHASE A MOTOR VEHICLE

With effect from the date of issue of the relevant Circular, the maximum amount to be advanced to an eligible officer for the purchase of a motor vehicle shall be \$100,000.00.

C. MOTOR VEHICLE REPAIR LOAN

With effect from the date of issue of the relevant Circular, the maximum amount to be advanced to an eligible officer for the purpose of effecting repairs to his/her motor vehicle shall be \$20,000.00.

D. KILOMETRIC ALLOWANCE

With effect from 1st January, 2002, the kilometric allowance applicable to the holder of an office as at A(i) above, shall be \$1.15 per kilometre.

E. KILOMETRIC ALLOWANCE UNDER REGULATION 16

With effect from 1st January, 2002, the rate of the kilometric allowance payable under Regulation 16 of the Travelling Allowances Regulations shall be \$1.45 per kilometre.

F. SUBSISTENCE ALLOWANCE

With effect from the date of issue of the relevant Circular, and subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations being met, the Subsistence Allowance payable to an officer, who, in the course of his official duty, is required to travel beyond a radius of 16 kilometres (10 miles) from his station shall be as follows:

\$72.00 per day in Trinidad;

\$78.00 per day in Tobago.

4. ALLOWANCES

A. DUTY ALLOWANCE

(i) With effect from 1st January, 2004, an allowance at the undermentioned rates shall be paid to an officer who is rostered to work beyond his normal hours of work and on weekends and public holidays:

(a) \$2,000.00 per month to an officer attached to—

Criminal Investigation Department/Criminal Records Office;
Anti-Kidnapping Squad;
Firearm Interdiction Unit;
Homicide Bureau;
Anti-Corruption Unit;
Fraud Squad;
Organized Crime and Narcotic Unit;
Special Branch.

(b) \$1,200.00 per month to an officer attached to any other Division, Branch, Section or Unit of the Service.

(ii) the allowances at (a) and (b) above shall continue to be paid during periods of normal sick leave and casual absences from duty to a maximum of seven (7) working days.

B. HOUSE ALLOWANCE

(i) With effect from 1st January, 2004, the following rates of House Allowance shall be payable to an entitled officer:

Married Officer—\$1,400.00 per month;

Single Officer—\$1,100.00 per month.

(ii) Where an officer is married to or marries another officer, each shall continue to be paid the House Allowance applicable to a single officer.

C. PROFICIENCY ALLOWANCES

With effect from 1st January, 2004:

(i) the allowance payable to an officer who functions as a Court Prosecutor shall be at the rate of \$600.00 per month;

(ii) where an officer at (i) above is an Attorney-at-law, the allowance shall be at the rate of \$1,500.00 per month;

(iii) the allowance payable to the officer in charge of the Court and Process Branch shall be at the rate of \$700.00 per month.

D. SPECIALIZATION ALLOWANCE

- (i) With effect from 1st January, 2004, an allowance of \$400 per month shall be payable to an officer who possesses a recognized degree in—
- (a) Social Work and who carries out community policing functions, provides counselling services and social support to members of the public and/or who is required to utilize this qualification in training fellow officers; and
 - (b) Law, Police Science, Music or Management and who is required to utilize his/her qualification to promote higher and more effective levels of performance in the Service and/or to provide training to fellow officers.
- (ii) The allowance at (i) above shall be payable to an officer who is identified by the Commissioner of Police as being required to utilize the skill on an on-going basis;
- (iii) Where the officer at (ii) above proceeds on periods of approved leave with full pay, he/she shall continue to receive the allowance during such periods of leave.

E. TELEPHONE ALLOWANCE

With effect from 1st January, 2004, an officer shall be paid a Telephone Allowance at the rate of \$350.00 per month.

F. MEAL ALLOWANCE

- (i) With effect from the date of issue of the relevant Circular, an officer may qualify for the provision of a meal or payment of a meal allowance in lieu, in the following circumstances:
- (a) where he/she is required and authorized to continue working for more than two (2) hours beyond the end of the normal work day or shift of duty. As an example, an officer, whose normal shift of duty is of eight (8) hours duration, would need to work beyond a total of ten (10) hours, in order to qualify for this benefit;
 - (b) where the officer referred to at (a) above continues to work, as above-mentioned, he/she would be eligible to be provided with another meal or meal allowance in lieu at the end of each four (4) hour period calculated from two (2) hours after the commencement of the period of excess hours; and
 - (c) the meal allowance applicable under this provision shall be at a rate equivalent to one-third ($\frac{1}{3}$) of the daily Subsistence Allowance payable under the Travelling Allowances Regulations, Chap. 23:50, that is to say:
 - \$24.00 in Trinidad; and
 - \$26.00 in Tobago;
- (ii) With effect from 1st January, 2004, the monthly meal allowance payable to entitled officers shall be paid in full during periods of annual vacation leave only where such leave is spent in Trinidad and Tobago.

5. FUNERAL GRANT

With effect from 1st January, 2004, where an officer dies in service, the amount granted under Regulation 27 of the Police Service Regulations, Chap. 15:01 to assist in defraying the funeral expenses of the officer shall be \$2,000.00.

POLICE SERVICE

CLASSIFICATION AND COMPENSATION PLAN

APPLICABLE TO OFFICES IN THE FIRST DIVISION OF THE TRINIDAD AND TOBAGO
POLICE SERVICE

Effective 1st January, 2002 to 30th September, 2003

Office	Previous Range	SALARY SCALES								LONGEVITY		
		Minimum	A	B	C	D	E	F	G	1ST	2ND	3RD
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Assistant Commissioner of Police	62	9,004										
Senior Superintendent of Police	60	8,432										
Superintendent of Police Director of Police Band	57E						7,689	7,898		8,092	8,292	8,486
Assistant Superintendent of Police Deputy Director of Police Band	53F							7,325	7,502	7,670	7,831	8,000

NOTE: The salaries above represent a consolidation of basic salary, Cost of Living Allowance and the Police Service First Division Officers' Allowance as at 31st December, 2001.

APPENDIX II

THE POLICE SERVICE ACT, CHAP. 15:01
(Under section 16)

MEMORANDUM OF AGREEMENT

BETWEEN

THE CHIEF PERSONNEL OFFICER—*Party No. 1*

AND

THE TRINIDAD AND TOBAGO POLICE SERVICE SOCIAL AND WELFARE
ASSOCIATION—*Party No. 2*

FOLLOWING consultation and negotiation, the Parties agree that the undermentioned terms and conditions of employment shall apply, with effect from the dates specified, to full-time monthly-paid officers in the Second Division of the Trinidad and Tobago Police Service.

1. SALARY

Based on the results of the Job Evaluation and Compensation Exercise in the Police Service, payment shall be made to Second Division Officers in respect of the period 1st January, 2002—31st December, 2004 as follows:

(a) With effect from 1st January, 2002 to 30th September, 2003—

Salaries representing consolidation of the following monthly payments:

(i) Cost of Living Allowance of \$55.00;

(ii) basic salary; and

(iii) the Second Division Police Officers' Allowance applicable as at 31st December, 2001. (*Appendix I refers*)

(b) With effect from 1st October, 2003 to 31st March, 2004—

Payment of the consolidated salaries at (a) above plus 40% of the difference between such salaries and the targeted quantum of market salaries agreed upon by the Parties. (*Appendix II refers*)

(c) With effect from 1st April, 2004 to 31st December, 2004—

Salaries representing the targeted quantum of market salaries agreed upon by the Parties. (*Appendix III refers*)

2. COST OF LIVING ALLOWANCE

A Cost of Living Allowance of \$60.00 per month shall be payable in respect of the period 1st January, 2002 to 31st December, 2004.

3. ALLOWANCES

A. HOUSE ALLOWANCE

(i) with effect from 1st January, 2004, the House Allowance payable to an entitled officer shall be at the following rates:

Married Officer—\$900.00 per month;

Single Officer—\$650.00 per month.

(ii) where an officer is married to or marries another officer, each shall continue to be paid the allowance applicable to a single officer.

B. PROFICIENCY ALLOWANCES

With effect from 1st January, 2004—

- (i) the allowance payable to an officer who functions as a Court Prosecutor shall be \$500.00 per month.
- (ii) where an officer at (i) above is an Attorney-at-law, the allowance shall be \$1,200.00 per month.

C. MEAL ALLOWANCE

- (i) With effect from the date of issue of the relevant Circular the meal allowance payable to an officer who is required and authorized to continue working more than two (2) hours beyond the end of his normal working day or shift of duty shall be as follows:

\$24.00 in Trinidad; and
\$26.00 in Tobago.

- (ii) With effect from 1st January, 2004, the monthly meal allowance payable to entitled officers shall be paid in full during periods of annual vacation leave only where such leave is spent in Trinidad and Tobago.

D. SPECIALIZATION ALLOWANCE

With effect from 1st January, 2004, the Specialization Allowance of \$400.00 per month payable under Memorandum of Agreement dated 6th April, 2001 between the Chief Personnel Officer and the Trinidad and Tobago Police Service Social and Welfare Association shall continue to be paid during periods of approved leave with full pay.

4. TRAVELLING FACILITIES AND ALLOWANCES**A. MOTOR VEHICLE UPKEEP ALLOWANCE**

- (i) The Upkeep Allowance payable to the holder of an office included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chap. 23:50, who is required to keep and use a motor vehicle in the performance of his/her official duties shall be as follows:

(a) with effect from 1st January, 2002 to 30th September, 2002—
\$1,048.00 per month;

(b) with effect from 1st October, 2002 to 30th September, 2003—
\$1,200.00 per month; and

(c) with effect from 1st October, 2003 to 31st December, 2004—
\$1,300.00 per month.

- (ii) Upon amendment of the Travelling Allowances Regulations, the Upkeep Allowance shall be payable in the following circumstances with effect from 1st January, 2004:

(a) during the entire period of Maternity Leave;

(b) for a maximum period of three (3) continuous months where an officer is granted an extension of sick leave with full pay; and

(c) during periods of annual leave earned while acting in a higher office which is included under Part I of the Third Schedule to the Travelling Allowances Regulations.

B. ADVANCE TO PURCHASE A MOTOR VEHICLE

With effect from the date of issue of the relevant Circular, the maximum amount to be advanced to an eligible officer for the purchase of a motor vehicle shall be \$100,000.00.

C. MOTOR VEHICLE REPAIR LOAN

With effect from the date of issue of the relevant Circular, the maximum amount to be advanced to an eligible officer for the purpose of effecting repairs to his/her motor vehicle shall be \$20,000.00.

D. KILOMETRIC ALLOWANCE

With effect from 1st January, 2002, the kilometric allowance applicable to the holder of an office as at A (i) above, shall be \$1.15 per kilometre.

E. KILOMETRIC ALLOWANCE UNDER REGULATION 16

With effect from 1st January, 2002, the rate of the kilometric allowance payable under Regulation 16 of the Travelling Allowances Regulations shall be \$1.45 per kilometre.

F. SUBSISTENCE ALLOWANCE

With effect from the date of issue of the relevant Circular, and subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations, Chap. 23:50 being met, the Subsistence Allowance payable to an officer, who, in the course of his/her official duty, is required to travel beyond a radius of 16 kilometres (10 miles) from his/her station shall be as follows:

\$72.00 per day in Trinidad; and

\$78.00 per day in Tobago.

5. FUNERAL GRANT

With effect from 1st January, 2004, where an officer dies in service, the amount granted under Regulation 27 of the Police Service Regulations to assist in defraying the funeral expenses of the officer shall be \$2,000.00.

PERIOD OF AGREEMENT

The terms of this Agreement cover the period 1st January, 2002 to 31st December, 2004.

Chief Personnel Officer
on behalf of the Minister
of Finance

For and on behalf of the
Trinidad and Tobago Police Service
Social and Welfare Association

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Dated this 7th day of January, 2004.

POLICE SERVICE

CLASSIFICATION AND COMPENSATION PLAN

APPLICABLE TO OFFICES IN THE SECOND DIVISION OF THE TRINIDAD AND TOBAGO
POLICE SERVICE

Effective 1st January, 2002 to 30th September, 2003

Office	Previous Range	SALARY SCALES								LONGEVITY			
		Minimum	A	B	C	D	E	F	G	1ST	2ND	3RD	
Police Inspector Assistant Director of Police Band	47E	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Police Sergeant Police Bandsman III	40E						6,091	6,223	6,362	6,494	6,625	6,787	
Police Corporal Police Bandsman II	31C				4,583	4,737	4,895	5,050	5,232	5,384	5,510	5,630	
Police Constable Police Bandsman I After 5 years	24C				3,821	3,939	4,055	4,171	4,308	4,422	4,537	4,652	
Police Constable Police Bandsman I For 5 years	21	3,091	3,193	3,291	3,391	3,492	3,592	3,692	3,800	3,899	3,998	4,102	
Police Band Apprentice	13	2,465	2,535	2,605	2,671	2,741	2,810	2,879	2,953	3,020	3,087	3,156	

NOTE: The salaries above represent a consolidation of basic salary, Cost of Living Allowance and the Police Service Second Division Officers' Allowance as at 31st December, 2001.

APPENDIX III

THE POLICE SERVICE ACT, CHAP. 15:01

(Under section 16)

MEMORANDUM OF AGREEMENT

BETWEEN

THE CHIEF PERSONNEL OFFICER—*Party No. 1*

AND

THE TRINIDAD AND TOBAGO POLICE SERVICE FIRST DIVISION OFFICERS' ASSOCIATION—*Party No. 2*

THE PARTIES agree, following consultation and negotiation, that the undermentioned terms and conditions of employment shall apply with effect from the dates specified to full-time monthly-paid officers in the First Division of the Trinidad and Tobago Police Service.

A. PAYMENT OF ACTING ALLOWANCE TO AN OFFICER ACTING IN A HIGHER OFFICE

With effect from 1st January, 2004, an officer who is appointed to act in a higher office shall receive an acting allowance of not less than the value of an increment in the Grade applicable to his/her substantive office.

B. PENSION ARRANGEMENTS (SERVICE IN AN ACTING CAPACITY PRIOR TO COMPULSORY RETIREMENT)

The Pensions and Gratuities Rules under the Sixth Schedule to the Police Service Act, Chap. 15:01 shall be amended with effect from 1st January, 2004 to provide for the superannuation benefits of an officer who has acted continuously in a higher office for a period of not less than three (3) years immediately prior to the date of his/her compulsory retirement to be calculated as if he/she had been substantively appointed to that office.

C. TRANSFER BETWEEN TRINIDAD AND TOBAGO OR *VICE VERSA*

With effect from 1st January, 2004, the allowances payable to an officer who is transferred from Trinidad to Tobago or *vice versa*, after his/her first appointment, shall be as follows:

- (a) Transfer Allowance—\$600.00 per month
- (b) House Allowance (where housing/accommodation is not provided)—
 - (i) where the transfer is from Tobago to Trinidad—\$1,350 per month;
 - (ii) where the transfer is from Trinidad to Tobago—\$1,700 per month.

The conditions that govern the payment of these allowances as set out in the Memorandum of Agreement dated 20th November, 2000 shall continue to apply.

D. TOBAGO RESPONSIBILITY ALLOWANCE

With effect from 1st January, 2004, a Tobago Responsibility Allowance of \$1,200.00 per month shall be paid to the officer who is Head of the Tobago Division.

E. PROFICIENCY ALLOWANCES

(i) Subject to (ii) below, Proficiency Allowances payable to officers who possess specified skills and who function as identified in the Appendix shall cease to be payable on 31st December, 2004.

(ii) Proficiency Allowances shall continue to be payable where an officer—

(a) Functions as a—

Bomb Expert;
Court Prosecutor; or
Interpreter;

(b) provides VIP Protection.

PERIOD OF AGREEMENT

The terms of this Agreement cover the period 1st January, 2002 to 31st December, 2004.

*Chief Personnel Officer
on behalf of the Minister
of Finance*

*For and on behalf of the
Trinidad and Tobago Police Service
First Division Officers' Association*

Three handwritten signatures in cursive script, each written over a set of horizontal dotted lines.

Four handwritten signatures in cursive script, each written over a set of horizontal dotted lines. The first signature is the largest and most prominent.

Dated this 12th day of February, 2004.

APPENDIX**TRINIDAD AND TOBAGO POLICE SERVICE FIRST DIVISION OFFICERS' ASSOCIATION**

Cessation on 31st December, 2004 of payment of Proficiency Allowances to officers who function as—

Detective;
Fingerprint Expert;
Director of Music;
Assistant Director of Music;
Dog Handler;
Dog Handler Trainer;
Expert Rider (Mounted Trainer); or
Narcotic Expert.

Dated this 17th day of June, 2004.

A. LEUNG WOO-GABRIEL
Secretary to Cabinet