

Ministry of National Security

Administrative Report - *Fiscal Year 2009*

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Executive Summary

The Ministry of National Security is among the largest and most complex public sector organizations. It is the arm of the Government of Trinidad and Tobago with primary responsibility for ensuring the security of the land and people of the twin island state, and is charged with a three-pronged operational mandate to:

- Maintain Law and Order, Public Safety and Defence against Aggression
- Manage Disaster Preparedness and Response; and
- Monitor and Control the flow of persons into and out of the country.

In fulfilling its mandate, the Ministry was guided by Government's Vision 2020 Strategic Plan for the country, which enunciates five (5) development priorities or pillars that form the "planks" for Vision 2020. These are as follows:

- Developing Innovative People
- Nurturing a Caring Society
- Governing Effectively
- Enabling Competitive Business
- Investing in Sound Infrastructure and Environment

The remit of the Ministry of National Security falls largely under the Pillar "Governing Effectively", Goal 5 of which speaks to Government's commitment to ensuring that *Trinidad and Tobago is a safe and secure place to live, visit, do business and raise families.*

During Fiscal Year 2009, the Ministry of National Security focused largely on its goal of securing the nation, by fostering increased inter-agency cooperation and strengthening of its Divisions and agencies, through the procurement of equipment and intensified recruitment. In keeping with the country's developmental priorities, the Ministry's key accomplishments during the period under review included:

- Attainment of a 32.9% increase in the production of Machine Readable Passports.
- Establishment of an Immigration Detention Centre to temporarily accommodate illegal immigrants.
- Gaining access to eTrace, a web-based firearm trace request submission system that provides for the exchange of data on firearms connected with criminal investigations.
- Introduction of Court Video Conferencing in the Prison Service.
- Implementation of a Pilot Community Early Warning System in San Juan.
- Development of a draft Egress Plan for Port-of-Spain.
- Establishment of a Parliament Security Unit.
- Strengthening of its Legislative Framework.

Chapter 1

About the Ministry

The existence of a ministry with responsibility for national security dates back to 1959, with the introduction of Cabinet Government. Over the years, the ministry has evolved, reconfiguring itself to fulfill its changing roles and responsibilities, consistent with changing domestic and foreign security demands.

Within the recent past, the Ministry has embarked on a number of transformation initiatives aimed at updating and strengthening its systems and structures to better fulfill its mandate. It focused therefore on building law enforcement through its Police and Prison Services and SAUTT, strengthening of the nation's borders through increased surveillance and upgraded travel documentation, restructuring of its disaster management agency and buttressing of its forensic science capabilities.

To execute its functions, the Ministry has a staff of approximately 20,770 persons, including Military, Paramilitary and Civilian personnel, establishment and contract, who are assigned to its under mentioned nine (9) primary Divisions and other units/agencies:

Divisions

- Trinidad and Tobago Police Service
- Trinidad and Tobago Prison Service
- Trinidad and Tobago Fire Service
- Trinidad and Tobago Defence Force
- Forensic Science Centre
- Immigration Division
- Office of Disaster Preparedness and Management
- Trinidad and Tobago Cadet Force
- General Administration

Units/Agencies

- Strategic Services Agency (SSA)
- Special Anti-Crime Unit of Trinidad and Tobago (SAUTT)
- Police Complaints Authority (PCA)
- National Drug Council (NDC)
- Citizen Security Programme (CSP)
- Defence Force Transformation and Integration Secretariat (DEFTIS)
- Office of Law Enforcement Policy (OLEP)
- Other security intelligence agencies

The Ministry also retains oversight responsibility for a number of advisory bodies, boards and committees. These include:

- Advisory Committee on the Power of Pardon
- Cadet Force Advisory Committee

- Defence Council
- Defence Force Commission Board
- National Emblems Committee
- Protective Services Compensation Committee
- Work Permit Advisory Committee
- Youth Training Centre Board of Management
- Police Promotions Advisory Board
- Crime and Justice Commission

In conducting its business, the Ministry also liaises with a number of stakeholder agencies from both the governmental and non-governmental sectors.

At present, the law enforcement and public safety obligation of the Ministry of National Security feature among its most significant. Understandably, therefore, within the past five (5) years, National Security has received among the top three budgetary allocations, which has consistently increased from \$1.5 Bn. in 2002 to \$2.5 Bn. in 2005, \$5.1 Bn. in 2008 and, most recently, \$4.7 Bn. in 2009.

Our Mission

“To create an environment which ensures public safety and security through the maintenance of law and order and the commitment of all available resources to the protection of life and property”

Our Philosophy

In executing its responsibilities under the aforementioned Developmental Pillar, the Ministry is committed to the following guiding principles and values:



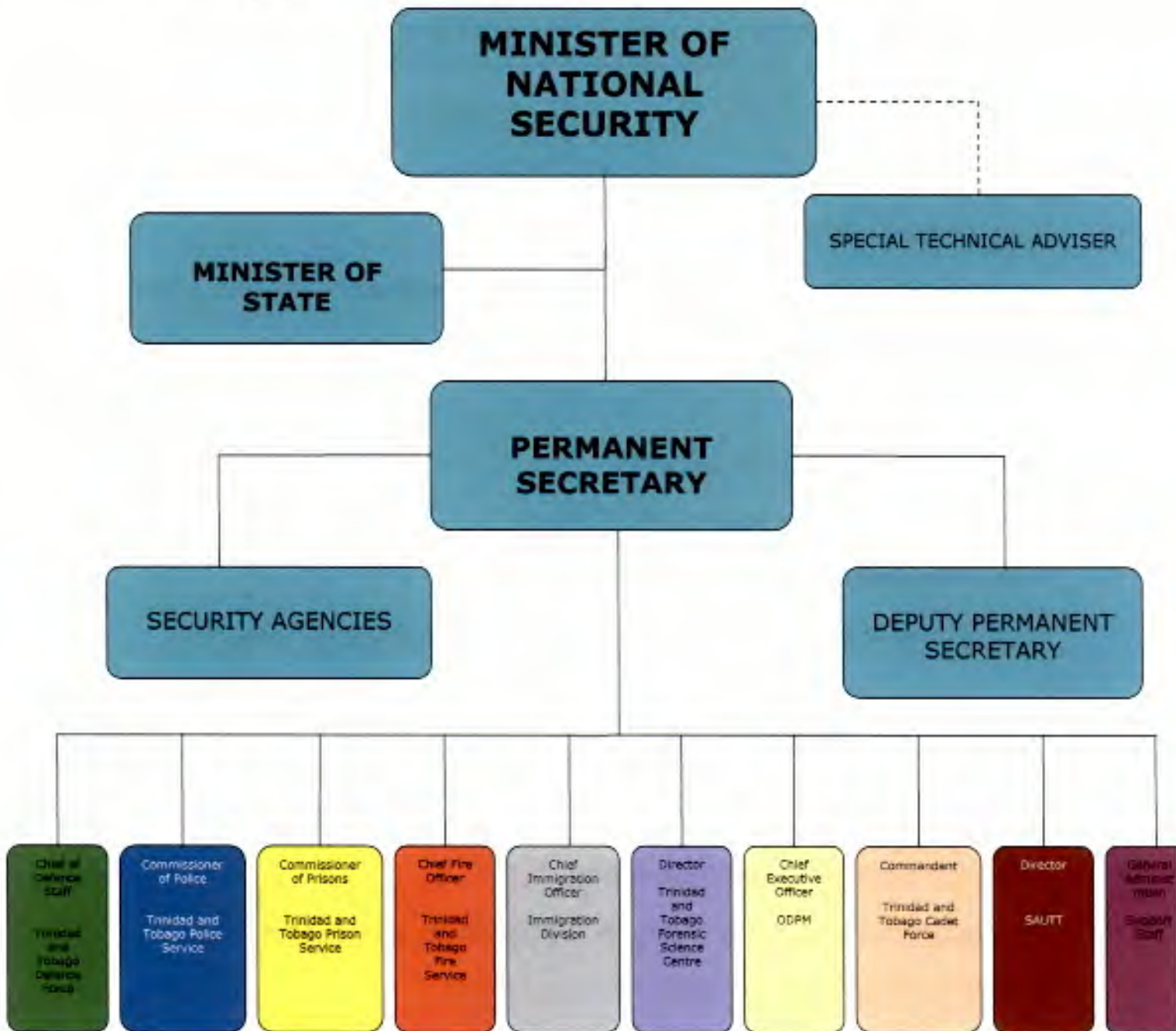
Corporate Structure

The Ministry is headed by a political appointee in the position of Minister of National Security, who is assisted in managing the affairs of the Ministry by the Permanent Secretary. The Permanent Secretary is a public servant and the chief accounting officer for the Ministry. She is assisted in overseeing the day-to-day operations of the Ministry by two (2) Deputy Permanent Secretaries, together with the respective Heads of Divisions/Agencies, as set out hereunder:

Division/Agency	Head of Division/Agency
Trinidad and Tobago Police Service	Commissioner of Police
Trinidad and Tobago Defence Force	Chief of Defence Staff
Trinidad and Tobago Prison Service	Commissioner of Prisons
Trinidad and Tobago Fire Service	Chief Fire Officer
Trinidad and Tobago Forensic Science Centre	Director
*Office of Disaster Preparedness and Management	Chief Executive Officer
Immigration Division	Chief Immigration Officer
*Trinidad and Tobago Cadet Force	Commandant
General Administration	Permanent Secretary
*Special Anti-Crime Unit of Trinidad and Tobago (SAUTT)	Director
*Strategic Services Agency	Director
*Police Complaints Authority	Director

Depicted below is the “Top Level Organizational Structure” of the Ministry:

Ministry of National Security “Top Level Organizational Structure”



Chapter 2

Profiles of the Divisions/Agencies of the Ministry

The Trinidad and Tobago Police Service

As the primary law enforcement agency, the Trinidad and Tobago Police Service is charged with the responsibility to maintain law and order, prevent and detect crime and prosecute offenders. The Service is guided in its day-to-day operations by its motto - "to protect and serve with pride". Its main functions are as follows:

- Preserve the peace and detect crime and other infractions of the law.
- Apprehend and bring before justice, persons found committing offences.
- Repress internal disturbances.
- Community Policing initiatives - provide counseling, guidance and advice to all citizens.
- Prepare Certificates of Good Character.
- Provide VIP Protection.
- Surveillance and Intelligence Gathering.
- Provide E999 Emergency Response and Advice.
- Traffic Management.
- Grant permission to conduct Cremations, Bingos, Raffles and Street Collection.

The Trinidad and Tobago Defence Force

The Trinidad and Tobago Defence Force is responsible for defending the sovereign good of the Republic of Trinidad and Tobago, contributing to the development of the national community and supporting the State in the fulfillment of its national and international objectives. Its main functions are as follows:

- Defend the sovereign good of the country.
- Cooperate with and assist the civil power in maintaining law and order.
- Assist the civil authorities in times of crisis or disaster.
- Perform ceremonial functions on behalf of the State.
- Provide Search and Rescue services, in keeping with national requirements and under international agreements.
- Assist in the prevention of trafficking in narcotics and illegal goods.

- Monitor the safety of shipping in national waters.
- Assist in the development of the national community.
- Implement the Specialized Youth Service Programmes (SYSP):
 - Civilian Conservation Corps (CCC)
 - Military-led Academic Training (MILAT)
 - Military-led Youth Programme of Apprenticeship and Reorientation Training (MYPART)

The Trinidad and Tobago Prison Service

The Trinidad and Tobago Prison Service is responsible for ensuring the safe custody and rehabilitation of prisoners. Its main functions are as follows:

- Ensure the safe custody of inmates who are committed to custody by due process of law.
- Ensure inmates are kept in a healthy and humane environment.
- Develop programmes to ensure the reformative and rehabilitative treatment of inmates in keeping with modern, penological practices.
- Maintain structures and provide amenities for the accommodation, comfort, physical, spiritual and social well being of inmates.
- Provide welfare, recreational, educational and religious programmes to assist inmates in their re-socialization and re-entry into society

Its Motto is *"To hold and treat"*.

The Trinidad and Tobago Fire Service

The primary responsibility of the Trinidad and Tobago Fire Service is to provide efficient and effective fire, rescue and emergency care services throughout the country. Its main functions are as follows:

- Provide fire, rescue and emergency care services.
- Provide adequate firefighting and emergency response capabilities.
- Provide fire suppression and protection coverage for marine resources.
- Supervise the loading, transport and offloading of explosives.
- Provide and advise upon preventative measures against the occurrence of such damage or destruction.
- Render humanitarian services where required.
- Conduct investigations to ascertain the cause or origin of fires or other hazards requiring the services.
- Provide Ambulance Service.

Its Motto is *"In the Service of the People"*.

The Office of Disaster Preparedness and Management

The Office of Disaster Preparedness and Management is the national entity responsible for disaster risk management. Its main functions are as follows:

- Coordinate disaster management.
- Plan and provide technical advice on Disaster Management.
- Provide Training in Disaster Management.
- Conduct Emergency Simulation Exercises in Disaster Management.

The Trinidad and Tobago Forensic Science Centre

The Trinidad and Tobago Forensic Science Centre provides for the collection, preservation and forensic analysis of evidence. Its main functions are as follows:

- Provide forensic pathology services e.g. post mortems.
- Conduct analyses/examination of items for forensic investigation e.g. narcotics, explosive residues, body fluids etc.

The Immigration Division

Immigration Division is responsible for efficiently and effectively facilitating the movement of people into and out of Trinidad and Tobago, and providing sound technical advice to the Ministry of National Security on matters of immigration. Its main functions are as follows:

- Issue of Travel Documents, including Inter-Commonwealth Caribbean Travel Documents.
- Grant of Student Permits and Emergency Certificates.
- Grant of Extension of Stay for non-nationals.
- Processing of applications for lifting of deportation orders.

The Special Anti-Crime Unit of Trinidad and Tobago

The Special Anti-Crime Unit of Trinidad and Tobago is responsible for tackling crimes of national significance including organized crime, kidnapping, gang violence and terrorism. Its main functions are as follows:

- Support investigators in anti-crime operations.
- Conduct surveillance at strategic locations.
- Provide training for law enforcement and protective service agencies.

The Cadet Force of Trinidad and Tobago

The Cadet Force of Trinidad and Tobago is responsible for training and inspiring young men and women to be model citizens. The organization achieves this through the provision of training and development opportunities to its members.

The Police Complaints Authority

The Police Complaints Authority acts as an intermediary between the public and the Police Service in resolving complaints against Police, Municipal and Special Reserve Officers. Its main functions are as follows:

- Receive complaints on the conduct of Police, Municipal or Special Reserve Officers.
- Investigation of complaints.

General Administration

General Administration or Head Office is responsible for providing the other Divisions of the Ministry with the necessary resources, e.g. financial, human, technological, to achieve their objectives. It houses the offices of the Ministers, Permanent Secretary, Deputy Permanent Secretaries and other senior executives of the Ministry. It is the policy-formulating arm of the Ministry and bears responsibility for ensuring implementation of Government's policies and programmes.

Through its various reporting obligations, the Ministry is able to maintain accountability, transparency and keep the public aware of its progress over time.

Reporting Functions

The Table hereunder depicts the Reports which Divisions/Agencies of the Ministry are required to generate and the recipients of such reports:

Table 4 - Reports compiled by the Ministry of National Security

REPORT	Recipient of Report						
	Line Minister	Cabinet	Public Service Commission	Chief Personnel Officer	Ministry of Finance	Gov't Printer	President
Annual Report of the National Drug Council	x	x					
Annual Report of the Strategic Services Agency	x	x					
Annual Report of the Protective Services Compensation Committee		x					
Annual Report of the Police Complaints Authority	x	x					
Annual Administrative Reports of Divisions	x						

REPORT	Recipient of Report						
	Line Minister	Cabinet	Public Service Commission	Chief Personnel Officer	Ministry of Finance	Gov't Printer	President
Quarterly Return on the exercise of Delegated Authority			x	x			
Quarterly Return on payment of Retirees' Benefits					x		
Monthly Report on Human Resource Matters to be Gazetted						x	
Weekly Report on Grant and Renunciation of Citizenship						x	
Annual Administrative Report of the Ministry	x	x					x

Chapter 3

Accomplishments and Administrative Activities

In keeping with Government's National Development Vision, the Ministry of National Security is working toward positioning itself as a national security organization of developed nation status by the year 2020. To achieve this objective, the Ministry has systematically established five three-year strategic planning periods - 2005-2007, 2008-2010, 2011-2013, 2014-2016 and 2017-2020.

During this, the second year of the current planning period, 2008-2010, the Ministry advanced this objective through the acquisition of state-of-the-art equipment, strengthening of its human resource and upgrading of its facilities to enhance operations. Hereunder are the details of the Ministry's accomplishments and administrative activities, set out under the following headings:

- Enhancing Law Enforcement Capabilities
- Strengthening the Human Resource Base
- Strengthening the Legal and Regulatory Framework
- Upgrading Infrastructure
- Strengthening Community and Youth-based Activities
- Improving Disaster Management Capacity
- Managing Innovatively

• Enhancing Law Enforcement Capabilities

Trinidad and Tobago hosts two International Meetings

Approximately 9,000 Law Enforcement Officers and civilians of the Ministry of National Security collaborated with hemispheric and regional law enforcement partners to ensure the safety and security of thirty four (34) Heads of State and Governments, as well as local dignitaries and citizens of Trinidad and Tobago, during the *Fifth Summit of the Americas (VSOA)*, held in Trinidad and Tobago during April 17th - 19th 2009.

The role of the Office of Disaster Preparedness and Management was critical in the planning and staging of the events, as it necessitated development of a suite of plans to cater for any disaster-related eventualities. This included the development of a Crisis Communication Plan, which was approved and utilized for VSOA as well as subsequent Meetings.

Officers and other participants were highly commended and were presented with medals and certificates for their contribution toward the successful and incident-free staging of the historic event. The VSOA exercise provided law enforcement with invaluable experience and an

opportunity to build on the accomplishments and successes of the VSOA experience, as the country commenced preparation for the hosting of another international meeting, the *Commonwealth Heads of Government Meeting (CHOGM)*, later in the year.

The upcoming meeting of Commonwealth Leaders is another major event that requires the host country to ensure adherence to international standards and best practices, as it relates to security at major international events. Approximately 5,000 visitors, comprising Heads of State and Government, Heads of International Organizations, Official Delegates and Media are expected to participate in the week of activities, which starts November 23 and culminates in the actual Meeting of Heads, which takes place during the period 27-29 November 2009.

The Government is committed to, once again providing the highest levels of security to all visitors during the CHOGM, an objective that must be accomplished without compromising the security to citizens and minimizing disruption to community and business. The plans for another successful international and historic meeting are already in place and will be fully implemented later in the year as world leaders again visit Trinidad and Tobago.

Establishment of an Immigration Detention Centre

Prior to September 2009, persons deemed to be prohibited immigrants were held at the Maximum Security Prison while awaiting deportation to their respective countries. In light of the fact that prohibited immigrants are not defined as criminals, their detention in a prison facility was inappropriate and regarded as a human rights infraction, in accordance with International Conventions.

In light of this situation, Cabinet, in 2009, agreed to the establishment, with effect from September 01, 2009, of an Immigration Detention Centre (IDC) at the Arripo Remand Building to detain illegal immigrants found within the borders of Trinidad and Tobago. This included persons who would have entered the country illegally, as well as those who entered legally but overstayed their permitted time.

The Detention Centre can accommodate up to one hundred and fifty (150) persons and provides adequate and appropriate accommodation for immigration detainees.

Gaining access to eTrace

Following a decision by the CARICOM Heads of Government to develop a regional database of firearms, accessible to all regional law enforcement agencies, Regional Ballistics Experts met in January 2009, to address the issue of firearms-related crime in the Region. Subsequently, in May 2009, the Acting Commissioner of Police (Trinidad and Tobago) signed an agreement with the United States Bureau of Alcohol, Tobacco and Firearms (ATF) to allow access to and utilization of eTrace services. eTrace is a web-based firearm trace request submission system that provides for the exchange of data on firearms connected with criminal investigations. The system allows law enforcement to:

- Acquire 24/7 real-time capabilities to electronically submit firearm trace requests;
- Monitor the progress of traces;
- Retrieve completed trace results; and
- Query firearm trace related data in ATF's database.

With access to this system, the TTPS will now be better able to monitor the movement of firearms used to commit crime and develop investigative strategies to reduce firearms-related crime and violence in the country. The TTPS joins several countries throughout the region and Central and Latin America in having access to the eTrace system.

Redoubling our efforts in the transition to Machine Readable Passports

In Fiscal 2009, the Immigration Division achieved a 32.9% increase in the production of Machine Readable Passports, when compared to Fiscal 2008. A number of developments contributed to this achievement, key among which were the recruitment of additional staff and the expansion of the physical accommodation allotted for MRP processing and production.

During the review period, the Immigration Division increased the staff complement of the MRP Section with the recruitment, on contract, of ninety-five (95) Immigration Operation Assistants (IOA). Additionally, the passport production and public waiting areas of the Immigration Office located at 67 Frederick Street were refurbished to allow for, among other things, additional interview and pre-qualification booths.

Consequently, the Division was able to increase its passport production rate from 350 to 600 per day. With the introduction of a third shift, coupled with its reducing backlog, the production rate is expected to increase further to 1,200 passports daily. This should lessen delivery time from the present eleven (11) weeks to four (4) weeks and eventually to the industry standard of ten (10) to fifteen (15) working days.

During the review period, the Immigration Division also contracted Direc One to provide Call Centre services. As of November 10, 2008, Direc One was responsible for scheduling MRP appointments. The Call Centre service, which was previously provided by TSTT, now allows for a maximum of (4) four minutes per client and communication by call back, text messaging and e-mail. From January 2009, the Call Centre began issuing reminders to persons one week prior to their appointment via text messaging, e-mail and telephone.

Toward Accreditation of the Forensic Science Centre

During the Fiscal Year, the Centre continued work towards having its laboratory services accredited by the year 2010. To ensure that the laboratories are fully prepared for accreditation, a Gap Analysis of the Biology and the Toxicology Sections was conducted. This Analysis serves as an interim assessment to evaluate the laboratories against the requirements of the ISO 17025:2005. A Health, Safety, Environment and Quality Consultant was contracted to perform the Analysis during the period September 17-23, 2009. The Gap Analysis Report is due to be completed by October 2009.

Also during Fiscal 2009, the Laboratory Sections of the Division completed Proficiency Tests supplied by Collaborative Testing Services. The following tests were administered in the identified Sections:

- Drug analysis - Chemistry;
- Firearms Examination - Firearms;
- Forensic Biology - Biology;
- Toolmarks Examination - Firearms;
- Imprint/Impression Evidence - Chemistry; and
- Blood Alcohol.

Strengthening the Close Circuit Television (CCTV) Network

In 2006, Cabinet agreed to the acquisition of a CCTV Network in Port-of-Spain and San Fernando. In justifying the acquisition and use of CCTV cameras, it was emphasized that the cameras would be able to provide sufficient definition to allow positive identification to be made, thereby securing criminal prosecutions. In addition, it was accepted that CCTV security systems installed in public places can deter crime, provide the Police with leads, help citizens feel safer, and improve the economy of a crime-stricken area.

In support of the Summit of Americas, more than 300 IP CCTV cameras were installed through a contract with TSTT. The installation of these cameras, a critical legacy item of the Summit, began in February 2009, and they are currently being utilised by law enforcement in the fight against crime.

In Fiscal 2010, it is the Ministry's intention to expand the Network with the addition of 20-40% more cameras and their deployment in additional areas throughout the country. To support this initiative, the Ministry is actively collaborating with stakeholders, including the Ministry of Works and Transport and communities nationwide. Additionally, in May, 2009, Cabinet agreed to the creation of sixteen (16) contract positions, one (1) CCTV manager and fifteen (15) CCTV operators. These positions are expected to be filled in Fiscal 2010.

Refurbishment of the Police Training Academy and recruitment of a Provost

In keeping with the transformation of the Trinidad and Tobago Police Service, it was recognized that the facilities at the Police Barracks were inadequate and inappropriate to effectively train officers for policing in the twenty-first century. As a result, in 2005, the Ministry initiated a refurbishment project for the facility.

In keeping with its name change from the Police Training College to the Police Training Academy to reflect the transition to a state-of-the art facility, upgrades were undertaken to provide air-conditioned classrooms, a computer laboratory, dormitory rooms, a cafeteria and administrative offices. The Academy was also equipped with a new sewer system, public address system and a 30,000 gallon emergency water storage kiosk.

As part of the construction programme of the Ministry, which is being managed by the Urban Development Corporation of Trinidad and Tobago (UDeCOTT), continued construction of the Academy will include the following facilities:

- Dormitory;
- Lecture room, computer room and library;
- Executive Cafeteria;
- Armoury Building;
- Shooting Range;
- Gym facility;
- Open swimming pool;
- Grandstand; and
- Auditorium.

To manage the operations of the Police Training Academy and its products, the Ministry, in September 2009, retained the services of an experienced Provost. Among the responsibilities of the Provost is ensuring that the recruit training is current and aligned to the challenges with which graduates of the Police Training Academy will be confronted. The Provost is therefore responsible for the overall administration and operation of the Academy and would be working collaboratively with other local and regional public safety officials to establish the PTA as a regional leader in police training. The intention is to have the Provost supported by two (2) local civilian academic administrators, one of whom would eventually assume the position of Provost.

Establishment of a Homicide Investigations Task Force (HITF)

The HITF was established by SAUTT on September 29, 2008 to increase the homicide detection rate and reduce the incidence of homicide. The Task Force is responsible for conducting professional and effective investigations in relation to gang related murders. The primary objectives are:

- To provide an enhanced level of homicide and major crime investigation by utilizing an effective management model for such investigations
- To conduct all investigations allocated, to a high standard and in compliance with Standard Operating Procedures for major investigations
- To enhance investigations by the exploitation and tactical organization of technologies and equipment that are, or will become available to the Task Force
- To improve detections and reduce the incidence of shootings and murders
- To provide a professional response for designated homicide investigations by:
 - Implementing an "all inclusive" investigation and scene of crime response
 - Leading to a coordinated SAUTT approach for such investigations; and
 - Delivering a more efficient prosecutions process to reduce delays and bring offenders to justice
- To increase public confidence by working together with vulnerable communities and the criminal justice system, to solve local problems in a partnership approach to tackle gun crime.

For 2009, SAUTT was responsible for investigating in excess of forty-six (46) homicides.

Approval of the National Anti-Drug Plan 2008 - 2012

In May 2009, Cabinet approved the National Anti-Drug Plan of Trinidad and Tobago. The Plan sets out a programme of action to be pursued by relevant State Agencies to address the problems created by and associated with the abuse and production, trafficking and distribution of illicit drugs in Trinidad and Tobago. The Plan, therefore, is based on the principle of shared responsibility, with the National Drug Council being ultimately responsible for monitoring its implementation. It focuses on the following five (5) thematic areas:

- Institutional Strengthening
- Demand Reduction
- Prevent, Treatment and Rehabilitation
- Supply Reduction
- Research and Monitoring and Evaluation

As agencies execute their various responsibilities under the Plan, it is anticipated that full implementation would be achieved, resulting in noticeable improvements in the illicit drug situation in the country.

Establishment of an Office of Counter Terrorism Coordination (OCTC)

To effectively execute its counter-terrorism mandate, SAUTT has established the Office of Counter-Terrorism Coordination (OCTC). Through the OCTC, SAUTT will be responsible for leading the national effort to combat terrorism by utilizing all of the country's national security resources.

Activation of the Satellite Communication System

Two of the Coast Guard's vessels, the TTS Chacachacare (CG21) and TTS Gaspar Grande (CG 22), were installed with the Fleet 77 Satellite Communication System. This Communication System is required for use onboard the Coastal Patrol Vessels, which are tasked with conducting patrols of the Economic Zone out to 200 Nautical miles. Generally, the range of the high frequency communication system used onboard these vessels were inadequate, making it difficult to maintain communication at Coast Guard Net Control and the Operations Room at Stables Bay. The installation of this System would now allow the Coast Guard to consistently maintain its lines of communication while at sea.

Establishment of a Security Unit for Parliament

In an effort to provide adequate security for legislators, citizens and visitors to the Red House, a Parliament Security Unit was established in 2009. The Parliament Security Unit, which has a staff of fifty-seven (57), was formed with an initial intake of twenty-two (22) Special Reserve Police (SRP) officers who graduated in February 2009 and a subsequent intake in July 2009 of an additional thirty-five (35) SRPs.

The genesis of the Parliament Security Unit was based on discussions among the Minister of National Security, the Commissioner of Police, the Speaker of the House of Representatives, and the Clerk of the House, about a possible security plan for the Parliament in 2003. Following these discussions, a Task Force was appointed to prepare a comprehensive security plan for the Parliament. The decision was taken to utilize SRPs to ensure that the officers would be dedicated to providing security for the Parliament and would not be utilized for other policing activities.

The Unit operates under a hybrid arrangement where the SRPs are contracted to the Office of the Parliament, are under the direct supervision of the Marshal of the Parliament but remain under the general command of the Commissioner of Police, in accordance with the Special Reserve Police Act.

Introducing the Court Video Conferencing System

For greater efficiency in concluding cases and administering justice to offenders, the Judiciary has partnered with the Trinidad and Tobago Prison Service Information Communication and Technology Unit to establish Court Video Conferencing capability.

The benefits of this initiative include a reduction in the manpower required to transport offenders to Court and the time needed for magistrates and judges to hear cases. There is also the additional benefit of increasing public safety as the offender has a reduced chance of escaping custody.

This initiative commenced in January 2009. The first phase, which entailed infrastructure upgrade, installation of structured cable for LAN and WAN and three (3) site tests between the Tobago Prison and the Tobago Magistrate Court during the period August to November 2009, has been completed. It is proposed that the launch of the Court Video Conferencing between Tobago Prison and Tobago Magistrate Court will commence in May, 2010. Thereafter, following the Pilot review and necessary adjustments, it is to be introduced in Trinidad.

Strengthening of Maritime Fleet

In an effort to provide both the littoral and territorial domains of the country with adequate protection, the Government of Trinidad and Tobago has been awaiting the delivery of six (6) Fast Patrol Crafts (FPCs) as well as three (3) Offshore Patrol Vessels. These FPCs as well as Offshore and Coastal Patrol Vessels are equipped with modern weapon systems and ammunition for effective law enforcement operations. These vessels would strengthen the Coast Guard's maritime fleet, outfitting the organization with resources to increase its efficiency in the monitoring and policing of illegal activities through medium and long range interception.

During Fiscal 2009, construction of the OPVs and FPCs was advanced. The first of three (3) Offshore Patrol Vessels is scheduled to arrive in Trinidad and Tobago in July 2010. Three (3) Fast Patrol Craft are expected to be received in October 2009 and the remaining three (3) in January 2010.

■ **Strengthening the Human Resource Base**

The Ministry of National Security continued, during Fiscal 2009, to ensure that its Divisions were provided with adequate human resource and training to enhance organizational productivity and increase competency levels.

STAFFING

Collectively, the Ministry added 2,145 members to its staff during Fiscal 2009. Among the justifications for staff intake at the Ministry were - response to increased demands resulting in manpower requirements, introduction of strategic initiatives requiring additional or new skill sets and attrition. Table 1 below provides details of the staff intake by Division.

Divisions	New Posts Created/Established				Staff Recruited			
	Civilian		Uniformed		Civilian		Uniformed	
	Estab.	Contract	Estab.	Contract	Estab.	Contract	Estab.	Contract
Prisons	Nil	Nil	Nil	Nil	Nil	06	120	Nil
Immigration	Nil	Nil	Nil	Nil	12	102	62	Nil
Forensic	Nil	02	Nil	Nil	06	01	Nil	Nil
Cadet Force	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
TT Regiment	Nil	Nil	Nil	Nil	Nil	Nil	400	Nil
TT Coast Guard	Nil	Nil	Nil	Nil	Nil	Nil	268	Nil
TT Air Guard	Nil	Nil	Nil	Nil	Nil	02	81	Nil
TTDF Reserves	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Fire	Nil	Nil	Nil	Nil	Nil	Nil	112	Nil
Police	Nil	10	Nil	Nil	Nil	31	694	Nil
ODPM	Nil	Nil	Nil	Nil	Nil	15	Nil	Nil
SAUTT	Nil	Nil	Nil	Nil	Nil	163	Nil	Nil
General Administration	Nil	106	Nil	Nil	Nil	70	Nil	Nil
TOTAL	Nil	118	Nil	Nil	18	390	1,737	Nil
	118		Nil		408		1,737	

As evident from the table above, and as expected, given the civilian to uniformed personnel ratio, the intake of uniformed staff far exceeded that of civilians, as 81% of the Ministry's intake comprised uniformed personnel. Provided hereunder are details pertaining to staff intake in the various Divisions/Agencies.

Special Anti-Crime Unit Trinidad and Tobago (SAUTT)

Consequent upon Cabinet's decision, in Fiscal 2008, to expand the role of SAUTT to reduce the spate of homicides in the country, the Unit's staff was increased by one hundred and sixty (163) persons in Fiscal 2009. Of that number, seventy six (76) persons or 47% have been assigned to the Investigations Unit, as SAUTT embarks upon the strengthening of its intelligence, investigations and administration capabilities, aimed at boosting its overall operational capacity.

Forensic Science Center

In order to facilitate the increasing demand for the conduct of autopsies, in May, 2009, Cabinet approved the creation of two (2) contract positions of Pathologist. These two (2) positions have not yet been filled. However, the Centre did retain the services of a Pathologist to fill a pre-existing vacancy. It is expected that when all three (3) Pathologists are on board, the conduct of autopsies will be greatly accelerated. Additionally, six (6) persons were added to the establishment staff of the Centre.

Immigration

Given this country's commitment to make a full transition to Machine Readable Passports (MRPs), in keeping with the International Civil Aviation Organization (ICAO) requirement, the Trinidad and Tobago Immigration Division found it necessary to strengthen its Human Resource base to increase its MRP production capacity. Consequently, of the 176 persons joining the Division during the 2009 Fiscal Year, over 50% were assigned functions related to the processing of MRPs. Hereunder is breakdown of the staff additions:

- Ninety-five (95) Immigration Operation Assistants (IOAs)
- Sixty-two (62) Immigration Officers I (IO1s)
- Three (3) Watch Officers
- One (1) Systems Analyst II
- Seven (7) Data Entry Operators
- Two (2) HR Officers
- Four (4) Clerks II
- Two (2) EDP Operators

Since the assumption of the IOAs in December 2008, the production rate of MRPs has increased from 350 to 600 per day and is expected to increase further to 1,200 passports daily. The recruitment of additional IO1s also contributed to this accomplishment, as they effectively strengthened the Division's capacity to conduct passport application interviews at the six (6) locations. Notably, for Fiscal 2009, a total of 121,372 Machine Readable Passports were produced.

Police Service

In keeping with the Trinidad and Tobago Police Service programme of intensified recruitment to address the attrition within the organization, six hundred and ninety-four (694) recruits were added to the Service in Fiscal 2009. In addition, five hundred and forty-two (542) Special Reserve Police Officers were absorbed into the Service, effectively increasing the uniformed staff complement of the TTPS by 1,236. In addition to the uniformed staff, thirty-one (31) civilians joined the staff of the TTPS, on contract.

Fire Service

One hundred and eight (108) recruits successfully completed the four-month long academic and physical training programme and were inducted into the Fire Service in Fiscal 2009.

Defence Force

For the period under review, there were seven hundred and forty-nine (749) new members joining the Trinidad and Tobago Defence Force, as follows:

- Trinidad and Tobago Regiment - 400 uniformed staff; 0 civilians.
- Trinidad and Tobago Air Guard -81 uniformed staff; 02 civilians.
- Trinidad and Tobago Coast Guard - 268 uniformed; 0 civilians.

Prison Service

The Prison Service added one hundred and twenty (120) Prison Officers I to its staff. This recruitment formed part of the phased increase in the Prison Service, which was approved in July 2006, and which involved the creation of 485 additional positions on the Establishment of the Prison Service, with another 1,588 positions to be created on a phased basis over the period 2007-2011. The additional staff is expected to contribute to boosting the manpower resources within the Service as it continues its transformation.

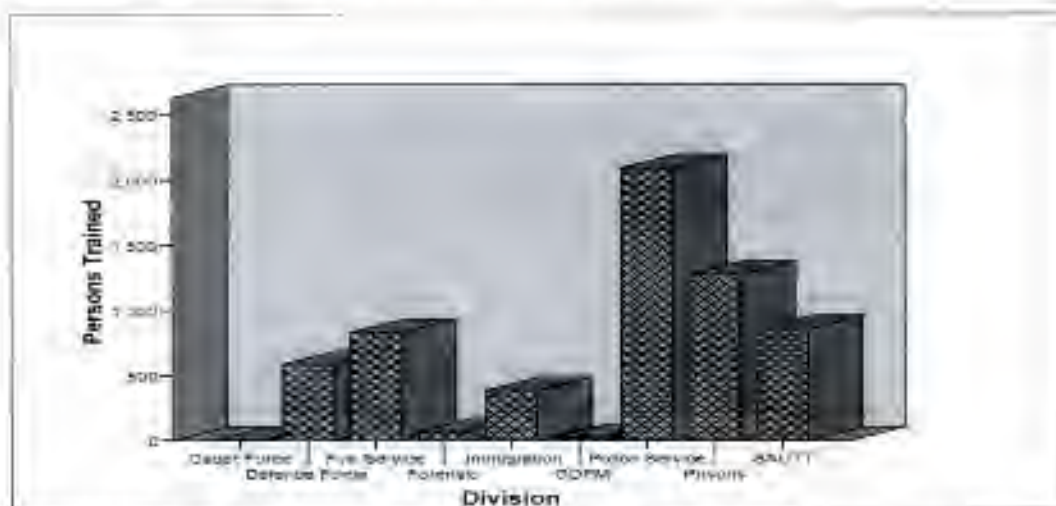
Office of Disaster Preparedness and Management

The recruitment of staff to fill existing vacancies continued during Fiscal 2009. The ODPM added fifteen (15) to its staff, bringing the organization's staff complement to twenty-four (24) members. Of this number, twenty-one (21) are contract workers and the remaining three (3), public servants.

TRAINING

Approximately six thousand, one hundred and thirty (6,130) staff members were provided with training opportunities in Fiscal 2009, in keeping with their job requirements. For this review period, training was focused largely on developing Supervisory and Managerial Skills, enhancing Law Enforcement, Investigative and Operational capability, as well as building Administrative competencies. The chart below provides details on the number of persons trained, by Division:

No. of Persons trained by Division FY 2009



The areas of emphasis in the provision of training varied by Division/Agency, based on their specific mandate, strategic direction and operational demands. The following were among the areas of training pursued during the period under review:

Special Anti-Crime Unit Trinidad and Tobago (SAUTT) - Approximately 858 SAUTT Officers benefitted from training in areas such as Intelligence Foundation, Basic Surveillance, Digital Photography, Crime Scene Investigation, Marksmanship, Special Investigators Skills and Forensic Evidence Recovery.

Forensic Science Center - Supervisory Skills, Human Resource Management, Occupational Safety and Health, Administrative matters and technical training such as DNA Analysis, featured among those accessed by FSC staff.

Immigration - Immigration Officers participated in various programmes aimed at strengthening investigative and management skills. These included Counter-Trafficking, International Migration Law, Investigative Training, Leadership Management, Monitoring and Evaluation, Document Examination and Intelligence Profiling, Supervisory Skills, Strategic Planning and Implementation, Trafficking in persons in the Americas, Paralegal Training, Project Management and Combating Terrorism.

Police Service - The development of supervisory and managerial skills featured prominently in the Police Service Training agenda. The Division continued its thrust to sensitize officers in the application of the new Performance Management Appraisal System, so as to equip them to more effectively manage their staff performance and overall development. Other areas of training focused on building Law Enforcement capability (practical and theoretical).

Fire Service - A significant portion of the training done by the Fire Service, approximately sixty-five percent (65%), focused on enhancing operational activities, and included courses in Fire Prevention, Search and Rescue, Patient Care and Medical Response. Other courses included Occupational Safety and Health, Urban Search and Rescue, Conflict Resolution, Fleet Management, Fire Investigations and Fundamental Purchasing. Emphasis was also placed on developing supervisory skills.

Trinidad and Tobago Defence Force - Of the five hundred and eighty-five (585) uniformed staff members who received training for the period, one hundred and seventy-one (171) were attached to the Trinidad and Tobago Regiment, two hundred and fifty-eight (258) to the Trinidad and Tobago Coast Guard and one hundred and fifty-six (156) to the Trinidad and Tobago Air Guard. Some specific areas of training, by formation, are provided hereunder:

Coast Guard- Eight (8) members of staff embarked on a Royal Navy Officers Course hosted in the United Kingdom. This Course commenced January 05, 2009 and was specifically geared towards facilitating operations of the Offshore Patrol Vessels (OPVs) and Fast Patrol Craft (FPC), both regionally and internationally.

Five (5) members participated in Exercise Tradewinds 2009 which took place in Coral Harbour, Bahamas over the period March 04 to 18, 2009. Exercise Tradewinds is an annual training exercise sponsored by the United States Southern Command (US SOUTHCOM). It is geared towards developing the operational capacity of military personnel, improving the level of co-operation and the inter-operability of regional forces, and providing training in areas of natural disaster response and relief operations.

Regiment - Training for members of the Trinidad and Tobago Regiment included the International Principal Warfare Officers B Course, which was undertaken during the period October 29, 2008 to February 26th, 2009 in the United Kingdom, Counter Terrorism Training Programmes from which seventy-five (75) members of staff benefited, Platoon Commander Battle Courses and Combat Life Saver Courses.

Air Guard- The Trinidad and Tobago Air Guard, at present, operates five (5) fixed wing aircraft and is required to ensure that all pilots are certified in accordance with local and international standards. For this reason, officers were exposed to Recurrent Simulator Training conducted by Flight Safety International. During Fiscal 2009, twenty-eight (28) officers were trained in the programmes, which commenced in October 2007.

Further, to improve the operational capability of the Trinidad and Tobago Air Guard, an agreement was entered into for AB-Initio Rotary Wing Training at Bristow Aviation Academy. The Academy is one of the world's largest providers of helicopter services and trains pilots for the Joint Aviation Authorities (JAA) - Commercial Pilots License (Helicopter). In August 2009, five (5) members of the Air Guard completed preparatory helicopter training and an additional four (4) members have been selected and approved to undergo the complete training package for a one-year period, which commenced August 3, 2009 and will end on June 19, 2010.

Prison Service - Approximately one thousand two hundred and seventy six (1,276) members of staff were exposed to training at the local, regional or international level. Subject areas included Project Management, Performance Management, Strategic Planning and Management, Technical Report Writing, Negotiation Skill Training, Terrorism and Counter Terrorism Training (conducted by SAUTT), Mediation Skills, Fundamentals of Parole Practice, Safety in the Workplace, Emergency Response, Conflict Management, Essential Mediation Skills and Managing Safety. These skills would better equip officers for the changing dynamics of the prison environment, as the organization moves towards a more restorative and rehabilitative system.

Cadet Force -The Division undertook a series of training programmes to enhance the professional and tactical skills of its staff. Some of these training programmes included Project Management, Performance Management Training, Weapons Familiarization Course and Target Shooting Practice.

Office of Disaster Preparedness and Management - Some of the key training activities provided to the ODPM staff during Fiscal 2009 were as follows:

- Thirty (30) staff members were exposed to Emergency Management and Training Simulation System (SIGEN) training which was conducted by the Chilean army. This training was aimed at enhancing the decision making processes in emergency management situations.
- Exercises to ensure readiness for the 5th Summit of the Americas.
- Training as Shelter Management Instructors was conducted for ODPM personnel as well as disaster management personnel from Guyana.
- Occupational Safety and Health Act and Regulations Sensitization training was provided to the entire staff.

Continuation of the Spanish Language Programme

In accordance with the Government's initiative to adopt Spanish as the First Foreign Language (SAFFL) of Trinidad and Tobago, Cabinet indicated, inter alia, that all Ministries should train at least 20% of staff in Spanish. The Ministry of National Security embarked on its Spanish Language Training Programme in December 2004.

During Fiscal Year 2009, a total of three hundred and twelve (312) members of staff were exposed to Spanish training at various levels, with one hundred and ninety-eight (198) actually completing their respective course of study and receiving certificates. One hundred and sixty-nine (169) members of staff were exposed to Spanish at the *Basic level*. Of that number, one hundred and thirty-nine (139) were eventually certified. At the next level, *Lower Intermediate*, twenty-five (25) officers embarked on the Programme and fifteen (15) completed the course. At the *Upper Intermediate Level*, seven (07) were exposed and five (05) completed, while at the *Conversational Spanish Level*, twenty-one (21) were exposed but only eleven (11) were eventually certified. An *Oral Spanish for Business Course* was pursued by nine (09) staff members of the ODPM, with seven (7) of them completing the Course.

For the purposes of the Fifth Summit of the Americas, a Functional Spanish Programme was developed for Police officers. Of the forty-nine (49) participants, twenty-one (21) completed the course. The Table below sets out the details of staff completing the various level courses in the Programme.

NUMBER OF OFFICERS COMPLETING SPANISH PROGRAMMES, BY DIVISION,
FISCAL 2009

LEVEL OF SPANISH PROGRAMME	GENERAL ADMINISTRATION	PRISON SERVICE	FIRE SERVICE	POLICE SERVICE	FORENSIC SCIENCE CENTRE	OFFICE OF DISASTER PREPAREDNESS & MANAGEMENT	TOTAL
BASIC SPANISH	20	63	12	44	-	-	139
LOWER INTERMEDIATE SPANISH	15	-	-	-	-	-	15
UPPER INTERMEDIATE SPANISH	05	-	-	-	-	-	05
CONVERSATIONAL SPANISH	05	-	-	-	06	-	11
FUNCTIONAL SPANISH	-	-	-	21	-	-	21

ORAL SPANISH FOR BUSINESS	-	-	-	-	-	07	07
TOTAL	45	63	12	65	06	07	195

At the close of the Fiscal Year, in September 2009, there were eighty-three (83) officers in the Programme, sixty-five (65) at the Basic Level and eighteen (18) senior members of staff utilising the Rosetta Stone Online language learning software (introductory level).

Another key component of the Spanish Programme was the Spanish Language Immersion Programmes, the primary objectives of which were to further expose officers to the Spanish language and develop relationships with the hosting foreign national security agencies. Officers who successfully complete the Programme, from the Basic to the Upper Intermediate Levels are eligible for participation in this Programme, as a means of further honing their Spanish-speaking skill by immersing them in completely Spanish environments. During Fiscal Year 2009, ten (10) members of staff participated in such Programmes, as follows:

- General Administration* Seven (7) officers participated in a Spanish language Immersion Programme in the Republic of Panama. Participants attended a Spanish language course at the University of Panama and guided excursions to sites of cultural interest for a period of ten days in September 17-27, 2009. Brief meetings with the Panamanian Ministry were organised with the assistance of the Embassy of Panama in Trinidad.

- Defence Force* The Government of Chile hosted one (1) Coast Guard officer during the month of November 2008 in a programme which enabled the officer to work alongside Chilean Navy officers, facilitating exposure to terminologies pertinent to the field in Spanish.

- Police Service* The Government of Chile hosted two (2) Police officers in the *International Cooperation Programme for Uniformed Police Officers* from August 03-31, 2009, during which time the officers participated in the *Protection of Personalities Course* (taught and evaluated fully in Spanish) along with officers from other countries.

In addition, to promote the use of Spanish in the work environment and to assist the Ministry's Spanish-speaking visitors, a Bilingual (English-Spanish) Signage drive is ongoing. At the *Immigration Division*, internal and external bilingual signage was installed at the Moonan Building (POS) office. English-Spanish signage was also installed at the Office of Disaster Preparedness and Management (Tacarigua). At the close of the Fiscal Year, bilingual signage projects were in progress at the *Prison Service (Administration Building and all Prisons)*, the *Police Service (Administration Building)*, the *Defence Force (Headquarters)* and the *Immigration Division (offices at Chaguaramas, San Fernando, Sangre Grande, the Boarding Station, and the Port of Spain Passport office)*.

Members of staff of General Administration also kept the language alive through their Spanish Club, which had weekly meetings during the lunch hour. Planned activities, such as the viewing of Spanish films and documentaries about the Hispanic world, were aimed at assisting staff members in developing their Spanish language skills, as well as heightening staff's awareness of Hispanic culture. The activities of this Club also included Latin dance classes, where participants were exposed to the art of Samba and Merengue dancing.

The Spanish Language Coordinator continues to publish a one-page Spanish newsletter (*Al Corriente Español*) on a fortnightly basis. This publication serves to keep staff 'in the know' on the Spanish Programme and further exposes them to the Spanish language and Hispanic cultures.

Additionally, Spanish grammar texts, dictionaries, magazines, novels, newspapers, CDs, cassettes and DVDs have been acquired by the Ministry's library to assist staff members with the Spanish language.

● **Strengthening the Legal and Regulatory Framework**

During Fiscal 2009, the Ministry strengthened its legal and regulatory framework with the repeal of the 2007 Order and its replacement by *The Appointment of the Commissioner of Police and Deputy Commissioner of Police (Qualification and Selection Criteria) Order, 2009*. The Order, published on May 15, 2009 identifies the selection process for the appointment to the offices of the Commissioner of Police and Deputy Commissioner of Police. Specifically, some of the criteria for the selection process are as follows:

- I. Advertisement of vacancies for a period to be determined by the Police Service Commission, of not less than seven days, utilizing
 - a. Effective information communication technology; and
 - b. Local, regional and international print media.
- II. Selection and assessment of the most suitable candidate from the applications received; and
- III. Establishment of a Merit List, taking into account all information on the candidate.

Two other pieces of legislation pertaining to the appointment of the Commissioner of Police and Deputy Commissioner of Police were also completed:

- **The Appointment of the Commissioner of Police and Deputy Commissioner of Police (Selection Process) Order, 2009** also repealed and replaced the similarly-titled 2007 Order, with the intent of improving and shortening the previous process.
- **The Appointment of the Commissioner of Police and Deputy Commissioner of Police (Acting Appointments) (Selection Process) (No. 2) Order, 2009** served to introduce the process for appointing someone to act in the position of Commissioner or Deputy Commissioner of Police during periods of vacation leave, illness, vacancy and so on.

The other legislation pursued by the Ministry of National Security included the following:

- **The Prison Service (Amendment) Act, 2008**; In November, 2009 Act No. 23 of 2008 of this legislation was amended to give effect to some of the terms of the Memorandum of Agreement with the Prison Officers Association for the period January 1 2007 to December 31 2007.

- **The Defence (Short Service Commissions) (Amendment) Regulations, 2009:** Legal Notice No. 143 of 2009 was amended to allow for service of officers recruited on Short Service, to be extended beyond the current statutory limit of nine (9) years in order to retain the specific competency of the officers. The date of publication for this amendment was August 7, 2009.
- **The Proceeds of Crime (Amendment) Act, 2009:** On October 9, 2009 Act No. 10 of 2009 was proclaimed to establish the procedure for the confiscation of the proceeds of certain offences and for the criminalizing of money laundering.
- **The Financial Intelligence Unit of Trinidad and Tobago Act, 2009:** On October 9, Act No. 11 of 2009 was proclaimed to establish the Financial Intelligence Unit of Trinidad and Tobago, for the implementation of the anti-money laundering policies of the Financial Action Task Force.

Upgrading Infrastructure - Vehicles, Equipment and Buildings

In Fiscal 2009, more than \$200 Mn. was spent on upgrading the infrastructure of the various Divisions of the Ministry. The Trinidad and Tobago Fire Service, for example, invested in excess of \$54 Mn. in the acquisition of fire fighting appliances and equipment, so as to enhance its responsiveness to citizens throughout the country. Some of the major purchases included:

- | | |
|-----------------------------------|----------------------------|
| • 7 Water Tenders | 1 Chemical Industrial Unit |
| • 6 Water Tankers | 1 Hose Laying Lorry |
| • 2 Hazmat Vehicles | 1 Car Carrier |
| • 1 Emergency Tender | 4 Passenger Buses |
| • 14 High Pressure Portable Pumps | 2 Double Cab Light Trucks |

In addition to the new appliances and equipment, the Fire Service also sought to maintain its existing fleet with detailed refurbishment and upgrade works to more than 100 appliances, ambulances and utilities at a cost of \$334,000.

In the area of law enforcement, the Trinidad and Tobago Police Service acquired 205 vehicles, in a bid to respond more promptly to calls from the public and intensify patrols. These included 19 Sedans, 65 Motor Cycles, 101 SUVs and 2 Wreckers. Further, with Cabinet's approval of the Inter Agency Crime Suppression Plan, in July 2008, sixty-four (64) vehicles were procured for use by the Trinidad and Tobago Defence Force. The procurement of these vehicles was initiated through the State Company, Vehicle Management Company of Trinidad and Tobago (VMCOTT) and includes forty (40) Long Wheel Base Patrol Vehicles, eight (8) 4-Ton Troop Carrying and sixteen (16) 7-Ton Troop Carrying Vehicles. The approximate cost of acquiring these vehicles was \$28M.

Additionally, the Trinidad and Tobago Coast Guard commissioned ten (10) new interceptors on April 09, 2009 to aid in early interdiction and apprehension of criminals who facilitate the entry of illegal drugs, guns and persons into Trinidad and Tobago. The interceptors will be used in extended monitoring and surveillance activities.

With the ongoing Penal Reform and Transformation and the attendant establishment of various new units, additional vehicles were required. In Fiscal 2009, the acquisitions, some of which were assigned to those units, included two (2) Ambulances, two (2) Buses, five (5) SUVs, a Panel Van and four (4) Trucks, procured at a cost of \$4.52 Mn. The Division further strengthened its fleet through refurbishment of one hundred and fifty-eight (158) vehicles.

Physical Facilities

During the period under review, in order to facilitate increased passport production and a growing staff, the Immigration Division acquired additional office space at Moonan Building, 116 Frederick Street Port-of-Spain. As a result of the relocation of the Traffic Index, Other Immigration Matters (OIM), Extension and Permanent Residence and Citizenship Sections to that office, the Division was able to increase the area allocated to passport production and the waiting room for passport applicants at the Head Office.

Preliminary work on the construction of nineteen (19) Police Stations also commenced during the fiscal period. This project, which is being managed by the Urban Development Corporation of Trinidad and Tobago (UDeCOTT), is scheduled for completion by December 2010. To date, contracts have been awarded to four (4) contractors for the construction of the stations, which were divided into five (5) packages. Construction is expected to begin in Fiscal 2010.

SAUTT undertook the renovation and refitting of an existing warehouse into an administrative building, intended to provide all requisite support for the SAUTT Intelligence Unit. This Warehouse Conversion Project is almost complete and is expected to be completed in Fiscal Year 2010. Moreover, a project to extend the SAUTT Multi Purpose Building was completed. This facility will house all aspects of the SAUTT operational command group.

SAUTT also focused on the relocation of its Headquarters to Riverside Plaza. Refurbishment works were undertaken on the building internally and externally, prior to the Unit's occupation of the building in October 2009. The internal works on the building were completed at a cost of \$2.6M. External works are approximately 90% complete.

At the Forensic Science Centre, steps were taken to improve the general physical appearance of the facility through the repainting of the interior of the main building, inclusive of the mortuary area. Also, the external underground LPG lines leading to the incinerator were replaced at a cost of \$47,525.00 and major repair works were undertaken on the standby generator at a total cost of \$69,937.00. These measures all served to effectively enhance the working environment.

Within the Trinidad and Tobago Prison Service, work was undertaken on all its major facilities namely, the Maximum Security Prison, Carrera Convict Prison, the Remand Prison, Tobago Prison, Women's Prison, Youth Training Centre, the Port-of-Spain Prison and the Golden Grove Prison. Some of the works were as follows:

- Maximum Security Prison - Erection of a security fence and installation of video surveillance equipment at buildings on the compound, construction of security booths and installation of a cabin at the visitor's security and screening area.
- Carrera Convict Prison - Refurbishment of the infirmary.
- Port of Spain Prison - Re-roofing of the prison, refurbishment of the Welfare Office, painting of prison walls, and fabrication of Holding Cell for Teleconference.
- Tobago Prison - Installation of additional security cameras and renovation of the roof of the exercise area.
- The Youth Training Centre (YTC) - Installation of two (2) scanners and a one-way thorough fare at the gate lodge. Refurbishment work on the lads' dormitory, which included repainting and electrical maintenance.

- Remand Prison - Rewiring and liling of the infirmary and repainting of the inside of the Prison.
- Golden Grove Prison - Improvement works on the Vocational Workshop including the installation of windows and installation, as well as painting, of the ceiling. The Animal Husbandry facilities were also upgraded which included refurbishment of the slaughter bay facility. The construction of an Emergency Response Unit, presently at the preliminary stages, commenced in February 2008 and continued in Fiscal 2009.

The Operations Building at Staubles Bay was completed, commissioned and occupied by the Trinidad and Tobago Coast Guard. The following works at Piarco Air Station were also completed in March 2009:

- i. External Works;
- ii. Gallery Works;
- iii. Car Park Construction; and
- iv. Road Works.

Improvement works at Defence Force Headquarters were advanced with the commencement of foundation works. The project is currently 20% complete and is projected to be completed by December 2009.

Attached at **Appendix I**, are details relating to the Procurement Procedures and Delegated Levels of Authority employed by the Ministry, in keeping with procedures stipulated by the Government of Trinidad and Tobago.

Strengthening Community and Youth-Based Activities

Encouraging greater participation of communities and the private sector in both crime prevention and detection is one of the objectives set out in Government's Vision 2020 Operational Plan. Among the strategies identified in that Plan is improvement in the information flow to the public in order to promote greater trust and confidence in the Protective Services. The development of an appropriate public relations strategy has also been identified as essential to dispense information to the public and to encourage greater community involvement. Another related strategy identified is the implementation of a multifaceted anti-crime Public Education Programme, aimed at promoting national unity in the fight against crime, through greater collaboration between citizens and law enforcement agencies.

In order to meet these stated objectives, the Ministry of National Security engaged in a number of youth-based and community-based activities during Fiscal Year 2009, some of which are discussed hereunder.

Citizen Security Programme (CSP)

The overall goal of the programme is to reduce levels of violence in Trinidad and Tobago by strengthening efforts to prevent, counteract and control factors associated with criminal acts and violence, with special attention to "at risk" youths throughout society, as well as strengthening crime management capabilities and developing community interventions.

During Fiscal 2009, with the recruitment of five (5) Community Action Officers, the CSP was able to establish ten (10) additional Community Action Councils (CAC), bringing the number of CACs up to twenty, with two (2) interim Councils formed for the remaining communities. The formation of the CACs and mobilization of these communities are instrumental in the

development of appropriate and relevant social interventions, as well as for the strengthening of cooperation between the state and the community. The CSP provided training for its CAC Members in a number of areas including Proposal Writing, Shelter Management, Child Abuse Prevention, Domestic Violence Prevention, Community Safety Management and Financial Management.

As part of its strategy, the CSP also implements Rapid Impact Projects (RIPs) within communities, to attain buy-in by the community and promote greater cohesion among residents. For Fiscal 2009, two (2) Rapid Impact Projects (RIPs) were completed at a cost of \$183,491.00, as follows:

- a. The design and construction of a children's play park within a recreational facility - Postman Drive Play Park- in the community of Enterprise; and
- b. Upgrading of the Felix Farrier playground, the only child friendly recreational space in Pinto Road, to make the space safer and more user friendly.

The beneficiaries of these facilities amount to approximately four hundred and forty (440) persons.

In addition, five (5) RIPs commenced in partner communities during this period:

- the painting of mural on the wall of the Bon Accord Primary School- Bon Accord, Tobago;
- the first phase of the Beetham Gardens parenting skills workshop;
- implementation of the first phase of the Mor Repos RIP- a motivational programme;
- male mentoring programme in St Barbs, Belmont; and
- a series of motivational activities in Gonzales, Belmont.

The ICON fund is another initiative of the CSP. It is a grant facility provided to facilitate micro-projects aimed at improving the life, safety and security of the community, up to a maximum of TT\$30,000. There are specific objectives of the fund and prerequisites that must be met prior to provision of funding. ICON agreements finalized were as follows:

- grant to the Patna Village Council for the rehabilitation of bathroom facilities at Patna/River Estate.
- provision of computers for the Pinto Rd, Arima Resource Centre.
- grant to the Embcadere Travellers for the provision of musical instruments and teaching of musical theory to Embcadere residents. The project is geared towards persons between the ages of 7-35 yrs. The project will be implemented by the purchasing of musical instruments, teaching of musical theory to group members, band practice for group members and organising the group to play at functions.
- grant to the Trinidad Miracle Church to conduct a live sound engineering skills development programme in the Enterprise, Chaguanas community. The project is geared towards the provision of training in sound engineering to youths between the ages of 16-25 in Enterprise. The training will also include an introduction to setting up a sound engineering business and will equip participants with the necessary basic skills to pursue a business in this field.
- grant to the Never Dirty Youth Council to conduct a sporting programme aimed at mobilising never dirty youth to reduce gang violence. The project is geared towards males between the ages of 11-25 in will provide them with training in different sporting disciplines such as cricket and football as well as facilitate discussions on time management and discipline and rules. The overall objective of the project is to build

positive relationships amongst the youth while engaging them in positive conflict resolution on and off field

- grant to the Community United Relief Establishment in St Barbs, Belmont to implement a Community Sports Enhancement Programme. The project is intended to train people in football, cricket and karate. The target group for this project are males and females between the ages of 6-17 years, especially unsupervised children, reprobates or school drop outs.

Other activities pursued by the CSP were as follows:

- i. Engagement of Consultants for the following items:
 - o to design and supervise the Community Peace Promoter programme. This exercise was entered completed and operationalisation of the Community Peace Promoter Programme is now being planned.
 - o to conduct a needs assessment of a select group of NGOs in Trinidad and Tobago.
 - o to prepare a Terms of Reference for a videography training programme for CSP partner communities. This was completed and operational matters are now being considered.
 - o to conduct a cost benefit analysis/cost opportunity of the CSP.
- ii. Finalization of a contract for the supply of seventy (70) computers for the Trinidad and Tobago Police Service (TTPS), at a cost of US\$79,561.00.
- iii. Provision of "train the trainer" training at the Caribbean Institute of Quality, to three (3) Police Service IT personnel.
- iv. The conduct of interviews for the engagement of six (6) social workers and two (2) social work supervisors for the TTPS.
- v. Purchase of Office equipment and furniture for five (5) of the TTPS Victim Support Units.
- vi. Hosting of a database management seminar in July 2009, targeting Divisions and Agencies of the Ministry of National Security.

Fire Service Apprentice Traineeship Programme

The Fire Service craft-oriented Apprentice Traineeship Programme provides young persons between the ages of 14 and 16 with training in a number of areas including Masonry, Plumbing, Fire fighting, Welding, Auto Mechanics, Carpentry and Upholstery. At the close of Fiscal 2009, 29 trainees had graduated and 38 were in training, attached to various sections within the Fire Service.

Police Youth Clubs

The establishment of Police Youth Clubs is one of the strategies of the Trinidad and Tobago Police Service to respond to issues of youth deviance and violence. The goals of the Police Youth Club are:

1. To promote a feeling of nationalism amongst the youth of the nation;
2. To encourage the youth of the nation to participate fully in physical, cultural, sporting, educational and spiritual activities;
3. To prepare youths for positive roles in the nation's development;
4. To provide an effective machinery through which the youth would appreciate the value of discipline, self respect and respect for others; and
5. To prepare youths for the responsibilities of adulthood.

The Police Youth Clubs were very active in various communities in Fiscal 2009. Youth Clubs in Beetham, Cunupia and St. James hosted a Christmas dinner and a gift exchange programme for the elderly. In addition, the Cunupia, St. James, La Brea, Roxborough and Biche Youth Clubs hosted their annual Sports and Family Days, the Beetham Youth Club held an Easter Camp and the Roxborough Youth Club hosted a Night Football Competition.

The Specialized Youth Service Programme

The Specialized Youth Service Programme (SYSP) was established by Cabinet in 2003, with the mandate to manage youth programmes falling under the purview of the Defence Force. As part of that mandate, the SYSP was given responsibility for helping transform the youth of our nation and engendering in them socially desirable behaviours and national pride. The SYSP consists of the under mentioned programmes:

- The Civilian Conservation Corps (CCC)
- Military Led Youth Programme of Apprenticeship and Re-orientation Training (MYPART)
- Military Led Academic Training Programme (MILAT)
- The National Youth Service Programme (NYS) : Not yet commenced

The Civilian Conservation Corps (CCC)

The CCC is the first of the SYSPs with over 10,000 young persons benefiting from this Programme since 2002 to date. In a sector evaluation of selected Youth Training Programmes commissioned by the Ministry of Social Development in 2008, employers' responsiveness to skills learnt by CCC trainees was 90% and it was also reported that 91% of the participants experienced long term skills changes that are sustainable.

During Fiscal 2009, trainees of the CCC were afforded the opportunity to expand their knowledge of the natural environment. The CCC, in collaboration with the Forestry Division, Chaguaramas Development Authority (CDA), Sanderson Park Committee and other organizations undertook sixty (60) Conservation Projects throughout Trinidad and Tobago, including the following:

- Cleaver Woods Park - maintaining, cleaning and painting of facilities
- Cumuto Nursery - preparation of seedlings
- Fort Serrete - clearing, cleaning and painting
- The Caroni Swamp Interchange (visitor centre) - ground maintenance
- Sanderson Historical Park, Fyzabad - maintaining and planting

Trainees were also exposed to the performing arts, cultural activities, national celebrations and sports.

To advance Government's stated aim of developing an innovative, nurturing and caring society, the CCC introduced skills training in Geriatric Nursing. This would enable young persons to help promote the health and wellbeing of the aging population.

MYPART/MILAT

The MYPART/MILAT programmes were launched in April 2007, with an initial intake of 104 young men between the ages of 16-20 years. The programmes are scheduled to run for a period of three years in the first instance. They are being done jointly during the pilot phase, but will be conducted as two separate programmes when fully implemented. The Programme seeks to expose the MYPART trainees to technical or vocational skills, while the MILAT trainees pursue academic disciplines. They are being conducted at the refurbished facilities of the Old Mausica Teachers' Training College.

Due to some delays experienced in acquiring a suitable teaching staff, the second intake of approximately 150 young men, was delayed but commenced training on June 20, 2009.

The programmes continue to make a significant contribution to the development of youths in Trinidad and Tobago, especially in facilitating opportunities that enable young persons to embark on successful career paths.

Cadet Force

In an effort to intensify its impact within schools and the wider community, during Fiscal 2009, a total of four (4) new Cadet Units were commissioned in Secondary Schools in Tobago.

The TTCF also participated in a number of activities aimed at improving public relations and providing assistance to the community. Some of these activities included:

- Provision of transportation -National Youth Parliament;
- Participation in several Parades and March Past events;
- Provision of musical accompaniment for several community engagements throughout Trinidad; and
- Staging of Inter Battalion Games.

Career Guidance/Community Engagement

For the period under review, different formations of the Trinidad and Tobago Defence Force visited a total of 14 schools, primary and secondary, throughout Trinidad and Tobago, to provide career guidance information to students. Approximately 1,500 students benefited from these visits.

Defence Force personnel also participated in career guidance activities for members of the general public, particularly in areas such as Malick, Laventille, Morvant and environs. The sessions focused on creating a greater awareness of the roles and functions of the Defence Force and presenting the organization as a viable choice for a future career.

Additionally, a number of schools and organizations utilized the marching expertise of the Defence Force, in preparation for their respective Sports/ and Family Day celebrations.

Police Service

In Fiscal 2009, the Trinidad and Tobago Police Service (TTPS) undertook a number of initiatives aimed at building partnerships within communities and youth development and empowerment. For the period, the TTPS conducted 127 school visits and mounted 28 display booths for career guidance activities. Additionally, 37 lectures were delivered on topics, including conflict resolution, irresponsible behaviour and teenage pregnancy. During the Carnival 2009 season, the Police collaborated with Bmobile, Digicel and Radio 94.1FM to deliver road safety tips to the public.

During the review period, TTPS also initiated a Schools Suspension Programme as a proactive mechanism to deal with unacceptable behaviour by students, focusing on schools within the Woodbrook and environs area. The Programme included student counseling, career fairs and the provision of guidelines on the development of proper study habits.

Trinidad and Tobago Police Service Museum

The Police Service Museum continued to be a focal point for members of the TTPS, the general public, school children and international visitors. In Fiscal 2009, more than 550 persons visited the Museum and were exposed to information on the history of the TTPS.

Fire Service

The Trinidad and Tobago Fire Service hosted 430 students and 105 adults from various schools and community organizations throughout the country. Lectures were delivered by Fire Service personnel, regarding responses to fire and emergency calls as well as the dangers of matches and candles.

Operational sections of the Fire Service hosted more than 432 members of the public at Fire Stations in the various divisions. These visitors were exposed to lecture/demonstrations of fire safety in the home and workplace and other general safety guidelines. Participants were given hands-on training in the use of fire extinguishers and also afforded guided tours of firefighting and emergency vehicles.

The Fire Service also provided assistance to Private and Government schools, pre-schools, Early Childhood Centres, private companies and Government institutions by providing Santa Claus Impersonators for Christmas activities; and provided Blood Pressure Testing services benefiting 578 persons.

Improving Disaster Management Capacity

In addition to its role in formulating an all-hazard approach to emergency/risk management, encompassing mitigation, preparedness, response and recovery, the ODPM is mandated to create and implement an inter-agency collaborative structure as it relates to disaster risk reduction and development by mobilizing all the key players and resources.

Mitigation, Planning and Research

The ODPM commenced its pre-planning for the implementation of an Early Public Warning System (EWS). Such a System will assist in mitigation efforts in respect of hydro-meteorological events and will provide vulnerable communities with a window of opportunity to prepare for an

imminent event. It would also allow the ODPM the opportunity to activate its response mechanism in advance of potential hazardous situations in vulnerable areas. The ODPM is in the process of examining a national system and is undertaking a pilot community EWS in San Juan. Discussions have commenced with TSTT in respect of an SMS Text Pilot Project.

The ODPM also continued to update its data on areas affected by flooding and other hazards since 1961. The information used in this database would assist with the development of the Geographical Information System (GIS), to electronically plot the areas historically affected by hurricanes, floods and other hazards, and by so doing, improve the design of response and mitigation programmes. The System is expected to be fully implemented by November, 2009.

Its ongoing collaboration with the Ministry of Local Government, in the conduct of assessments and the review of emergency incidents, with a view to improving the nation's disaster management capacity, was also continued.

Public Education Campaign

In addition to responding to requests for presentations on disaster management, the ODPM recently partnered with the Ministry of Community Development, Culture and Gender Affairs in the development of a presentation as part of their public education and awareness programmes. The presentation identifies several hazards that can affect communities and provides information on mitigation and preparedness strategies for individuals and households. Diverse audiences across the country benefited from the presentation, including the Brazil, Brasso Seco, St. Ann's/Cascade and Arima Communities and persons participating in the UWI Safety First Campaign. For Fiscal 2009, approximately twenty-five (25) schools benefited from the Riskland Schools Tour, which commenced in June 2007.

It is the ODPM's intention to develop, in conjunction with community organizations, a community outreach programme based on the train the trainer approach, where such community organizations would be trained to deliver awareness presentations and basic information on disaster management. Some elements of the programme are First Aid and CPR, special population requirements, and an Incident Command System that can be used at the community level.

Shelter Management Programme

ODPM continued the formulation and review of its shelter listings, as well as the development of a Shelter Policy and Plan, in an effort to enhance preparedness in the event of a disaster.

Preparedness and Response

A key initiative of the ODPM for Fiscal 2009 was the development of an Evacuation Plan for high risk communities and Exit Plans for high volume traffic flow. In this regard, a Draft Egress Plan for Port-of-Spain was developed and will be reviewed by stakeholders, finalized and exercised during the upcoming year.

Awareness programmes targeting all First Responder agencies were also conducted, providing information on, among other things, requirements for submission of emergency response plans that are aligned with that of the ODPM. An emergency response-planning workshop was held to assist Corporations in the preparation of such plans, which are expected to be prepared during the upcoming year.

Prison Service

In order to improve its disaster preparedness status, the Prison Service embarked on a number of initiatives. These included the retrofitting of the Tobago Prison with additional water tanks to increase the water supply, the installation of a generator for an emergency electricity supply and replacement of all LPG lines and regulators.

Also in Fiscal 2009, all penal institutions were outfitted with emergency firefighting equipment such as extinguishers, sand buckets, hoses and reels with hoses. Firefighting drills are conducted and training of officers and inmates take place on a monthly basis.

● **Managing Innovatively**

In Fiscal 2009, the Ministry of National Security continued to review and adjust its structure and operations to keep pace with the increasing and changing demands being placed on the organization.

Expansion of the Communications Network Unit (CNU) to the Information and Communications Technology Unit (ICTU)

When the CNU was first established, it bore responsibility for managing and maintaining all areas of the integrated network used, mainly, by the Protective Services. These included Broadband System, Computer Aided Dispatched AVL/CAD, Wide Area Trunking System and SmartZone. The Unit was also responsible for responding to calls on the 999 and 990 toll free numbers.

Over time, due to the increasing demands on the System and the continuous upgrades to the existing technology, it became necessary, in the interest of maintaining a high quality of technological support, to review the responsibilities of the Unit. It was deemed necessary to formally increase the CNU responsibilities to include the following:

- Servicing and maintaining the Police Sky Watch Units and a Mobile Unit;
- Managing, operating and maintaining the Close Circuit Televisions;
- Providing wireless broadband services to all the Divisions using Internet Protocol (IP) technology; and
- Maintaining the Unit's records on the new Document Management System.

Moreover, it was determined that the existing name was inconsistent with the full range of responsibilities now assigned to the Unit. Consequently, in May, 2009, Cabinet was approached and approved the renaming of the Communications Network Unit (CNU) to the Information and Communications Technology Unit (ICTU).

Implementation of the International Organization for Migration (IOM) Nine-Month Plan to counter any emergence of human trafficking in Trinidad and Tobago

Cabinet, in July 2009, approved the IOM Office Nine-Month Plan to counter any emergence of human trafficking in Trinidad and Tobago. The Plan seeks to address the issue of trafficking in persons on two bases, Prevention and Protection (victim-centred) and Prosecution (crime-focused). The Plan consists of two primary objectives:

- i. Assisting victims of trafficking through Prevention and Protection
- ii. Criminalising human trafficking through Prosecution efforts.

To ensure the success of this Plan, IOM is working toward establishing a Multi-Task Force, comprising representation from Government Ministries, Non-Governmental Organisations (NGOs), Faith Based Organisations (FBOs) and the IOM. This Multi-Task Force will be responsible for developing and overseeing a medium-to-long term plan of action. Some of the major responsibilities of the Multi-Task Force would include:

- i. Implementing and systemizing a referral process to identify and assist victims;
- ii. Establishing a hotline to field calls pertaining to human trafficking; and
- iii. Conducting a nationwide information campaign, using IOM-supplied material.

The Nine-Month Plan entails IOM conducting a series of outreach and/or training sessions for various audiences, including key stakeholders in government, hotline staff operators, media, non-governmental organizational and other representatives of civil society.

Continuing the work of the Ministry's HIV/AIDS Coordinating Unit (HACU) – Raising awareness and improving behaviors

For the period under review, the HIV/AIDS Coordinating Unit focused largely on preparatory work for the conduct of the Health and Behavioural Survey in the Defence Force. Notwithstanding, the HACU ensured that its sensitization and education programme was not neglected. Hereunder are some highlights of the Unit's work for Fiscal Year 2009:

• Epidemiologic Survey of Behaviours, General and Sexual Reproductive Health, and Serologic Surveillance of HIV and other Infectious Diseases among Trinidad and Tobago (T&T) Defence Force Personnel

This project is being funded by the U.S. Department of Defense HIV/AIDS Prevention Program (DHAPP).

- Dr. Brader Braithwaite has been contracted to conduct the Knowledge Attitudes Practices and Behaviours Survey (KAPB). The questionnaire has been finalised and submitted for approval.
- With respect to the HIV Serological Surveillance Study of the Trinidad & Tobago Defence Force (TTDF), this activity is being conducted in collaboration with the Medical Research Department, University of the West Indies and the Division of Retrovirology, Walter Reed Army Institute for Research (WRAIR), under the U.S. Department of Defense HIV/AIDS Prevention Programme. The Research Proposal has been submitted to the Institutional Review Board of WRAIR and the Ethics Review Board of the Ministry of Health. A draft plan for the roll out of the research has also been completed.
- Additionally, a senior member of staff of the Ministry's Research Unit was exposed to the Scantron Design Expert Training in Rockville, Maryland, Washington D.C., in January 2009. The training provided a complete introduction to the Scantron Design Expert Software, which is used in the creation and development of scannable forms, and which is the selected Software for the Survey.

• Training Material and Curriculum Development

Consultants were contracted, in 2008, to undertake the development of curricula and training material for the conduct of HIV and AIDS Sensitisation training for the Ministry's HIV and AIDS Prevention Programme. The consultancy was completed in 2009 and its

report was submitted to the Ministry's Leadership and Divisional Heads. Printing of the Participants Handbook is currently being undertaken.

The training of trainers programme to roll out the curriculum using the Behavioural Change Communications process developed is the next phase in the Divisional capacity building strategy.

✓ **HIV Sensitization and Awareness**

- The HACU, in collaboration with Population Services International (PSI), mounted HIV & AIDS Booths at Divisional events. In total 4,500 people have been sensitised to HIV & AIDS and approximately 6,000 condoms were distributed.
- PSI conducted sensitisation and awareness workshops as well as Train the Trainers and Master trainers programmes for the Civilian Conservation Corps (CCC). Thirty-five Trainers and Master Trainers graduated from the programmes in 2009.
- Sensitisation and Awareness Workshops were conducted for two intakes of Immigration Officers in 2009. These were facilitated by the NGO South AIDS and the MNS HIV/AIDS Coordinator.
- Two (2) three-day Youth HIV/AIDS Workshops were held during the periods 13 - 15 July and 20 - 22 July 2009, targeting children of members of staff.
- Seven (7) testing sensitization workshops were held in which 292 persons participated, as part of pilot testing the curriculum and material developed by the Consultants.
- The Ministry collaborated with the UNFPA / NACC in a condom distribution initiative with the receipt of condoms in time for the Commonwealth Heads of Government Meeting (CHOGM) in November.

✓ **Enhancing Medical Services to provide quality Testing & Counseling**

Emphasis was placed on training and certifying medical services personnel to carry out rapid testing and counselling. VCT/PITC training was conducted, in collaboration with the Ministry of Health. Forty (40) members of the uniformed services of the Ministry of National Security were certified as HIV counsellors and seven (7) as rapid testers. Twenty-five (25) persons underwent training as rapid testers in October 2009 and are currently completing their certification.

Chapter 4

Service Delivery

The Ministry of National Security continued, during Fiscal 2009, to optimize the use of its resources in providing the services, as mandated, to the citizenry and visitors to Trinidad and Tobago. The Table below depicts some of the key services delivered by the Ministry throughout the year:

Services provided by the Ministry of National Security for Fiscal 2009

Service	No. delivered
<u>Police Service</u>	
Serious Crime Reports received	20,621
Serious Crime Reports detected	3,081
Certificates of Character Processed	44,358
Crime Scenes Visited	5,642
Deportees processed	447
Fingerprints recorded	20,064
First Offenders traced	4,973
Name Checks conducted	815
Persons Bailed (Assizes)	1,651
Repeat Offenders Traced	9,800
<u>SAUTT</u>	
	<u>No. of Operations</u>
K9 Assistance	103
Investigative Assistance	28
DAT Assistance	24
Air Support	15
Operational Team Assistance	12
Anti-kidnapping support	05

Service	No. delivered
<u>Coast Guard</u>	
Drug Interdiction Cases	05
Search and Rescue	110
Patrols	454
Medicos	28
<u>Air Guard</u>	
Patrols	156
Search and Rescue	29
Support Flights	64
<u>Forensic Science Centre</u>	
No. of case submissions	5,390
No. of exhibit submissions	17,607
No. of autopsies performed	1,041
No. of certificates of analysis generated	3,288
No. of firearms tested	3,331
No. of Field Visits conducted	41
No. of court attendances made	68
<u>Immigration</u>	
Arriving Passenger processed	842,279
Machine Readable passports produced	121,372
Student Permits issued	1,084
<u>Fire Service</u>	
Fire calls responded to	3,320
Fire Appliance response to Road Traffic Accidents	1,318
Ambulance calls responded to	4,384
<u>Work Permits</u>	
No. of Work Permits granted	6,566

Service	No. delivered
<u>Citizenship and Immigration</u>	
No. of persons granted Citizenship	364
No. of persons granted Resident Status	457
<u>Prison Service</u>	
Adult Male Inmates held and Treated: Convicted and Un-convicted	3,417
Adult Female Inmates held and Treated: Convicted and Un-convicted	172
Lads held and Treated at YTC: Convicted and Un-convicted	179

Additionally, in keeping with its goal of reformation and reintegration of inmates, the Prison Service increased the educational opportunities available to them. Provided hereunder are some of the major training programmes conducted and the number of beneficiaries:

Primary School Level Exam	- 104 inmates
Adult Literacy	- 106 inmates
Spanish Literacy	- 12 inmates
Computer Literacy	- 17 inmates
CXC level	- 339 inmates
Vocational Training	- 50 inmates
Art and Craft	- 24 inmates

Other services provided by the Divisions included the following:

- In fulfilling its role in securing the nation, the Trinidad and Tobago Defence Force provided assistance to the Police Service in the conduct of foot and mobile patrols.
- The Special Anti Crime Unit of Trinidad and Tobago (SAUTT) facilitated training for more than 3,060 persons in Fiscal 2009, with 66% of the beneficiaries being members of the Trinidad and Tobago Police Service (TTPS).

CHAPTER 5

Financial Operations

For the 2009 Fiscal Year, the Ministry was allocated \$4,731,379,703 Bn., a figure which was revised upwards to \$4,746,402,703 Bn. during the year. Its actual expenditure for the Fiscal Year was \$4,605,277,227 Bn., leaving a variance of \$141,125,476 Mn. Of this expenditure, Recurrent Expenditure accounted for 82% while expenditure on the Development Programme accounted for 18%. Personnel Expenditure formed the largest segment of Recurrent Expenditure at 57%, followed by expenditure on Goods and Services at 23%. The Ministry's expenditure is disaggregated by Sub-Head in the table below:

Ministry's Expenditure by Sub-Head

Sub-Head	Estimates Financial Year 2009 Revised \$TT	Actual Expenditure Financial Year 2009 \$TT	Variance \$TT
Personnel Expenditure	2,199,581,663.00	2,168,806,232.21	30,775,430.79
Goods and Services	944,953,619.00	876,962,197.36	67,991,421.64
Minor Equipment Purchases	215,166,421.00	190,279,262.85	24,887,158.15
Current Transfers and Subsidies	562,701,000.00	560,551,381.31	2,149,618.69
Total Recurrent Expenditure	3,922,402,703.00	3,796,599,073.73	125,803,629.27
Development Programme	813,000,000.00	808,678,152.78	4,321,847.22
Infrastructure Development Fund	11,000,000.00	-	-
Total Expenditure	4,746,402,703.00	4,605,277,226.51	141,125,476.49

Expenditure by Division

Similar to Fiscal Year 2008, the Police Service, Defence Force and Prison Service accounted for the top three expenditure among the Divisions/Agencies of the Ministry. Together, they accounted for 56.40% of the Ministry's total expenditure for Fiscal Year 2009, as detailed hereunder:

Division/Agency	Total Expenditure (TT\$)
Trinidad and Tobago Police Service	1,236,203,422.05
Trinidad and Tobago Defence Force	911,769,227.85
Trinidad and Tobago Prison Service	448,850,842.30
Total	2,596,823,492.20

A breakdown of the Ministry of National Security's Expenditure, by Division, is provided hereunder.

Division	Personnel Expenditure	Goods and Services	Minor Equipment	Development Programme	Total
Police Service	929,676,705.36	222,050,100.46	68,071,691.74	16,404,924.49	1,236,203,422.05
Defence Force	564,841,816.85	232,816,883.20	56,802,354.06	57,308,173.74	911,769,227.85
Prison Service	328,683,341.91	86,300,545.61	15,991,273.08	17,875,681.70	448,850,842.30
Fire Service	269,423,026.63	57,703,707.44	41,668,365.46	20,603,990.88	389,399,090.41
General Administration	17,693,988.91	221,265,791.84	2,769,162.16	14,744,987.27	256,473,930.18
Immigration	46,309,828.86	46,161,606.22	1,032,576.76	-	93,504,011.84
Forensic Science Centre	6,347,742.50	6,658,395.27	2,663,873.61	-	15,670,011.38
Cadet Force	5,622,737.56	4,005,167.32	1,279,965.98	-	10,907,870.86
NEMA	207,043.63	-	-	-	207,043.63
Sub Totals				126,937,758.08	3,362,985,450.50
Multi-Sectoral and Other Services (Development Programme)					681,740,394.70
*Current Transfers and Subsidies					560,551,381.31
GRAND TOTAL					4,605,277,226.51

Figures extracted from the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year 2009 - Volume 3 Appropriation Accounts of Ministries and Departments. Development Programme figures for Immigration, Forensic and Cadet Force are included under Multi-Sectoral and Other Services in the Appropriation Account.

*SAUTT and ODPM are allocated funds under *Current Transfers and Subsidies*. The expenditure for 2009 for these Divisions is as follows:

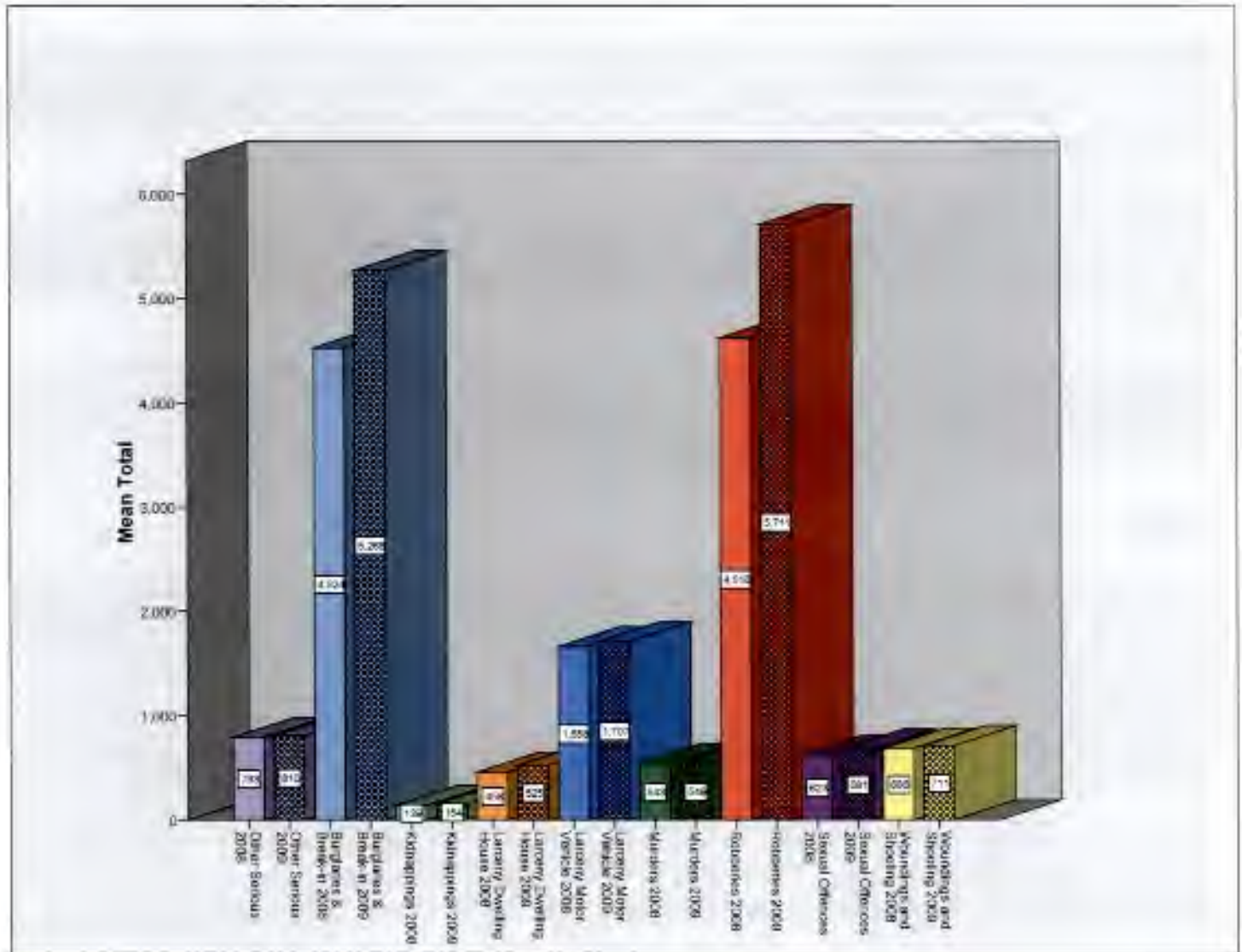
Division	Estimates Financial Year 2009(Revised)	Actual Expenditure	Variance
Special Anti-Crime Unit of Trinidad and Tobago (SAUTT)	396,214,300.00	322,066,173.95	74,148,126.05
Office of Disaster Preparedness and Management	25,425,400.00	25,329,272.52	96,127.48

Detailed Summaries of Expenditure for the Ministry, by Sub-Head and by Division, are at Appendix II.

CHAPTER 6

Review of Serious Crimes - Fiscal Year 2009

During Fiscal 2009, there was a 10.8% increase in the number of reported serious crimes, which went from 18,614 in Fiscal 2008 to 20,621. This was evident in nine of the thirteen serious crime offences. The largest increase occurred in the category of Robberies which rose from 4,618 in Fiscal 2008 to 5,711 in Fiscal 2009, a 23.7% increase. Also, Burglaries and Break-ins rose from 4,524 in the Fiscal 2008 to 5,268 in Fiscal 2009, reflecting an increase of 16.5 %.



Burglaries and Break-ins, Robberies and General Larceny, all property-related crimes, remained the three (3) most prevalent reported serious crimes in Trinidad and Tobago, accounting,

collectively, for 71.5% of the total reported serious crimes. In Fiscal 2008, these three crimes accounted for 69.5% of the total serious crimes. Fraud Offences, Kidnappings and Serious Indecency remained the three serious crimes with the least number of reported cases.

Decreases were evident in the numbers of Serious Indecency and Fraud Offences. The latter fell by 9%, from two hundred and nine (209) in 2008 to one hundred and ninety (190) in 2009, while incidents of Serious Indecency decreased by 16%, from fifty-five (55) in 2008, to forty-six (46) in 2009. Slight decreases of 0.6% and 1.7% were seen in the numbers of General Larceny and Narcotics Offences, respectively.

Crime Detection

Improving the crime detection rate continues to be a critical goal for law enforcement. In Fiscal 2009, there was a noticeable increase in the detection rate for Murders, which rose from 14.2% to 23.0%. There were also minimal increases in the detection rates for Larceny Motor Vehicle and Fraud Offences.

Overall, the detection rate fell from 17.2% to 14.9%, when compared to Fiscal Year 2008. The serious crimes of Larceny Motor Vehicle, General Larceny, Larceny Dwelling House and Burglaries and Breakings continue to have the lowest detection rates, ranging from 11.4%- 3.1% in Fiscal 2008 and 7.8%- 4.5% in Fiscal 2009.

Narcotics and Fraud Offences had the highest detection rates among the serious crimes. Narcotics had a detection rate of 100% in 2008 as well as 2009, whilst Fraud Offences had a detection rate of 89% and 90.5% respectively in 2008 and 2009.

Murders

There was a slight increase in the number of Murders in Fiscal 2009, when compared to Fiscal Year 2008, with the figure rising from five hundred and forty-three (543) to five hundred and forty-nine (549). Port-of-Spain remains the Division which exhibits the most reported Murders. For Fiscal 2009, there was a slight increase in the number of murders reported for the period, from 153 to 155. However, the number of Woundings and Shootings in the Port-of-Spain Division declined by 16.5%. For Fiscal 2008, there were two hundred and thirty (230) reported Woundings and Shootings, which decreased to one hundred and ninety-two (192) during Fiscal 2009.

Within the Northern Eastern Division, there was a significant decrease, by 29%, in the number of Murders, which fell from ninety-three (93) in Fiscal 2008 to sixty-six (66) in Fiscal 2009. There was also a welcome increase in the detection rate, from 14.2% to 23%, as mentioned previously.

It should be noted that of the five hundred and forty-nine (549) murders reported for Fiscal 2009, one hundred and seventy three (173) or 31.3% were gang-related.

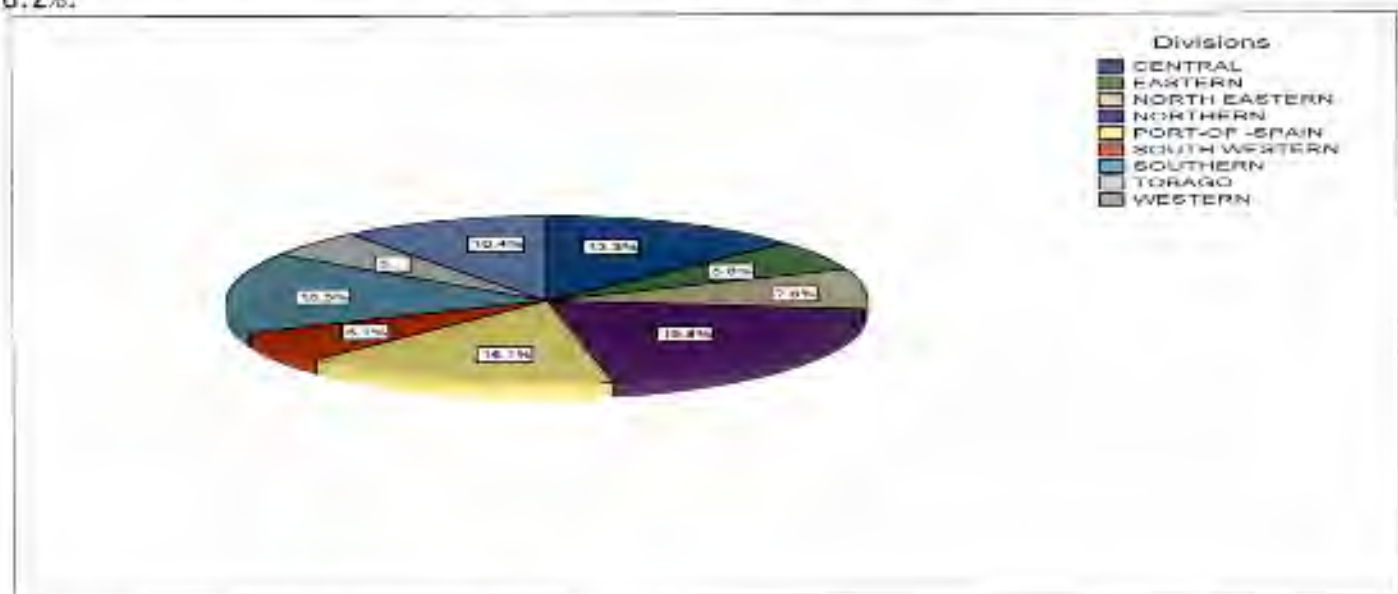
Crime by Division

There are three Divisions, the Northern, Southern and Port-of-Spain Divisions, which together, continue to account for a substantial amount of the reported serious crimes. In Fiscal 2008,

53.3% of the total reported serious crimes were reported in those Divisions and in Fiscal 2009, 51.4%. Hereunder is a breakdown of the percentage of serious crimes reported in the three Divisions:

	Percentage of Total Serious Crimes	
	2008	2009
Northern Division	18.9%	19.8%
Southern Division	17.9%	15.5%
Port-of-Spain Division	16.5%	16.1%

Conversely, the three Divisions with the lowest number of serious crime reports were Tobago with 5.2%, South Western with 5.8% and Eastern, with 6.1%, collectively accounting for 17.1% of the total serious crimes reported. In Fiscal 2008, the three Divisions that accounted for the least number of reported serious crimes were Tobago at 5.3%, Eastern at 5.5% and North Eastern with 6.2%.



Reported Serious Crimes, by Division (Fiscal 2009)

There were two Divisions which witnessed a decline in the number of serious crimes reported during Fiscal 2009, Southern Division, where serious crimes decreased by 84% and South Western Division, where serious crimes decreased by 4.4%.

A detailed comparative breakdown of Serious Crimes reported and detected for Fiscal Year 2008 and 2009 is provided hereunder:

<i>SERIOUS CRIMES</i>	<i>Fiscal 2008</i>		<i>Fiscal 2009</i>	
	<i>Reported</i>	<i>Detected</i>	<i>Reported</i>	<i>Detected</i>
Burglaries & Break-ins	4524	422 (9.3%)	5268	388 (7.4%)
Robberies	4618	534 (11.6%)	5711	543 (9.5%)
General Larceny	3792	302 (8.0%)	3763	260 (6.9%)
Larceny Motor Vehicle	1658	52 (3.1%)	1707	76 (4.5%)
Other Serious Offences	793	386 (48.7%)	810	378 (46.7%)
Woundings and Shootings	686	192 (28.0%)	711	144 (20.3%)
Rapes, Incest & Other Sexual Offences	623	396 (63.6%)	681	358 (52.6%)
Murder	543	77 (14.2%)	549	126 (23%)
Narcotics	516	516 (100.0%)	506	506 (100%)
Larceny Dwelling House	458	52 (11.4%)	525	41 (7.8%)
Fraud Offences	209	186 (89.0%)	190	172 (90.5%)
Kidnappings	139	56 (40.3%)	154	62 (40.3%)
Serious Indecency	55	37 (67.3%)	46	27 (58.7%)
TOTAL	18,614	3,208 (17.2%)	20,621	3,081 (14.9%)

Procurement Procedures

The procurement function of the Ministry of National Security is managed by two tender committees, the Special Tenders Committee and the Ministerial Tenders Committee. The Ministry's tendering procedures are governed by Central Tenders Board Ordinance No.22 of 1961, Central Tenders Board (Defence Force and Protective Services) (No. 2) Order, 1992.

2. The Central Tenders Board Ordinance, 1961, which was amended in 2003, provides for authority levels as follows:-

Permanent Secretary	- Up to \$1,000,000.00
Ministerial Tenders Committee	- Over \$1,000,000.00 but less than \$2,000,000.00
Special Tenders Committee	- Between \$100,000.00 and Infinity
Central Tenders Board	- \$2,000,000.00 and over

Consultancy

Permanent Secretary	- Up to \$200,000
Ministerial Tenders Committee	- Between \$200,000.00 and less than \$1 million.
Central Tenders Board	- \$1,000,000.00 and over

3. The Permanent Secretary has delegated levels of authority up to \$1,000,000.00 for goods and services (except the procurement of items listed under the third schedule of the Central Tenders Board (Defence Force and Protective Services) Order, 1992 which include:

1. Arms and Ammunition;
2. Repair and maintenance of Aircraft and Coast Guard Vessels;
3. Security Equipment including scanners, detectors and safe fax machines;
1. Uniforms and protective gear;
2. Aircraft, marine craft and parts thereof; and
6. Wireless equipment and spares including radar systems.

4. The Permanent Secretary's delegated levels of authority are as follows:

- Deputy Head of Division - Up to \$50,000.00
- Head of Division - Up to \$450,000.00
 - Commissioner of Police
 - Chief of Defence Staff
 - Director Special Anti Crime Unit of Trinidad and Tobago
- Head of Division - Up to \$100,000.00
 - CEO (ODPM)
 - Chief Immigration Officer
 - Commissioner of Prisons
 - Director of Forensic Science Centre
 - Chief Fire Officer
- Deputy Permanent Secretary - Over \$100,000.00 to \$450,000.00

REQUIREMENTS FOR THE APPROVAL OF LEVELS OF AUTHORITY

5. Goods and Services costing in excess of \$100,00 but not more than \$50,000.00 - Deputy Head of Division

- Quotations are obtained from no less than three (3) suppliers.

6. Goods and Services costing in excess of \$500.00 but no more than \$100,000.00 - Head of Division

- Written quotations are obtained from no less than three (3) suppliers.
- Where the item is available from a sole supplier, a written quotation is obtained.
- A written request for quotation and a specification of the item or a description of the service to be purchased is sent to the firm requesting the submission of a quotation.
- The written request for quotations as well as the quotations from the suppliers should contain the following information:
 - Unit Cost
 - VAT (shown separately)
 - Validity period of prices quoted
 - Delivery period
 - Whether the prices quoted are ex-stock or Duty Free
 - Installation Cost (where applicable)
 - Availability of stock
 - Terms of Payment, Warranty/Guarantee; Life Expectancy of item

(Ex-stock - Duty has already been paid, VAT is therefore payable)

- The quotations, together with recommendations of the Purchasing Officer, are submitted to the Head/Deputy Head of Division for consideration. The availability of funds, the position of the Vote and the Item/Sub-Item to be debited are stated.
- If the lowest offer is not recommended, detailed reasons are given.
- Under no circumstances item/s or service/s should be purchased without prior approval of the Head/Deputy Head of Division.

7. Goods and Services costing not more than \$ 450,000.00 - Head of Division and Deputy Permanent Secretary

The approval requirements would be the same as those valued in excess of \$500.00 but no more than \$100,000.00.

8. Goods and Services costing in excess of \$100,000.00, but no more than \$ 1,000,000.00 - Permanent Secretary

- ♦ The procedures outlined under the Heads of Divisions approval are relevant.
- ♦ The recommendations and justification for the purchase by the Head of Division are included in the request.

- ◆ Items or services should not be purchased without the prior approval of the Permanent Secretary
- ◆ All communication equipment requires the Permanent Secretary's approval prior to purchasing.

9. Purchase of Goods and Services costing in excess of \$1,000,000.00 but less than \$2,000,000.00 - Ministerial Tenders Committee and from \$500,000.00 to infinity - Special Tenders Committee:

- A request is submitted to the Permanent Secretary, Ministry of National Security, for tender procedures to be initiated.
- The specifications of the items/Scope of Works for services /Request for Proposal accompany the request.
- The following information is submitted in request:
 - The estimated cost of the item or service
 - Where the item or service is to be utilized
 - The justification for the purchase of the item or service
 - The Vote and position of the affected Vote
 - The names and members of Evaluation Committee
 - The request must be signed by the Head of the Division

SOLE / SELECTIVE TENDER PROCESS

10. Sole Tender

A sole tender is invited when there is only one known supplier for the item requested.

10.1 Selective Tender

When the requested item is a specialized item or there are a few known suppliers, the Heads of Division request that selective firms be invited to tender.

The procedure for the Sole Tender and Selective Tender is the same.

10.2 Ministerial Tenders Committee

Sole Tender Process

- On receipt of the request, the Committee is asked for approval to approach the Minister of Finance to invite either a sole or selective tender.
- The Chairman of the Ministerial Committee, on receipt of the request then writes to the Honorable Minister of Finance requesting approval to invite the firm(s) as requested by the Head of Division.
- On the receipt of the approval for the Honorable Minister of Finance, the Letters of Invitation to the tenderers are dispatched fourteen (14) days before the opening of the tenders for the Ministerial Tenders Committees.

10.3 Special Tenders Committee

Sole /Selective Tender Process

- ◆ When the confirmation of funds is received from the Permanent Secretary, Ministry of Finance, a Note to initiate tender procedures is prepared for approval and signature by the Chairman and the members of the Special Tenders Committee, to approach the Honourable Minister and Prime Minister, for approval to invite a Sole and Selective Tender.
- ◆ On receipt of the approval to initiate tender procedures, a Note to the Honourable Minister of National Security and Honourable Prime Minister is prepared for their signature and approval of the firm/s.
- ◆ When the Honourable Prime Minister has given his approval, invitation to tender letters are prepared for the approval and signature of the Chairman of the Special Tenders Committee.
- ◆ The Letters of Invitation to the tenderers are dispatched fourteen (14) days before the opening date of tenders.

11. The Public Tendering Process - Ministerial and Special Tenders Committee

- ◆ A request is made to the Permanent Secretary, Ministry of Finance to confirm the availability of the estimated cost of the good/service to initiate tender procedures.
- ◆ On receipt of the confirmation of funds from the Permanent Secretary, Ministry of Finance the following documents are prepared:
 - Tender Notices
 - The Tenderers instructions
 - Copies of the Specifications/Scope of Works/ Request for Proposal.
- ◆ These documents are sent to the Chairman of the Ministerial/Special Tenders Committee for approval and signature
- ◆ Copies of Tenders Notices are sent to the Ministry of Information and the Government Printery for publication in the newspaper fourteen (14) days before the tender opening.

12. Tender Opening

The Chairman and one (1) member of the Committee, open the tender box. The bids are retrieved and read out. A Schedule of Tenders is prepared and signed by the Chairman and the Member.

13. Summary of Bids Received

A summary is made of the cost of all bids received in ascending order

14. Evaluation of Bids - Ministerial Tenders Committee and Special Tenders Committee

- The file with all bids and the summary sheet is sent to the Head of División for evaluation by the appointed Evaluation Committee.
- The areas that are examined when evaluating a tender are as follows:
 - (a) Tendered Price
 - (b) Delivery Period
 - (c) Terms of Payment
 - (d) After Sales Service
 - (e) Maintenance Contract
 - (f) Warranty
 - (g) Availability of Spare Parts
 - (h) The Firm's Track Record - Availability of Technical Skills, ability to supply, previous jobs completed etc.
 - (i) Period of Validity of Prices
 - (j) In cases of foreign purchases - CIF Charges
 - (k) Training
- a. VAT is not paid on Duty Free items. VAT is only paid on the local input e.g. labour cost, Installation Fees etc. This is shown separately in the tender submission.
- b. A detailed analysis is given as to why the lowest tender was not accepted. In the event that the lowest tender was not accepted, the areas that did meet the specifications are identified e.g. what aspects of the technical specifications were not met; the delivery period; availability of spare parts; after sales services; the quality of material etc.

15. Award of Contract - Ministerial and Special Tenders Committee

On receipt of the Evaluation Report from the Head of the Division, a note is prepared for the Ministerial/Special Tenders Committee for the award of contract. Upon the award of a contract by the Ministerial/Special Tender Committee the firm is given fourteen (14) days to post a Performance Bond/Cash Performance Deposit. When the Performance Bond/Cash Performance Deposit is posted, a binding contract between the Chairman of the Committees/ Permanent Secretary and the supplier exists.

16. Contract Administration - Ministerial and Special Tenders Committee

- The delivery period/completion of works/services period is monitored by the Division and the Procurement Section. On completion of the contract, the Head of Division submits the Contract Completion Report (CCR).
- On completion of the Contract, the Head of Division submits the CCR. Based on the CCR, the Chairman of the relevant Committee releases the Performance Bond/Cash Performance Deposit.

17. Purchase of Goods and Services in excess of \$2,000,000.00- Central Tenders Board

All purchases over \$1,000,000.00 are sent to the Central Tenders Board for processing.

DELEGATED LEVELS OF AUTHORITY

There are two (2) primary areas of delegated authority within the Ministry - finance and administration. In the case of the former, the various levels of authority for spending in the Ministry are set out at hereunder:

DELEGATION OF AUTHORITY FOR THE PROCUREMENT OF GOODS AND SERVICES	
POST	LIMITS
Central Tenders Board Special Tenders Committee Ministerial Tenders Committee	\$2,000,000.00 to infinity \$ 100,000.00 to infinity Over \$1,000,000.00 but less than \$2,000,000.00
General Administration Permanent Secretary Deputy Permanent Secretary Administrative Officer V (Defence and Protective Services Schedule, General Administration) Administrative Officer IV (General Administration)	Up to \$1,000,000.00 Up to \$450,000.00 Up to \$ 25,000.00 Up to \$ 25,000.00
Trinidad and Tobago Fire Service Chief Fire Officer Deputy Chief Fire Officer	Up to \$100,000.00 Up to \$ 50,000.00
Trinidad and Tobago Prisons Service Commissioner of Prisons Deputy Commissioner Of Prisons Assistant Commissioner of Prisons (Administration) Senior Superintendent of Prisons (Finance & Personnel)	Up to \$450,000.00 Up to \$ 50,000.00 Up to \$ 25,000.00 Up to \$ 25,000.00
Trinidad and Tobago Police Service Commissioner of Police Deputy Commissioner of Police Assistant Commissioner of Police (Community Relations) Senior Superintendent of Police (Administration & Finance) Administrative Officer V	Up to \$450,000.00 Up to \$ 50,000.00 Up to \$ 25,000.00 Up to \$ 25,000.00 Up to \$ 25,000.00
Trinidad and Tobago Defence Force Chief of Defence Force Vice Chief of Defence Staff Chief Staff Officer J4 Logistics	Up to \$450,000.00 Up to \$ 50,000.00 Up to \$ 25,000.00 Up to \$ 25,000.00
Trinidad and Tobago Immigration Division Chief Immigration Officer Deputy Chief Immigration Officer Assistant chief immigration Officer (North)	Up to \$100,000.00 Up to \$ 50,000.00 Up to \$ 25,000.00
Trinidad and Tobago Forensic Science Centre Director, Forensic Science Centre Deputy Director, Forensic Science Centre	Up to \$100,000.00 Up to \$ 50,000.00
Special Anti-Crime Unit of Trinidad and Tobago (SAUTT) Director, SAUTT	Up to \$450,000.00

With regard to administration, there are functions devolved by the Chief Personnel Officer and delegated by the Public Service Commission, which are applicable to all Government Ministries. Additionally, Heads of Divisions of the Ministry are charged with the responsibility to manage the day-to-day operation of their Divisions and are required to report to the Minister at the monthly Heads of Divisions meeting. Notwithstanding, there are circumstances where the approval of the Minister or Permanent Secretary must be sought.

Within the Divisions, there is also a hierarchy of executive officers and civilian staff who have authority to undertake specific activities on behalf of their Divisional Head. The same applies to the Head Office where Heads of Sections are authorized to independently make decisions on certain matters pertaining to their respective Sections.

Detailed Summary of Expenditure by Sub-Head

Ministry of National Security- Summary of Expenditure for 2009			
SUB HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR \$	ACTUAL EXPENDITURE \$	VARIANCE \$
PERSONNEL EXPENDITURE	2,199,581,663.00	2,168,806,232.21	30,775,430.79
Salaries and Cost of Living Allowance	1,062,216,662.00	1,059,534,262.55	2,682,399.45
Wages and Cost of Living Allowance	11,216,748.00	11,012,225.15	204,522.81
Overtime	213,700,900.00	212,751,044.19	949,855.81
Allowances	242,949,970.00	241,717,236.52	1,232,733.48
Government's Contribution to N.I.S	81,576,950.00	80,592,851.36	984,098.64
Remuneration to Board Members	2,113,700.00	1,683,570.00	430,130.00
Vacant Posts- Salaries & COLA (without Bodies)	0.00	0.00	0.00
Remuneration to Auxiliary Fire Unit	8,442,464.00	7,845,353.11	597,110.89
Settlement of Arrears to Public Officers	305,175.00	302,765.31	2,409.69
Payments of Increments Salaries	148,500.00	0.00	148,500.00
Government's Contribution to Group Health Insurance-Daily Rated Workers	78,020.00	65,117.00	12,903.00
Increased Salaries to Public Officers 1999/2001	0.00	0.00	0.00
Salaries-Direct Charges	429,326,970.00	417,449,288.47	11,877,681.53
Allowances-Direct Charges	111,802,430.00	105,606,846.70	6,195,583.30
Vacant Post-Salaries and C.O.L.A (without Bodies)-Direct Charges	0.00	0.00	0.00
Government's Contribution to Group Health Insurance-Monthly Paid Officers	651,820.00	561,062.00	90,758.00
Overtime- Daily Rated Workers	1,537,000.00	472,639.64	1,064,360.36
Allowances - Daily Rated Workers	438,354.00	87,497.73	350,856.27
Gov's Contribution to NIS - Direct Charges	33,076,000.00	29,124,472.44	3,951,527.56
GOODS AND SERVICES	944,953,619.00	876,962,197.36	67,991,421.64
Travelling and Subsistence	33,122,004.00	32,168,792.75	953,211.25
Uniforms	53,284,204.00	49,698,478.77	3,585,725.23
Electricity	24,830,000.00	23,657,444.56	1,172,555.44
Telephones	50,317,821.00	48,187,002.65	2,130,818.35
Water and Sewerage Rates	7,537,200.00	6,859,389.27	677,810.73
House Rates	320,000.00	162,468.00	157,532.00
Rent/Lease-Accommodation and Storage	31,567,770.00	29,358,229.71	2,209,470.29
Rent/Lease-Vehicles and Equipment	60,570,819.00	58,072,897.27	2,497,921.73
Office Stationery and Supplies	13,964,700.00	11,866,430.30	2,098,269.70
Books and Periodicals	2,659,500.00	851,793.79	1,807,706.21
Materials and Supplies	46,046,600.00	41,500,276.54	4,546,323.46
Maintenance of Vehicles	95,803,463.00	83,345,440.52	12,458,022.48
Repairs and Maintenance-Equipment	6,519,359.00	4,361,345.40	2,158,013.60
Contract Employment	38,075,414.00	35,941,090.60	2,134,323.40
Training	33,163,927.00	29,778,065.91	3,385,861.09
Official Entertainment	700,000.00	592,257.79	107,742.21
Repairs and Maintenance Buildings	44,252,955.00	42,133,921.63	2,119,033.37

Short Term Employment	1,903,800.00	1,816,405.21	87,394.79
Fees	3,533,338.00	2,572,190.82	961,147.18
Refunds and Rebates	553,750.00	377,890.35	175,859.65
Official Overseas Travel	4,325,000.00	4,238,312.48	86,687.52
Other Contracted Services	33,723,617.00	31,569,851.95	2,153,765.05
Extraordinary Expenditure	116,519,420.00	114,574,142.17	1,945,277.83
Janitorial Services	33,734,044.00	32,994,012.58	740,031.42
Food at Institutions	97,601,142.00	96,218,514.34	1,382,627.66
Security Services	24,575,679.00	24,545,558.40	30,120.60
Housing Accommodation	8,850,000.00	7,347,513.62	1,502,486.38
Relocation of Staff	8,640,250.00	7,398,543.91	1,241,706.09
Postage	139,800.00	41,552.43	98,247.57
Medical Expenses	33,688,000.00	28,620,737.80	5,067,262.20
Travelling-Direct Charges	12,227,000.00	9,851,483.45	2,375,516.55
Insurance	2,368,000.00	2,120,384.20	247,615.80
Promotions, Publicity and Printing	5,912,693.00	4,470,023.42	1,442,669.58
Expenses of Cabinet Appointed Bodies	1,281,000.00	1,275,514.40	5,485.60
Hosting of Conferences, Seminars and Other Functions	10,095,350.00	8,176,746.00	1,918,604.00
Employee Assistance Programme	546,000.00	217,424.37	328,575.63
MINOR EQUIPMENT PURCHASES	215,166,421.00	190,279,262.85	24,887,158.15
Vehicles (Replacement)	95,767,091.00	90,707,657.91	5,059,433.09
Office Equipment	13,380,443.00	11,093,859.10	2,286,583.90
Furniture and Furnishings	14,774,200.00	13,267,284.86	1,506,915.14
Other Minor Equipment	91,244,687.00	75,210,460.98	16,034,226.02
CURRENT TRANSFERS AND SUBSIDIES	562,701,000.00	560,551,381.31	2,149,618.69
Regional Bodies	37,155,600.00	36,932,920.45	222,679.55
International Bodies	645,500.00	284,689.82	360,810.18
Non Profit Institutions	550,500.00	516,976.85	33,523.15
Educational Institutions	0.00	0.00	0.00
Households	61,490,000.00	61,125,580.89	364,419.11
Other Transfers	462,859,400.00	461,691,213.30	1,168,186.70
DEVELOPMENT PROGRAMME	813,000,000.00	808,678,152.78	4,321,847.22
GRAND TOTAL	4,735,402,703.00	4,605,277,226.51	130,125,476.49

Detailed Summary of Expenditure by Division

Division	Estimates for Fiscal Year 2009	Actual Expenditure	Variance
General Administration			
Personnel Expenditure	18,335,310.00	17,693,988.91	641,321.09
Goods and Services	224,939,430.00	221,265,791.84	3,673,638.16
Minor Equipment Purchases	2,867,125.00	2,769,162.16	97,962.84
Development Programme	14,817,893.00	14,744,987.27	72,905.73
Total General Administration	260,959,758.00	256,473,930.18	4,485,827.82
Fire Service			
Personnel Expenditure	270,189,825.00	269,423,026.63	766,798.37
Goods and Services	61,617,420.00	57,703,707.44	3,913,712.56
Minor Equipment Purchases	45,824,700.00	41,668,365.46	4,156,334.54
Development Programme	20,716,000.00	20,603,990.88	112,009.12
Total Fire Service	398,347,945.00	389,399,090.41	8,948,854.59
Prison Service			
Personnel Expenditure	329,131,100.00	328,683,341.91	447,758.09
Goods and Services	87,407,390.00	86,300,545.61	1,106,844.39
Minor Equipment Purchases	16,060,000.00	15,991,273.08	68,726.92
Development Programme	18,153,000.00	17,875,681.70	277,318.30
Total Prison Service	450,751,490.00	448,850,842.30	1,900,647.70
Police Service			
Personnel Expenditure	932,530,833.00	929,676,705.36	2,854,127.64
Goods and Services	231,919,200.00	222,050,100.46	9,869,099.54
Minor Equipment Purchases	79,340,050.00	68,071,691.74	11,268,358.26
Development Programme	16,502,000.00	16,404,924.49	97,075.51
Total Police Service	1,260,292,083.00	1,236,203,422.05	24,088,660.95
Defence Force			
Personnel Expenditure	588,002,933.00	564,841,816.85	23,161,116.15
Goods and Services	277,246,882.00	232,816,883.20	44,429,998.80
Minor Equipment Purchases	64,972,438.00	56,802,354.06	8,170,083.94
Development Programme	58,246,107.00	57,308,173.74	937,933.26
Total Defence Force	988,468,360.00	911,769,227.85	76,699,132.15

Division	Estimates for Fiscal Year 2009	Actual Expenditure	Variance
Immigration			
Personnel Expenditure	47,844,070.00	46,309,828.86	1,534,241.14
Goods and Services	49,098,818.00	46,161,606.22	2,937,211.78
Minor Equipment Purchases	1,722,895.00	1,032,576.76	690,318.24
Development Programme	-	-	-
Total Immigration	98,665,783.00	93,504,011.84	5,161,771.16
Forensic Science Centre			
Personnel Expenditure	6,745,251.00	6,347,742.50	397,508.50
Goods and Services	7,415,014.00	6,658,395.27	756,618.73
Minor Equipment Purchases	2,862,295.00	2,663,873.61	198,421.39
Development Programme	-	-	-
Total Forensic Science Centre	17,022,560.00	15,670,011.38	1,352,548.62
Cadet Force			
Personnel Expenditure	6,278,050.00	5,622,737.56	655,312.44
Goods and Services	5,309,465.00	4,005,167.32	1,304,297.68
Minor Equipment Purchases	1,516,918.00	1,279,965.98	236,952.02
Development Programme	-	-	-
Total Cadet Force	13,104,433.00	10,907,870.86	2,196,562.14
National Emergency Management Agency (NEMA)			
Personnel Expenditure	524,291.00	207,043.63	317,247.37
Goods and Services	-	-	-
Minor Equipment Purchases	-	-	-
Development Programme	-	-	-
Total NEMA	524,291.00	207,043.63	317,247.37
SUB TOTAL			
Multi Sectoral and Other Services (Dev. Programme)	684,565,000.00	681,740,394.70	2,824,605.30
Current Transfers & Subsidies	562,701,000.00	560,551,381.31	2,149,618.69
GRAND TOTAL	4,735,402,703.00	4,605,277,226.51	130,125,476.49