



MINISTRY OF NATIONAL SECURITY

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2015

**ADMINISTRATIVE
REPORT
OF THE
MINISTRY OF NATIONAL
SECURITY
OCTOBER 2014
to
SEPTEMBER 2015**

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1.0 MISSION AND VISION

1.1 Mission Statement

To create an environment that 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.

1.2 Vision Statement

The premier organization that ensures the safety and security of the nation of Trinidad and Tobago.

2.0 EXECUTIVE SUMMARY

In Fiscal 2015, the Ministry of National Security continued its thrust to tighten border security, provide law enforcement officers with the most advanced equipment necessary to execute their duties in the most efficient manner, and strengthen the level of training provided. To this end, the key developments during the 2015 fiscal year included:

- Provision of adequate tools and training to law enforcement staff to operate on at the highest standards
- Advancement of the provision of a safe working environment with modern equipment to enable staff to perform at an optimal level
- Improvement to border protection capacity
- Expansion of the use of modern technology in the fight against crime
- Strengthening and expansion of crime prevention programmes
- Deepening of community engagement measures
- Enhancement of regional and international cooperation at all levels

In short, the Ministry continued to fulfil its mandate to ensure a safer Trinidad and Tobago, through facilitating the strengthening of an environment of public safety and security by way of the enforcement of the rule of law and maintenance of order.

3.0 ORGANIZATIONAL STRUCTURE

3.1 Corporate Structure

The Ministry of National Security which comprises seven (7) Divisions and several agencies is one of the largest and most complex public sector organizations in Trinidad and Tobago. It is the arm of the Government that has primary responsibility for ensuring and maintaining the security of the twin island state, and is charged with a three-pronged operational mandate which includes:

- Maintenance of Law and Order, Public Safety and Defence against Aggression
- Management of Disaster Preparedness and Relief
- Monitoring and Controlling the flow of persons into and out of the country

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 officer and the Chief Accounting Officer for the organization, except for the Trinidad and Tobago Police Service, where the Commissioner of Police was appointed the Accounting Officer with effect from October 01, 2010. The Permanent Secretary oversees the day-to-day operations of the Ministry with the support of three (3) Deputy Permanent Secretaries, together with the respective Heads of Divisions, Sections and Agencies, as set out hereunder:

DIVISION	HEAD OF DIVISION
General Administration	Permanent Secretary
Trinidad and Tobago Defence Force	Chief of Defence Staff
Trinidad and Tobago Police Service	Commissioner of Police <i>(Accounting Officer)</i>
Trinidad and Tobago Fire Service	Chief Fire Officer
Trinidad and Tobago Cadet Force	Commandant
Immigration Division	Chief Immigration Officer
Office of Disaster Preparedness and Management	Chief Executive Officer

Special Mandate Units

	Head
❖ Office of Law Enforcement Policy (OLEP)	Director
❖ Counter Trafficking Unit (CTU)	Director
❖ International Affairs Unit (IAU)	Director
❖ Anti-Money Laundering/Combating Financial Terrorism (AML/CFT) Compliance Unit	Director
❖ Citizenship and Immigration (C&I)	Administrative Officer IV
❖ Work Permits	Administrative Officer IV

❖	Military Liaison Office (MLO)	Military Liaison Officer
❖	National Drug Council (NDC)	Manager
❖	Citizen Security Programme (CSP)	Programme Coordinator
❖	HIV/Aids Coordinating Unit	HIV Coordinator

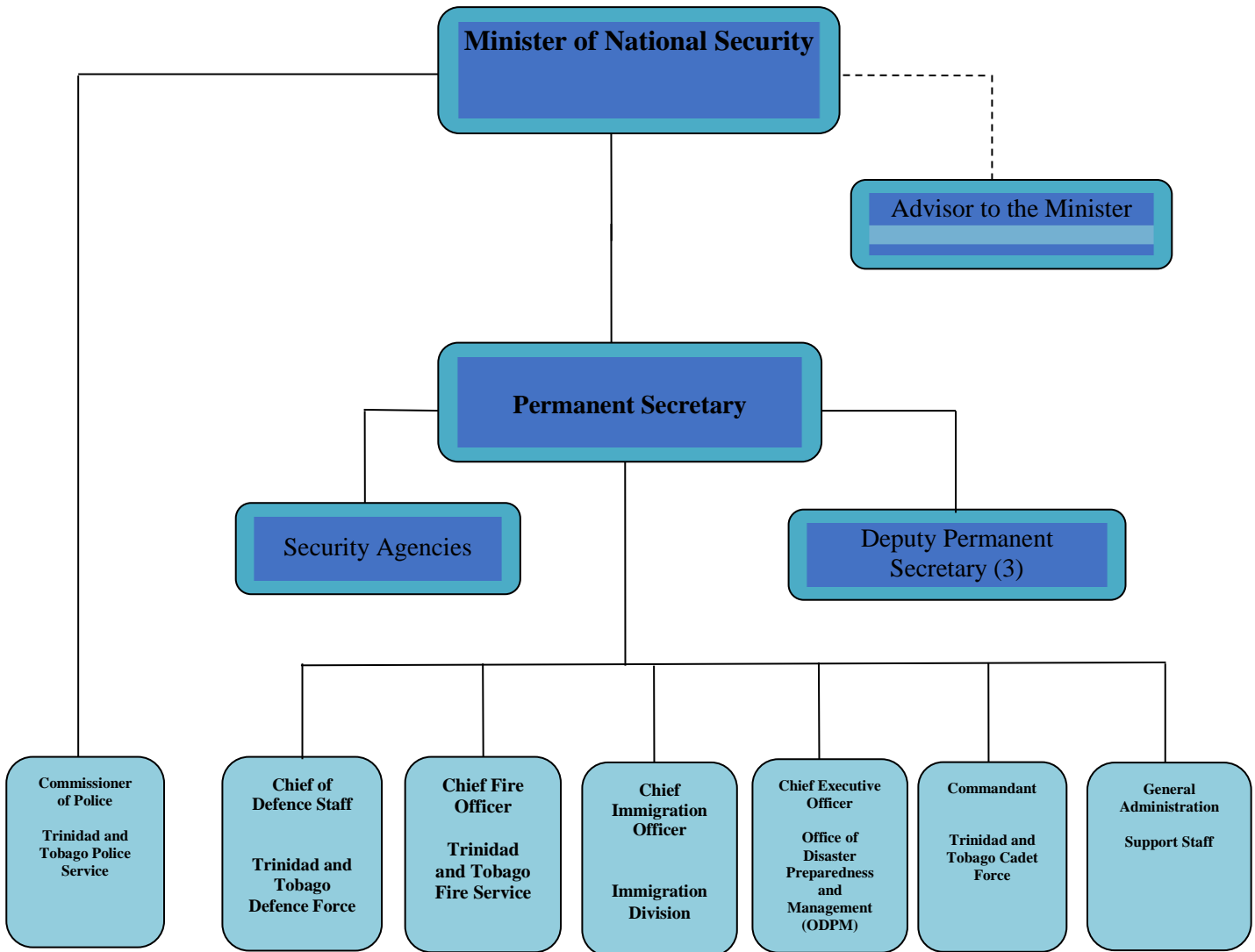
Special Mandate Agencies

❖	Strategic Services Agency (SSA)	Director
❖	Transnational Organized Crime Unit	Director

In addition to these Divisions, Units and Agencies, there are several Advisory Bodies, Boards and Committees that fall under the purview of the Ministry of National Security as follows:-

- Cadet Force Advisory Committee
- Defence Council
- Defence Force Commissions Board
- Firearms Appeal Board
- Inter-Ministerial Steering Committee – Citizen Security Programme
- National Anti-Money Laundering/Combating the Financing of Terrorism Compliance (NAMLC)
- National Drug Council
- National Emblems Committee
- National Security Officers Foundation Board
- Protective Services Compensation Committee
- Seized Assets Committee
- Work Permit Advisory Committee

Provided hereunder is an organization chart depicting the top structure of the Ministry.



3.2 Profiles of the Divisions of the Ministry

General Administration

General Administration or Head Office is responsible for ensuring that the other Divisions of the Ministry are provided with the necessary resources to achieve their objectives, and to facilitate the implementation of the Government's policies and programmes. It houses the offices of the Minister, Permanent Secretary, Deputy Permanent Secretaries and other senior executives of the Ministry.

Trinidad and Tobago Defence Force

The Trinidad and Tobago Defence Force comprises four (4) formations, namely the Trinidad and Tobago Regiment, the Trinidad and Tobago Coast Guard, the Trinidad and Tobago Air Guard and the Trinidad and Tobago Defence Force Reserves. This organization 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 fulfilment of its national and international objectives. Its main functions are as follows:-

- a. defend the sovereign good of the country
- b. cooperate with, and assist, the civil power in maintaining law and order
- c. assist the civil authorities in times of crisis or disaster
- d. perform ceremonial functions on behalf of the State
- e. provide Search and Rescue services, in keeping with national requirements and international agreements
- f. assist in the prevention of trafficking in narcotics and illegal goods
- g. monitor the safety of shipping in national waters
- h. assist in the development of the national community
- i. implement the Specialized Youth Service Programmes (SYSP):
 - Civilian Conservation Corps (CCC)
 - Military-led Academic Training (MILAT)

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 to assist with the prosecution of 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:

- a. preserve the peace and detect crime and other breaches of the law
- b. apprehend persons found committing offences and take them before a court of competent jurisdiction
- c. repress internal disturbances
- d. Community Policing initiatives geared towards strengthening the relationship between the TTPS and the community – provide guidance and advice to all citizens
- e. prepare Certificates of Character
- f. provide VIP Protection
- g. conduct Surveillance and Intelligence Gathering
- h. provide E999 Emergency Response and Advice
- i. conduct Traffic Management
- j. grant permission to conduct Cremations, Public Meetings and Marches, Bingos, Raffles and Street Collection
- k. issue Bar Licences, Licences to carry a firearm and Licences to operate a security firm

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:

- a. provide fire, rescue and emergency care services
- b. save and protect life or property from damage or destruction by fire or other hazards whether fire related or not
- c. provide consultancy services in Fire Prevention and inspect plans and premises for conformance with Fire Safety Codes and Practices
- d. provide and advise upon preventive measures against the occurrence of damage or destruction by fire or other hazards
- e. render humanitarian services where required
- f. educate the public on Fire Safety Practices

- g. conduct investigations to ascertain the cause or origin of fires or other hazards requiring the services of the Fire Service
- h. provide special services which are provided under the Provisional Collection of Taxes Order

The Trinidad and Tobago Cadet Force

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

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 immigration matters. Its main functions are as follows:

- a. Issuance of Travel Documents in accordance with the stipulations of the International Civil Aviation Organisation (ICAO) Document 9303
- b. Conducting interviews for Permanent Residence, Citizenship, Student Permits, Minister's Permits
- c. Granting Extensions of Stay to non-nationals; and variation of entry certificates for:
 - Work Permit holders, Missionary Permit holders;
 - CSME Certificate holders and applicants
 - Minister's Permit holders
 - Permanent migrants (Applicants for Permanent Residence & Citizenship)
- d. Processing of applications for lifting of deportation orders
- e. Processing of Applications for Certificates of Immigration Status
- f. Processing of Applications for Visas
- g. Border Control: Interviewing arriving passengers and examination of travel documents
- h. Managing operations at the Immigration Detention Centre
- i. The processing of persons detained for Immigration offenses, through the Deportation and Investigations Section

- j. Conducting Quasi-judicial hearings in respect of notices of complaints for breaches of the Immigration Act and Regulations, with the authority to impose fines
- k. Conducting Special Inquiry hearings to determine the immigration status of persons who are alleged to have contravened the Immigration Act and Regulations, with the authority to enforce deportation
- l. Operating a Document Examination Laboratory, which serves as the repository of all Immigration Stamps in accordance with ICAO recommendations. The laboratory also conducts Inspection of suspect travel documents for authentication and provides forensic support in verification of travel and migration documents.

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:

- a. effective delivery of Comprehensive Disaster Management
- b. managing the coordination of First Responder Agencies during and after national emergencies
- c. critical infrastructure protection
- d. promotion of public education/community outreach activities for disaster risk reduction
- e. prevention and mitigation initiatives to reduce impact of hazards or potential disasters

The Divisions of Ministry of National Security continued to provide a wide range of services to the national community and visitors in fulfilling the Ministry’s mandate of keeping citizens and visitors within the nation’s space safe and secure. The tables below provide a comparative analysis of Services provided by the Divisions during the 2014/2015 fiscal years.

General Administration

Services	Services delivered Fiscal 2014/2015	Services delivered Fiscal 2015/2016
<u>Work Permits</u>		
Work Permits Granted	4,842	5,331
Work Permits Exemptions Granted	738	600
<u>Citizenship and Immigration</u>		
Persons granted Citizenship		26
Applications for Resident Status Approved		87

Trinidad and Tobago Defence Force

Service	Services Delivered Fiscal 2014	Services Delivered Fiscal 2015
Regiment (joint with TTPS)		
Mobile patrols	7,137	5,237
Foot patrols	2,568	1,822
Static	424	468
Coast Guard		
Drug Interdiction/seizures		
- Marijuana	593.9kg	483.55kg
- Cocaine	20.84 kg	6.96kg
Search and Rescue Operations	68	76
Patrols Conducted	720	937
Medico Cases Solved	47	46
Intercepted Contacts of Interest	327	195
Air Guard		
Patrols	634	598
Search and Rescue	25	45
Support Flights	451	350

Further, the Trinidad and Tobago Defence Force, in fulfilling its role in securing the nation, provided assistance to the Police Service in the conduct of foot and mobile patrols.

Trinidad and Tobago Police Service

Service	Services Delivered Fiscal 2015
Serious Crime Reports received	12,426
Serious Crime Reports detected	2,764
No. of Persons charged (Serious Crimes)	3,253
Persons Bailed (Assizes)	1,744
Cadavers Traced	344
Certificates of Character Processed	100,821
Crime Scenes Visited	7,409
Deportees Processed	67
Patrols (Foot)	3,550
Patrols (Mobile)	175,721
Emergency calls responded to <i>(despatched requiring police assistance)</i>	137,049
Fingerprints recorded	21,618
Fingerprints traced	18,672
No. of clients seen by the Victim Support Unit	1,830
First Offenders traced	5,686
Name checks conducted	1,924

Service	Services Delivered Fiscal 2015
Repeat offenders traced	20,543
Gang related crimes investigated	16
Narcotics Seized	
Cocaine (kgs)	388.14
Marijuana (kgs)	2,223.81
Firearms	634
Ammunition	8,345
Arrests made	
Narcotics	4,421
Firearms	964

Trinidad and Tobago Fire Service

Service	Services Delivered Fiscal 2014	Services Delivered Fiscal 2015
Fire calls responded to	4,606	4,208
Responses to Road Traffic Accidents	900	788

Immigration Division

Service	Services Delivered Fiscal 2014	Services Delivered Fiscal 2015
Arriving Passengers Processed	1,015,323	1,101,693
Machine Readable Passports Produced	121,822	160,319
Student Permits Issued	1,357	1,216
Visas issued	1,741	1,791

4.0 REPORTING FUNCTIONS

4.1 Departmental Reports

Department reports are submitted to the line Deputy Permanent Secretary before onward submission to the Permanent Secretary as required.

4.2 Reports to Ministries, President, Parliament

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

Reports	Recipient of Report							
	Line Minister	Cabinet	Public Service Commission	Chief Personnel Officer	Ministry of Finance	Gov't Printer	President	Parliament
Annual Report of the National Drug Council	×	×						
Annual Report of the Strategic Services Agency	×	×						×
Annual Report of the Protective Services Compensation Committee	×	×						×
Annual Administrative Reports of Divisions	×							
Quarterly Return on the exercise of Delegated Authority			×	×				
Quarterly Return on payment of Retirees' Benefits					×			
Monthly Report on Human Resource Matters to be Gazetted						×		
Weekly Report on Grant and Renunciation of Citizenship						×		
Annual Administrative Report of the Ministry	×	×					×	×

5.0 HUMAN RESOURCES

5.1 Career Path Systems

The Ministry of National Security is staffed by a cadre of established and contracted officers. Appointments on the establishment are made by the Public Service Commission Department. This Department is also responsible for promotions, which are based on performance, seniority and interviews. While the Ministry may recommend promotions, it does not have the authority to promote members of staff. Persons employed on contract are brought in through an established recruitment and selection process which includes interviews.

5.2 Performance Measurement Tools

The Ministry utilizes the new Performance Management Appraisal System which has been implemented throughout the Public Service. Position Descriptions have been developed for all offices and periodic reviews as well as Annual Staff Reports are completed to evaluate officers' performance.

5.3 Recruitment and Selection Procedures

The Ministry recruits and selects persons for employment, on contract, in accordance with the Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities, subject to Statutory Authority Act, Chapter 24:01 issued by the Personnel Department under cover of Circular Memorandum PD (bm): 12/2/1 Vol. IV dated May 18, 2006.

Persons are employed on contract, under the following circumstances:

- i. Where there is a dearth of suitable candidates for permanent appointment to those pensionable offices on the establishment of any Ministry, Department or Statutory Authority and there is urgent need for the services attached to such office.
- ii. Where special projects or programmes of specified duration (often funded by International Agencies) are undertaken by any Ministry, Department or Statutory Authority and need to be executed and monitored by personnel, additional to those on the permanent establishment of the Ministry, Department or Authority.
- iii. Where a need has been identified for the specialized services of an individual, and where such a need cannot be met by the filling of any existing position on the establishment.

5.4 Staffing of the Divisions of the Ministry

During the 2014/2015 Fiscal Year, the actual strength of the Uniformed Defence and Protective arms of the Ministry of National Security, with the exception of part-time officers

DIVISIONS	SANCTIONED STRENGTH		ACTUAL STRENGTH	
	UNIFORMED	CIVILIAN	UNIFORMED	CIVILIAN
DEFENCE FORCE				
TT Regiment	134 (Officers) 2,947 (Other Ranks)	-	96(Officers) 2,761 (Other Ranks)	-
TT Coast Guard	143 (Officers) 1,456 (Other Ranks)	-	83 (Officers) 1,347 (Other Ranks)	-
TT Air Guard	94 (Officers) 372 (Other Ranks)	-	56 (Officers) 381 (Other Ranks)	-
TTDF Reserves	23 (Officers) 197 (Other Ranks)	-	9 (Officers) 198 (Other Ranks)	-
POLICE	7,715	553	6,306	464
IMMIGRATION	405	163	318	149

attached to the Defence Force Reserves, operated at a capacity ranging from 81% to 86% of its sanctioned strength. A breakdown is provided hereunder:

Additions to staff

The staff at the Ministry of National Security was increased by one thousand, four hundred and thirty-six (1436) persons during Fiscal 2014/2015 comprising eight hundred and eighty three (883) uniformed and five hundred and fifty three (553) civilian staff as outlined in the table hereunder.

Divisions	Vacant Posts Filled				Total
	Civilian		Uniformed		
	Estab.	Contr.	Estab.	Contr.	
Immigration	17	106	76	100	299
Defence Force TT Regiment	197	Nil	Nil	Nil	197
Coast Guard	10	Nil	Nil	Nil	10
TT Air Guard	1	Nil	Nil	Nil	1
TTDF Reserves	Nil	Nil	Nil	Nil	Nil
Police	22	50	707	0	779

Divisions	Vacant Posts Filled				Total
	Civilian		Uniformed		
	Estab.	Contr.	Estab.	Contr.	
Fire	Nil	Nil	Nil	Nil	Nil
ODPM	Nil	Nil	Nil	Nil	Nil
General Admin.	35	115	Nil	Nil	150
Total	282	271	783	100	1436

Legend

Off – Officers

OR- Other Ranks

Perm. – Permanent

P/T – Part Time

Contr. - Contract

The Ministry of National Security has continued its thrust to strengthen its operational and administrative capacities in order to optimize its impact in ensuring a safer nation. Several Divisions under the purview of the Ministry of National Security increased the number of both establishment and contracted staff. This was most evident in the Trinidad and Tobago Police Service (TTPS) which recruited a total of seven hundred and seven (707) uniformed staff.

5.5 Strengthening the Human Resource Base - Training Programmes

The Ministry of National Security continued to provide the requisite training opportunities necessary for members of staff to optimize their potential which impacts positively on the capacity of the Ministry as a whole. Members of staff were exposed to a wide range of local and foreign training opportunities which included intelligence gathering, investigations, leadership, safety, conflict resolution and management.

The Table below provides details on the number of persons trained by Division:

Division	No. of Persons Trained*
General Administration	305
TTDF (Coast Guard, Regiment, Air Guard)	645
Police Service	7168
Fire Service	764
Immigration Division	720
ODPM	12
TOTAL	9614

*NB. The above figures reflect persons who may have undergone multiple training sessions. Also it should be noted that the staff at the ODPM consist of persons on contracted services (short-term employment) and On the Job trainees. As such they were not facilitated in any training programmes.

General Administration

In the General Administration Division, a total of three hundred and five (305) members of staff from the General Administration benefited from various training opportunities during the fiscal year. The areas of training included the following:

- International Finance & Accounting Conference
- Protocol & Diplomatic Law: Rules and Procedures
- Customer Service for Protection Officers
- From Managers to Leaders
- Time Management
- Summit Diplomacy
- Microsoft Project 2010
- Effective Communication
- Inventory Management
- Mediation Skills
- Principles of Information Security & Digital Forensics
- Operational Auditing
- Reporting Writing Skills

Trinidad and Tobago Defence Force (TTDF)

The Trinidad and Tobago Defence Force provided training opportunities to its staff to ensure that they were well equipped to carry out their functions more effectively under different circumstances. The areas of training to which staff were exposed included:

- Border Control Management
- Search and Rescue Training
- Flight Safety
- Crisis Management
- Project Management
- Mediation and Negotiation
- Investigative Interviewing
- Cyber Crimes Investigations
- Intelligence Gathering and Analysis
- Use of Force and Conflict Management
- Port and Harbour Security Management
- Introduction to Disaster Risk Management
- Marine Surveying
- Aviation Safety Management
- Emergency Operations Centre Management Training
- Human Rights in the maintenance of Public Order

Trinidad and Tobago Police Service (TTPS)

Most of the training programmes facilitated by the TTPS during Fiscal 2014/2015 were geared towards improving the Crime Detection Rate and to reduce the threats posed by organized crime and transnational criminal activities. Several Senior Police Officers were also exposed to international programmes through attendance at seminars and programmes conducted in different various countries such Cuba, Australia, Columbia, El Salvador, the United States of America, France and India. These programmes which were geared at ensuring that officers within the TTPS kept abreast of the latest international best practices with respect to crime-fighting included:

- Proposal Writing and Development
- Forty-Hour Mediation Skills Workshop
- Women in Leadership
- Detection & Prevention of Corruption in Procurement
- Executive Workshop in Effective Speaking
- Service Improvement
- Supervisory Management
- Freedom of Information
- Registry Procedures

The Trinidad and Tobago Fire Service

The Trinidad and Tobago Fire Service continued to provide officers with the requisite training to ensure that they were well equipped to perform an optimal level in serving the national community. The training programmes included the following areas:

- Fire Prevention
- Basic Life Support and Mass Casualty Management
- Control Room Procedures
- Hose and Hydrant Maintenance
- Operational Refresher Course
- Skylift Operator Course
- Aerodrome Fire fighting
- Leadership Training
- Incident Command Training
- Aircraft Rescue Fire Fighting
- Fire Safety Inspection

Immigration Division

The Immigration Division continued its efforts to provide officers with the requisite training to build their operational capacity. During the 2014/2015 Fiscal Year great emphasis was

placed on fraud detection and investigation. Officers were exposed to the following areas of training:

- FIIAPP Workshop on Migration and Employment and the Capitalization of Skills
- Migrants Health
- Induction Training
- Investigative Interviewing
- Court Room Procedures and Practices
- Conversational Spanish for National Security (Level 2)
- Email and Cell phone Forensics
- Initial Interviewing
- Cybercrime Awareness
- Conversational Spanish for National Security (Level 1)
- Aviation Security Awareness
- AML/CFT Awareness Seminar on the proceeds of Crime Act. Chap. 11:27
- UNHCR – International Refugee and Human Rights Principles

5.6 Upgrade of Infrastructure

During the 2014/2015 Fiscal Year, the Ministry of National Security continued its efforts to improve the physical environment under which its staff operated. Most notable was the completion of construction of several new police stations and extensive refurbishment works conducted within other divisions. It is anticipated that the provision of better physical environment for staff to function would impact positively on the operations of these Divisions and thus enhance the quality of service to all stakeholders, and the nation as a whole.

Trinidad and Tobago Defence Force

Trinidad and Tobago Regiment

The Trinidad and Tobago Regiment conducted general refurbishment work as follows:

- Improvement Works at Camp Ogden
- Construction of Officers' Mess at Teteron Barracks
- Construction Works at Camp Cumuto
- Refurbishment Works at Camp Cumuto
- Installation of an Emergency Electrical System at Teteron Barracks
- Upgrading of Facilities at Camp Omega
- Refurbishment of Facilities at Teteron Bay
- Refurbishment Works & Equipping of Second Battalion
- Refurbishment of Medical Inspection Room for the Regiment
- Upgrade of the Electrical System and Installation of Standby Generator at Camp Ogden

Trinidad and Tobago Coast Guard

During the Fiscal Year, the Trinidad and Tobago Coast Guard conducted refurbishment and upgrade works as follows:

- Refurbishment of Facilities at Staubles Bay
- Establishment of a Marine Ship Safety and Port Facility Security Unit
- Construction of Dormitory & Messing, Cedros
- Upgrade of Training Facility-Chaguaramas Heliport
- Upgrade of Net Control Station-Morne St. Catherine (Coast Guard)
- Upgrade of Coast Guard Facilities in Tobago
- Electrical Upgrade of Coast Guard Facilities

Trinidad and Tobago Air Guard

The Trinidad and Tobago Air Guard conducted refurbishment and upgrade work on its Hanger 1 facility. This work included concrete paving, electrical work, environmental control systems and the installation of motorized hanger doors. Infrastructural work was also conducted as follows:

- Upgrade of Piarco Air Wing to Air Guard Base
- Refurbishment of Coast Guard Aircraft - C26
- Development of Additional Land at Air Guard Headquarters
- Upgrade of Air Guard Fixed-Wing Fleet
- Sewer Interconnection at the Ulric Cross Air Station
- Construction of Guard Building and Main Gate

The Trinidad and Tobago Police Service

The Trinidad and Tobago Police Service (TTPS) embarked on the upgrading of several existing physical structure as follows:

- The construction of Eighteen (18) new police stations has been initiated by the Ministry of National Security for the Trinidad and Tobago Police Service and project managed by the Urban Development Company of Trinidad and Tobago (UDeCOTT)
- Infrastructural Works at the West End Police Station to accommodate the Case File Management Centre
- Infrastructural Works at the Chaguanas Police Station to accommodate the Case File Management Centre
- Infrastructural Works at the Siparia Police Station to accommodate the Case File Management Centre
- Remedial Ceiling Works at the TTPS Administration Support Centre
- Supply and Installation of Fire and Life Safety Signage at the TTPS Administration Support Centre

- Additional Infrastructural Works at the Siparia Police Station to accommodate the Case File Management Centre
- Refurbishment Works (Furnishings) at the 7th Floor, Riverside Plaza, Case File Management Facilities at the Siparia and Chaguanas Police Stations
- Roof Refurbishment Works at the Guapo Police Station
- Supply and Installation of a Fire Suppression System for the Transformer Room at the TTPS Administration Support Centre.
- Testing and Repairs to the Generator Set at the TTPS Administration Support Centre
- Refurbishment Works at the Police Headquarters, POS for the Offices of the CRO, CID & Anti-kidnapping Unit - Modular Workstations

Trinidad and Tobago Fire Service

During the period under review, the Trinidad and Tobago Fire Service carried out refurbishment works to several fire stations across the country. These works included internal and external painting, removal and replacement of ceilings, installation of cupboards and the installation of generators. Other refurbishment works conducted were as follows:

- Improvement Works to Fire Services Building
- Redevelopment of the Water Distribution System for the Trinidad and Tobago

6.0 FINANCIAL OPERATIONS

6.1 Budget Formulation

The Ministry of National Security is funded through the system of Parliamentary Appropriation, where funds identified under the various sub-heads are disbursed in the form of releases and warrants by the Ministry of Finance.

6.2 Expenditure versus Budget

In 2010, the Commissioner of Police was appointed as the Accounting Officer for the Trinidad and Tobago Police Service (TTPS), with financial authority similar to that of a Permanent Secretary. As such, the Accounts of the Ministry of National Security no longer reflect allocation and expenditure of the TTPS. However, since the operations of the TTPS remains under the remit of the Ministry of National Security, a breakdown of the allocation and expenditure of this Division is contained herein. For Fiscal 2015, the total allocation for the Ministry of National Security including the TTPS was **\$6,558,879,170.00** and the actual expenditure was **\$5,719,580,493.30** leaving a total variance of **\$839,298,676.67**. Since the Appropriation Accounts of the Ministry of National Security and the TTPS were produced separately, a breakdown of the expenses of each entity has been disaggregated hereunder.

6.2.1 The Accounts of the Ministry of National Security (Excluding the TTPS)

The Fiscal 2015 budgetary allocation to the Ministry of National Security (Excluding the TTPS) was **\$4,126,952,370.00.00** of which the actual expenditure was **\$3,564,593,902.95** leaving a variance of **\$562,358,467.05**. Of the actual expenditure, Recurrent Expenditure accounted for 71% while expenditure on the Development Programme accounted for 29%. Personnel Expenditure formed the largest segment of Recurrent Expenditure at 52%, followed by expenditure on Goods and Services at 30%. The Ministry's expenditure is disaggregated by Sub-Head in the table below:

The Ministry's Expenditure by Sub-Head

Sub-Head	Estimates Financial Year 2015 Revised TT\$	Actual Expenditure Financial Year 2015 TT\$	Variance TT\$
Personnel Expenditure	1,455,558,540.00	1,298,063,619.79	157,494,920.21
Goods and Services	1,026,510,766.00	749,985,155.18	276,525,610.82
Minor Equipment Purchases	177,245,150.00	97,438,461.84	79,806,688.16
Current Transfers and Subsidies	394,387,470.00	370,221,412.03	24,166,057.97

Total Recurrent Expenditure	3,053,701,926.00	2,515,708,648.84	537,993,227.16
Development Programme	1,073,250,444.00	1,048,885,254.11	24,365,189.89
Total Expenditure	4,126,952,370.00	3,564,593,902.95	562,358,467.05

A breakdown of the Ministry of National Security's Actual Expenditure by Division

Division	Personnel Expenditure	Goods and Services	Minor Equipment	Development Programme	Total
Police Service*	0.00	0.00	0.00	0.00	0.00
Defence Force	828,448,798.15	334,295,417.04	70,103,342.32	72,028,951.65	1,304,876,509.16
Fire Service	345,884,150.16	71,838,943.70	20,557,744.83	944,370.21	439,225,208.90
General Administration	27,475,177.91	249,587,331.21	2,144,291.56	975,620,060.87	1,254,826,861.55
Immigration	91,834,845.75	92,402,695.33	3,520,896.13	291,871.38	188,050,308.59
Cadet Force	4,420,647.82	1,860,767.90	1,112,187.00	0.00	7,393,602.72
NEMA (T'go)	0.00	0.00	0.00	0.00	0.00
Sub-Totals	1,298,063,619.79	749,985,155.18	97,438,461.84	1,048,885,254.11	3,194,372,490.92
**Current Transfers and Subsidies					394,387,470.00
GRAND TOTAL					\$3,588,759,960.92

**Note that the Commissioner of Police was appointed as the Accounting Officer of the Trinidad and Tobago Police Service effective October 1, 2010 and as such this Expenditure is detailed in a separate table.*

*** The Office of Disaster Preparedness and Management (ODPM) is allocated funds under Current Transfers and Subsidies. The expenditure for Fiscal Year 2015 for this Division was as follows:*

Division	Estimates Financial Year 2015 Estimates Financial Year 2015 Revised TT\$	Actual Expenditure Financial Year 2015 TT\$	Variance TT\$
Office of Disaster Preparedness and Management	68,936,000.00	67,007,060.88	1,928,939.12

Detailed Summaries of Expenditure for the Ministry, by Sub-Head and by Division, are at **Appendices I to III**.

6.2.2 The Accounts of the Trinidad and Tobago Police Service (TTPS)

For Fiscal 2015, the total allocation for the Trinidad and Tobago Police Service was **\$2,431,926,800.00** while the actual expenditure was **\$2,154,986,590.35** leaving a variance of **\$276,940,209.65**. The allocation for Personnel Expenditure was **66%** of the total allocation. However, the actual Personnel Expenditure was **71%** of total expenditure. The expenditure of the TTPS is disaggregated by Sub-Head in the table below:

Trinidad and Tobago Police Service Expenditure by Sub-Head

Sub-Head	Estimates Financial Year 2015 Revised TT\$	Actual Expenditure Financial Year 2015 TT\$	Variance TT\$
Personnel Expenditure	1,599,387,000.00	1,529,854,948.45	69,532,051.55
Goods and Services	584,510,800.00	470,699,881.69	113,810,918.31
Minor Equipment Purchases	129,500,000.00	72,425,818.14	57,074,181.86
Current Transfers and Subsidies	43,229,000.00	28,731,223.63	14,497,776.37
Total Recurrent Expenditure	2,356,626,800.00	2,101,711,871.91	254,914,928.09
Development Programme	75,300,000.00	53,274,718.44	22,025,281.56
Total Expenditure	2,431,926,800.00	2,154,986,590.35	276,940,209.65

6.2.3 Actual Highest Expenditure by Division

The Trinidad and Tobago Police Service was the Division which recorded the highest actual expenditure which was \$2,154,986,590.35 or 38% of the total expenditure. The Trinidad and Tobago Defence Force (TTDF) and the TTPS together accounted for 60% of the total overall expenditure.

7.0 PROCUREMENT OF RESOURCES

7.1 OVERVIEW

These Guidelines are to govern all the procurement activities of the Ministry of National Security. The Commissioner of Police is his own *Accounting Officer* but will be guided by this as it relates to the purchase of items which falls under the purview of the Special Tenders Committee, namely those listed on the Third Schedule of the Central Tenders Board (Defence Force and Protective Services) Order 1992 (Legal Notice No. 45, February 13, 1992).

As it relates to contracts emanating out of the procurement process, public officers are to be guided by Regulation 16 of the Central Tenders Board Regulations which provides:

'16(1) A public officer or an employee of the Government, or a member or employee of a Statutory Body or the spouse or any child of such person shall not enter into any contract for the supply of articles to, or the undertaking of any works or services for the Government or such statutory body, as the case may be, and where a person becomes a public officer or employee of the Government or a member or employee of a Statutory Board, after he or his spouse or any child has entered into such contract, the contract with such person or his spouse or any child shall thereupon be treated as terminated upon such terms as the Board considers appropriate.'

A conflict of interest in the evaluation and subsequent award of contracts are to be avoided.

7.1.1 Special Tenders Committee

This Committee was established by Legal Notice No. 89 of 1992, Central Tenders Board (Defence Force and Protective Services) (No.2) Order 1992. The Special Tenders Committee comprises the following members:

- Permanent Secretary in the Ministry – Chairman
- Chief of Defence Staff
- Commissioner of Police
- Chief Fire Officer
- Commissioner of Prisons
- Administrative Officer V in the Ministry of National Security
- Accounting Executive I in the Ministry
- Director of Contract or his nominee

This committee is unique to the Ministry of National Security and is responsible for the procurement of security items identified in the Third Schedule of the Central Tenders Board (Defence Force and Protective Services) Order, 1992 (as amended by Legal Notice No. 45, February 13, 1992) attached as **Appendix II**.

7.2 LEVELS OF FINANCIAL LIMITS (AUTHORITY) – GOODS AND SERVICES

The Central Tenders Board (Amendment) Regulations (Legal Notice No. 155 dated August 27, 2009), amended the financial limits as follows:

- Permanent Secretary and Accounting Officers (including the Commissioner of Police) – up to One Million Dollars Trinidad and Tobago Currency (TT\$1,000,000.00)
- Ministerial Tenders Committee – One Million to Two Million Dollars Trinidad and Tobago Currency (TT\$1,000,000.00 – TT\$2,000,000.00)
- Central Tenders Board – Two Million Dollars and above Trinidad and Tobago Currency (TT\$2,000,000.00 and above).

Circular memorandum from the Director of Contracts dated 26th July 2004 para 3 states: **“...Where the value of goods, works or services exceeds TT\$100,000.00 it is expected that the formal procurement process will be used.”**

The Central Tenders Board (Amendment) (No.2) Regulations, 1983, Section 12(5) provides for the delegations of authority in writing by the Accounting Officer. At present, the levels of authority are as follows:

No	Head of Division/Department	Authority
1	Permanent Secretary (Accounting Officer)	\$1,000,000.00
2	Commissioner of Police (Accounting Officer)	\$1,000,000.00
3	Deputy Permanent Secretaries	\$250,000.00
4	Chief of Defence Staff	\$450,000.00
5	Chief Executive Officer, Office of Disaster Preparedness and Management	\$450,000.00
6	Director, Strategic Services Agency	\$350,000.00
7	Chief Immigration Officer	\$200,000.00
8	Chief Fire Officer	\$100,000.00
9	Programme Coordinator, Citizen Security Programme	\$100,000.00
10	Deputy Chief Immigration Officer	\$75,000.00
12	Vice Chief of Defence Staff	\$100,000.00
13	Administrative Officer IV, General Admin Office Management	\$25,000.00
14	Assistant Director, Strategic Services Agency	\$15,000.00

These Levels of Authority can be varied by the Accounting Officer (Regulation 12 (5) Central Tenders Board Regulations).

In exercising the delegation function, the Head of Division should be guided in accordance with the provisions of the Financial Regulations, Exchequer and Audit Act, Chap. 69:01, Financial Regulations (Stores) 1959, and Financial Instructions, 1965 (issued by the Treasury under s.4 of the Exchequer and Audit Ordinance), to ensure that value for money, transparency and accountability, can be effectively managed.

7.2.1 Levels of Financial Limits (Authority) – Consultancy

- **ACCOUNTING OFFICER LEVEL OF AUTHORITY-** UP TO \$500,000.00
(SECTION 27 B (a) of the Central Tenders Board Act, amended by the Financial Act No. 13 of 2010)
- **MINISTERIAL TENDERS COMMITTEE-** OVER \$500,000.00 TO \$2,000,000.00
(SECTION 27 B (b) of the Central Tenders Board Act, amended by the Financial Act No. 13 of 2010)
- **CENTRAL TENDERS BOARD-** OVER \$2,000,000.00

THE DELEGATED AUTHORITY DOES NOT INCLUDE THE ENGAGEMENT OF CONSULTANTS WHICH IS RESERVED FOR THE ACCOUNTING OFFICER ALONE.

HEAD OF DIVISION APPROVAL

LEVEL OF AUTHORITY – DIFFERS FOR VARIOUS HEADS AND IS UP TO \$450,000.00

(Except for items stated under the Third Schedule (Section 20A (1)(f) of the Central Tenders Board Act, 1961 costing over \$100,000)

7.3 ACQUISITION OF GOODS FROM THE LIST OF CONTRACTORS

The list of Contractors for supplies and services approved by the Central Tenders Board is **the first option for acquisition of goods.** (Financial Instructions 1965, p. 242)

FINANCIAL INSTRUCTIONS 1965:

- If the good/service required is not available from the List of Contractors, then quotations from all known suppliers must be obtained in writing. [245 (a)]
- Complete specifications, which are not framed to a particular brand are to be sent with the request for quotation. [245 (b and c)]

7.4 INFORMATION REQUIRED FOR PROCUREMENT APPROVALS

GUIDELINES WHEN REQUESTING QUOTATIONS

ONE (1) QUOTATION (sole supplier of any service)

Justification for sole/selective suppliers may include where:

- There is only one known supplier/manufacturer of the required item

- There is a limited source of suppliers of the items or services required
- The item could be considered a security item
- The items or services form part of a system already in use/ Compatibility with equipment
- The items required are spare or replacement parts for items or systems already in use

THREE (3) OR MORE QUOTATIONS (open market)

Where there are many suppliers of goods/services in the open market that accept government invoices, at least five (5) RFQs with specifications /scope of works must be issued to ensure a transparent process.

INFORMATION TO BE STATED IN RFQs

- a. Price (VAT) must be shown separately from the cost of the goods/services)
- b. Price Validity of Ninety (90) Days
- c. Terms of payments (Advise Suppliers of Government's terms)
Government's terms of payment – maximum of 30% down payment and 70% final payment after acceptance of goods.
- d. Delivery Period
- e. Extent of Warranty/Guarantee offered
- f. Firm's specification/scope of works
- g. **ALL** Quotations must be original documents, dated and signed by the persons so authorized
- h. Rate of exchange for foreign quotations
- i. Local suppliers should identify their foreign supplier/manufacturer
- j. The Division's specification/scope of works should be attached to the Letters of Invitation/Evaluation Criteria
- k. Companies are required to post a Bond and enter into a legal agreement with the Permanent Secretary

THE FIRMS/COMPANIES MUST SUBMIT THE FOLLOWING WITH THEIR QUOTATIONS:

- Valid VAT Clearance Certificate
- Valid Income Clearance Certificate
- **Valid Certificate of Compliance** in accordance with the **National Insurance Act Chapter 32:31.**

DOCUMENTS REQUIRED FOR APPROVAL

The under-mentioned documents are to be submitted to the Head of Division, for approval of goods/services (this does not include Consultancies):

- Specifications/Scope of Works/Terms of Reference
- Request for Audited Letter
- Original quotations with valid VAT, TAX and NIB Certificates attached

- Signed Evaluation Report, recommending a preferred supplier
- The vote to be debited and the vote position

7.5 REQUEST FOR SERVICE PROVIDERS/CATERERS PROCESS (H.O.D AND P.S. APPROVAL)

In order to shortlist service providers/caterers, the following steps are required:

- **A written request outlining the service** to be provided should be sent to the potential providers. The service providers should be asked to submit a proposal which outlines a menu plan/required service for example breakfast/lunch/dinner in order to create a short list of the required service that is to be used on a day to day basis.
- On receipt of the proposal/s, an **evaluation exercise** should be undertaken to determine whether the proposals were responsive.
- **A request for approval** should be prepared and submitted to the authorised person. In cases where service information is required for the preparation of a budget, the same process is required. Please note that all final proposals from service providers should be original and not faxed copies, e-mails or photocopies. This would ensure that the person who is authorised to approve such budgets would have the authentic document from the supplier/s.

SELECTION PROCESS FOR THE PROVISION OF CATERING SERVICES

- The business must be certified by the Medical County Health Officer as having met the requirements for the preparation of food.
- Caterers must have specialized vehicle/s to transport the food
- Employees handling food must possess valid food badges
- A representative from the Division should visit the premises of the prospective caterer to determine whether the business has the capacity and meet the required health standard to prepare the meals.
- Presentation of a seven day balanced meal plan (breakfast, lunch, dinner)
- Caterers should provide samples of meals for testing and evaluation by the client, prior to an award of a contract

QUOTATIONS SHOULD HAVE THE FOLLOWING:

- Price validity of ninety (90) days
- Delivery schedule of meals
- Guarantee (all meals should meet the required dietary and health standards)
- Terms of payment
- All quotations must be signed by the authorized personnel

THE FIRMS, INDIVIDUALS OR COMPANIES MUST SUBMIT THE FOLLOWING ORIGINAL STATUTORY DOCUMENTS WITH THEIR QUOTATIONS:

- Valid VAT certificate
- Valid Income Clearance Certificate
- Valid Certificate of Compliance in accordance with the National Insurance Act Chapter 32:31.

7.6 TENDER REQUESTS

LEVELS OF AUTHORITY

Ministerial Tenders Committee	\$1,000,001-\$1,999,999.00
Central Tenders Board	\$2 million and above
Special Tenders Committee	\$1 million and above

PUBLIC TENDERS

A request signed by the Head of Division/Agency which includes:

- Estimated cost of equipment/goods/service/works to be provided
- Estimated lead time/delivery period
- Justification for purchase
- The Vote to be debited and the Vote position
- The name, address and telephone number of a person whom suppliers/tender administrators can contact for further information
- The name, position and telephone numbers of at least three(3) persons who will comprise an evaluation team (Chairman and members)
- Evaluation criteria
- The assigned responsible owner of the project and the contact information.

Attachments:

- Specifications/Scope of Works/Request for Proposal/Bill of Quantities
- Draft legal agreement (where applicable)
- Memorandum advising that funds are available to advertise the tender under the relevant vote

7.6.1 Sole/Selective Tenders

The same requirements apply as public tenders. Additionally:

- Justification for a sole/selective tender item
- Justification for the sole/selective firm/s
- Name, address, contact information(telephone, fax, email) of firm/s

7.7 CONSULTANCIES (HEADS OF DIVISIONS AND AGENCIES HAVE NO AUTHORITY)

A consultancy comprises a number of professional activities given to an expert/ professional service provider (Consultant). For example, architectural drawings, structural engineering drawings, scope of work and superintendence of project/s. A Consultant could be either an individual or a private/public company. The Division/ Agency requesting the engagement of a Consultant should have established the objectives for the consultancy.

FINANCIAL LIMITS

PERMANENT SECRETARY LEVEL OF AUTHORITY- UP TO \$500,000.00 (SECTION 27 B (a) of the Central Tenders Board Act, amended by the Financial Act No. 13 of 2010)

MINISTERIAL TENDERS COMMITTEE- OVER \$500,000.00 TO \$2,000,000.00 (SECTION 27 B (b) of the Central Tenders Board Act, amended by the Financial Act No. 13 of 2010)

CENTRAL TENDERS BOARD- OVER \$2,000,000.00

REQUEST FOR CONSULTANCY

A request signed by the Head of Division/Agency which includes:

- Estimated cost of equipment/goods/service/works to be provided
- Estimated lead time/delivery period
- Justification for Consultancy
- The Vote to be debited and the Vote position
- The name, address and telephone number of a person whom suppliers/tender administrators can contact for further information
- The name, position and telephone numbers of at least three(3) persons who will comprise an evaluation team (Chairman and members)
- Evaluation criteria
- The assigned responsible owner of the project and the contact information.

SOLE/SELECTIVE CONSULTANTS

The same requirements apply as public tender. Additionally

- Justification for a sole/selective tender item
- Justification for the sole/selective firm/s
- Name, address, contact information(telephone, fax, email) of firm/s

Attachments:

- Request for Proposal/Terms of Reference
- Draft legal agreement

- Memorandum advising that funds are available to advertise the tender under the relevant **Vote (For Consultancy by public tender only)**

7.8 OTHER RELEVANT INFORMATION

MAINTENANCE CONTRACT/ TRAINING REQUIREMENTS

When requesting tenders and a maintenance contract or training is required with the acquisition of equipment/machinery, it must be stated in the request.

DEFINITION	DESCRIPTION	EXAMPLES	CONSULTING AGENCY
Scope of Works	A description of the works to be performed, with the required acceptance criteria should be attached with the request where applicable.	electrical services, labour contracts, construction projects require scope of works	Ministry of Works and Infrastructure
Specification	A detailed description of the required item/s to be purchased. Drawings and dimensions should also be attached to the specification where applicable	Uniforms Vehicles Computers	Bureau of Standards Ministry of Works and Infrastructure *NICTC (iGovTT)

*The National Information and Communication Technology Company Limited, branded iGovTT

NB: All requests for items, equipment and works to be purchased under PSIP must be submitted to the Project Manager.

ALL REQUESTS MUST BE SIGNED BY THE HEAD OF DIVISION/AGENCY

8.0 COMMUNITY SERVICE PROGRAMMES & OUTREACH ACTIVITIES

Anti-social behaviour is an increasingly key topic of public concern, in particular because it is often linked to crime and criminal activities. In this regard, in Fiscal 2015 the Ministry of National Security continued to pursue *focused deterrence strategies* in the form of multi-dimensional, community-based social interventions programmes. Highlights of these are outlined hereunder.

8.1 Community/Social Intervention Programmes

8.1.1. Citizen Security Programme (CSP)

The Citizen Security Programme (CSP) is an initiative of the Ministry of National Security, whose objective is that of contributing to the reduction in crime and violence in 22 ‘high needs’ pilot communities in Trinidad and Tobago, through the financing of preventive interventions addressing the most proximal and modifiable risk factors. Key initiatives in Fiscal 2015 include, but are not limited to the following:

- **CSP Community Partners Undergo Project Management Training (August 2014 -April 2015)** - The CSP partnered with Veni Apwann to deliver a series of comprehensive 3-day project management workshops, aimed at enabling Community-Based Organisations (CBOs) to deliver their programmes more effectively. Launched in August 2014, this training series targeted approximately 200 persons, representing 84 CBOs from 19 of the CSP’s partner communities. The 10-month intervention combined capacity-building workshops with post-workshop coaching and mentoring, to boost the ability of community partners to effectively plan, implement, monitor and evaluate their initiatives; particularly when applying for CSP funding through CSP’s Community Engagement Fund, Inspiring Confidence in Our Neighbourhood (ICON) Fund, and the School-Based Violence Prevention Programme.
- **T&T joins Fight for Peace’s Global Alumni** - The Citizen Security Programme (CSP), under the Ministry of National Security, commissioned Fight for Peace International (FFP) to deliver its Global Alumni Programme (GAP) to five (5) youth-focused, community oriented organisations in Trinidad and Tobago. Using a ‘five-pillar’ approach, FFP uses boxing and martial arts, combined with education and personal development to assist youth to change their attitudes regarding involvement in violence. This evidence-based programme has been proven effective in the primary prevention of violence and criminality among gang-involved youth. Since September 2014, FFP trained the five organisations in its methodology, and supported them in adapting and implementing it in the most locally-effective ways. The local FFP alumni members were the St. James Police Youth Club, Kids in Need of Direction (KIND),

Ryu Dan Dojo Empowerment Centre, East Port of Spain Development Company, and Judo TT. As part of the 14-month programme, these groups travelled to FFP's Academy in Rio de Janeiro, Brazil in March 2015 for a one-week intensive training in the Fight for Peace approach. They will continue to be supported in the development of their Sport for Development programmes, including their monitoring and evaluation systems, in order to track the impact they have on young people. This programme is scheduled to end in December 2015.

- **Small Contractors Boost Business Skills** - In January 2015, the CSP facilitated its first Micro Business Development Training programme. Recognising the barriers which typically restrict small contractors from benefitting from, or participating in, a range of economic employment opportunities, this interactive training programme was designed to reinforce the skills they need to start, expand or enhance their micro business. Thirty-two (32) small contractors from Laventille, Enterprise, Mt. D'Or, Mon Repos (Morvant), Belle Vue, and Cocorite benefitted from training in Procurement Methods, Project Management, and Occupational Health and Safety. This intense 10-day programme also included individualised coaching sessions to assist participants in developing their company profile. A major partner in the delivery of this programme was FairShare, Ministry of Labour and Small and Micro Enterprise Development, which provided technical expertise throughout the execution of the project. The Registrar General's Office, National Entrepreneurship Development Company Limited (NEDCO) and National Training Agency also lent support by conducting informational sessions on the services offered by their institutions.

8.1.2 National Mentorship Programme

In Fiscal 2015 the National Mentorship Programme (NMP) expanded its services to incorporate group and team mentoring and other applications that will redound to communities taking the lead in effecting social repairs of themselves. Collaboration with other youth developmental stakeholders, such as COSTAATT, YTEPP and UWI was expanded and deepened.

In Fiscal 2015 and beyond, the NMP also revised its identification and retention strategy, going beyond school referrals to establishing formal partnerships with CBOs, FBOs and NGOs and other government agencies. The Programme also sought to initiate a more comprehensive mentor social support service, affording specialized training in this field to valued voluntary mentors. It is expected that this will facilitate not just a better mentor, but one who is likely to be a better son, father, husband, co-worker and citizen.

Finally, in recognition of the fact that the mentee is the pivotal focus of operations, the mentee motivation strategy was continuously developed over the Fiscal year through engagement in innovative approaches towards the mentee's self-developmental thrust in the areas of

competence, confidence, character, connection, caring and contribution; as well as the establishment of mentee support groups and peer to peer mentoring.

8.1.3 Making Life Important (MLI) Initiative

In July 2009, Cabinet agreed *inter alia* to the Morvant/Laventille Initiative (MLI) to address the crime situation in this area. In September 2011 the was redesigned as the **Making Life Important (MLI)** Programme to give a much broader reach to areas outside the communities of Morvant/Laventille and at the same time maintain focus of the living conditions and quality of life of residents of people in these ‘at risk’ communities. In Fiscal 2015, two major projects can be highlighted. The first is the Zebapique Productions Annual Carnival Competition in February 2015 which saw the participation of 600 Children, from 15 communities in East Port of Spain. Secondly, an Oratory Training Session was conducted during July – August 2015 which saw the participation of thirty (30) children. This training used various forms of oratory mediums for teaching and learning to improve the Creative Writing skills and English Language of participants as well as improve self-esteem and confidence.

8.2 Specialized Youth Services Programme (SYSP)

Apart from the social programmes outlined above, the Ministry of National Security also conducts two Specialized Youth Services (SYSP) Programmes, namely the Civilian Conservation Corps (CCC) and Military Led Academic Training (MiLAT).

8.2.1. Civilian Conservation Corps (CCC)

The Civilian Conservation Corps (CCC) is a state-sponsored, youth-oriented training programme that is administered by the Ministry of National Security and managed by the Trinidad and Tobago Defence Force. The CCC programme targets ‘youth at risk’ between the ages of 16-25 who come from economically disadvantaged backgrounds, have limited or no academic qualifications and are unemployed or unemployable. In Fiscal 2015 trainees were able to participate in national events as well as conduct conservation activities throughout T&T and render assistance to Governmental and NGOs. Moreover, those retained as Team Supervisors (TSs), Junior Team Commanders (JTCs) and Assistant Team Commanders (ATCs) were able to contribute significantly to the administrative and logistical operations of the programme as well provide mentorship for trainees during the cycle. During the period under review, trainees were exposed to, *inter alia*, on-the-job training facilitated by several business entities. These included the Trinidad and Tobago Hospitality and Tourism Institute (THTI), Metal Industries Company (MIC), National Energy Skills Centre (NESC), BorderCom computer training and Mr Fix It Small Appliance Repair Centre.

8.2.2 Military Led Academic Training (MiLAT)

The MiLAT Programme is designed to expose, train, develop and certify young males between the ages of 16 – 20 years in academic, military and social disciplines. The environment is highly saturated and regulated. It is a two (2) year residential programme under the auspices of the Ministry of National Security and implemented under the TTDF. The MILAT programme targets youth who show evidence of social exclusion; require individual attention; exhibit a disinterest in education and training; suffer from an absence of effective parental/guardian influence and provision; display an absence of respect for authority and/or lack a moral sense of direction. During the period October 2014 to March 2015, ninety-seven (97) participants benefited from this programme.

8.3 Other National Security Youth Programmes

8.3.1 Trinidad and Tobago Cadet Force

The Trinidad and Tobago Cadet Force is a Voluntary Youth Organisation that acquires its membership from secondary schools. Its main objective is to train and inspire young men and women to be model citizens. Emphasis is placed on instilling in the Cadet qualities such as discipline, loyalty and duty. The training of Cadets is patterned after basic military practice and discipline. Approximately two thousand (2000) youth participate in the Cadet programme on an annual basis. The Trinidad and Tobago Cadet from the Force engaged the youth within its fold in several community and youth-based activities throughout the country, during Fiscal 2015. This included involvement in community beautification projects and provision of musical accompaniment for several community engagements throughout the country.

8.3.2 Police Service Youth Clubs

The Police Youth Club is an initiative of the TTPS to positively engage youths between the age 5 – 25 years in activities that guide them away from engagement in crime and criminal activities and towards a positive and productive lifestyle that is beneficial to themselves, their families, our communities and ultimately our country. PYCs are established in each police geographical division across Trinidad & Tobago and involve interaction with not only the youths but their families and other community members. Each PYC is unique and offers holistic programmes and activities that meet the needs of its members and the communities that they serve. In Fiscal 2015, there were one hundred and one (101) Police Youth Clubs which served up to ten thousand young people.

8.3.3 Fire Service Youth Club

During the 2015 Fiscal Year, the Trinidad and Tobago Fire Service continued with its youth-based training programme. Activities during the period included martial arts, table tennis, lawn tennis, football, track and field, volleyball, gymnastics and netball. The youth band was also

engaged during the year and the Homework Center continued to facilitate many school children during the Fiscal Year.

8.4 Other Outreach Activities

8.4.1 Improving Disaster Management Capacity

The Office of Disaster Preparedness and Management (ODPM) continued its thrust to ensure that the people of Trinidad and Tobago are well prepared to respond effectively with disasters, whether natural or not. The initiatives undertaken by the ODPM, through its Public Information, Education and Community Outreach Unit (PIECO) included the following:

- Conducted fifty-six (56) Community Outreach Exercises through the Communities Organised and Ready for Emergencies (C.O.R.E.) Programme
- Executed eighteen (18) Safe Schools Programme sessions
- Initiated *Preparing You!* A Programme for persons with special needs - As a component of the ODPM's C.O.R.E Programme, the ODPM embarked on the Preparing You! Programme for Special Needs Children in the year 2015 which was intended to support emergency preparedness among the special needs population. This programme directly changed the lives of over 500 special needs persons and their families and caregivers.

9.0 SPECIAL PLANS AND PROJECTS OF THE YEAR AND STATISTICS

9.1 Level of Success

The Ministry of National Security recorded several successes during Fiscal 2015 with regards to Serious Recorded Crimes (SRCs). There were reductions in the following categories of SRCs:- Burglaries and Break – ins (9%), General Larceny (3%), Sexual Offences (6%), Larceny Dwelling House (13%) and Serious Indecency (4%).

9.2 Problems encountered

SRCs increased in Fiscal 2015 by 2% whilst there was no significant increase in the detection rate compared to Fiscal 2014. Several challenges were encountered by the Ministry in carrying out its mandate. These include the inflow of illegal drugs and arms and ammunition through the maritime borders. The relatively low crime detection rate also continues to be a major challenge for the law enforcement agencies.

9.3 Possible Solutions

With respect to strengthening the nation's border protection capacity, steps were taken to procure several naval vessels, including Coastal Patrol Vessels and interceptors. It is anticipated that the acquisition of these vessels will assist in the creation of a marine wall to curtail the inflow of illegal drugs and arms.

In addition, the Ministry will continue its thrust to expand the use of modern technology in the fight against crime. This includes enhancement of crime scene technology and the expansion in the use of CCTV technology throughout the country, with special emphasis on areas that record particularly high crime statistics. It is anticipated that the greater use of modern technology would assist in increasing the crime detection rate. Another priority area of the Ministry of National Security is the strengthening of its human resource base. This includes increasing the size of the uniformed staff to match the sanctioned strength. Steps would also be taken to strengthen the capacity of its existing uniformed staff with the requisite training both locally and abroad. Training for law enforcement officials to aid with utilising technology, investigative techniques and skills to detect crime shall be particularly emphasised when going forward.

9.4 Review of Serious Reported Crimes – (Fiscal 2014 as compared to Fiscal 2015)

A detailed comparative breakdown of Serious Crimes reported and detected for Fiscal 2014 and 2015 is provided hereunder:

SERIOUS CRIMES	Fiscal 2014		Fiscal 2015	
	Reported	Detected	Reported	Detected
Burglaries & Break-ins	2,655	382 (14%)	2417	369 (15%)
Robberies	2,673	425 (16%)	2771	408 (15%)
General Larceny	2,269	215 (9%)	2210	244 (11%)
Larceny Motor Vehicles	814	70 (9%)	840	63 (8%)
Other Serious Offences	782	341(44%)	839	329 (39%)
Wounding and Shootings	562	126 (22%)	622	122 (20%)
Rapes, Incest & Other Sexual Offences	788	452 (57%)	742	390 (53%)
Murders	432	77 (18%)	453	76 (17%)
Narcotics Offences	479	479 (100%)	484	484 (100%)
Larceny Dwelling House	314	41 (13%)	272	33 (12)
Fraud Offences	265	104 (39%)	581	147 (25%)
Kidnapping	108	51 (47%)	111	55 (50%)
Kidnapping for Ransom	5	1(20%)	5	0 (0%)
Serious Indecency	82	55 (67%)	79	44 (56%)
TOTAL SERIOUS CRIMES	12,228	2,819 (23%)	12,426	2,764 (22%)

During Fiscal 2015, there was an aggregate of twelve thousand, four hundred and twenty six (12,426) reported incidents of SRCs as compared to 12,228 in Fiscal 2014 reflecting a 2% increase or 198 more SRCs. The five (5) most predominant SRCs for Fiscal 2015 were: Burglaries & Break-ins (19%), Robberies (22%), General Larceny (18%), Larceny Motor Vehicles (7%) and Other Serious Offences (6.8%). The categories of crime contributing to the most SRCs were Robberies (22%), Burglaries & Break-ins (19%) and General Larceny (18%).

9.4.1 Detection Rate

There was not a significant increase in the detection rate between fiscal 2014 and 2015. In fact, there was a reduction in the detection rate of 1% in fiscal 2015. Therefore, detection has still been a challenging goal to attain for local law enforcement.

In Fiscal 2015 the categories of Serious Reported Crimes that recorded the highest detection rates were Narcotic Offences (100%), Serious Indecency (56%), Rapes, Incest & Other Sexual Offences (53%) and Kidnapping (50%). It should be noted that Narcotic Offences always record a detection rate of 100% since these offences are considered to be detected once narcotics are seized. During fiscal 2014, the categories of Serious Crimes that recorded the highest rates of detection were; Serious Indecency (67%), Rapes, Incest and other Sexual Offences (57%), and Kidnapping (47%).

9.4.2 Violent Crimes

Violent Crimes is the collective term used by the TTPS to describe a subset of serious crimes which include the following 7 offences: (a) Murders, (b) Woundings & Shootings, (c) Sexual Offences, (d) Serious Indecency (e) Kidnapping, (f) Kidnapping for Ransom and (g) Robberies. For Fiscal 2015, Violent Crimes accounted for 38% of the total SRCs. Of these Violent Crimes in 2015, the detection rate stood at 23%. In Fiscal 2014, Violent Crimes also accounted for 38% of the total SRCs with a detection rate of 26%. Violent crimes increased by 3% in Fiscal 2015 compared to Fiscal 2014.

Murders

During the Fiscal year 2015 Murders accounted for 3.6% of the total SRCs while Murders accounted for 3.5% in Fiscal 2014. This indicates that there was no significant difference in the total contribution Murders made with regards to SRCs figures for these years. However, Murders increased by 4.9% in Fiscal 2015 compared to the same period 2014. Also, the detection rate with respect to Murders stood at 17% in Fiscal 2015 in contrast to the 18% detection rate in Fiscal 2014. It can be ascertained that the detection rate with respect to Murders continued to pose a challenge to the law enforcement agencies.

When referring to the policing divisions, the divisions recording the lowest number of Murders in Fiscal 2015 were: Tobago (10 murders or 2%), Eastern (36 murders or 8%), South Western (37 murders or 8%), Southern (46 murders or 10%). The divisions with the most murders for Fiscal 2015 were: Port of Spain (96 murders or 21%), Northern (66 murders or 15%) and Central (60 murders or 13%).

In Fiscal 2014, the divisions recording the lowest number of Murders were: Tobago (7 murders or 1.6%), South Western (17 murders or 3.9%) and Eastern (35 murders or 8.1%). The divisions with the most murders in Fiscal 2015 were: Port of Spain (90 murders or 21%), Northern (76 murders or 18%) and Western (61 murders or 14%).

Eastern and Tobago divisions were consistently the lowest contributors to murders for both fiscal years whilst Port of Spain and Northern divisions consistently contributed to the highest number of murders for both fiscal years.

The divisions recording the highest detection rates for murders in Fiscal 2015 were:

Tobago (40%), Northern (29%) and Southern (26%) whilst the divisions recording the lowest detection rates in 2015 were: Port of Spain (4%), South Western (11%) and Western (13%). During Fiscal 2014 the divisions recording the highest detection rates for murders were: Tobago (71%), South Western (29%) and Eastern (29%) whilst the lowest detection rates in 2014 were: POS (8%), North Eastern (12%) and Northern (17%).

For the Fiscal years 2014-2015 POS Division recorded consistently the highest murder rates and lowest detection rates.

Wounding and Shooting

During fiscal 2014 and 2015, the detection rate for wounding and shooting stood at 22% and 20% respectively. A total of 562 reports were received in Fiscal 2014 and 126 were detected compared to fiscal 2015 when 622 reports were received and 122 were detected. During fiscal 2015, the Eastern Division recorded the highest detection rate of 42% while the North Eastern Division recorded the lowest detection rate of 9%.

Rapes, Incest and Other Sexual Offences

With respect to Rapes, Incest and Other Sexual Offences, the detection rate during the 2014 fiscal year was 57% compared to 53% during the 2015 fiscal year. The Eastern Division recorded the highest rate of detection of 72% during fiscal 2015 while the Central Division recorded the lowest detection rate of 30%.

Serious Indecency

The detection rate for the crime of Serious Indecency during fiscal 2015 was recorded at 56% while the detection rate for this crime in fiscal 2014 was recorded at 67%. The total number of reports received decreased by 3% in Fiscal 2015 or 79 from 82 in Fiscal 2014, Eastern Division recorded the highest detection rate in this category with 88%. Three (3) of the policing divisions recorded a 50% detection rate, namely Southern, Central and Tobago. Western division recorded the lowest detection with regards to this crime with 0%.

Kidnapping

During the 2015 fiscal year, the detection rate for Kidnapping was 50% compared to 47% in fiscal 2014. In fiscal 2015, the Western Division recorded the highest detection rate with 73% while the Port of Spain, Southern and Northern Divisions recorded the lowest detection rate for Kidnapping with 40% each.

Kidnapping For Ransom

During the 2014 fiscal year, the detection rate for kidnapping for ransom was 20% compared to 0% in fiscal 2015. In Fiscal 2015 the 4/9 policing divisions recorded this category of crime, namely: Northern, Central, Southern and Tobago. For both Fiscal years 5 Kidnappings for Ransom were recorded.

Robberies

A comparison between the two fiscal years under review reveals that the total number of Robberies increased by 4% for Fiscal 2015 when compared to Fiscal 2014. The detection rate for this category of crime in Fiscal 2015 was 15% compared to 16% in 2016. The Divisions contributing the most to Robberies in 2015 were: Port of Spain (23%), Southern (21%) and Central (15%). The divisions with the highest detection rate for this category of crime are as follows: South Western (29%), Southern (23%) and Eastern (21.5%).

VIOLENT CRIMES FISCAL 2014

DIVISIONS	Murders		Woundings & Shootings		Rapes, Incest & Other Sexual Off		Serious Indecency		Kidnapping		Kidnapping for Ransom		Robberies		Total Violent Crimes	
	rep	det	rep	det	rep	det	rep	det	rep	det	rep	det	rep	det	rep	det
PORT OF SPAIN	90	7	156	11	48	20	14	9	17	7	0	0	484	32	809	86
SOUTHERN	44	8	71	20	116	70	17	11	20	4	1	0	500	88	769	201
WESTERN	61	12	69	18	54	20	3	0	3	0	1	0	220	40	411	90
NORTHERN	76	13	69	18	150	73	10	4	17	10	0	0	438	75	760	193
CENTRAL	50	11	63	18	98	52	4	3	9	3	1	0	367	42	592	129
SOUTH WESTERN	17	5	38	14	87	56	6	4	17	9	1	0	200	78	366	166
EASTERN	35	10	31	18	97	80	10	10	14	12	1	1	99	35	287	166
NORTH EASTERN	52	6	51	4	55	20	3	0	3	1	0	0	292	17	456	48
TOBAGO	7	5	14	5	83	61	15	14	8	5	0	0	73	18	200	108
TOTAL	432	77	562	126	788	452	82	55	108	51	5	1	2673	425	4650	1187

VIOLENT CRIMES FISCAL 2015

DIVISIONS	Murders		Woundings & Shootings		Rapes, Incest & Other Sexual Off		Serious Indecency		Kidnapping		Kidnapping for Ransom		Robberies		Total Violent Crimes	
	rep	det	rep	det	rep	det	rep	det	rep	det	rep	det	rep	det	rep	det
PORT OF SPAIN	96	4	184	22	47	23	6	2	35	14	0	0	632	44	1000	109
SOUTHERN	46	12	94	30	157	84	16	8	15	6	0	0	570	133	898	273
WESTERN	47	6	45	15	52	26	6	0	11	8	0	0	181	23	342	78
NORTHERN	66	19	46	7	92	41	13	6	5	2	2	0	372	42	596	75
CENTRAL	60	11	85	14	70	21	6	3	6	3	1	0	421	55	649	107
SOUTH WESTERN	37	4	49	6	67	33	14	12	10	5	1	0	215	63	393	123
EASTERN	36	8	43	18	95	68	8	7	10	6	0	0	65	14	257	121
NORTH EASTERN	55	8	65	6	82	46	4	3	8	4	0	0	220	18	434	85
TOBAGO	10	4	11	4	80	48	6	3	11	7	1	0	95	16	214	82
TOTAL	453	76	622	122	742	390	79	44	111	55	5	0	2771	408	4783	1095

9.4.3 Crimes by Division

During fiscal 2015, three Divisions, namely the Port of Spain, Southern and Central Divisions collectively accounted for 47% of the total Serious Crimes. The Division contributing to the

most SRCs for Fiscal 2015 was Port of Spain (18%), whilst Eastern Division contributed to the least SRCs for the same period with 5%.

A comparison of the 2014 and 2015 fiscal years shows that there was a 2% increase in the number of Serious Crimes reported. The most notable increases occurred in the following police divisions:

- Tobago – increase of 28%
- Northern – increase of 20%

The following table provides a comparison of total Serious Crimes reported in the nine (9) Police Divisions for Fiscal 2014 and Fiscal 2015. It also provides a breakdown the detection rates over the periods under review.

DIVISIONAL REPORTED & DETECTED SRCs FISCAL 2014-2015				
DIVISIONS	FISCAL 2014		FISCAL 2015	
	REPORTED	DETECTED	REPORTED	DETECTED
Port of Spain	2045	225 (11%)	2276	276 (12%)
Southern	1853	483 (26%)	2048	545 (27%)
Western	1157	217 (19%)	1003	173 (17%)
Northern	2023	471 (23%)	1620	297 (18%)
Central	1642	302 (18%)	1722	288 (17%)
South Western	952	406 (43%)	1025	355 (35%)
Eastern	687	386 (56%)	659	365 (55%)
North Western	1059	121 (11%)	1035	176 (17%)
Tobago	810	208 (26%)	1038	289 (28%)
TOTAL	12228	2819 (23%)	12426	2764 (22%)

Four (4) Police Divisions namely, the Port of Spain, Southern, Northern and Central have collectively accounted for most of the SRCs reported during Fiscal years 2014 – 2015. Together, these divisions accounted for 62% of the total SRCs for in both fiscal years. In Fiscal 2015, Port of Spain, Southern, Central and Northern divisions accounted for 18%, 16%, 14% and 13% respectively of the total SRCs. Comparatively, these divisions also accounted for 62% of the total SRCs in Fiscal 2014. During both Fiscal years, the Eastern division recorded the highest detection rate among all divisions with a 55% recorded in Fiscal 2015 and 56% recorded in Fiscal 2014. In Fiscal 2015, the Port of Spain division recorded the lowest rate with 12%, while in Fiscal 2014 the Port of Spain and North Western Divisions recorded the lowest detection rate at 11% each.

The following table provides a breakdown of the Divisions that recorded the highest percentages of Serious Crimes during the 2014 and 2015 Fiscal Years:

DIVISIONS	2014	2015
Port of Spain	2045 (17%)	2276 (18.3%)
Southern	1853 (15%)	2048 (16.4%)
Northern	2023 (16.5%)	1620 (13%)
Central	1642 (13%)	1722 (14%)
TOTAL	62%	62%

The three (3) Divisions with the lowest number of Serious Crime reported for both Fiscal 2014 and 2015 were differed. For Fiscal 2015, Western, South Western and Eastern Divisions accounted for 8%, 8.2% and 5% respectively whereas in Fiscal 2014, South Western, Eastern and Tobago Divisions accounted for 7.8%, 6% and 6.6% respectively. Collectively the divisions with the lowest SRCs for Fiscal years 2014 and 2015 contributed to 20% and 22% respectively towards the total Divisional SRC figures.

DIVISIONS	2014	2015
Western	n/a	1003 (8%)
South Western	952 (7.8%)	1025 (8.2%)
Eastern	687 (6%)	659 (5.3%)
Tobago	810 (6.6%)	n/a
TOTAL	2449 (20%)	2687 (22%)

10.0 STRENGTHENING THE LEGAL AND REGULATORY FRAMEWORK

10.1 Bills piloted by the Ministry

During the 2015 Fiscal Year no new pieces of legislation that were piloted by the Ministry was assented to or assented to and proclaimed where applicable. However, the following Bills were introduced by the Minister of National Security for the period identified and are currently at various stages of the legislative process:

The Cybercrime Bill, 2015

The purpose of the Cybercrime Bill, 2015 is to provide for the creation of offences related to cybercrime and for other related matters in Trinidad and Tobago. The Bill was introduced in the House of Representatives on May 01, 2015 and lapsed on June 17, 2015. Steps are currently underway to have the Bill reintroduced into the Parliament.

The Trinidad and Tobago Cyber Security Agency Bill, 2015

The purpose of the Trinidad and Tobago Cyber Security Agency Bill, 2015 is to establish a Trinidad and Tobago Cyber Security Agency to act as a national point of contact for all cyber security related concerns and other related matters. The Bill was introduced in the House of Representatives on May 01, 2015 and lapsed on June 17, 2015. Steps are currently underway to have the Bill reintroduced into the Parliament.

Precursor Chemicals Bill 2014

The purpose of the Precursor Chemicals Bill 2014 is to provide for the monitoring of prescribed activities and the prevention of the diversion of precursor chemicals and other chemical substances used, or capable of being used, in any type of illicit transaction involving narcotic drugs, psychotropic substances and other drugs or substances having a similar effect and for purposes connected therewith. The Bill was introduced in the Senate on August 14, 2014 and lapsed on June 15, 2015. Introduced in the Senate on April 24, 2015 and lapsed in that house on June 17, 2015.

10.2 Legislation not introduced by the Minister of National Security but which has implications for the Ministry of National Security

In Fiscal 2015, the following Bills were introduced in the Parliament which directly or indirectly affect the operations of the Ministry of National Security:

The Bail (Amendment) Bill, 2015

The Bill was introduced by the Attorney General in the House of Representatives on Friday January 30, 2015 and was assented to on 29th April 2015. The purpose of the Bill is to amend

the Bail Act to correct errors in the numbering of certain subsections made during the passage of the Bail (Amendment) Act No. 1 of 2014; and to prescribe circumstances in which bail shall not be granted to persons. The Bill which was assented to on April 29, 2015 known as Act No 7 of 2015 seeks to restrict bail for a limited period in respect of certain offences involving the use or possession of a firearm. By virtue of the sunset clause contained in Act No 7 of 2015, all the restrictions on the grant of bail contained in this Act, expires on August 15th, 2016.

The Miscellaneous Provisions (Proceeds of Crime, Anti-Terrorism, Financial Intelligence Unit of Trinidad and Tobago) Bill, 2014

The Bill was introduced by the Minister of Finance and the Economy in the Senate on Tuesday August 19, 2014 and passed on August 20, 2014. It was then introduced in the House of Representatives on September 08, 2014 and passed on September 19, 2014 and was assented to on 13th October, 2014. The purpose of the Bill is to amend the Proceeds of Crime Act, Chap. 11:27, the Anti-Terrorism Act, Chap. 12:07 and the Financial Intelligence Unit of Trinidad and Tobago Act Chap. 72:01. The Bill seeks to; widen the pool of criminal activity for which the State can confiscate assets, as well as seize, detain and forfeit cash where there is cogent evidence to suggest that the assets were derived from criminal activity; to make money laundering a stand-alone offence and to refine the existing provisions which relate to the seized assets fund and its management.

11.0 THE WAY FORWARD

The mandate of the Ministry of National Security is indeed very challenging. Nonetheless, the Ministry is committed to strengthen existing initiatives and aggressively pursue new strategies in fulfilling our mandate of ensuring a safer and more secure nation. In Fiscal 2016 and beyond, the Ministry will continue to pursue crime prevention initiatives, advance public safety measures, build law enforcement and defence capacity; and strengthen and deepen regional and international collaboration.

12.0 TABLES AND FIGURES

APPENDIX 1

MINISTRY OF NATIONAL SECURITY (Excluding TTPS) Detailed Summary of Expenditure by Sub-Head

Ministry of National Security (Excluding TTPS) – Summary of Expenditure for 2015			
Sub-Head/Item/Sub-Item	Estimates Financial Year \$	Actual Expenditure \$	Variance \$
PERSONNEL EXPENDITURE	1,455,558,540.00	1,298,063,619.79	157,494,920.21
Salaries and Cost of Living Allowance	326,891,850.00	310,253,677.00	16,638,173.00
Wages and Cost of Living Allowance	19,132,640.00	18,080,935.42	1,051,704.58
Overtime - Monthly-Paid Officers	23,919,000.00	19,229,635.38	4,689,364.62
Allowances - Monthly-Paid Officers	100,462,850.00	94,729,722.75	5,733,127.25
Government's Contribution to N.I.S	34,990,050.00	28,435,087.68	6,554,962.32
Remuneration to Board Members	1,100,000.00	823,000.00	277,000.00
Vacant Posts - Salaries & COLA (without incumbents)	0.00	0.00	0.00
Remuneration to Auxiliary Fire Unit	18,180,000.00	17,975,167.23	204,832.77
Settlement of Arrears to Public Officers	0.00	0.00	0.00
Remuneration to Members of Cabinet Appointed Committees	1,300,000.00	347,650.00	952,350.00
Payment of Increments - Salaries	0.00	0.00	0.00
Government's Contribution to Group Health Insurance - Daily Rated Workers	302,600.00	228,786.55	73,813.45
Increased Salaries to Public Officers 1999/2001	0.00	0.00	0.00
Salaries - Direct Charges	553,377,060.00	535,152,876.43	18,224,183.57
Allowances - Direct Charges	287,326,150.00	225,859,653.46	61,466,496.54
Remuneration to Members Direct Charges	378,800.00	193,700.00	185,100.00
Vacant Post-Salaries and C.O.L.A. (without incumbents)-Direct Charges	36,000,000.00	0.00	36,000,000.00
Government's Contribution to Group Health Insurance - Monthly Paid Officers	1,858,000.00	726,594.66	1,131,405.34
Overtime - Daily Rated Workers	1,334,000.00	968,008.86	365,991.14
Allowances - Daily Rated Workers	360,000.00	183,010.85	176,989.15

**Ministry of National Security (Excluding TTPS) –
Summary of Expenditure for 2015**

Sub-Head/Item/Sub-Item	Estimates Financial Year \$	Actual Expenditure \$	Variance \$
Government's Contribution to N.I.S. - Direct Charges	48,645,540.00	44,876,113.52	3,769,426.48
GOODS AND SERVICES	1,026,510,766.00	749,985,155.18	276,525,610.82
Travelling and Subsistence	25,720,320.00	20,556,284.05	5,164,035.95
Uniforms	48,168,600.00	23,058,273.83	25,110,326.17
Electricity	19,489,740.00	13,188,224.37	6,301,515.63
Telephones	27,377,250.00	20,838,770.39	6,538,479.61
Water and Sewerage Rates	6,153,000.00	2,791,939.73	3,361,060.27
House Rates	585,178.00	322,041.10	263,136.90
Rent/Lease - Accommodation and Storage	38,825,300.00	30,125,772.77	8,699,527.23
Rent/Lease - Vehicles and Equipment	139,804,000.00	135,179,932.08	4,624,067.92
Office Stationery and Supplies	17,818,050.00	11,656,220.28	6,161,829.72
Books and Periodicals	4,266,000.00	1,441,545.15	2,824,454.85
Materials and Supplies	44,770,000.00	32,066,114.33	12,703,885.67
Maintenance of Vehicles	110,300,000.00	71,124,267.46	39,175,732.54
Repairs and Maintenance - Equipment	21,186,500.00	12,224,847.95	8,961,652.05
Contract Employment	52,040,000.00	38,035,387.96	14,004,612.04
Training	42,420,000.00	28,531,846.63	13,888,153.37
Official Entertainment	2,000,000.00	991,169.01	1,008,830.99
Repairs and Maintenance - Buildings	64,700,000.00	39,695,425.34	25,004,574.66
Short Term Employment	3,323,200.00	2,531,736.73	791,463.27
Fees	2,555,300.00	693,479.27	1,861,820.73
Refunds and Rebates	1,440,000.00	1,229,678.35	210,321.65
Official Overseas Travel	8,700,000.00	3,890,273.93	4,809,726.07
Other Contracted Services	45,545,622.00	29,005,739.74	16,539,882.26
Extraordinary Expenditure	54,251,080.00	46,411,809.79	7,839,270.21
Janitorial Services	18,528,400.00	9,050,046.00	9,478,354.00
Food at Institutions	80,747,856.00	72,680,712.70	8,067,143.30
Security Services	13,900,000.00	8,648,680.31	5,251,319.69
Housing Accommodation	5,500,000.00	3,355,927.94	2,144,072.06
Relocation of Staff	14,500,000.00	11,850,298.27	2,649,701.73
Postage	1,457,720.00	35,149.21	1,422,570.79
Medical Expenses	21,500,000.00	13,050,467.52	8,449,532.48
Travelling - Direct Charges	30,740,650.00	28,597,741.58	2,142,908.42
Insurance	1,802,000.00	1,705,775.75	96,224.25
Promotions, Publicity and Printing	23,665,000.00	11,019,108.94	12,645,891.06
Expenses of Cabinet Appointed Bodies	0.00	0.00	0.00

**Ministry of National Security (Excluding TTPS) –
Summary of Expenditure for 2015**

Sub-Head/Item/Sub-Item	Estimates Financial Year \$	Actual Expenditure \$	Variance \$
Hosting of Conferences, Seminars & Other Functions	30,930,000.00	23,145,559.22	7,784,440.78
Employee Assistance Programme	1,800,000.00	1,254,907.50	545,092.50
MINOR EQUIPMENT PURCHASES	177,245,150.00	97,438,461.84	79,806,688.16
Vehicles	73,031,592.00	32,862,811.24	40,168,780.76
Office Equipment	16,246,642.00	6,222,899.79	10,023,742.21
Furniture and Furnishings	18,446,417.00	12,452,605.07	5,993,811.93
Other Minor Equipment	69,520,499.00	45,900,145.74	23,620,353.26
CURRENT TRANSFERS AND SUBSIDIES	394,387,470.00	370,221,412.03	24,166,057.97
Regional Bodies	16,439,500.00	15,992,566.43	446,933.57
International Bodies	701,790.00	276,280.47	425,509.53
Non Profit Institutions	0.00	0.00	0.00
Households	79,300,000.00	72,588,920.35	6,711,079.65
Other Transfers	297,946,180.00	281,363,644.78	16,582,535.22
DEVELOPMENT PROGRAMME	1,073,250,444.00	1,048,885,254.11	24,365,189.89
GRAND TOTAL	4,126,952,370.00	3,564,593,902.95	562,358,467.05

Trinidad and Tobago Police Service
Detailed Summary of Expenditure by Sub-Head

Trinidad and Tobago Police Service (TTPS) – Summary of Expenditure for 2015

Sub-Head/ Item/ Sub-Item	Estimates Financial Year 2015 TT\$	Actual Expenditure Financial Year 2015 TT\$	Variance TT\$
Personnel Expenditure	1,599,387,000.00	1,529,854,948.45	69,532,051.55
Salaries and Cost of Living Allowance	886,152,000.00	866,297,006.26	19,854,993.74
Wages and Cost of Living Allowance	1,100,000.00	1,033,834.00	66,166.00
Overtime-Monthly-Paid Officers	341,800,000.00	298,026,269.45	43,773,730.55
Allowances-Monthly –Paid Officers	282,599,000.00	281,097,666.80	1,501,333.20
Government's Contribution to N.I.S	85,500,000.00	81,884,504.16	3,615,495.84
Remuneration to Board Members	600,000.00	412,500.00	187,500.00
Vacant Posts - Salaries & COLA (without Incumbents)	0.00	0.00	0.00
Settlement of Arrears to Public Officers	0.00	0.00	0.00
Payments of Increments-Salaries	0.00	0.00	0.00
Government's Contribution to Group Health Insurance-Daily Rated Workers	29,000.00	27,315.60	1,684.40
Government's Contribution to Group Health Insurance-Monthly Paid Officers	383,000.00	356,663.10	26,336.90
Overtime – Daily Rated Workers	1,224,000.00	719,189.08	504,810.92
Allowances – Daily Rated Workers	2,000.00	0.00	2,000.00
Goods and Services Police Service (Trinidad)	584,510,800.00	470,699,881.69	113,810,918.31
Travelling and Subsistence	21,600,000.00	18,887,37 2.44	2,712,627.56
Uniforms	40,000,000.00	30,084,610.78	9,915,389.22
Electricity	19,700,000.00	17,874,504.32	1,825,495.68
Telephones	45,000,000.00	34,138,628.16	10,861,371 .84
Water and Sewerage Rates	1,500,000.00	386,296.07	1,113,703.93
House Rates	100,000.00	0.00	100,000.00
Rent/Lease-Accommodation and Storage	40,000,000.00	31,457,679.72	8,542,320.28
Rent/Lease-Vehicles and Equipment	14,900,000.00	1 3,606,202.22	1,293,797.78
Office Stationery and Supplies	11,400,000.00	6,975,765.13	4,424,234.87

Sub-Head/ Item/ Sub-Item	Estimates Financial Year 2015 TT\$	Actual Expenditure Financial Year 2015 TT\$	Variance TT\$
Books and Periodicals	1,000,000.00	125,,059.88	874,940.12
Materials and Supplies	13,400,000.00	7,451,019.38	5,848,980.62
Maintenance of Vehicles	61,800,000.00	46,097,831.67	1,988,098.96
Repairs and Maintenance-Equipment	2,500,000.00	511,901.04	811,019.70
Goods and Services – Police Service (Trinidad) continued			
Contract Employment	72,500,000.00	67,245,844.31	5,254,155.69
Training	24,993,500.00	22,664,703.82	2,328,796.18
Official Entertainment	1,000,000.00	370,905.36	629,094.64
Repairs and Maintenance Buildings	29,000,000.00	25,801,350.89	3,198,649.11
Short Term Employment	18,400,000.00	14,086,777.15	4,313,222.85
Fees	13,000,000.00	9,430,539.25	3,569,460.75
Official Overseas Travel	5,000,000.00	3,447,386.79	1,552,613.21
Other Contracted Services	12,000,000.00	11,595,629.35	404,370.65
Extraordinary Expenditure	10,000,000.00	1,930,572.41	8,069,427.59
Janitorial Services	50,297,000.00	49,774,009.5 1	522,990.49
Food at Institutions	16,000,000.00	15,030, 112.50	969,887.50
Housing Accommodation	1,500,000.00	1,290,026.99	209,973.01
Relocation of Overseas Staff	729,460.00	0.00	729,460.00
Postage	37,540.00	37,206.45	333.65
Medical Expenses	31,800,000.00	20,914,295.97	10,885,704.03
Insurance	221,000.00	212,106.00	8.894.00
Promotions, Publicity and Printing	5,000,000.00	2,340,947.34	2,659,052.66
Hosting of Conferences, Seminars and Other Functions	11,600,000.00	11,322,278.09	277,721.91
Employee Assistance Programme	500,000.00	177,100.00	322,900.00
Police Service (Tobago)			
Travelling and Subsistence	2,000,000.00	1,954,520.59	45,479.41
Electricity	700,000.00	592,013.44	107,986.56
Telephones	1,500,000.00	986,943.31	531,056.69
Water and Sewerage Rates	92,000.00	9,558.60	82,441.40

Sub-Head/ Item/ Sub-Item	Estimates Financial Year 2015 TT\$	Actual Expenditure Financial Year 2015 TT\$	Variance TT\$
Office Stationery and Supplies	500,000.00	145,413.08	354,586.92
Materials and Supplies	140,000.00	7,504.62	132,495.38
Maintenance of Vehicles	1,000,000.00	903,182.30	96,807.70
Fees	500,000.00	231,818.76	268,181.24
Food at Institutions	800,000.00	519,384.00	280,616.00
Postage	300.00	0.00	300.00
Medical Expenses	800,000.00	98,870.00	701,130.00.00
Minor Equipment Purchases – Police Service (Trinidad)	129,500,000.00	72,425,818.14	57,074,181.86
Vehicles (Replacement)	42,000,000.00	31,125,972.75	10,874,027.25
Office Equipment	10,000,000.00	3,991,862.25	6,008,137.75
Furniture and Furnishings	4,800,000.00	3,093,009.44	1,706,990.56
Other Minor Equipment	65,000,000.00	30,776,597.42	34,223,402.58
Police Service (Tobago)			
Vehicles (Replacement)	3,000,000.00	2,751,554.50	248,445.50
Office Equipment	400,000.00	272,841.00	127,159.00
Furniture and Furnishings	300,000.00	228,635.12	71,364.88
Other Minor Equipment	4,000,000.00	185,345.66	3,814,654.34
Current Transfers and Subsidies	43,229,000.00	28,731,223.63	14,497,776.37
Regional Bodies	79,000.00	38,234.40	40,765.60
International Bodies	150,000.00	126,270.36	23,729.64
Non Profit Institutions	5,000,000.00	3,587,856.32	1,412,143.68
Households	14,000,000.00	2,248,125.84	11,751,874.16
Other Transfers	24,000,000.00	22,730,736.71	1,209,263.29
Development Programme	75,300,000.00	53,274,718.44	22,025,281.56
Social Infrastructure	55,300,000.00	36,297,823.82	19,002,176.18
Multi-Sectoral and Other Services	20,000,000.00	16,976,894.62	3,023,105.38
GRAND TOTAL	2,431,926,800.00	2,154,986,590.35	276,940,209.65

Summary of Expenditure by Division

Division	Estimates for Fiscal Year 2015	Actual Expenditure for Fiscal Year 2015	Variance
General Administration:-			
Personnel Expenditure	33,474,190.00	27,475,177.91	5,999,012.09
Goods and Services	307,215,253.00	249,587,331.21	57,627,921.79
Minor Equipment Purchases	4,423,740.00	2,144,291.56	2,279,448.44
Development Programme	985,726,851.00	975,620,060.87	10,106,790.13
Total General Administration	1,330,840,034.00	1,254,826,861.55	76,013,172.45
Fire Service:-			
Personnel Expenditure	369,339,700.00	345,884,150.16	23,455,549.84
Goods and Services	150,574,500.00	71,838,943.70	78,735,556.30
Minor Equipment Purchases	67,659,110.00	20,557,744.83	47,101,365.17
Development Programme	1,000,000.00	944,370.21	55,629.79
Total Fire Service	588,573,310.00	439,225,208.90	149,348,101.10
Police Service:-			
Personnel Expenditure	1,599,387,000.00	1,529,854,948.45	69,532,051.55
Goods and Services	584,510,800.00	470,699,881.69	113,810,918.31
Minor Equipment Purchases	129,500,000.00	72,425,818.14	57,074,181.86
Development Programme	75,300,000.00	53,274,718.44	22,025,281.56
Total Police Service	2,388,697,800.00	2,126,255,366.72	262,442,433.28
Immigration:-			
Personnel Expenditure	97,500,000.00	91,834,845.75	5,665,154.25
Goods and Services	114,180,347.00	92,402,695.33	21,777,651.67
Minor Equipment Purchases	5,545,000.00	3,520,896.13	2,024,103.87
Development Programme	1,000,000.00	291,871.38	708,128.62
Total Immigration	218,225,347.00	188,050,308.59	30,175,038.41
Defence Force:-			
Personnel Expenditure	949,606,650.00	828,448,798.15	121,157,851.85
Goods and Services	443,649,046.00	334,295,417.04	109,353,628.96
Minor Equipment Purchases	96,560,300.00	70,103,342.32	26,456,957.68

Division	Estimates for Fiscal Year 2015	Actual Expenditure for Fiscal Year 2015	Variance
Development Programme	85,523,593.00	72,028,951.65	13,494,641.35
Total Defence Force	1,575,339,589.00	1,304,876,509.16	270,463,079.84
Cadet Force:-			
Personnel Expenditure	5,638,000.00	4,420,647.82	1,217,352.18
Goods and Services	10,891,620.00	1,860,767.90	9,030,852.10
Minor Equipment Purchases	3,057,000.00	1,112,187.00	1,944,813.00
Development Programme	0.00	0.00	0.00
Total Cadet Force	19,586,620.00	7,393,602.72	12,193,017.28
National Emergency Management Agency (NEMA):-			
Personnel Expenditure	0.00	0.00	0.00
Goods and Services	0.00	0.00	0.00
Minor Equipment Purchases	0.00	0.00	0.00
Development Programme	0.00	0.00	0.00
Total NEMA	0.00	0.00	0.00
SUB TOTAL	6,121,262,700.00	5,320,627,857.64	800,634,842.36
Current Transfers & Subsidies	394,387,470.00	370,221,412.03	24,166,057.97
Current Transfers and Subsidies TTPS	43,229,000.00	28,731,223.63	14,497,776.37
TOTAL	6,558,879,170.00	5,719,580,493.30	839,298,676.70